



**Office of the
Legislative Assembly**

Annual report 2022-2023

PEACE, ORDER & GOOD GOVERNMENT



The Office of the Legislative Assembly acknowledges and pays respect to the past and present Traditional Custodians and Elders of this nation and the continuation of cultural, spiritual, and educational practices of Aboriginal and Torres Strait Islander peoples.



The Office values their contribution to the life of our city and to the Canberra region.

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Transmittal certificate

Joy Burch MLA
Speaker
Legislative Assembly for the Australian Capital Territory
London Circuit
Canberra ACT 2601

Dear Madam Speaker

I am pleased to submit, for your information and presentation to the Legislative Assembly for the Australian Capital Territory, this annual report of the Office of the Legislative Assembly (the Office) for the year ended 30 June 2023.

Pursuant to section 7B of the *Annual Reports (Government Agencies) Act 2004*, the Office is required to prepare a report that includes an account of its management during the reporting year.

As you are aware, the Office is not required to comply with annual report directions made by the minister in accordance with section 8 of the Act; nonetheless, the Office endeavours to do so wherever appropriate.

I commend the report to you and trust that you find it informative.

Yours sincerely



Tom Duncan
Clerk of the Legislative Assembly

October 2023

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The Clerk's overview

*Yumalundi** and welcome to the Office of the Legislative Assembly's annual report for the 2022-2023 financial year

* 'Welcome' in Ngunnawal language

The last financial year has seen the Office return to (a new) normal in how we manage Covid-19 and other communicable diseases in the workplace. The Legislative Assembly is both a workplace and a public building where Canberrans gather to watch and participate in decision-making that affects their lives. The continued work of the Assembly's Health and Safety Committee ensures we keep such public spaces as healthy as possible to ensure our democracy remains open and accessible.

Our Office marked two major institutional milestones in 2022-2023. We finalised our next strategic plan, which sets out our organisation's aims and direction to 2025. We also published the much-anticipated second edition of the *Companion to the Standing Orders*, the Assembly's procedural companion. I am grateful for the contributions from staff across the whole organisation – past and present – that were vital in realising these two milestones.

Last financial year spans the middle of the parliamentary term, a time where the Office typically sees an increase in our legislation and committee inquiry workloads. I'm impressed by the industriousness and dedication of all our staff whose work supports these core functions of the Assembly during this quadrennial surge.

I anticipate a full work program for the Office in the 2023-2024 financial year, including:

- The continued upgrade of the Assembly intranet, records systems, and policies register to ease information accessibility for staff and Members,
- The Assembly's beloved Open Day, coinciding with the ACT's 35th anniversary of self-government in 1989, and
- Preparing for the transition between Assemblies in anticipation of the October 2024 ACT election.

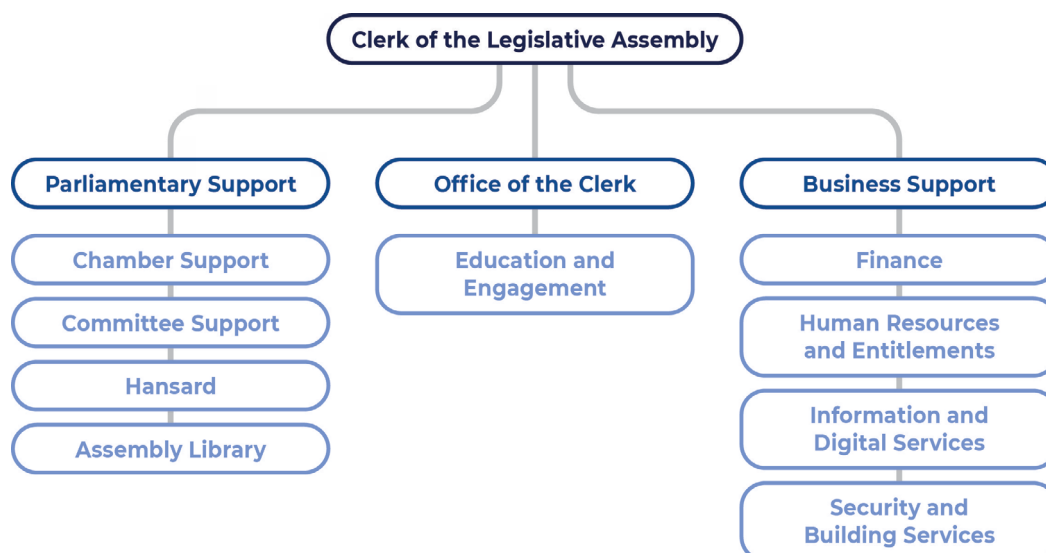


Tom Duncan

Clerk of the Legislative Assembly

Organisation chart

Figure 1: Organisational structure of the Office of the Legislative Assembly as at 30 June 2023



2022-2023 at a glance

Legislation

During the reporting period, the Office facilitated the presentation of 44 executive bills and five private members bills in the Assembly and arranged for the notification of 47 bills that had been passed. The Office also processed 356 items of subordinate legislation.

Questioning the executive

The Office supported members in their scrutiny of the executive, processing 463 questions on notice. During the reporting period, members also asked 1,454 questions without notice (including supplementary questions without notice).

Committees

The Office supported eight standing committees and four select committees in 2022-2023. They presented a total of 53 reports.

During the reporting period, 354 committee meetings were held, 631 submissions were received, and 1315 witnesses gave evidence. Three select committees tabled their final reports and were dissolved during the reporting period. The Office installed Webex boards in the two committee rooms to improve the accessibility of committee hearings.

On 1 July 2023, the Office restructured the committees team in line with the recommendations of the review conducted by Dr Rosemary Laing and subsequent report by Workplace Research & Associates. The restructure increased the number of administrative officers and assistant secretaries and reduced the number of secretaries. Nominal staffing in the Committee Support Office increased from 12 to 15.

Strategic plan 2022-2025

The Office finalised its strategic plan for 2022-2025. It establishes the strategies and priorities to be implemented over the life of the plan and is based on members' feedback, staff input and management analysis.

Covid-19

The Office continued to manage the business continuity and workplace health and safety risks associated with the pandemic during the period. In consultation with the Assembly's Health and Safety Committee and the Standing Committee on Administration and Procedure, the Office facilitated updates to the *Assembly Covid Safe Plan and Risks Assessments* document.

Second edition of the *Companion to the Standing Orders*

In December 2022, the Office officially launched the second edition of the companion at a function, held at the Assembly, attended by current and former MLAs. The second edition reflects significant procedural and legislative changes since the first edition was published in 2009. It is available on the Assembly website.



Editors and subeditors of the second edition of the *Companion to the Standing Orders*
(L to R): Mark McRae OAM, Max Kiermaier, David Skinner, Celeste Italiano, and Tom Duncan

Select Committee on Privileges

The Clerk and the Speaker gave evidence before the Select Committee on Privileges 2022, which was established to examine, among other matters, whether an improper interference in the free exercise of the authority of the Select Committee on Estimates 2022-2023 had occurred. The inquiry took place against a background in which a prohibition notice had been imposed on the 2021-2022 estimates committee by WorkSafe ACT.

The committee found that the imposition of the prohibition notice did improperly interfere with the free exercise of the Assembly and its committees and was a breach of the privileges of the Assembly.

Physical and electronic security upgrades

During the reporting period, the Office invested \$100,000 in protective security upgrades.

Upgrades to the Assembly building's security infrastructure include critical enhancements to the electronic access control and security alarm system. The Office also introduced various physical security measures, such as installing reed switches on all doors to improve after-hours breach monitoring and improving closed-circuit television system storage redundancy.

Security incident reporting

The Office implemented a security incident reporting mechanism as part of its commitment to ensuring the safety of Office staff, MLAs, and officials. FLAG is ACT Policing's fixated and lone-actor grievance-fuelled violence assessment team to which MLAs and staff can report contact with individuals that is potentially inappropriate, dangerous, or unsafe.

Online training programs

On behalf of the Office's Audit and Risk Committee, RSM Australia was engaged to undertake a review of the Legislative Assembly's compliance with the *Work Health and Safety Act 2011* (WHS Act) in late 2021.

Significant progress was made during the reporting period in implementing the final recommendations of that review. This included the development of five online training programs specifically for the Assembly workplace:

- Work Health and Safety Obligations for Managers,
- Mental Health Obligations for Managers,
- Work Health and Safety Obligations for Employees,
- Mental Health (Resilience) for Employees, and
- Persons Conducting Business or Undertaking (PCBU) and Office Holders (under the WHS Act) health and safety obligations and responsibilities.

Work on the final training program was also completed during the reporting period and scheduled for delivery to all PCBUs in July 2023.

Hansard

Hansard recorded and transcribed over 223 hours of chamber proceedings, a 22 percent increase on the previous year. It also transcribed, edited, and published 181.88 hours of committee hearings.

Digital transformation

Substantial progress was made on the digital transformation of Office systems, including the implementation of the Parliamentary Information Management System (PIMS), commonly known as the Parliamentary Portal. The PIMS digital platform supports the:

- lodgement and answering of questions in the Assembly and its committees,
- creation and signing of petitions, and
- live web streaming and Video on Demand recordings of Assembly chamber and committee proceedings to the public.

Assembly library

This past year the library focused on improving the quality of and access to its collections.

Library staff continued to remove out-of-date physical holdings and fill gaps in its digital collection. They introduced new metadata and search features to make resources more discoverable and inclusive. The library also introduced a new product—the Library Backgrounder—to inform new committee inquiries.

Education program

The Assembly's education and engagement team resumed school and community group programs during the year, after a period of disruption during the pandemic. Guided by a newly developed 'program logic', the team also undertook major revisions to education materials and program offerings.

Social club

Staff indicated, through the strategic planning process, the importance of creating opportunities to socialise in-person following the lockdowns and the increase in home-based work. The Office's social club (ClubOLA) is one way these opportunities are provided. ClubOLA hosted a range of social gatherings, including morning teas, barbecues, and the return of Melbourne Cup and Christmas party events.

The year ahead

Our people

The Office is committed to supporting and investing in our staff. In the year ahead, we will:

- continue to digitise our HR systems and practices, including further development and deployment of e-learning modules on important workplace topics,
- focus on implementing strategies for wellbeing and culture initiatives in conjunction with the work health and safety committee, and
- focus on reviewing our performance and development policies and programs to support a high-performance culture where individual objectives and capabilities are aligned with the delivery of the Office's Strategic Plan.

Enterprise agreement

The Office will contribute to the development and implementation of new enterprise agreements for Office staff and staff of MLAs.

Implementation of committee reviews

The Office will continue to implement the suggestions and recommendations of the reviews by Dr Rosemary Laing and Workplace Research & Associates.

Public entrance upgrade

The Assembly provided funding in its 2023-2024 budget to develop a detailed design for an improved public entrance of the Assembly building. Over the next year, the Office will engage an architect to design improvements for this space that address existing security, operations, and safety concerns.

Hansard

Hansard is seeking to improve efficiency through workload smoothing and testing the Novaworks Hansard production module. It will explore the cost-effectiveness of insourcing additional elements of production.

Digital transformation

During 2023-2024, the Office will continue to develop digital workflows on the Parliamentary Portal, further exploring the automation and digitalisation of chamber support and Hansard workflows and processes.

Intranet redevelopment

The Office will redevelop its intranet presence to improve presentation and discoverability of information relevant to MLAs and staff.

Records management system upgrade

The Office will continue to collaborate on the whole-of-government project to upgrade its electronic document and records management system. This project focuses on migrating the existing on-premises OLARIS (HPE Content Manager version 9.1) platform to a cloud-based solution (Micro Focus Content Manager version 10.1).

Updating documents and policies

The Office will update all key governance documents and policies during the forthcoming period and develop a centralised register. This effort is expected to be concluded in the first part of 2024-2025.

Business continuity

The Office will undertake a review of its business continuity planning policy framework and related documents.

Digital education programs

The Office will develop and implement a digital offering (i.e., remote audio-visual capability) for schools and the public sector as part of its suite parliamentary education programs.

Open Day

The Office, with the support of MLAs, will plan for and host an Assembly Open Day in May 2024.

Assembly library

In 2023-2024 the Office will continue work towards refreshing the Assembly Library's holdings on Trove, the national database of Australian libraries and other cultural institutions. It will also begin to develop a new digital collection, comprising ACT public sector media releases, with an aim to launch it before the 11th Assembly.

Performance reporting



Organisational overview

Legislative context

The Office of the Legislative Assembly, headed by the Clerk, supports the Assembly as the democratic body responsible for considering and passing laws, holding the executive to account, and representing the people of the ACT.

The Office is established as an independent statutory agency under the *Legislative Assembly (Office of the Legislative Assembly) Act 2012* (the Act). Section 6 of the Act provides that the function of the Office is to give impartial advice and support to the Legislative Assembly, its committees, and members of the Assembly, including by:

- providing advice on parliamentary practice and procedure and the functions of the Assembly and committees,
- reporting proceedings of the Assembly and meetings of committees,
- maintaining an official record of proceedings of the Assembly,
- providing library and information facilities and services for members,
- providing staff to enable the Assembly and committees to operate efficiently,
- providing business support functions, including administering the entitlements of members who are not part of the executive,
- maintaining the Assembly precincts (including through the *Legislative Assembly Precincts Act 2001*, providing security services), and
- providing public education about the function of the Assembly and its committees.

The Office has functions under other legislation, including the *Legislative Assembly (Broadcasting) Act 2001* and the *Legislative Assembly Precincts Act 2001*. The Clerk and staff of the Office also perform a wide range of essential parliamentary roles arising from the Assembly's standing orders and continuing resolutions, and parliamentary practice and procedure more generally.

All staff within the Office are accountable to the Clerk. The Office is accountable for its performance to the Assembly as a whole through the Speaker. Neither the Clerk, nor staff of the Office, are subject to direction from a minister or the ACT Executive.

The Office's priorities

During the period, the Office finalised its strategic plan for 2022-2025. It sets out the following priorities for the Office:

- **Our people and culture**—ensuring that we have a happy, healthy, safe workplace in which our staff are valued and where respect, collegiality and teamwork give us a sense of common purpose in contributing to the important work that we undertake on behalf of or in support of the legislative arm of government in the ACT.
- **Enhanced communication, processes, and systems**—ensuring we challenge the status quo and think innovatively about how we communicate and the processes and systems we use to perform our work, with a focus on integration, process improvement, and efficiency across the organisation.
- **Institutional and organisational strengthening/resilience**—ensuring the independence of the Assembly, its committees, the Office, and the democratic functions that they perform.

Values

The Office operates within a values framework.

Independence and impartiality

- We value the principles and guidelines embodied by the Latimer House principles as a clear statement of the best practice operation of, and relationship between, the three branches of government, including the principle that Parliament should be serviced by a professional staff independent of the regular public service.
- We value the checks and balances embodied in the ACT's form of government and the separation of powers between the Legislative, Executive and Judicial branches. This helps us provide advice and support to the Assembly and all its members without fear, favour, or bias.

Professionalism

- We value our professional relationships with MLAs, their staff, members of the ACT community, the public sector, and the wider community of parliaments.
- We are conscientious, knowledgeable, and prudent in our work.

Respect

- We show respect in all of our professional relationships.

Honesty and Integrity

- We are honest and stand up for our values in all of our dealings.

Transparency

- We are open about how we perform our roles and the decisions we make.

Structure of the Office

The Office is organised into three branches.

The Office of the Clerk

The Office of the Clerk is responsible for certain governance and procedural matters as well as for parliamentary education and engagement.

Parliamentary Support Branch

The Parliamentary Support Branch is responsible for advising and supporting key parliamentary activities, including:

- **Chamber support**—providing administrative and procedural advice and support to the operation of the chamber.
- **Committee support**—providing administrative and procedural advice and support to the Assembly standing and select committees.
- **Hansard**—providing transcripts of Assembly and committee proceedings.
- **Assembly library**—providing library information and reference services for MLAs, their staff, Office staff, and other ACT public sector employees.

Business Support Branch

The Business Support Branch is responsible for servicing and advising non-executive members, their staff, the Clerk and Office staff in relation to a range of key functions, including:

- **Finance**—financial and budgetary management services.
- **Human resources and entitlements**—HR, payroll, and entitlements advisory services.
- **Information and digital services**—ICT, records management, and broadcasting services.
- **Security and building services**—security, facilities, and building management services.

Executive management committee

The Office's executive management committee (EMC) advises the Clerk in relation to governance and decision-making across the Office. It comprises:

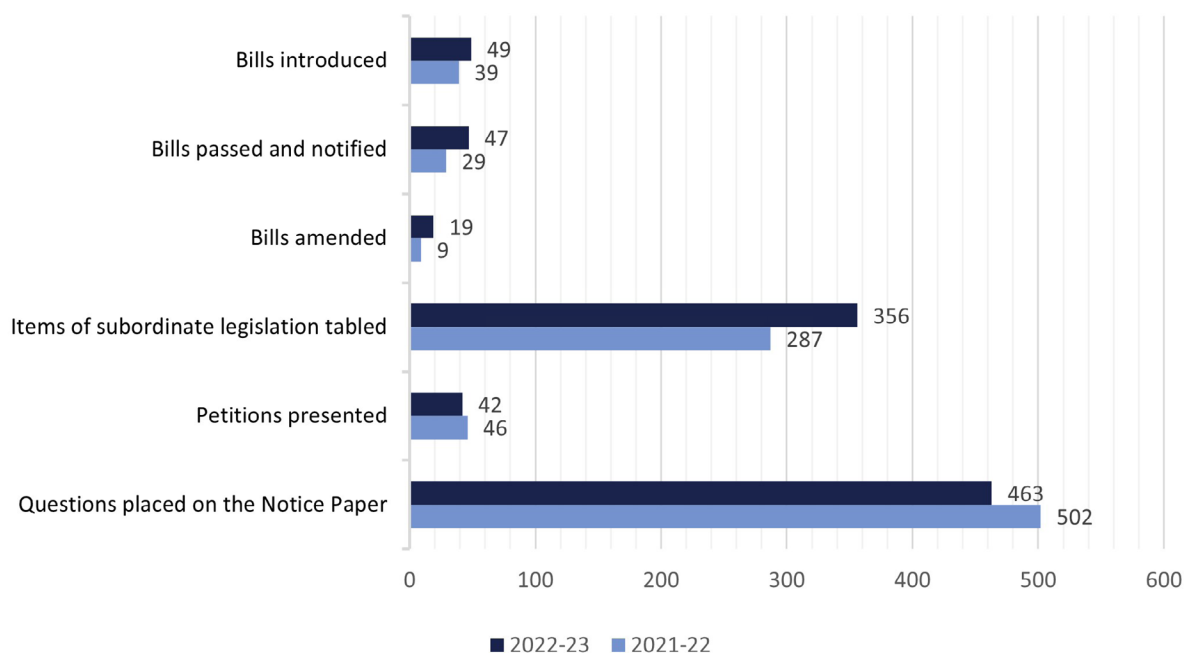
- The Clerk (Chair)
- Deputy Clerk and Serjeant-at-Arms
- Executive Manager, Business Support
- Senior Director, Office of the Clerk
- Senior Director, Committee Support
- Chief Finance Officer
- Clerk's Executive Officer.

Assembly proceedings

Chamber proceedings

In 2022-2023, the Office provided procedural services to members and their staff, facilitating the efficient functioning of the business of the Assembly on 38 sitting days. The following chart compares the chamber activity in 2022-2023 with the previous reporting period.

Figure 2: Chamber activity in 2021-2022 compared with 2020-2021 reporting period



A full range of statistics on the business of the Assembly for this and previous years is included in the appendices section of this report.

Assembly committees

Committees contribute to the work of the Legislative Assembly by inquiring into and reporting on a broad range of issues. By conducting inquiries, the committee process ensures that executive government is accountable and that members of the community have opportunities to participate in the governance of the Territory.

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

The Office currently supports the following eight standing committees, which were established on 2 December 2020:

- Standing Committee on Administration and Procedure,
- Standing Committee on Economy and Gender and Economic Equality,
- Standing Committee on Education and Community Inclusion,

- Standing Committee on Environment, Climate Change and Biodiversity,
- Standing Committee on Health and Community Wellbeing,
- Standing Committee on Justice and Community Safety,
- Standing Committee on Planning, Transport and City Services, and
- Standing Committee on Public Accounts.

The Office supported four select committees:

- Select Committee on Estimates 2022–2023, which was established on 1 July 2022, reported on 30 September 2022, and dissolved on 31 October 2022,
- Select Committee on Privileges 2022, which was established on 15 August 2022 and presented its final report on 1 December 2022,
- Select Committee on Cost of Living Pressures in the ACT, which was established on 9 February 2022 and presented its final report on 11 May 2023, and
- Select Committee on Estimates 2023–2024, which was established on 15 May 2023, and is ongoing on 30 June 2023.

Committee membership

Committee composition reflects the party configuration of the Assembly, as required by standing order 221.

Standing committees established at the start of the Tenth Assembly have three members, except the Standing Committee on Administration and Procedure, which has four members. The four select committees operating during the year each had three members.

Statutory responsibilities of committees

In addition to inquiry activity, four committees have significant statutory responsibilities.

- Section 38(1) of the Territory’s ***Human Rights Act 2004***: The relevant standing committee must report to the Legislative Assembly about human rights issues raised by bills presented to the Assembly. The Standing Committee on Justice and Community Safety, in its legislative scrutiny role, performs this function by examining all bills and subordinate legislation to ensure that legislation does not unduly trespass on individual rights and liberties and complies with the Act.
- Section 73(2) of the ***Planning and Development Act 2017***: The minister must refer draft plan variation documents to an appropriate committee of the Legislative Assembly within five working days after the public availability notice for the draft plan variation is notified. The referral must include a request for committee consideration as to whether a report on the draft plan variation will be undertaken. Consideration of draft plan variations is the responsibility of the Standing Committee on Planning, Transport, and City Services.
- Under its resolution of appointment, the Standing Committee on Public Accounts examines all reports of the Auditor-General that have been presented to the Assembly. However, the ***Auditor-General Act 1996*** empowers the committee to undertake additional duties, including those relating to the strategic review of the Auditor-General, as set out in part 5 of the Act.

- The ***Integrity Commission Act 2018*** requires that the relevant committee be consulted on the appointment or suspension of the commissioner or the inspector and receive confidential reports from the commission. Under the Tenth Assembly's resolution of establishment for committees, these functions were given to the Standing Committee on Justice and Community Safety.

Other statutory responsibilities

Various pieces of legislation give Assembly committees other functions in government and the Assembly. These roles include:

- receiving information reports, covering areas such as board members' interests, government contracts, and land acquisitions; and
- being consulted on matters such as the content of annual reports, draft reserve management plans, statutory appointments, and the Assembly's annual appropriation.

Under these laws, the Speaker has the responsibility of allocating certain statutory functions to the Assembly's standing committees. The Speaker makes these allocations through written schedules that are published on the Assembly website. There is one schedule setting out which committees perform particular statutory functions generally and a second schedule setting out which committees are required to consider certain statutory appointments.

Ministers regularly consult with Assembly committees on proposed appointments to statutory positions for boards and advisory bodies. This is a requirement under section 228 of the *Legislation Act 2001*. Appointments cannot be made until the committee has responded or until 30 days have passed, whichever is earlier.

In the reporting period, committees considered 117 statutory appointments. Under continuing resolution 5A, committees are to table a schedule listing the appointments that a committee has considered during the applicable period. For each proposed appointment, the schedule must include the date the request for consideration was received from the responsible minister and the date the committee's response and comment, if any, was provided.

Referral of bills to committees

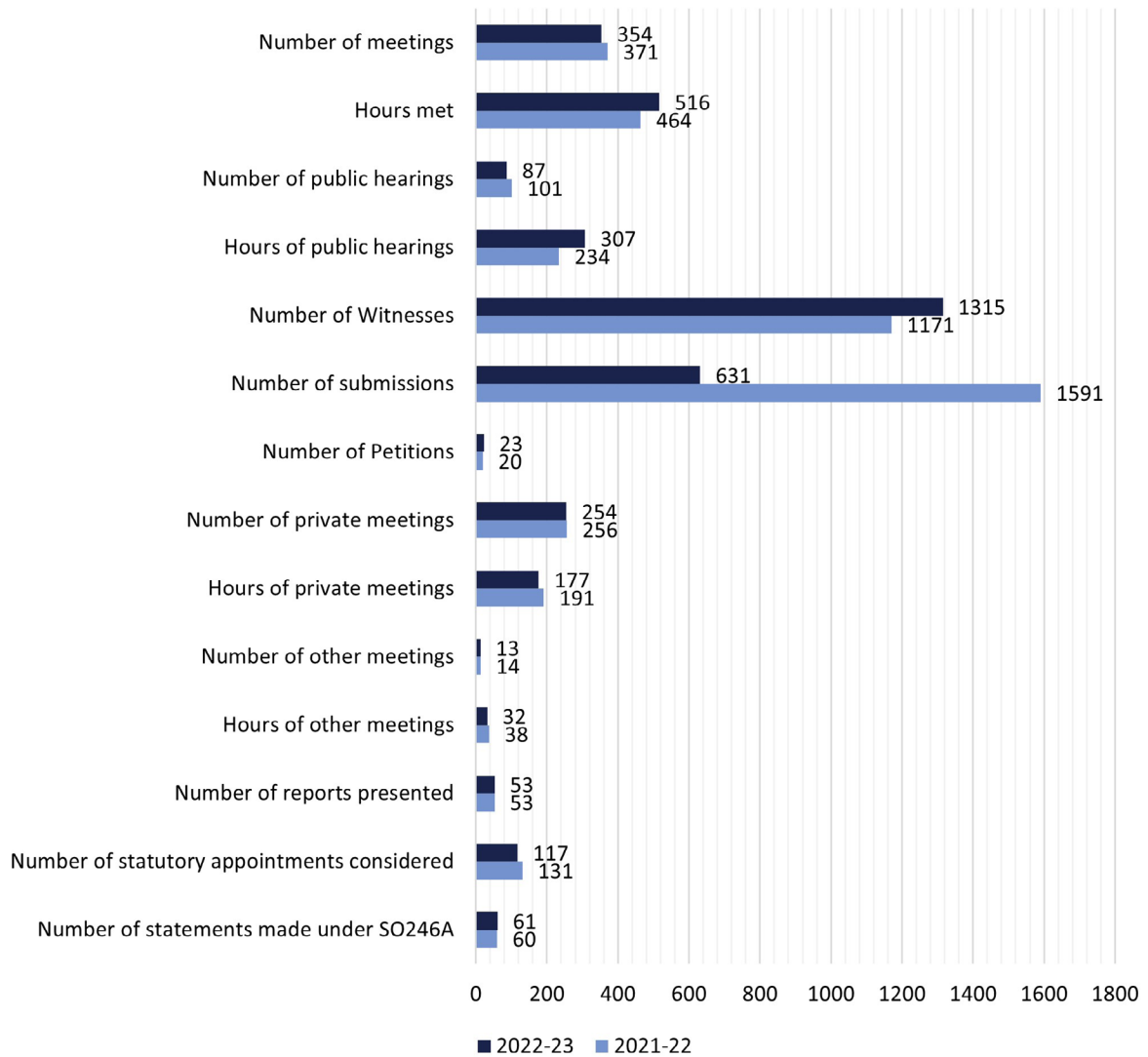
All bills presented to the Tenth Assembly are referred to a relevant standing committee for inquiry. This requirement arose from a report by the Ninth Assembly's Standing Committee on Administration and Procedure on the implementation of the Latimer House principles in the governance of the Territory.

Under clause 5 of the resolution of establishment for committees, a standing committee has two months to inquire into and report on a referred bill, should it choose to do so. A committee has 21 days to decide to undertake an inquiry and the Speaker must notify all members of a committee's decision. If, due to the subject matter of the bill, it is unclear which committee a given bill should be referred to, the Speaker determines the appropriate committee.

Committee activity

In the period 1 July 2022 to 30 June 2023, standing and select committees met on 354 occasions. Committees held 87 public hearings and tabled 53 reports in the Legislative Assembly. The figure below gives a snapshot of overall committee activity and indicates a similar level of activity to 2021-2022. These years represent the mid-point of the Assembly, which is when committees are most active.

Figure 3: Committee activity in 2022-2023 compared with previous reporting period 2021-2022



Government responses to committee reports

The Office monitors the receipt of government responses to committee reports. During the reporting period, 39 responses were received.

Standing order 254B requires a government response to be tabled in the Assembly within four months of presentation of the report.

Of the reports that received responses, 85 percent (33 reports) of responses were received within four months. Six responses were received after four months.

Committee highlights

Reporting highlights

Among the 53 reports tabled by committees during the reporting period, selected highlights include reports for the following inquiries:

- West Belconnen supercell thunderstorm,
- grants management,
- the Planning Bill 2022,
- cost of living pressures in the ACT,
- abortion and reproductive choice in the ACT,
- access to services and information in Auslan, and
- dangerous driving.

Vulnerable inquiry participants

Committee inquiries into dangerous driving and abortion and reproductive choice in the ACT involved the participation of vulnerable individuals. Committee staff used the Office's vulnerable witness protocol to ensure that participants gave informed consent and were supported at hearings. Committee staff set up a separate room for witness recovery after giving evidence, liaised with Victims Support ACT, advised of counselling services, and scheduled witnesses to reduce interaction between participants with strongly opposing views.

The Office used learnings from these inquiries to update the protocol.

Reporting the gender of witnesses at committee hearings

During the reporting period, the Assembly participated in a gender sensitivity audit conducted by the Commonwealth Parliamentary Association. From April 2023, the Office has collected self-reported data on the gender of witnesses and included it (where available) in committee reports. The aim is to determine whether committee inquiries are meeting the needs, and allowing the participation of, a range of genders in the community. Participation is voluntary and there are no set responses.

During the reporting period, one inquiry (cost of living pressures) collected data on gender for all hearings and reported. The results were 27 witnesses reported as female, 27 as male, three as non-binary, one as gender neutral, and one witness did not respond.

Standing Committee on Administration and Procedure

The Standing Committee on Administration and Procedure met on 22 occasions. The committee's main tasks were to set the program for private members' and Assembly business, and to undertake self-referred inquiries or inquiries referred by the Assembly. In addition, the committee commenced its quadrennial review of the standing orders and continuing resolutions of the Assembly in September 2022, with a report expected early in the next reporting period. Covid-19 remained an issue for the committee, with decisions being required in relation to the easing of restrictions, the opening of the public areas of the building, recommencement of education activities, and the return to normal chamber practices.

The committee presented one report concerning an investigation conducted by the Commissioner for Standards about an alleged breach of the code of conduct concerning the alleged misuse of Assembly resources. No breach of the code was found.

The committee evaluated a trial of budget estimates being undertaken by standing committees, instead of the select committee process that had been standard practice up until the beginning of the Tenth Assembly.

The committee recommended that a select committee process for future budget estimates inquiries be adopted, expressing the view that the select committee model provides for:

- integrated scrutiny of the budget across portfolio areas,
- consistency with Latimer House principles with an opposition member chairing the committee that scrutinises the budget,
- easier management of community day, a valuable component of estimates, through just one committee secretariat, and
- reduced question duplication that was encountered through the standing committee process.

Other matters discussed by the committee concerned possible budget bid requests, child safety code of conduct, security issues and the use of Assembly resources.

Standing Committee on Justice and Community Safety (legislative scrutiny role)

The Standing Committee on Justice and Community Safety, in performing its legislative scrutiny role, met on 15 occasions. The committee issued one statement under standing order 246A and issued 14 reports. It considered:

- 50 bills,
- 333 items of subordinate legislation,
- 45 government responses,
- two responses from private members,
- 11 regulatory impact statements,
- amendments to 16 bills, and
- two national regulations.

Covid-19 and the 2022-2023 Estimates Committee

During 2022-2023, there were no lockdowns and committees conducted public hearings both online and in person. Committee staff continued to manage COVID risk through room limits, cleaning desks and chairs between witnesses, social distancing, increased ventilation, and the availability of masks and hand sanitiser. These measures were described in risk assessments contained in the Assembly's COVID Safe Plan.

On Friday 12 August 2023, WorkSafe ACT inspected the Assembly building and issued a prohibition notice on all committee meetings and hearings in the Assembly for reasons of COVID safety. The Select Committee on Estimates 2022–23 had programmed two weeks of public hearings into the ACT Government's budget over the following fortnight, which it had begun that Friday with community day hearings. To consider the prohibition notice, the Estimates Committee met offsite on the morning of Monday 15 August 2023, and its Chair moved a motion in the Assembly later that day to establish a privileges committee (see below), which the Assembly agreed to do.

Later that Monday, WorkSafe ACT issued a new prohibition notice to only prohibit public hearings at which participants attend in person. Following several actions by the Office, including the preparation of a risk assessment specific to the Estimates hearings, WorkSafe ACT lifted the prohibition notice on Friday, 19 August 2023. The Estimates Committee started its public hearings in the chamber the following Monday. The practice of using the chamber, rather than the committee rooms, has continued for whole-of-government hearings (annual reports and estimates inquiries).

Procedural digest

WorkSafe ACT found in breach of Assembly privileges

Following the issuing of a prohibition notice by WorkSafe ACT (see above), the Assembly established a privileges inquiry on 15 August 2022 to examine whether the Work Safety Commissioner or any other person had improperly interfered with the free exercise of the authority of the Estimates Committee. The government declined to provide advice it received from the Solicitor-General concerning the action taken by WorkSafe.

The privileges committee reported to the Assembly on 1 December 2022. The report included four findings – including that WorkSafe ACT had breached privilege by issuing the first prohibition notice – and 10 recommendations, which the Assembly adopted unanimously.

At 30 June 2023, a memorandum of understanding between the Speaker and the Work Health and Safety Commissioner was under consideration, in line with a privileges committee recommendation.

No confidence motion in the Chief Minister moved over a decision to not support part of the budget

On 15 August 2022, the Assembly considered a motion of no confidence in the Chief Minister moved by the Opposition Leader. It was in response to a statement that the ACT Greens did not support horse racing subsidies included in the 2022-2023 Budget, which the opposition framed as a loss of the confidence guaranteed in the Labor-Greens parliamentary agreement.

The motion was defeated.

A later effort by the ACT Greens to amend the Appropriation Bill and remove the \$1.589m subsidy during the budget debate was also defeated, 6 votes to 19.

Condolence motion for Queen Elizabeth II

On 20 September 2022, the Assembly expressed its 'deep sorrow following the death of Her Majesty Queen Elizabeth II' through a motion moved by the Chief Minister. A condolence book was available in the Assembly building foyer between 12 and 20 September

Cost-of-living select committee established

On 9 February 2023, the Opposition Leader moved to establish a select committee to inquire into cost-of-living pressures facing Canberrans. The proposed membership was two opposition MLAs (one of which would be chair) and two government MLAs. Amendments altered the membership to one MLA from each party in the Assembly, with the chair being a Greens MLA. The reporting date was amended to 11 May, rather than the proposed 30 November, to be completed before the presentation of the 2023-24 budget.

The committee reported on 11 May 2023 and made 52 recommendations. Two members attached additional comments, including the chair.

Paper ordered to be tabled redacted

On 9 February 2023, an opposition member moved to require the Minister for Heritage table the full copy of a report that was the basis of a decision to dismiss the entire Heritage Council in late 2022. A government amendment was passed to allow the report to be tabled in whatever form it was released on the government Disclosure Log. The heavily redacted report was tabled on 22 March.

Snakes visit the Assembly

On 28 March 2023, a government member moved a motion concerning support for local snake protection and education programs. After thorough safety assessments, five wild snakes were brought into the Assembly building by a qualified handler from the Australian National University to let MLAs and staff learn more about these programs.

The five snakes included two eastern browns, a red-bellied black, a common tiger, and a death adder.



An MLA takes a photo of Associate Professor Gavin Smith of the Australian National University handling a red-bellied black snake in the Assembly reception room.

Clarification on use of Assembly resources

On 9 May 2023, a report was tabled about an alleged breach of the Members' code of conduct that had been referred to the Commissioner for Standards. This related to an email sent from a parliamentary address for party political purposes to contacts including those who had contacted the MLA in their parliamentary capacity. The Commissioner agreed the complaint was understandable but found no breach of the code of conduct. The member apologised in the Assembly.

The report acknowledged the grey area between political and parliamentary duties and the use of Assembly resources to fulfill these roles. It clarified that @parliament.act.gov.au email addresses should only be used for parliamentary purposes. MLAs were encouraged to review their office's approval processes for political and parliamentary communications.

Work Health and Safety Amendment Bill 2022

The Assembly passed the Work Health and Safety Amendment Bill on 29 June 2023. For the avoidance of doubt, the bill amended the WHS Act so as to provide that:

... work carried out by a member of the Legislative Assembly in the exercise of the member's functions, and work carried out by other people to support the member in the exercise of the member's functions, is work carried out in an undertaking for this Act.

The Speaker moved amendments to the bill in order to provide that nothing in the WHS Act limits any power, privilege or immunity given under the Self-Government Act, section 24, to the Legislative Assembly, a committee of the Legislative Assembly, or an MLA.

The amendment also clarified that nothing in the WHS Act gives the regulator or anyone else exercising a function under this Act the power to improperly prohibit a proceeding of the Legislative Assembly or any of its committees.

The bill and the Speaker's amendments passed.

Health Infrastructure Enabling Bill

The Assembly passed the Health Infrastructure Enabling Bill on 31 May 2023. It enabled the government to acquire land of Calvary Public Hospital, held by the Little Company of Mary, to run a public hospital. The Assembly resolved to allow the bill to proceed regardless of whether the committee chose to inquire into it. The legality of the act was unsuccessfully challenged in the Supreme Court on 1 June 2023.

As of 30 June 2023, the Senate was considering a bill that would force the ACT Government to hold an inquiry into the acquisition.

The Office's performance and activity

Parliamentary advice and support

Questions

There were 463 questions placed on the Questions on Notice Paper in 2022-2023.

Petitions

During the reporting period, 42 petitions were presented to the Assembly (including 32 e-petitions).

A total of 24 petitions were referred to committees for consideration. All of them met the terms of standing order 99A, which automatically refers petitions and e-petitions with more than 500 signatures to the relevant standing committee for consideration.

Six e-petitions were open for signatures at the end of the reporting period.

Hansard

During the reporting period, Hansard transcribed, edited, and published 223.15 hours of Assembly proceedings, which is a 22 percent increase on the previous reporting period. Hansard also transcribed, edited, and published 181.88 hours of committee hearings, a decrease of 17 percent on the previous period. Most answers to questions on notice are now published separately on the Assembly website. This has meant a decline of 46 percent in answers to questions on notice published by Hansard. Hansard continued to meet its key performance targets in the preparation, distribution, and publication of transcripts.

Table 1: Net hours of Hansard transcription in 2021-2022 compared with two previous reporting periods

Proceeding type	2020-2021	2021-2022	2022-2023
Assembly	141.12	182.52	223.15
Committees	104.06	218.05	181.88

Assembly library

During the reporting period, the library resumed its evaluation of the physical collection, which was delayed during the pandemic. 1,517 out-of-date and point-in-time physical items have been removed from the collection. This reflects the transition from collecting physical to digital publications. A significant project to reorganise the library's digital collection into more granular subcollections was completed, improving maintenance of and access to these publications into the future.

Work to fill historical gaps in the ACT Government publications collection is ongoing. To prevent future gaps, the library began using a webpage monitoring service to receive alerts when new content is added to a website.

In September, the library introduced a new product, the *Library Backgrounder*. It is a brief, high-level bibliography of information relevant to Assembly committee inquiries. It is produced and sent to the Committee Secretary when a new inquiry is announced.

Also in September, the library began using terms from *Homosaurus*, an international linked data vocabulary of LGBT+ terms, to create more inclusive and respectful descriptions of library material. These terms better reflect the language people use when they search for information on this topic.

The library continues to make enhancements to our internal press clipping and media release database, DSpace. These include an additional search filter and a more user-friendly bulk download feature. Title, date, and publication information are now automatically included with online newspaper articles as they are added to the press clipping collection, improving the consistency and reliability of this collection going forward.

Business administration and support

The Office's Business Support Branch provides a range of services across several functions to Assembly members and their staff, and to the staff of the Office of the Legislative Assembly. These include:

- information technology and information management,
- protective security,
- building services,
- human resources and entitlements administration, and
- financial management.

Archive preservation project

Since the completion of this project in the 2022-2023 reporting period, the records management staff continued to sanitise permanent retention records with the assistance of the Assembly Attendants, who received training in the process. Added to the current Assembly and Office records are the pre-self-government records that have been in the Office's possession from the 1970s and 1980s.

Security

On behalf of the Office's Audit and Risk Committee, an independent security consultant reviewed the effectiveness of the Office's physical security management, processes, and documentation during the reporting period. Of the 24 report recommendations, seven related to physical security. All seven physical security gaps were addressed. The remaining report recommendations relate to governance and personnel security, of which will all be completed during the 2023-2024 reporting period.

Building services

Essential parts of the Assembly building were upgraded during this financial year. Significant functional and mechanical upgrades were made to the lift carts, and the Office engaged a tier one electrical consultant to upgrade the design and operation of the mechanical switch boards. These were identified and funded as part of the Office's *Capital Asset Lifecycle Plan*.

Emergency management

In line with Australian Standards AS 3745–2010 – *Planning for emergencies in facilities*, the Office’s Emergency Planning Committee updated its *Emergency Master Plan* during the reporting period. The plan delivers a framework that helps minimise and avoid injuries and fatalities, damage to the Assembly building and its equipment, and damage to the immediate environment. It forms an essential part of our commitment to the safety of occupants and visitors to the building.

Enterprise agreements

The Office’s enterprise agreement makes provisions for the operation of a consultative committee. Membership of the committee includes representatives from Office management and staff and relevant workplace unions. In 2022-2023, committee meetings focused on the staff consultation process for the *ACT Public Sector: Office of the Legislative Assembly Enterprise Agreement 2023-2026*.

Administration of official travel

During the reporting period, the Office provided travel management support for members to undertake official travel for 10 events, including conferences and committee travel. The associated costs are reported on the Assembly website and are updated every six months.

Community and parliamentary engagement

Social media and website

The aim of the Office’s communications activities is to promote the roles and functions of the Assembly and to encourage public participation.

The Office continues to use its Twitter and Facebook accounts to share content on proceedings, opportunities to engage, and general news. The Instagram account focuses primarily on image-based posts and offers a behind-the-scenes look at the Assembly.

During the reporting period, the Office:

- published 202 tweets,
- published 152 Facebook posts and gained 192 new followers (a total of 1,352 followers as at 30 June 2023), and
- published 11 Instagram posts and gained 561 new followers (totalling 2,634 followers as at 30 June 2023).

Changes to Twitter’s analytics portal means follower increases can no longer be accurately tracked.

The Assembly’s primary website (parliament.act.gov.au) had 187,830 user sessions during the reporting period. All usage figures relating to the Assembly’s three websites are provided in Appendix 8 of this report.

Parliamentary education

Visits as part of the Assembly education and engagement program were recommenced in November 2022. The education and engagement team delivered a number of programs during the last six months of 2022, including school programs and tours. The team developed a program logic in October 2022 outlining five areas of focus and ways to achieve them. These are:

- Program equity, access, and reach,
- Working with MLAs,
- Knowledge building,
- Community engagement, and
- Working with the sector

This logic was used to ensure all programs meet the desired educational and engagement goals of the Office, which involved removing, changing, and adding programs.

Throughout the reporting period, 1336 people participated in the Office's engagement and education programs with 32 occasions of member involvement in education-related activities.

At the end of 2022, the team developed a range of short online surveys to help understand if the programs are meeting the desired objectives. Over the 2022-2023 financial year, 186 participants filled out a survey, with an average rating of 2.8 out of 3 stars. Many of the responses further reinforced the success of the Office's education programs.

Detailed statistics on education programs are included at Appendix 17.

School and college visits and outreach activities

In 2023, our school programs were narrowed down to three key offerings:

- Role-play sessions
- Tours and discussions around active citizenship
- Question and answers sessions with MLAs

This has made the booking process for schools more seamless and allowed the team to focus on curriculum-aligned content. Feedback collected from our programs has highlighted how much students have enjoyed the role-play as well as the opportunity to engage with their local MLAs.

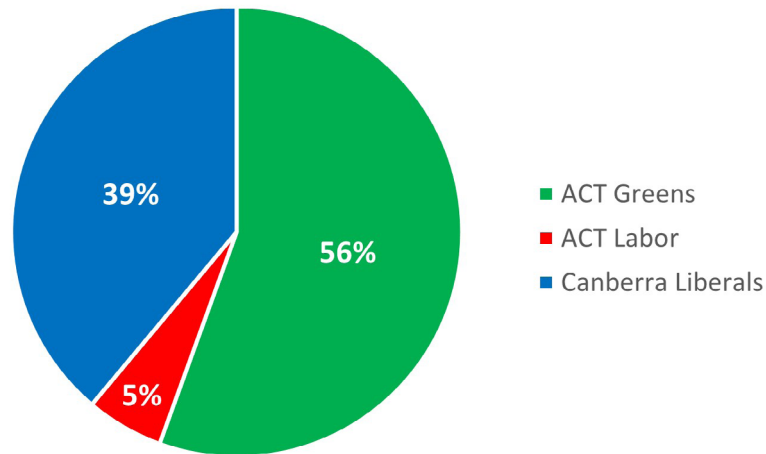
In June, the Office set up a small video conference space to deliver programs which will be trialled in the second half of 2023. Through this new capability, the Office hopes to reach schools that are not be able to participate in programs via in-person visits.

I learnt that there are debates in order to make laws and that there are 3 teams
- Year 4 student

Work experience and internships

Work experience and internship placements in members’ offices were undertaken by 18 students from high schools, colleges, the University of Canberra, and the Australian National University during the reporting period.

Figure 4: Work experience and intern placements in MLA offices during 2022-2023 by political party



Public sector seminars

The cost of attending public sector seminars was removed in 2023. These programs proved to be popular, with all four sessions booking out within days of bookings opening.

Due to the demand of these sessions, a digital public sector seminar was delivered in March 2023. Over 100 public sector staff attended this digital program.

Multiple presenters were engaged to help deliver the in-person sessions, including, various staff from the Office of the Clerk, the Parliamentary Counsel’s Office, and the Assembly and Government Business Coordination team in CMTEDD. The feedback on these programs has been overwhelmingly positive with many attendees recommending it to colleagues.

The most useful aspect of this program was understanding the structure of the LA, knowing how the committees run and knowing accountability mechanisms available
- Seminar participant

Westminster Workshop

In previous years, a reception was held once a term to celebrate Commonwealth Day. In 2023, this was developed into an education program to align with the Australian Curriculum and explore the key factors of the Westminster system and its links to the ACT Legislative Assembly. The 2023 Westminster Workshop was held in March and saw 35 students from eight schools across the ACT participate.

My favourite part of the day was comparing global parliaments to Australia and asking questions to MLAs
- Year 12 student

Committee Challenge

The Committee Challenge is a new program for students in years 7 to 12 which explores the importance and function of committees through an all-day program which culminates in a committee role-play. It has replaced the inter-school parliamentary debates program. This new offering gives students the opportunity to practise their public speaking and research skills. The program aligns to the curriculum and the Office's legislative requirement of educating participants on the role and function of the Assembly and its committees.

My favourite part of the day was getting to act out the committee process, using the actual Legislative Assembly facilities, and meeting new students

- Year 11 student

National Constitutional Convention

Five students from private and public colleges were selected by the Administration and Procedure Committee through a competitive application process to represent the ACT at the National Schools Constitutional Convention in March 2023. The ACT Schools Constitutional Convention did not proceed during the period due to limitations placed on the use of the Assembly during the pandemic.

Bespoke programs and requests

The Office responded to a variety of requests for programs and tours from a range of groups, including, ACT Council of Social Service (ACTCOSS), Digital, Data, and Technology Solutions (DDTS), staff from the Welsh parliament, staff from the Tasmanian parliament, and numerous new staffers in the Assembly.

Legislative Assembly Art Advisory Committee

During the reporting period, the Office provided administrative support to the Legislative Assembly Art Advisory Committee.

The committee, chaired by the Speaker, comprises three MLAs (one each from the government, opposition, and crossbench), three ACT arts community representatives, a curatorial adviser, and representatives of the Office.

The committee met once in 2022-2023 and purchased two pieces:

- Natalie Bateman—*bidhu dhawara murriwar djinggi* [Mountain range, night sky, stars], 2022—Acrylic on canvas
- Nicola Dickson—*Paradise Interrupted*, 2021—Acrylic and oil on linen

Both of these works are on display on the ground floor near the committee rooms.

The following artworks were gifted and accepted into the official collection:

- *First Day Covers*, artist unknown
- *HMAS Canberra 1*, artist unknown
- *HMAS Canberra 2*, artist unknown

These works are displayed in the corridors on level 2 of the Assembly.

ANU Emerging Arts Support Scheme (EASS) recipients

The Assembly, in conjunction with the ANU School of Art, continued its support for emerging artists, and two prizes of \$500 each were awarded to two final year graduating students at the ANU School of Art.

The recipients of the 2022 prizes were Nathan Nhan (*Trophy #12 blue rose; Trophy #21 Jaunt; Trophy #37 broken jester, 2022, earthenware ceramic*) and Yalan Chen (*Returning to Light, 2022, oil and acrylic on canvas*).

These works are displayed in the Assembly building on the ground floor corridor along London Circuit to provide an opportunity for the public to view them.

The prize money is for winning students to purchase art supplies and materials. Students are also offered the opportunity to display their works in the Assembly building for 12 months and to host an exhibition.

Interparliamentary activities

Commonwealth Parliamentary Association

The Office provides administrative support for the ACT branch of the Commonwealth Parliamentary Association (CPA).

The CPA has significantly increased its online activity resulting in members of the branch having access to a large range of programs, publications, and training modules. Members' participation in these online activities are not monitored. The Office of the Legislative Assembly participated in a gender sensitive parliament audit in the second half of the reporting period with a final report due on late 2023.

During the year the Office facilitated arrangements for:

- Commonwealth Women Parliamentarians Conference, Brisbane, 14-15 July 2022, and other CWP Australia events,
- ACT branch annual general meeting, Canberra, 16 September 2022,
- Commonwealth Parliamentary Conference, Halifax, Canada, 20-26 August 2022,
- Commonwealth Youth Parliament, Port of Spain, Trinidad and Tobago, 20-24 November 2023,
- Westminster Seminar, London, United Kingdom, 13-17 March 2023,
- CPA Post Election Seminar, Nuku'alofa, Tonga, 21-23 March 2023,
- CPA Executive Committee meeting, Gibraltar, United Kingdom, 18-19 April 2023,
- CPA Small Branches Workshop, London, United Kingdom, 24-26 May 2023, and
- Code of conduct and register of members interests scheme development, The Valley, Anguilla, 8-20 December 2022

The Speaker and Branch President, Joy Burch MLA, was elected Chair of the Small Branches Committee in August 2022, having acted in the position since February 2021. The Speaker is also a member of the CPA Executive Committee. The Office provided support to her in both of these roles.

Kiribati twinning arrangement

The ACT Legislative Assembly is partnered with the Maneaba ni Maungatabu Kiribati under an arrangement developed at a conference of Presiding Officers and Clerks in 2007.

Despite the pandemic easing, few exchanges between the two legislatures have occurred. An Assembly delegation is expected to visit Kiribati in the second half of 2023. A possible visit by the Maneaba to the ACT has also been discussed for 2024.

The exchange of procedural advice between clerks and other parliamentary officers continued.

In April 2023, the Speaker, Public Accounts committee chair, and the Auditor-General met with representatives from the Kiribati Audit Office to mark their new twinning relationship with the ACT Audit Office. It is hoped that the new relationship will add a new way to strengthen democratic accountability in Kiribati.



Speaker Joy Burch MLA (second from right) and Elizabeth Kikkert MLA (right) meet with representatives of the ACT and Kiribati Audit Office, including Auditor-General Michael Harris (back centre)

Australia and New Zealand Association of Clerks-at-the-Table

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) comprises members from each house of parliament in Australia and New Zealand.

It has two regular publications to which each parliament contributes: a half-yearly bulletin called *Parliament Matters*, and the *Table Talk* newsletter. Its professional development seminar is a particular highlight and rotates between parliaments. The 2023 seminar was hosted in-person at the Parliament of Victoria in January.

Each year, the association also delivers a five-day in person parliamentary law, practice, and procedure course with the University of South Australia. In May 2023, two staff members began the 2023-34 course and will complete the residential component in July 2023.

In January 2023, the Clerk Assistant completed service on ANZACATT's executive committee as a member and its secretary.

Association of Parliamentary Libraries of Australasia

The Assembly Librarian attended the Association of Parliamentary Libraries of Australasia (APLA) AGM and conference in Canberra, 14-16 November 2022. As part of the conference, the Office hosted a seminar on the challenges faced by parliamentary libraries in smaller jurisdictions, attended by staff from the ACT, Northern Territory, and Tasmanian parliaments.

Parliamentary Professional Services Network

On 9 March 2023, Hansard participated in the Parliamentary Professional Services Network's seminar on best practice in Hansard reporter training and development hosted at Australian Parliament House in Canberra.

Australasian Council of Public Accounts Committees

The Office supported two members of the Public Accounts Committee and its secretary in attending the Council's conference in Wellington, New Zealand in July 2022.

The ACT Register of Lobbyists

The ACT Register of Lobbyists has been in place since 1 January 2015. As of 30 June 2023, the register had 56 registrations: 47 companies, eight natural persons, and one partnership.

Seven registrations were removed from the register during the reporting period.

Scrutiny reporting



Internal and external scrutiny

Committee recommendations

This table outlines the status of committee recommendations directed towards the Office and the Speaker’s response to them.

Table 2: Committee recommendations

Recommendations	Speaker’s response	Status as at 30 June 2023
Select Committee on Estimates 2022-2023		
Recommendation 2		
The Committee recommends that the Speaker resolve the constitutional rights of committees to conduct their business so that future inquiries do not encounter the same issues that impacted the Select Committee on Estimates 2022-2023.	<p>As Members will be aware, I sought legal advice after the work of the Select Committee on Estimates was affected by the prohibition notice imposed on the building.</p> <p>Members will also be aware that I gave precedence to a privilege matter that was raised with me, and the Assembly subsequently established a Select Committee on Privileges 2022.</p> <p>I trust that both the legal advice and the outcomes of the Select Committee on Privileges 2022 process will ensure that the issues that impacted the Select Committee on Estimates 2022-2023 are resolved.</p>	<p>The privileges committee has reported finding that there had been a breach of privilege in connection with the issuing of the prohibition notice.</p> <p>The Office commenced discussions with WorkSafe Act about the development of an MOU in April 2023.</p>
Recommendation 3		
The Committee recommends that the Speaker authorise the use of the chamber for future public hearings for inquiries in the ACT Budget Estimates and Annual and Financial Reports.	There are guidelines for the use of the chamber, endorsed by the Standing Committee on Administration and Procedure in 2007, which gives the Speaker the ability to approve the use of the chamber for purposes other than sittings of the Assembly. Should a committee request the use of the chamber for the purposes of conducting a hearing, I would approve such a request.	No further action.

Recommendations	Speaker's response	Status as at 30 June 2023
<p>Recommendation 4</p> <p>The Committee recommends that the ACT Government fund improvements to the Chamber so that it has suitable audio-visual functionality.</p>	<p>The Speaker supports this recommendation and has asked the Office to seek advice as to what resources are required to enhance the Chamber's audio-visual functionality.</p>	<p>The Office is investigating low-cost options to improve the audio-visual facilities in the chamber that will be subject to internal funding.</p>
<p>Recommendation 136</p> <p>The Committee recommends that the ACT Government fund OLA to provide end-of-trip facilities in the building, and upgrades to the public entrance and building signage.</p>	<p>The Office remains committed to providing end-of-trip facilities within the building and accessible by all staff. The Office will put forward the budget bid again in 2022-2023.</p> <p>In relation to the upgrade of the public entry, the office will use its own funds to further a preliminary design concept and commence consultation on the design with Members and staff. Next steps will involve a budget bid in March 2023 to seek funding to progress to full design and costing with a further budget bid in March 2024 for construction to commence in late 2024.</p>	<p>Funding for further design work on the public entrance was provided as part of the 2023-2024 budget.</p> <p>Budget funding for end-of-trip facilities was also sought but not funded as part of the 2023-2024 budget.</p>
<p>Standing Committee on Public Accounts– Inquiry into Annual and Financial Reports 2021-2022</p>		
<p>Recommendation 1</p> <p>The Committee recommends that the Office of the Legislative Assembly continue to implement the Laing Review</p>	<p>The Office is working through the suggestions outlined in the Laing review, although it has been somewhat constrained by the difficulty in filling all of the positions.</p>	<p>Implementation on the Laing review continues.</p>
<p>Recommendation 2</p> <p>The Committee recommends that the Office of the Legislative Assembly upgrade end of trip facilities in the Assembly</p>	<p>A budget bid has been lodged on behalf of the Assembly for the 2023-2024 financial year.</p>	<p>The facilities were not funded as part of the 2023-2024 Appropriation (Office of the Legislative Assembly) Bill 2023-2024.</p>

Recommendations**Speaker's response****Status as at 30 June 2023****Standing Committee on Public Accounts – Inquiry into the Work Health and Safety Amendment Bill 2022****Recommendation 4**

The Committee recommends that the Legislative Assembly for the ACT develop a memorandum of understanding with WorkSafe ACT on how it will exercise its regulatory functions within the Assembly precincts, acknowledging the parliamentary privilege issues engaged.

I wish to advise the Assembly that I have written to the Work Health and Safety Commission to progress this matter. Additionally, I have approved a working draft of an MOU and on 13 April 2023 it was provided to WorkSafe for their consideration.

The Office commenced discussions with WorkSafe ACT on the development of an MOU in April 2023.

Select Committee on Privileges 2022**Recommendation 3**

The Committee recommends that the Work Health and Safety Act 2011 be amended to:

- (1) provide clarity that the Assembly is a workplace; and
- (2) provide that nothing in the Act:
 - (a) abrogates or derogates from the powers, privileges and immunities of the Legislative Assembly, its committees, or its members; or
 - (b) gives an inspector or any other person the power to prohibit the proceedings of the Assembly or its committees.

Each of these are matters for the consideration of the Assembly. I intend to table amendments when the Chief Minister brings legislation back to the Assembly.

The Assembly passed the Work Health and Safety Act Amendment Bill 2023 with the Speaker's amendments on 29 June 2023.

Recommendations	Speaker's response	Status as at 30 June 2023
<p data-bbox="204 271 421 300">Recommendation 8</p> <p data-bbox="204 320 528 465">The Committee recommends that in the next review of the Latimer House principles, the Speaker refer:</p> <p data-bbox="204 479 528 1249">(1) for assessment the Executive's compliance with the objectives enunciated in the principles, particularly in its relationship with the Legislative Assembly; and</p> <p data-bbox="204 757 528 1249">(2) to the Standing Committee on Administration and Procedure whether Continuing Resolution 8A requires amendment or re-affirmation to accentuate the independence of the legislature from Executive interference, in terms similar to the motion passed by the Senate.</p>	<p data-bbox="564 320 1037 423">These are matters for the consideration of the Standing Committee on Administration and Procedure of the 11th Assembly.</p> <p data-bbox="564 434 1037 501">However, as Speaker I can see value in the committee's proposal.</p>	<p data-bbox="1082 320 1377 539">As at 30 June, these matters were under consideration by the Standing Committee on Administration and Procedure.</p>
<p data-bbox="204 1301 421 1330">Recommendation 9</p> <p data-bbox="204 1350 528 1839">The Committee recommends that Continuing Resolution 5 relating to the code of conduct for all Members of the Legislative Assembly for the Australian Capital Territory be amended to make clear that Members, in carrying out their responsibilities have a duty to act in way that does not unreasonably place the health, safety and wellbeing of others at risk.</p>	<p data-bbox="564 1350 1037 1453">This matter is being considered by the Standing Committee on Administration and Procedure.</p>	<p data-bbox="1082 1350 1377 1532">As at 30 June, this matter was under consideration by the Standing Committee on Administration and Procedure.</p>

Recommendations	Speaker's response	Status as at 30 June 2023
<p>Recommendation 10</p> <p>The Committee recommends that the powers of a committee of the Assembly to compel:</p> <p>(1) documents pertaining to that committee or a member of that committee; and</p> <p>(2) the identity of a person whose identity is otherwise protected under law; be considered as part of the ongoing review into standing orders.</p>	<p>This matter is being considered by the Standing Committee on Administration and Procedure.</p>	<p>As at 30 June, this matter was under consideration by the Standing Committee on Administration and Procedure.</p>

Standing Committee on Education and Community Inclusion – Inquiry into access to services and information in Auslan

<p>Recommendation 8</p> <p>That the ACT Legislative Assembly make proceedings and materials accessible, via Auslan, to the Deaf community.</p>	<p>The Assembly is aware that a Melbourne company offers services to the Victorian Parliament to provide an Auslan-interpreted video of selected proceedings.</p> <p>However, currently there is no equivalent commercial operation providing these services in the ACT. I, along with the Standing Committee on Administration and Procedure, may further consider these matters where a local provider is identified.</p> <p>It should also be noted that captioning is offered for all webcasts of Assembly and Committee proceedings, and that there are hearing loops in the Chamber, two committee rooms and the Reception Room.</p>	<p>No change to the status.</p>
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Legislative and policy-based reporting



Risk management and internal audit

The Office remains committed to ensuring that all non-trivial risks are well managed across the organisation and that staff across the Office have the necessary skills and knowledge to incorporate risk management into the delivery of key functions for which they are responsible.

Based on AS/NZS ISO 31000:2018, the Office's risk management framework is designed to inform sound decision-making across the organisation and assist in promoting awareness and understanding of risk management issues amongst Office staff. During the reporting period, the Office revised its risk management policy and procedures to include additional and updated guidance in relation to:

- Roles and responsibilities of branch and section heads,
- Workplace health and safety, including the hierarchy of controls within the WHS Act,
- COVID, and
- Protective security

The Office maintains a register of strategic, or enterprise-level risks, owned by the Office's executive management committee, which encompasses risk assessments and treatments directed towards risks associated with the performance of its statutory functions and key business objectives.

The Office also maintains:

- a protective security risk register, owned by the Office's protective security committee,
- a workplace health and safety risk register, owned by the Assembly's health and safety committee, and
- a fraud and corruption risk register, owned by the Senior Director, Office of the Clerk, and the Chief Finance Officer.

Specialised risk assessments are also developed to address risks that arise in particular contexts or due to significant changes in the operating environment (e.g. Covid pandemic, complex procurements or projects).

Audit and Risk Committee

The Office's Audit and Risk Committee reports directly to the Clerk of the Assembly.

The charter of the committee was updated during the reporting period to reflect a change to its name (from Internal Audit Committee to Audit and Risk Committee) and to clarify its roles and functions.

Under the charter, the objective of the committee is to provide independent advice to the Clerk on the appropriateness of the Office's risk management, internal control, and compliance frameworks to ensure that the Office is able to fulfill its statutory functions and responsibilities.

Table 3: Internal audit committee members and meetings

Name	Position	Service	No of meetings
Will Laurie	Independent chair	From 1 January 2016	3
David Skinner	Member	From 29 August 2016	3
Marcus Clough	Member	From 6 March 2020 to March 2023	3
Celeste Italiano	Member	From 1 July 2020	3

During the period, an audit report on the physical security of the Assembly, conducted by an external firm specialising in protective security, was received by the committee.

The report made 20 recommendations, all of which were agreed to by the Office and were the subject of ongoing implementation throughout the reporting period.

The Office provided the Assembly's Protective Security Committee with the report and provides periodic updates on implementation of the recommendations.

Fraud and corruption prevention

The Office has a fraud and corruption prevention framework which aims to raise awareness of fraud and corruption matters within the organisation and provide guidance to staff and contractors about the prevention, detection and reporting of suspected fraud and corruption.

The Office reviewed and updated the framework and its fraud and corruption risk register during the period.

Public interest disclosure

Public interest disclosure is a process that aims to encourage people who become aware of certain misconduct in the public sector to come forward, by protecting them from retribution, reprisal, or retaliation. It also ensures that their information is investigated appropriately.

In the ACT, public interest disclosures are governed by the [Public Interest Disclosure Act 2012](#) (PID Act), which provides a formal framework for determining which matters qualify as public interest disclosures, how public sector entities are to investigate and address such disclosures, and the protections given to people who make disclosures.

The types of actions, policies, practices, and procedures that are considered to be disclosable conduct, as defined in the PID Act, include:

- maladministration, or
- conduct that results in substantial and specific danger to public health or safety, or the environment.

Disclosable conduct is not:

- conduct that relates to a personal work-related grievance of the person disclosing the conduct, or
- conduct that gives effect to a Territory policy about amounts, purposes, or priorities of public expenditure.

In the ACT, public interest disclosures may relate to the disclosable conduct of a broad range of public sector entities and officials, including MLAs, their staff, or the Office of the Legislative Assembly and its staff.

Who can make a public interest disclosure?

Anyone can make a public interest disclosure about 'disclosable conduct' (see s 14 of the PID Act).

What happens to public interest disclosures relating to the Assembly?

If a public interest disclosure relates to the Clerk of the Legislative Assembly, a staff member of the Office of the Legislative Assembly, an MLA (Member of the Legislative Assembly) or a staff member of an MLA, it must be referred to the Integrity Commission. The Integrity Commission must assess the disclosure and decide if, on reasonable grounds, it is:

- about disclosable conduct, and
- disclosed in the public interest, and
- not frivolous or vexatious (see s 17A of the PID Act).

Where the commission is satisfied that these criteria apply, the report is taken to be a public interest disclosure and the Integrity Commissioner must investigate (see s 19(3) of the PID Act). There are requirements for the discloser to be kept informed about the investigation (see s 23 of the PID Act) and protected against reprisals for making the report.

The [*Public Interest Disclosure \(Integrity Commission – Managing Disclosures and Conducting Investigations\) Guidelines 2021*](#) govern how disclosures are investigated.

Action must be taken

If a head of a public sector entity believes on reasonable grounds that disclosable conduct has occurred, is likely to have occurred, or is likely to occur, necessary and reasonable action must be taken to prevent the disclosable conduct continuing or occurring in the future. Further, if an investigation into the disclosable conduct has been completed, the entity must discipline any person responsible for the conduct (see s 24 of the PID Act).

Protections for disclosers

There are legal protections for anyone who makes a public interest disclosure. If a person makes a public interest disclosure pursuant to relevant provisions of the Act, it is not:

- a breach of confidence, or
- a breach of professional etiquette or ethics, or
- a breach of a rule of professional conduct, or
- a contempt of the Assembly (if the disclosure relates to a Member of the Legislative Assembly).

Making a public interest disclosure does not make someone liable to the risk of civil or criminal liability and, if the discloser is a public official, it does not create liability for administrative action (including disciplinary action of dismissal).

If a proceeding for defamation is brought because of a public interest disclosure, the discloser has a defence of absolute privilege for publishing the information.

It is also an offence to take detrimental action against someone who has made a public interest disclosure (the penalty is 100 penalty units or imprisonment for one year or both). Detrimental action means:

- discriminating against a person by treating, or proposing to treat, the person unfavourably in relation to the person's reputation, career, profession, employment, or trade, or
- harassing or intimidating a person, or
- injuring a person, or
- damaging a person's property.

For more information about protections for disclosers, see ss 35-42 of the PID Act

Making a public interest disclosure

A report of disclosable conduct may be made:

- orally or in writing, or
- using any form of electronic communication.

Disclosures may be made anonymously and do not need to refer to the PID Act.

Disclosures relating to staff of the Office of the Legislative Assembly, an MLA, or a staff member of an MLA can be reported to the Clerk of the Legislative Assembly, the Auditor-General, the Ombudsman, the Integrity Commissioner, or the Assembly's disclosure officers (overleaf):

Clerk of the Legislative Assembly

GPO Box 1020

Canberra ACT 2601

Email: tom.duncan@parliament.act.gov.au

Phone: (02) 6205 0191

Auditor-General

PO Box 275

Civic Square ACT 2608

Email: actauditorgeneral@act.gov.au

Phone: (02) 6207 0833

ACT Integrity Commissioner

GPO Box 1949

Canberra ACT 2601

Email: info@integrity.act.gov.au

Phone: (02) 6205 9899

Ombudsman

GPO Box 442

Canberra ACT 2601

Phone: (02) 6276 3773

More information

The ACT Legislation Register

The [Public Interest Disclosure Act 2012](#) ('PID Act') provides the legal framework for determining what disclosures qualify as public interest disclosures ('PID') and the protections given to disclosers.

The [Public Interest Disclosure \(Integrity Commission – Managing Disclosures and Conducting Investigations\) Guidelines 2021](#) is a guide for public sector entities to assist them to administer their obligations under the Public Interest Disclosure Act.

The Assembly's disclosure officers

Hamish Finlay

Deputy Clerk and Serjeant-at-Arms

Email: hamish.finlay@parliament.act.gov.au

Phone: (02) 6205 0171

David Skinner

Senior Director, Office of the Clerk

Email: david.skinner@parliament.act.gov.au

Phone: (02) 6205 0018

Public interest disclosures during the period

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

Freedom of information

Organisation

The Office is responsible to the Speaker of the Legislative Assembly through the Clerk, who is appointed pursuant to part 3 of the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*. Under section 10 of the Act, the Clerk is responsible for the management of the Office.

The Clerk has the management powers of a director-general and head of service but is not subject to the direction of the executive. Office staff assisting the Clerk in the exercise of his or her powers and functions are employed pursuant to the *Public Sector Management Act 1994*.

Powers

Certain Office staff 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 committee 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.

Freedom of information (FOI) procedures and contact points

All freedom of information (FOI) requests relating to the Office of the Legislative Assembly should be directed to:

Freedom of Information Officer
Office of the Legislative Assembly
GPO Box 1020
Canberra ACT 2601

Requests can also be delivered to the public entrance of the Legislative Assembly building, located at Civic Square, London Circuit, Canberra City, or emailed to ola@parliament.act.gov.au.

A [factsheet](#) with further information on submitting an FOI request, and what you can expect throughout the process, can be found on the Assembly website.

Reporting under the *Freedom of Information Act 2016* (FOI Act)

The Office received four FOI requests that were assumed to relate to the Assembly. One was refused because the requested information was not held by the Assembly, and one was not related to the Assembly and was transferred to the appropriate ACT Government Directorate.

There were no requests for amendment of personal information under section 59 of the FOI Act during the period 1 July 2022 to 30 June 2023.

Table 4: Operations undertaken during 2022-2023 under the Freedom of Information Act 2016

Activities	Quantity
Decisions to publish open access information under section 24(1)	3,172
Decisions not to publish open access information under section 24(1)	0
Decisions under section 24(2)(a) not to publish a description of open access information not made available	0
Access applications received	4
Access applications decided within the time to decide under section 40	4
Access applications not decided within the time to decide under section 40	0
Access applications where access to all information requested was given	0
Access applications where access to only some of the information requested was given	2
Requests made to amend personal information under section 59	0
Number of applications made to the Ombudsman under section 74 and particulars of the results of the applications	2
Number of applications made to the ACAT under section 84 and particulars of the results of the applications	0
For each access application that was not decided within the time to decide under section 40—the number of days taken to decide the application over the time to decide under section 40	N/A
For each request to amend personal information under section 59—the decision made under section 61	N/A
The total charges and application fees collected from access applications	\$0

Documents available

The Office maintains a [list of open access information](#) on its website.

Other documents that may be available under the *Freedom of Information Act 2016* are general files and administrative records; however, documents are exempt if disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.

Internal accountability

The Office is headed by the Clerk (pursuant to section 10 of the *Legislative Assembly (Office of the Legislative Assembly) Act 2012*). During the reporting period, the Clerk was supported by an executive management committee made up of:

- Clerk
- Executive Manager, Business Support,
- Senior Director, Office of the Clerk,
- Senior Director, Committee Support,
- Chief Finance Officer, and
- Clerk's Executive Officer.

The Office's strategic plan informs the development of annual action plans and shapes decisions about how the Office provides advice and delivers its services. The executive management committee meets monthly to make decisions relating to:

- the delivery of the Office's functions and services,
- budgeting and finances,
- workplace health and safety,
- risk management, and
- internal governance and accountability initiatives.

Members of the executive management committee are subject to performance agreements. The agreements set out key responsibilities and work objectives. Agreements are reviewed on an annual basis. The key management committees within the Assembly are:

- a health and safety committee (recognising the separate employer responsibilities, the committee is composed of representatives from the Office, members' offices, and the executive),
- a protective security committee,
- an audit and risk committee, and
- a staff consultative committee (comprising management, union, and staff representatives).

Remuneration arrangements for senior executive service officers within the Office are made pursuant to the *Remuneration Tribunal Act 1995*.

Human Rights Act

The Legislative Assembly plays an important role in the operation of the *Human Rights Act 2004* via its scrutiny of legislation through the Standing Committee on Justice and Community Safety (legislative scrutiny role).

Under section 38(1), the committee is responsible for reporting to the Assembly on any human rights issues arising from certain bills presented to it, including any inconsistencies between proposed legislation and the Human Rights Act.

Human resource performance

An organisation chart, current as at 30 June 2023, is shown in Figure 1.

Staffing profile

Table 5: Full-time equivalent (FTE) and headcount by section

Section	FTE	Headcount
Statutory office holder and senior executives	3.00	3.00
Office of the Clerk	4.66	6.00
Parliamentary Support	24.54	31.00
Business Support	22.83	25.00
Total	55.03	65.00

Table 6: Full-time equivalent (FTE) and headcount by gender

Section	Female	Male	Total
FTE by gender	33.05	21.98	55.03
Headcount by gender	40.00	25.00	65.00
% of headcount	62%	38%	

Table 7: Headcount by classification and gender

Classification	Female	Male	Total
Administrative Services Officer Class 2	2	5	7
Administrative Services Officer Class 3	-	1	1
Administrative Services Officer Class 4	7	3	10
Administrative Services Officer Class 5	2	1	3
Administrative Services Officer Class 6	13	6	19
Senior Officer Grade C	10	1	11
Senior Officer Grade B	-	1	1
Senior Officer Grade A	1	2	3
Information Technology Officer Class 2	-	1	1
Technical Officer Level 2	-	1	1
Technical Officer Level 4	-	1	1
Professional Officer Class 1	1	-	1
Professional Officer Class 2	2	-	2
Senior Professional Officer Grade C	1	-	1
Senior Executive Officer Level 1	1	1	2
Statutory Office Holder	-	1	1
Total	40	25	65

Table 8: Headcount by employment category and gender

Classification	Female	Male	Total
Casual	9	4	13
Permanent full-time	25	17	42
Permanent part-time	5	1	6
Temporary full-time	1	3	4
Temporary part-time	-	-	0
Total	40	25	65

Table 9: Headcount by age group and gender

Classification	Female	Male	Total
Under 20	-	-	-
20-24	-	-	-
25-29	-	2	2
30-34	4	1	5
35-39	4	2	6
40-44	6	4	10
45-49	4	2	6
50-54	7	1	8
55-59	8	6	14
60-64	5	5	10
65-69	1	2	3
70+	1	-	1
Total	40	25	65

Table 10: Average length of service by gender

Length of service	Female	Male	Total
Average years of service	6.42	6.29	6.37

Staff selection processes

The Office undertook 14 staff selection processes during the reporting period (including temporary and casual vacancies). On average, the number of days between advertising and the appointment of the successful candidate was 50 days, which is a decrease from 59 days in 2021-2022.

Table 11: Recruitment and separation rates by classification group

Classification group	Female	Male
Senior Executive Officer Level 1	-	2.71
Senior Officer Grade B	-	5.42
Senior Officer Grade C	4.06	5.42
Administrative Services Officer Class 6	5.42	1.35
Administrative Services Officer Class 5	1.35	-
Administrative Services Officer Class 4	2.72	4.06
Administrative Services Officer Class 3	1.35	-
Total	13.98%	5.08%

Separation rate is determined by dividing the total number of permanent separations by the average permanent headcount over the financial year for the ACTPS. It excludes transfers between directorates/agencies.

Members' staff employment

A significant element of the Office's human resource management effort relates to its role in the administration of the employment of staff, and the engagement of contractors, by non-executive members under the *Legislative Assembly (Members' Staff) Act 1989* (the LAMS Act).

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

A total of 62 employment agreements were administered by the Office over the reporting period. This compares with 151 for the 2020-2021 year (noting that this was an election year).

Members may also engage external contractors throughout the financial year, provided they use funds from their staff salary allocation. In the 2021-2022 financial year, four members engaged a total of seven external contractors to perform various pieces of work.

Another element of the Office's administration of staff salary allocations for non-executive members relates to the pledging of allocations from one member to another. Under the staff salary allocation arrangements for non-executive members, a member may pledge part of their staff salary allocation to another member. The following tables summarise the staff salary allocation of each non-executive member and the total amounts pledged or received by, or from, other members.

Table 12: Use of staff salary allocation by non-executive members, including pledges made or received in the Tenth Assembly

Member	Allocation	Pledges received	Pledges made	Staff expenses	Contractor expenses	No. of contractors	Future rollover	Unused allocation	Total unspent
Braddock	209,922	13,483	40,867	176,136	-	-	20,992	454	21,446
Burch	281,241	-	-	236,510	-	-	28,124	44,116	72,240
Cain	195,881	30,846	-	204,550	21,480	3	19,588	268	19,856
Castley	195,881	3,655	-	194,597	-	-	19,588	4,510	24,098
Clay	195,881	33,048	12,661	206,270	-	-	19,588	1,901	21,489
Cocks	195,881	-	-	175,029	-	-	19,588	1,706	21,294
Davis	195,881	14,256	7,260	200,112	-	-	19,588	2,337	21,925
Hanson	228,899	8,196	-	244,096	-	-	14,295	-	14,295
Kikkert	195,881	-	-	192,858	-	-	19,588	2,594	22,182
Lawder	209,922	-	-	199,576	4,800	1	20,992	412	21,404
Lee	867,866	-	59,550	715,177	67,802	6	86,787	23,436	110,223
Milligan	195,881	3,353	-	198,343	-	-	19,588	462	20,050
Orr	209,922	-	-	182,761	-	-	20,992	21,770	42,762
Parton	195,881	13,500	-	173,612	34,500	2	19,588	841	20,429
Paterson	195,881	-	-	181,286	-	-	19,588	7,325	26,913
Pettersson	195,881	-	-	184,442	-	-	19,588	9,622	29,210
Total	3,966,582	120,338	120,338	3,665,355	128,582	12	388,062	121,754	509,816

From time to time, non-executive members will seek to engage volunteers in their offices. The Office assesses volunteer agreements for compliance with the relevant guidelines, which includes ensuring that there is an appropriate volunteer agreement in place and that there is appropriate insurance coverage. During the reporting period, one volunteer agreement was processed, which was a decrease from three volunteer agreements in 2021-2022.

Learning and development

In recognition of the need to develop and maintain a skilled and flexible workforce, the Office's Executive Management Committee endorsed the annual learning and development program for the 2022-2023 year. The program was guided by performance discussion feedback and included: team fundamentals for ASO 2-5, essential writing skills for ASO 6s, and a team building exercise for Committee Support.

The Office actively encourages all staff to participate in development activities, both internal and external, through agreed learning and development plans. Opportunities include interparliamentary conferences and seminars, other specific training activities, and lateral and temporary transfers within and outside the Office.

During the reporting period, 29 OLA staff participated in learning and development activities, which involved expenditure of approximately \$45,500 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

- interparliamentary conferences and seminars,
- job specific training,
- security operations training,
- time management,
- leadership development,
- one-on-one coaching sessions, and
- mental health and resilience.

Members' staff learning and development

During the reporting period, six members' staff participated in learning and development activities, which involved expenditure of approximately \$2,650 (including associated travel costs). This provided learning and development activities in:

- communications training
- information technology skills, and
- portfolio specific training.

Workplace health and safety

The Office is committed to promoting and maintaining a high standard of health and safety and wellbeing for all staff, members, contractors, and visitors. Each MLA and the Clerk are Persons Conducting a Business or Undertaking under the *Work Health and Safety Act 2011* (WHS Act).

During the reporting period:

- There were **4 minor incidents reported** with no time lost.
- There were **no mental and physical health injury** reported with one day or more lost.
- There were **no workers compensation claims accepted** during the reporting period.
- The **workers compensation premium rates** set for both the non-executive and the Office continued to be at the **minimum rate of 0.70%**.
- The reporting of a 'Notifiable Incident' to WorkSafe ACT is a mandatory requirement under the WHS Act. The Assembly had **no notifiable incidents** or dangerous occurrences that arose during the reporting period.
- **No notices of noncompliance** given to the Clerk in accordance with part 10 of the WHS Act.
- On 12 August 2022, **WorkSafe ACT issued a Prohibition Notice under section 195** of the WHS Act.

Activities and training

During the reporting period there was approximately \$25,000 spent on WHS activities and training (excluding online training costs). These activities are designed to support the physical and psychological health and safety of Assembly workers and included:

- Spring health and wellbeing activities that focused on healthy eating, mindfulness, breathing, yoga, pilates, and physiotherapy sessions,
- health and safety representative training, first aid training and fire warden training,
- respectful relationship training,
- Accidental Counsellor training and Dealing with Difficult situations and Suicide Awareness training was provided by Lifeline,
- articles were published in the Assembly newsletter on work safety related matters, including promoting the Employee Assistance Program (EAP),
- influenza vaccinations were arranged on site (or reimbursement was provided if the vaccination was privately arranged),
- payment of health and wellbeing reimbursements under the relevant enterprise agreements, and
- workstation assessments were offered to all staff on commencement of employment or if symptoms were reported.

Asset management

The asset management strategy is largely based on a set of life cycle data for the various building elements and components, which is updated approximately every three years. To align with the life cycle costings, the Office also receives capital funding each year to perform upgrades of building elements that have reached the end of their useful or economic life.

Table 13: Value and quantity of assets as at 30 June 2023

Asset	Value	Quantity
Assembly building (territorial budget)	\$29.000m	1
Land (territorial budget)	\$5.000m	1
Assembly art and collectables collection (controlled budget)	\$0.921m	various
Assembly library collection (controlled budget)	\$0.246m	various
Plant and equipment (controlled budget)	\$0.773m	various
Leasehold improvements (controlled budget)	\$0.401m	1
Intangibles (software) (controlled budget)	\$0.069m	1

Table 14: Assets that were added or removed from the assets register during 2022-2023

Asset	Value of additions	Value of disposals
Assembly building (territorial budget)	\$0.300m	Nil
Assembly art collection (controlled budget)	\$0.030m	Nil
Assembly library collection (controlled budget)	\$0.005m	Nil
Plant and equipment (controlled budget)	\$0.040m	\$0.003m
Intangibles (software) (controlled budget)	Nil	Nil

Capital works

Table 15 shows the summary of capital works. In addition to the capital funding for building works, the Office's controlled entity receives ongoing capital funding for acquisitions to the Assembly's artwork and library collections. The annual budgets are \$30,000 and \$5,000 respectively. During 2022-2023, \$30,000 for artwork and \$5,000 for library collections were fully expended.

Table 15: Summary of capital works

Project	Works type	Financing received	Amount spent	Estimated completion	Actual completion	Status
Building redesign projects	New	\$0.027m	\$0.027m	Apr 2023	Apr 2023	Complete
Passenger Lifts	New	\$0.112m	\$0.112m	May 2023	May 2023	Complete
RAID system for CCTV	New	\$0.013m	\$0.013m	Mar 2023	Mar 2023	Complete
Main Switchboards	New	\$0.083m	\$0.083m	May 2023	May 2023	Complete
Attendant call services	New	\$0.005m	\$0.005m	Apr 2023	Apr 2023	Complete
ACS Controller Upgrades	New	\$0.060m	\$0.060m	Feb 2023	June 2023	Complete

Office accommodation

The Office, members, and their staff occupy premises at the Assembly building and the North Building.

It is difficult to provide a precise figure for the average area occupied by each employee, as 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 members or staff. These areas include the Assembly chamber, committee rooms and several function rooms. Some fluctuation in the number of people who occupy the space also occurs, due to the sitting patterns of the Assembly.

An estimate for the Assembly building of the total office area occupied as of 30 June 2023 is 5,112 m², with the average area occupied by members and staff, based on the Assembly building's 199 workstations, being 25.6 m². The Office's North Building tenancy, which is managed by ACT Property Group under an MOU, has a total usable floor space of 624 m², with the average area occupied by OLA staff, based on the office's 35 workstations, being 17.8 m².

Contracting and procurement

During the year, the Office engaged consultants and contractors to provide works or services that, due to the specialised skills or required experience, were unable to be performed by Office staff.

The Office adheres to the relevant provisions of the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007*.

Table 16 lists details of the expenditure on consultants and contractors where an individual contract exceeded \$25,000 or the total expenditure on one consultant or contractor over the year exceeded \$25,000.

Table 16: Contracts summary

Name of vendor/contractor or consultant	Comments	Amount incl GST
American Express Australia Limited	Travel expenses	\$89,475
ARGUMENT, Stephen	Legal advice to the scrutiny committee	\$59,369
Ashurst Australia	Legal services	\$46,236
Carton Associates ¹	Consultancy services for members	\$49,830
Control & Electric Pty Ltd	Main switchboards upgrades	\$93,424
DIMEO Cleaning Services	Cleaning services	\$348,317
EPIQ Australia Pty Ltd	Recording and transcription	\$101,378
F S Solutions (ACT) Pty Ltd	Door controller upgrade	\$65,946
Hudson Global Resources (Aust) Pty Ltd	Recruitment Services	\$69,987
Intravision Pty Ltd	Installation of Webex hardware	\$27,424
Network Electrical Solutions	Lighting upgrade and maintenance	\$29,243
NovaWorks Group Pty Ltd	Parliamentary Portal cloud services	\$323,950
Pegasus Economics	ACT budget analysis	\$29,920
RMIT Training Pty Ltd	Library database	\$25,678
Safetrac Pty Ltd	Training modules	\$47,167
Schindler Lifts Australia Pty. Ltd.	Lift upgrades	\$131,683
SG Fleet Australia Pty Limited	Executive vehicles	\$34,611
Smartcomms Pty Ltd	Software licencing subscription	\$27,567
SNP Security	Security services	\$34,491
STEWART, Daniel	Legal advice to the scrutiny committee	\$89,953
Workplace Research Associates Pty Ltd	Review of the business unit structures and positions	\$37,565

¹ Multiple members employed this consultant

Territory records

Records management program

In compliance with the *Territory Records Act 2002*, the Office's records management program was approved by the Clerk of the Legislative Assembly in May 2020. All staff are aware of the program and their responsibilities to keep accurate records. The program is due for review in 2024.

The public can inspect the Office's records and information management program via the 'Policies and protocols' page on the Legislative Assembly website.

The Office has procedures in place to ensure that records containing information that will allow people to establish links with their Aboriginal or Torres Strait Islander heritage are identified and preserved. However, the Office does not anticipate that its records are likely to contain such information.

The Office continued to move towards a digital environment and is committed to improving its records management capabilities. During the reporting period, the Office continued to process the permanent retention records as they are created or received to ensure their ongoing protection and to prolong the life of these records, delaying the need for digitisation.

The Office progressed work to identify and destroy records retained past their legal requirement or no longer needed for business purposes. Ongoing refinement of file management plans also enabled business units to identify significant and permanent records for retention.

The Office was not required to complete a recordkeeping maturity assessment in this reporting period.

Sustainability reporting

The Office remains committed to the principles of ecologically sustainable development as set out in the *Environment Protection Act 1997* and as required by the *Climate Change and Greenhouse Gas Reduction Act 2010*.

Practices that reduce energy consumption, limit paper use, divert waste from landfill, and educate and inform staff are a key part of this commitment. For example, all remaining fluorescent lights in the Assembly building were replaced with new energy efficient LED lights, ensuring the entire building's light supply is energy efficient.

Table 17 indicates an increase of 10 percent across key energy consumption indicators for the reporting period, resulting from a slight increase in electricity use, transport emissions, and recycling indicators.

Reams of paper purchased has increased in response to the demand for printing during the reporting period. While it is a notable increase, it remains consistent with pre-Covid-19 levels of printing and paper demand and the Office expects this percentage change to significantly reduce and balance out for the 2023-2024 reporting period.

Natural gas consumption by our heating system increased in 2022-2023 due to occupancy and building use returning to pre-Covid-19 levels. The Assembly experienced a 28 percent increase in events that required heating large event spaces such as the chamber and reception room for extended periods of time. We expect usage to stabilise over the 2023-2024 reporting period.

Table 17: Sustainable development performance: current and previous financial year

Indicator as at 30 June	Unit	Current FY	Previous FY	% change
Stationary energy use				
Electricity use	Kilowatt hours	571,660	648,386	-12% ▼
Natural gas use (non-transport)	Megajoules	1,853,658	1,652,528	11% ▲
Diesel use (non-transport)	Kilolitres	-	-	-
Transport fuel usage				
Electric vehicles	Number	1	0	100% ▲
Hybrid vehicles	Number	-	-	-
Hydrogen vehicles	Number	-	-	-
Total number of vehicles	Number	2	2	N/C
Fuel use – petrol	Kilolitres	2.64	2.434	8% ▲
Fuel use – diesel	Kilolitres	-	-	-
Fuel use – liquid petroleum gas (LPG)	Kilolitres	-	-	-
Fuel use – compressed natural gas (CNG)	Gigajoules	-	-	-
Water usage				
Water use	Kilolitres	1,413.00	1,705.57	-18% ▼
Resource efficiency and waste				
Reams of paper purchased	Reams	682	565	21% ▲
Recycled content of paper purchased	Percentage	96.34%	96%	N/C
Waste to landfill	Cubic metres	151.80	144.00	5% ▲
Co-mingled material recycled	Cubic metres	93.3	121	-23% ▼
Paper and cardboard recycled (including secure paper)	Cubic metres	11.1	9.7	13% ▲
Greenhouse gas emissions				
Emissions from electricity use	Tonnes CO2-e	0	0	-
Emissions from natural gas use (non transport)	Tonnes CO2-e	95.52	85.15	11% ▲
Emissions from diesel use (non-transport)	Tonnes CO2-e	-	-	-
Emissions from transport fuel use	Tonnes CO2-e	4.80	5.6	-14% ▼
Total emissions	Tonnes CO2-e	100.32	90.75	10% ▲

Appendices



Appendix 1: Sitting days

Table 18: Sitting days

Year ¹	Total sitting days	Total sitting hours*	Average sitting hours per day	Sittings after 10pm	Average time of rising
2002-2003	40	346	9	10	7:08 pm
2003-2004	43	414	10	16	8:08 pm
2004-2005	36	290	8	5	6:38 pm
2005-2006	41	312	8	2	6:04 pm
2006-2007	38	292	8	1	6:11 pm
2007-2008	40	347	9	7	7:10 pm
2008-2009	38	323	9	5	6:40 pm
2009-2010	41	350	9	2	6:32 pm
2010-2011	44	397	9	6	7:01 pm
2011-2012	42	359	9	1	6:38 pm
2012-2013	29	222	8	2	5:40 pm
2013-2014	36	288	8	-	5:59 pm
2014-2015	44	335	8	-	5:37 pm
2015-2016	36	292	8	-	6:07 pm
2016-2017	25	201	8	2	6:02 pm
2017-2018	42	329	8	-	5:48 pm
2018-2019	40	308	8	-	5:43 pm
2019-2020	32	242	8	-	5:34pm
2020-2021	26	193	7	-	5:23 pm
2021-2022	33	247	7	-	5:29 pm
2022-2023	38	282	7	-	5:23 pm

* Includes time expended in suspensions and meal breaks.

Appendix 2: Proceedings

Table 19: Proceedings

Year	Sittings with an adjournment debate	Sittings without an adjournment debate	Petitions referred to ministers	Votes	Closure of questions agreed to	Matters of public importance discussed ¹
2002-2003	27	13	23	84	0	12
2003-2004	39	4	34	132	-	25
2004-2005	32	4	6	86	6	20
2005-2006	39	2	13	95	7	24
2006-2007	35	3	40	77	11	22
2007-2008	33	7	25	92	10	21
2008-2009	32	6	15	98	4	26
2009-2010	38	3	10	107	-	23
2010-2011	42	2	16	149	1	23
2011-2012	41	1	12	154	3	25
2012-2013	24	5	4	74	1	14
2013-2014	33	3	8	81	-	20
2014-2015	42	2	18	87	-	24
2015-2016	34	2	8	90	-	20
2016-2017	22	3	18	40	-	10
2017-2018	41	1	28	60	1	18
2018-2019	37	3	34	82	-	17
2019-2020	28	4	24	45	-	13
2020-2021	25	1	32	42	-	-
2021-2022	32	1	46	58	-	-
2022-2023	36	2	24	85	-	-

¹ As a result of an amended daily sitting program due to Covid-19 restrictions, matters of public importance were not discussed during the 2020 sitting period. On 30 March 2021, the Assembly adopted a recommendation of the Standing Committee on Administration and Procedure that the procedure be dispensed with.

Appendix 3: Minutes of proceedings

Table 20: Minutes of proceedings

Year	# of pages	# of sittings	Average # of pages per sitting
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
2010-2011	610	44	14
2011-2012	593	42	14
2012-2013	342	29	12
2013-2014	390	36	11
2014-2015	524	44	12
2015-2016	410	36	11
2016-2017	376	25	15
2017-2018	572	42	14
2018-2019	642	40	16
2019-2020	472	32	15
2020-2021	383	26	15
2021-2022	479	33	15
2022-2023	591	38	16

Appendix 4: Bills and amendments

Table 21: Bills for the 2022-2023 financial year

Bills	Executive	Private members'	Assembly	Total
Introduced	44	5	-	49
Discharged	-	-	-	-
Withdrawn	-	-	-	-
Not agreed in principle	-	-	-	-
Negatived	-	-	-	-
Passed	43	3	1	47
Amended	16	2	1	19
Still before the Assembly	11	8	-	19

Table 22: Amendments circulated

Financial year	# of amendments to motions	# of amendments to bills	Total
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
2010-2011	149	348	497
2011-2012	176	340	516
2012-2013	60	148	208
2013-2014	78	139	217
2014-2015	77	313	390
2015-2016	63	75	138
2016-2017	62	201	263
2017-2018	80	110	190
2018-2019	78	455	533
2019-2020	75	198	273
2020-2021	53	149	202
2021-2022	80	122	202
2022-2023	77	308	385

Appendix 5: Bills presented

Table 23: Bills presented

Year	Executive	Crossbench executive ¹	Private members'	Assembly	Total
2002-2003	67	-	26	-	93
2003-2004	79	-	27	-	106
2004-2005	64	-	11	-	75
2005-2006	47	-	11	-	58
2006-2007	52	-	8	-	60
2007-2008	47	-	19	-	66
2008-2009	44	-	19	-	63
2009-2010	55	-	17	-	72
2010-2011	63	-	11	-	74
2011-2012	61	-	22	1 ²	84
2012-2013	41	4	3	-	48
2013-2014	56	2	-	-	58
2014-2015	54	1	1	-	56
2015-2016	71	2	5	-	78
2016-2017	27	-	2	-	29
2017-2018	54	-	9	1	64
2018-2019	49	-	6	-	55
2019-2020	52	-	7	-	59
2020-2021	31	-	4	-	35
2021-2022	30	-	6	3	39
2022-2023	44	-	5	-	49

1 In 1998, Assembly standing orders were amended to make provision for executive members' business. At the conclusion of the Fourth Assembly, this provision lapsed. In November 2012, the standing orders were again amended to accommodate executive members' business. In November 2018, the standing orders were amended to reflect a change in nomenclature from executive members' business to crossbench executive members' business. In March 2021, the standing orders were amended to remove crossbench executive members' business.

2 In 2012, the Speaker introduced a bill that was considered under Assembly business.

Appendix 6: Questions with and without notice

Table 24: Questions with and without notice

Year	Questions on notice	Questions without notice	Supplementary questions ¹	Average questions per sitting ²
2002-2003	575	425	330	18.8
2003-2004	820	410	347	17.6
2004-2005	608	356	283	17.8
2005-2006	712	399	314	17.4
2006-2007	455	366	296	17.4
2007-2008	519	378	299	16.9
2008-2009	351	401	330	19.2
2009-2010	751	417	1,008	34.7
2010-2011	697	445	1,257	38.7
2011-2012 ³	725	457	1,329	42.5
2012-2013	154	258	764	35
2013-2014	172	381	1,117	42
2014-2015	140	388	1,148	35
2015-2016	326	326	971	36
2016-2017	377	321	693	40.6
2017-2018	1,207	616	1,210	43.5
2018-2019	1,009	579	1,142	43
2019-2020	588	452	884	42
2020-2021	492	353	696	40
2002-2003	575	425	330	18.8
2022-2023	463	489	965	38

1 Since 2009-2010, this includes further supplementary questions as per standing order 113B.

2 Includes supplementary questions.

3 Rostered ministers' questions—in addition, 69 questions and 67 supplementary questions were asked of rostered ministers from September 2011 to February 2012.

Appendix 7: Committee statistics

Summary of committee activity

Table 25: Summary of committee statistics from 2002-2003 to 2022-2023

Year	Meetings	Meetings supported by Chamber Support	Total # of meetings	Public hearings	Reports	Reports produced by Chamber Support	Total reports
2002-2003	230	38	268	81	31	19	50
2003-2004	222	41	263	62	40	20	60
2004-2005	152	35	187	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	242	59	15	17	32
2008-2009	221	31	252	61	23	13	36
2009-2010	264	47	311	74	21	20	41
2010-2011	230	37	267	57	25	16	41
2011-2012	287	46	333	95	23	16	39
2012-2013	182	28	210	54	21	11	32
2013-2014	191	32	223	57	13	14	27
2014-2015	178	34	212	60	17	19	36
2015-2016	159	29	188	47	26	14	40
2016-2017	161	26	187	32	16	17	36
2017-2018	289	34	323	84	22	14	36
2018-2019	323	39	362	93	25	19	44
2019-2020	254	34	288	65	31	18	49
2020-2021	226	31	257	40	21	18	39
2021-2022	339	32	371	101	40	13	53
2022-2023	317	22	354	87	38	1 ¹	53

1 Secretarial support of the Administration and Procedure Committee transferred from Chamber Support to Committee Support in 2022-23.

Consolidated committee statistics

Table 26: Types of committee meetings

Type of meeting	Total
Private meetings	254
– with full attendance by committee members	225
Public hearings	87
– with full attendance by committee members	80
Site visits and study tours	13
Other types of meetings (e.g., briefings, roundtables, workshops)	0

Table 27: Hours of committee meetings

Hours of meetings held	Total
Hours of private meetings	177:02
Hours of public hearings	307:13
Hours of site visits or study tours	31:34
Hours of other kinds of meetings	00:00
Total hours of committee meetings	515:49

Table 28: Inquiry outcomes

Type of meeting	Total
Number of witnesses	1315
Number of submissions	631
Number of petitions referred	23
Number of bills referred	45
Number of referrals	40
– self-referrals	8
Number of reports presented	53
Number of statements made under SO 246A	61
Number of statutory appointments considered	117
Numbers of bills considered	50
Items of subordinate legislation considered	333

Activity by standing committee

Table 29: Activity and outputs by standing committees

Key to committee names									
A&P	Administration and Procedure*	JCS	Justice and Community Safety						
EGEE	Economy and Gender and Economic Equality	Scrut.	Justice and Community Safety (legislative scrutiny role)*						
ECI	Education and Community Inclusion	PTCS	Planning, Transport, and City Services						
ECCB	Environment, Climate Change, and Biodiversity	PA	Public Accounts Committee						
HCW	Health and Community Wellbeing	*Committee supported by Chamber Support							

Activity or output	A&P	EGEE	ECI	ECCB	HCW	JCS	Scrut.	PTCS	PA
Number of private meetings	22	17	16	30	19	26	15	34	30
Number of public hearings	0	11	8	10	10	14	0	12	7
Number of site visits and study tours	0	0	11	0	0	1	0	1	0
Number of other kinds of meetings	0	0	0	0	0	0	0	0	0
Total number of meetings	22	28	35	40	29	41	15	47	37
Hours of private meetings	15:08	12:04	9:29	13:30	13:10	19:17	12:05	18:49	24:39
Hours of public hearings	0:00	42:54	16:26	26:49	29:50	42:42	0:00	38:52	15:35
Hours of site visits and study tours	0:00	0:00	29:05	0:00	0:00	1:19	0:00	1:10	0:00
Total hours of meetings	15:08	54:58	55:00	40:19	43:00	63:18	12:05	58:51	40:14
Number of witnesses	0	84	54	122	107	138	0	146	53
Number of submissions	0	63	56	94	76	127	0	138	28
Number of petitions referred	0	2	2	1	2	2	0	14	0
Number of bills referred	0	3	3	3	4	18	0	9	5
Number of referrals	0	2	3	4	4	13	0	3	7
– self-referrals	-	0	1	2	1	2	-	0	2
Number of reports presented	1	4	4	3	4	8	14	4	8
Number of statements made under SO 246A	2	2	4	7	7	5	1	27	6
Number of statutory appointments considered	0	7	12	9	9	52	0	22	6
Number of bills considered	-	-	-	-	-	-	50	-	-
Items of subordinate legislation considered	-	-	-	-	-	-	333	-	-

Activity by standing committee

Table 30: Activity and outputs by select committees

Key to committee names				
Priv.	Privileges committee	22-23	Estimates 2022-2023 committee	
COL	Cost of living pressures committee	23-24	Estimates 2023-2024 committee	
Activity or output	Priv.	COL	22-23	23-24
Number of private meetings	8	8	26	3
Number of public hearings	2	2	11	0
Number of site visits/study tours	0	0	0	0
Number of other kinds of meetings	0	0	0	0
Total number of meetings	10	10	37	3
Hours of private meetings	5:33	6:07	25:56	1:15
Hours of public hearings	6:25	15:49	71:51	0:00
Hours of site visits/study tours	0:00	0:00	0:00	0:00
Hours of other kinds of meetings	0:00	0:00	0:00	0:00
Total hours of meetings	11:58	21:56	97:47	1:15
Number of witnesses	8	54	549	0
Number of submissions	6	35	8	0
Number of petitions referred	0	0	0	0
Number of referrals	1	1	1	1
Number of reports presented	1	1	1	0
Number of statements made under SO 246A	0	1	0	0
Number of statutory appointments considered	0	0	0	0

Appendix 8: Broadcasting and web management

Internet-related activity

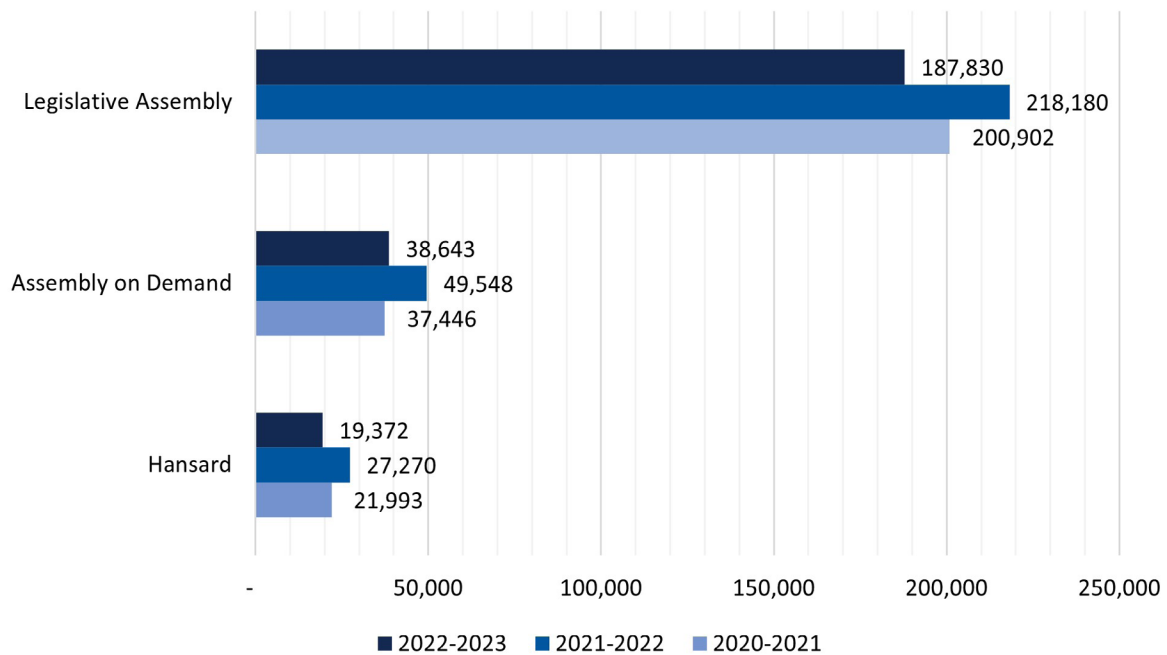
This graph compares visitor statistics for the three Assembly websites:

- The general Legislative Assembly website (parliament.act.gov.au)
- The Assembly on Demand website (broadcast.parliament.act.gov.au), and
- The Hansard website (hansard.act.gov.au).

The Assembly on Demand site provides a single portal for viewing all Assembly and committee proceedings either live via web-streaming or later via a video on demand service.

Visitor statistics are obtained through Google Analytics. Client use is measured in terms of unique sessions. If a user is inactive on the site for 30 minutes or more, future activity is attributed to a new session.

Figure 5: Website user sessions for Assembly websites



Appendix 9: Library and reference services

Table 31: Collection services

Service	2020-2021	2021-2022	2022-2023
Library collection			
New records created	781	604	1,198
New holdings added	501	436	1,308
Total	1,282	1,040	2,506
Digital collections			
New items uploaded to MLA media release collection	844	742	875
New items uploaded to ACT press clipping collection	8,065	9,722	8,765

Table 32: Reference and information services

Service	2020-2021	2021-2022	2022-2023
Number of reference requests for information—Assembly clients	215	185	184
Number of reference requests for information—ACT government clients	62	46	47
Number of reference requests for information—other clients	45	30	40
Number of interlibrary loan requests ¹	34	40	48

Table 33: Other services

Service	2020-2021	2021-2022	2022-2023
Visits to library intranet	3,924	2,843	3,703

¹ Interlibrary loan for print materials was suspended in March 2020 and August 2021 due to Covid-19.

Appendix 10: Members of the Assembly

- BARR, Mr Andrew
- BERRY, Ms Yvette
- BRADDOCK, Mr Andrew
- BURCH, Ms Joy
- CAIN, Mr Peter
- CASTLEY, Ms Leanne
- CHEYNE, Ms Tara
- CLAY, Ms Jo
- COCKS, Mr Ed (declared elected on 22 June 2022, to fill a casual vacancy)
- COE, Mr Alistair (resigned 12 March 2021)
- DAVIDSON, Ms Emma
- DAVIS, Mr Johnathan
- GENTLEMAN, Mr Mick
- HANSON, Mr Jeremy CSC
- JONES, Mrs Giulia (resigned 2 June 2022)
- KIKKERT, Mrs Elizabeth
- LAWDER, Ms Nicole
- LEE, Ms Elizabeth
- MILLIGAN, Mr James (declared elected on 26 March 2021, to fill a casual vacancy)
- ORR, Ms Suzanne
- PARTON, Mr Mark
- PATERSON, Dr Marisa
- PETERSSON, Mr Michael
- RATTENBURY, Mr Shane
- STEEL, Mr Chris
- STEPHEN-SMITH, Ms Rachel
- VASSAROTTI, Ms Rebecca

Appendix 11: Office holders

Table 34: Office holders of the Tenth Assembly

Office	Office holder	Nomination date	Revocation date
Speaker	Ms Joy Burch	3 November 2020	-
Deputy Speaker	Mr Mark Parton ¹	3 November 2020	-
Assistant Speaker	Mr Michael Pettersson ²	9 November 2020	-
Assistant Speaker	Mr Peter Cain	17 November 2020	-
Assistant Speaker	Mr Johnathan Davis	17 November 2020	-
Assistant Speaker	Ms Suzanne Orr	4 April 2022	-

¹ Acting Speaker 4-28 July 2022, 19 August-1 September 2022, 3-7 October 2022, 26 December 2022-8 January 2023, 4-13 March 2023, 19-25 March 2023, 17-25 April 2023, 19-29 May 2023, and 17-24 June 2023.

² Acting Speaker 15-17 April 2022.

Appendix 12: Ministers as at 30 June 2023

Table 35: Fourteenth Barr Ministry

Minister	Portfolios
Andrew Barr	Chief Minister Treasurer Minister for Climate Action Minister for Economic Development Minister for Tourism
Yvette Berry	Deputy Chief Minister Minister for Early Childhood Development Minister for Education and Youth Affairs Minister for Housing and Suburban Development Minister for Women Minister for the Prevention of Domestic and Family Violence Minister for Sport and Recreation
Mick Gentleman	Manager of Government Business Minister for Planning and Land Management Minister for Police and Emergency Services Minister for Corrections Minister for Industrial Relations and Workplace Safety
Shane Rattenbury	Attorney-General Minister for Consumer Affairs Minister for Water, Energy and Emissions Reduction Minister for Gaming
Rachel Stephen-Smith	Minister for Health Minister for Families and Community Services Minister for Aboriginal and Torres Strait Islander Affairs
Chris Steel	Minister for Transport and City Services Minister for Skills Special Minister of State
Tara Cheyne	Assistant Minister for Economic Development Minister for the Arts Minister for Business and Better Regulation Minister for Human Rights Minister for Multicultural Affairs
Rebecca Vassarotti	Minister for the Environment Minister for Heritage Minister for Homelessness and Housing Services Minister for Sustainable Building and Construction
Emma Davidson	Assistant Minister for Families and Community Services Minister for Disability Minister for Justice Health Minister for Mental Health Minister for Veterans and Seniors

Appendix 13: Remuneration of MLAs

ACT Remuneration Tribunal determination No 7 of 2023, which commenced on 1 July 2023, provided that the base rate salary for all members of the Legislative Assembly shall be \$183,299 per annum.

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

Table 36: Remuneration of members of the Legislative Assembly by position held

Position	Remuneration
Chief Minister	\$194,810
Deputy Chief Minister	\$141,680
Minister	\$123,970
Leader of the Opposition	\$123,970
Presiding Officer	\$97,405
Deputy Leader of the Opposition	\$35,420
Deputy Presiding Officer	\$26,565
Government Whip	\$17,710
Opposition Whip	\$17,710
Whip in the Legislative Assembly of a registered party (other than the party to which the Chief Minister or Leader of the Opposition belongs) if at least 4 members of the Legislative Assembly are members of the party	\$17,710
Presiding member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly	\$17,710

Appendix 14: Non-executive members' staff

Table 37: Legislative Assembly members' staff (LAMS) employment agreements

Year	# of LAMS contracts	# of non-executive members	Average contracts per member
2002-2003	149	12.5	11.92
2003-2004	144	12	12.00
<i>(prior to new staff structure)</i>	61	12	5.08
<i>(translation to new structure)</i>	33	12	2.75
<i>(following new staff structure)</i>	50	12	4.17
2005-2006	87	12	7.25
2006-2007	120	12	10.00
2007-2008	102	12	8.50
2008-2009	114	12	9.50
<i>(pre election)</i>	16	12	1.33
<i>(post election)</i>	98	12	8.17
2009-2010	71	12	5.91
2010-2011	79	13 ¹	6.08
2011-2012	59	12 ¹	4.92
2012-2013	103	12	8.58
<i>(pre election)</i>	12	12	1.00
<i>(post election)</i>	91	12	7.58
2013-2014	66	12	5.50
2014-2015	77	11	7.00
2015-2016	62	10 ²	5.17
2016-2017 total	118	4	4
<i>(pre election)</i>	17	11	1.55
<i>(post election)</i>	101	18	5.61
2017-2018	109	173	6.06
2018-2019	125	17	7.35
2019-2020	120	17	7.10
2020-2021 total	151	16.5	9.15
<i>(pre election)</i>	13	17	0.76
<i>(post election)</i>	138	16	8.63
2021-2022	62	16	3.88
2022-2023	100	16	6.25

- ¹ 13th non-executive member from 2 June 2011 to 23 November 2011.
- ² 11th non-executive member from 1 July 2015 to January 2016.
- ³ 18th non-executive member from October 2016 to 23 August 2018.
- ⁴ Figures not provided due to increase in Assembly from 17 to 25 members.

Table 38: Number of non-executive members' staff employed at each classification as at 30 June 2023

Classification	# of staff	Full-time equivalent (FTE)
Senior Adviser Level 2	3.00	3.00
Senior Adviser Level 1	7.00	6.07
Adviser Level 2	10.00	9.00
Adviser Level 1 (upper)	8.00	7.27
Adviser Level 1 (lower)	26.00	16.93
Total	54.00	42.27

Appendix 15: Parliamentary visitors and delegations

Table 39: Visitors from other jurisdictions

Date	Name	Place of origin
2 February 2023	Llinos Madeley, Clerk, Policy and Legislation Committee Service	Welsh Parliament
15 February 2023	Hon Ted Arnott MPP, Speaker Donn Skelly MPP, Deputy Speaker Rachel Nauta, Executive Assistant to the Speaker Todd Decker, Clerk	Legislative Assembly of Ontario, Canada
7 March 2023	Nicole Muller, Director, Corporate Services Simon Munn, Facilities Manager Cameron Tyrrell, Corporate Services Manager	Tasmanian Parliament Northern Territory Legislative Assembly

Appendix 16: Assembly branch of the Commonwealth Parliamentary Association

The Australian Capital Territory Legislative Assembly branch of the Commonwealth Parliamentary Association (CPA) held its annual general meeting on 16 September 2022.

Correspondence from the CPA headquarters and the Australian region was regularly circulated to members. The CPA has significantly increased its online activity resulting in members of the branch having access to a large range of programs, publications, and training modules. Members' participation in these online activities are not monitored. The Office of the Legislative Assembly participated in a gender sensitive parliament audit in December 2022 with a final report due in late 2023.

The Speaker and Branch President, Joy Burch MLA, was elected Chair of the Small Branches Committee in August 2022, having acted in the position since February 2021, and is a member of the CPA Executive Committee. The Office provided support to her in those roles.

During the year, the ACT branch was represented at the following events:

- Commonwealth Women Parliamentarians (CWP) Conference, Brisbane
- 11th Commonwealth Youth Parliament, Port of Spain, Trinidad and Tobago
- Commonwealth Parliamentary Conference, Halifax, Canada
- CWP gender sensitization workshop, Canberra
- Westminster Seminar, London, United Kingdom
- CPA Post-Election Seminar, Nuku'alofa, Tonga
- CPA Small Branches Workshop, London, United Kingdom.

In December 2022, the Clerk also attended the Anguilla House of Assembly to help them establish a code of conduct and register of members' interests scheme.

On the resolution of the ACT branch of the association, it was agreed that the actual expenditure incurred from the Assembly's budget for each CPA conference and seminar be included in the Assembly's annual report.

- CWP Conference, Brisbane
—Ms Castley and Ms Lee (\$3,092.04)
- Commonwealth Parliamentary Conference, Halifax, Canada
—Ms Burch and Mr Pettersson (\$10,025.16)
- 11th Commonwealth Youth Parliament, Port of Spain, Trinidad and Tobago
—Mr Braith Sneddon (\$5,475.78)
- Westminster Seminar, London, United Kingdom
—Ms Castley (\$8,479.31)
- CPA Executive Committee meeting, Gibraltar, United Kingdom
—Ms Burch (\$122.47)

The association membership subscription for the branch for the year was \$14,314.50

Appendix 17: Education programs

With the overhaul of education programs in 2023, the breakdown of visitors by group has changed from those reported between 2020 and 2022. As such, the only direct comparison is the total number of visitors across each period which is:

- 2020-2021—869 visitors
- 2021-2022—274 visitors
- 2022-2023—1336 visitors

Please see table 41 for a breakdown of visitors by group for 2022-2023 as well as the average survey rating for each group.

Table 40: Visitors to the Assembly in 2022-2023 and their average rating

Visitors by group	Number of visitors during 2022-2023	Online survey average rating out of 3 stars
Committee Challenge	25	2.8
Community outreach	109	2.4 ¹
ACT Constitutional Convention	0	-
Official delegations	5 ²	-
Public Sector Seminars	339	2.9
School outreach	44	-
School visits	658	2.7
Teacher professional learning	25	3
Tours	78	-
Westminster Workshop	35	2.9
Work experience and internships	18	-
Total visitors	1336	2.8

¹ Based on 12 visitors who attended the Assembly 101 community seminar. The remaining 97 were visitors to the Assembly stall at the 2023 Multicultural Festival.

² This number may differ from the total number of visiting delegates listed in Appendix 15 as it only includes delegations with which the Education team were involved.

Appendix 18: Financial statements and management discussion and analysis

Legislative overview

The Office of the Legislative Assembly (the Office) is established by section 5 of the *Legislative Assembly (Office of the Legislative Assembly) Act 2012* (the Act), which provides that the Office consists of the Clerk and staff of the Office.

Section 6 of the Act states that the functions of the Office are to provide impartial advice and support to the Legislative Assembly, its committees, and Members of the Assembly.

The Office also has the role of providing public education about the functions of the Assembly and its committees. The Office may exercise any other function given to it under the Act or another Territory law.

Pursuant to section 8 of the Act, the Clerk and the Office's staff are not subject to direction by the Executive or any Minister in the exercise of their functions. The Clerk is responsible for the management of the Office pursuant to section 10 of the Act.

Risk management

The Office maintains an ongoing program of risk assessment, treatment, and review in accordance with the principles embodied in AS ISO 31000:2018. The Office's Audit and Risk Committee continues to play a role in regularly reviewing the risk management framework of the organisation, providing advice to the Clerk of the Assembly in relation to governance functions and contributing to the maintenance of an effective internal control framework across the Office.

Reporting entities

The 2022-2023 financial statements relate to the Controlled and Territorial entities administered by the Office. The financial information is based on the audited financial statements for 2021-22 and 2022-2023, and the 2022-2023 Budget and forward estimates contained in the budget papers.

Controlled Financial Performance

1. Net Cost of Services

The Net Cost of Services is the total expenditure of the Office less Total Own Source Revenue. It is summarised in the table on the following page.

Comparison to budget

	Actual 2021-22 \$m	Original Budget 2022-23 \$m	Actual 2022-23 \$m	Forward Estimate ¹ 2023-24 \$m	Forward Estimate ¹ 2024-25 \$m	Forward Estimate ¹ 2025-26 \$m	Forward Estimate ¹ 2026-27 \$m
Expenditure	11.633	12.238	11.896	12.523	12.928	13.267	13.444
Own Source Revenue	0.687	0.608	0.731	1.353 ²	1.398 ²	1.398 ²	1.422 ²
Net Cost of Services	10.946	11.630	11.165	11.170	11.553	11.869	12.022

¹ Forward estimates are based on the 2023-24 Budget tabled on 27 June 2023.

² The increase in Total Own Source Revenue from 2023-24 and forward years is due to the ACT Government's 2023-24 budget policy decision to provide direct appropriation to Shared Services, Digital, Data and Technology Solutions (DDTS) based on the Investing in our digital future – ICT costs and services initiative for some of the services provided. This component is now treated as a resource received free of charge.

The Office's Net Cost of Services of \$11.165m was lower than the budget of \$11.630m (4.0 percent variance).

Comparison to prior year

The Net Cost of Services of \$11.165m was marginally higher than the prior year result of \$10.946m (2.0 percent variance). Minor increases were reported in employee expenses. Supplies and services increased over the prior year due to:

- higher information technology running costs as the Office continues to provide cloud based (Software as a Service) digital support to its workflows in the Parliamentary and Business Support branches
- an increase in consultants and professional services due to the engagement of consultants to review elements of the Office's organisational structure, use of employment agencies and external legal advice, and
- increased official travel due to lifting of Covid-19 restrictions.

Future trends

The Office's future budget estimates (see above) include funding to continue its legislative functions outlined earlier in this document.

2. Total expenditure

Employee expenses including superannuation (\$7.156m: 60.2 percent) and supplies and services (\$4.356m: 36.6 percent) represent 96.8 percent of the Office's total expenditure.

The largest components of supplies and services were:

- information technology running costs (\$1.182m: 27.1 percent);
- building management (\$0.993m: 22.8 percent);
- accommodation rental (\$0.553m: 12.7 percent);

- consultants, contractors and professional services (\$0.425m: 9.8 percent); and
- legal services and legislative drafting (\$0.349m: 8.0 percent).

Comparison to budget

Total expenditure of \$11.896m was lower than the budget of \$12.238m (2.79 percent variance) as outlined previously in 'Net Cost of Services – Comparison to Budget'.

Comparison to prior year

Total expenditure of \$11.896m was higher than the prior year of \$11.633m as discussed above in 'Net Cost of Services – Comparison to Prior Year'.

Future trends

The Office has committed to completing the development of cloud based digital solutions for the Parliamentary and Business Support branches. In addition, it is also committed to funding projects and staffing positions it considers vital to business continuity associated with core operations.

3. Own source revenue

The most significant component of 'Own Source Revenue' is Grants and Contributions from other ACT entities (\$0.622m: 85.1 percent). The major categories were:

- legislative drafting services provided by the Parliamentary Counsel's Office to non-Executive MLAs and the Office of the Legislative Assembly (\$0.302m: 48.6 percent); and
- the value of accommodation rental (\$0.273m: 43.9 percent) relating to the proportion of space within the Legislative Assembly building occupied by Office staff.

Comparison to Budget and Prior Year

The Office's 'Own Source Revenue' was higher than the budget (\$0.123m: 20.2 percent) due to additional legislative drafting services provided free of charge by the Parliamentary Counsel's Office and the increased value of notional accommodation rental provided by the Office's Territorial operation. The value of the legislative drafting services is demand driven and is difficult to predict. The Office's 'Own Source Revenue' of \$0.731m was largely comparable with the prior year (\$0.687m).

Controlled Financial Position

1. Total assets

Total assets of \$5.208m consist mainly of cash (\$2.689m: 51.6 percent) and plant and equipment (\$2.341m: 45.0 percent).

Comparison to budget and prior year

Total assets of \$5.208m were lower than the budget (\$6.240m) and the prior year (\$5.349m) primarily due to payment of employee benefits, and payments made for supplies and services as outlined above in 'Total Expenditure' and reduction in value of the non-current assets.

Future trends

The Office will continue to monitor its current assets to ensure it has sufficient coverage of its employee benefit liabilities.

2. Total liabilities

The Office's total liabilities of \$2.108m consist mostly of current and non-current employee benefit liabilities (\$1.804m: 85.6 percent) and payables (\$0.253m: 12.0 percent).

Comparison to budget and prior year

Total liabilities of \$2.108m were lower than the budget (\$3.146m) and prior year (\$2.317m) as employee benefit liabilities were impacted by the departure of several staff with significant leave balances. In addition, the last payment cycle fell on 29 June 2023 which meant most of outstanding invoices for financial year 2022-2023 have been paid.

Future trends

The Office will continue to closely monitor and manage its employee benefits liabilities.

Territorial Statement of Income and Expenses

1. Income

Territorial income is largely Payment for Expenses on Behalf of the Territory to meet the cost of salaries and related employee entitlements for non-Executive members and their staff.

Payment for Expenses on Behalf of the Territory of \$9.116m was \$0.448m (4.7 percent) less than originally budgeted mainly due to non-Executive members not utilising their full staff salary allocations.

2. Expenditure

Territorial expenditure is largely employee expenses and superannuation (\$9.400m: 90.9 percent). This includes recognition of resettlement allowance entitlement for members and termination payment expenses for their staff (\$0.250m).

Comparison to budget

Total expenditure was \$1.183m (10.3 percent) less than budgeted. Employee and superannuation expenses were lower than budget by \$0.321m (3.3 percent) mainly due to non-Executive members not spending their full staff salary allocations.

Depreciation expense was \$0.506m (40.2 percent) less than budget.

Comparison to prior year

Total expenditure of \$10.341m was lower than the prior year (\$10.634m) largely due to the Office's revised accounting policy that discontinued recognition of building management services performed by the Controlled entity as resources received free of charge.

Future trends

Future appropriations are budgeted to increase in line with wage price indexation. The Office will continue to monitor these appropriations to assess whether they are sufficient to maintain the effective operations of non-Executive members and their staff.

Territorial Financial Position

1. Total assets

Comparison to budget and prior year

Total assets of \$34.070m were higher than budget (\$33.777m) but lower than the prior year (\$36.329m) based on the revaluation decrement of \$1.785m in the land & building asset according to the non-current asset revaluation conducted as at 30 June 2023.

Future trends

The value of Territorial assets is expected to increase in the next few financial years due to proposed building improvements including a capital upgrade to the public entrance of the Assembly building.

2. Total liabilities

Comparison to budget and prior year

Total liabilities of \$1.441m were higher than the budget (\$0.945m) and the prior year (\$0.989m) primarily due to recognition of termination payments for member staff and the increase in provision for resettlement allowance liabilities for members.

Future trends

Employee leave liabilities are expected to rise over the next few years in line with wage price indexation but may fluctuate based on the election outcomes.

INDEPENDENT AUDITOR'S REPORT

To the Members of the ACT Legislative Assembly

Opinion

I have audited the financial statements of the Office of the Legislative Assembly for the year ended 30 June 2023 which comprise the:

- Controlled financial statements – operating statement, balance sheet, statement of changes in equity, statement of cash flows and controlled 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, statement of cash flows on behalf of the Territory, and Territorial statement of appropriation; and
- Notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Office of the Legislative Assembly's financial position as at 30 June 2023, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

Basis for opinion

I conducted the audit in accordance with the Australian Auditing Standards. My responsibilities under the standards are further described in the 'Auditor's responsibilities for the audit of the financial statements' section of this report.

I am independent of the Office of the Legislative Assembly in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (Code). I have also fulfilled my other ethical responsibilities in accordance with the Code.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Office of the Legislative Assembly for the financial statements

The Clerk of the Legislative Assembly is responsible for:

- preparing and fairly presenting the financial statements in accordance with the *Financial Management Act 1996* and relevant Australian Accounting Standards;
- determining the internal controls necessary for the preparation and fair presentation of the financial statements so that they are free from material misstatements, whether due to error or fraud; and
- assessing the ability of the Office of the Legislative Assembly to continue as a going concern and disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting in preparing the financial statements.

Auditor's responsibilities for the audit of the financial statements

Under the *Financial Management Act 1996*, the Auditor-General is responsible for issuing an audit report that includes an independent opinion on the financial statements of the Office of the Legislative Assembly.

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for expressing an opinion on the effectiveness of the Office of the Legislative Assembly's internal controls;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Office of the Legislative Assembly;
- conclude on the appropriateness of the Office of the Legislative Assembly's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Office of the Legislative Assembly's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in this report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of this report. However, future events or conditions may cause the Office of the Legislative Assembly to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether they represent the underlying transactions and events in a manner that achieves fair presentation.

I communicated with the Clerk of the Office of the Legislative Assembly regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identified during my audit.



Ajay Sharma
Assistant Auditor-General, Financial Audit
7 September 2023

OFFICE OF THE LEGISLATIVE ASSEMBLY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2023

**Office of the Legislative Assembly
Financial Statements
For the Year Ended 30 June 2023**

Statement of Responsibility

In my opinion, the Office of the Legislative Assembly's financial statements fairly reflect the financial operations for the year ended 30 June 2023 and its financial position on that date.

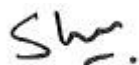


Tom Duncan
Clerk of the Legislative Assembly
06 September 2023

**Office of the Legislative Assembly
Financial Statements
For the Year Ended 30 June 2023**

Statement by the Chief Finance Officer

In my opinion, the Office of the Legislative Assembly's financial statements have been prepared in accordance with the Australian Accounting Standards, are in agreement with its accounts and records and fairly reflect its financial operations for the year ended 30 June 2023 and the financial position on that date.



Don Shashika
Chief Finance Officer
Office of the Legislative Assembly
06 September 2023

Office of the Legislative Assembly

Controlled Financial Statements

For the Year Ended 30 June 2023

Office of the Legislative Assembly

Content of Controlled Financial Statements

Financial Statements

Operating Statement
Balance Sheet
Statement of Changes in Equity
Statement of Cash Flows
Statement of Appropriation

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Note 2 Basis of Preparation of the Financial Statements

Income Notes

Note 3 Grants and Contributions Revenue

Expense Notes

Note 4 Employee Expenses
Note 5 Supplies and Services

Asset Notes

Note 6 Cash
Note 7 Property, Plant and Equipment
Note 8 Intangible Assets

Liability Notes

Note 9 Payables
Note 10 Employee Benefits

Other Notes

Note 11 Financial Instruments
Note 12 Commitments
Note 13 Budgetary Reporting
Note 14 Related Party Disclosures

**Office of the Legislative Assembly
Operating Statement
For the Year Ended 30 June 2023**

	Note No.	Actual 2023 \$'000	Original Budget 2023 \$'000	Actual 2022 \$'000
Income				
Controlled Recurrent Payments		10,993	10,984	10,383
Grants and Contributions Revenue	3	622	520	639
Investment Revenue		99	43	32
Other Income ^a		300	335	16
Total Income		12,014	11,882	11,070
Expenses				
Employee Expenses	4	7,156	8,004	7,012
Supplies and Services	5	4,356	3,935	4,162
Depreciation and Amortisation	7	382	294	459
Borrowing Costs		2	2	-
Other Expenses		-	3	-
Total Expenses		11,896	12,238	11,633
Operating Result		118	(356)	(563)
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
(Decrease) in the Asset Revaluation Surplus		(85)	-	(4)
Other Comprehensive Income		-	75	-
Total Other Comprehensive Result		(85)	75	(4)
Total Comprehensive Result		33	(281)	(567)

a) Additional funds received for severance payments relating to Committee Support restructure.

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

**Office of the Legislative Assembly
Balance Sheet
As at 30 June 2023**

	Note No.	Actual 2023 \$'000	Original Budget 2023 \$'000	Actual 2022 \$'000
Current Assets				
Cash	6	2,689	3,250	2,524
Receivables		34	21	24
Other Assets		75	71	58
Total Current Assets		2,798	3,342	2,606
Non-Current Assets				
Property, Plant and Equipment	7	2,341	2,632	2,604
Intangible Assets	8	69	266	139
Total Non-Current Assets		2,410	2,898	2,743
Total Assets		5,208	6,240	5,349
Current Liabilities				
Payables	9	253	311	220
Lease Liabilities		51	62	26
Employee Benefits	10	1,674	2,698	2,003
Total Current Liabilities		1,978	3,071	2,249
Non-Current Liabilities				
Employee Benefits	10	130	75	68
Total Non-Current Liabilities		130	75	68
Total Liabilities		2,108	3,146	2,317
Net Assets		3,100	3,094	3,032
Equity				
Accumulated Funds		2,209	2,114	2,056
Asset Revaluation Surplus		891	980	976
Total Equity		3,100	3,094	3,032

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

**Office of the Legislative Assembly
Statement of Changes in Equity
For the Year Ended 30 June 2023**

	Accumulated Funds Actual 2023 \$'000	Asset Revaluation Surplus Actual 2023 \$'000	Total Equity Actual 2023 \$'000	Total Equity Original Budget 2023 \$'000
Balance at 1 July 2022	2,056	976	3,032	3,340
Comprehensive Income				
Operating Result	118	-	118	(356)
(Decrease) in the Asset Revaluation Surplus	-	(85)	(85)	-
Other Comprehensive Result	-	-	-	75
Total Comprehensive Result	118	(85)	33	(281)
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	35	-	35	35
Total Transactions Involving Owners Affecting Accumulated Funds	35	-	35	35
Balance at 30 June 2023	2,209	891	3,100	3,094

	Accumulated Funds Actual 2022 \$'000	Asset Revaluation Surplus Actual 2022 \$'000	Total Equity Actual 2022 \$'000
Balance at 1 July 2021	2,586	980	3,566
Comprehensive Result			
Operating Result	(563)	-	(563)
(Decrease) in Asset Revaluation Surplus	-	(4)	(4)
Total Comprehensive Result	(563)	(4)	(567)
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	34	-	34
Total Transactions Involving Owners Affecting Accumulated Funds	34	-	34
Balance at 30 June 2022	2,056	976	3,032

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

**Office of the Legislative Assembly
Statement of Cash Flows
For the Year Ended 30 June 2023**

	Note No.	Actual 2023 \$'000	Original Budget 2023 \$'000	Actual 2022 \$'000
Cash Flows from Operating Activities				
Receipts				
Controlled Recurrent Payments		10,993	10,984	10,383
Interest Received		99	43	32
Goods and Services Tax Credits from the Australian Taxation Office		158	254	156
Other		333	443	41
Total Receipts from Operating Activities		11,583	11,724	10,612
Payments				
Employee Payments		7,321	7,522	7,199
Supplies and Services		3,802	3,930	3,701
Borrowing Costs		-	2	-
Goods and Services Tax Paid to Suppliers		189	223	206
Other		36	3	-
Total Payments from Operating Activities		11,348	11,680	11,106
Net Cash Inflows/(Outflows) from Operating Activities	6	235	44	(494)
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		75	35	225
Total Payments from Investing Activities		75	35	225
Net Cash (Outflows) from Investing Activities		(75)	(35)	(225)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		35	35	34
Total Receipts from Financing Activities		35	35	34
Payments				
Repayment of Finance Lease Liabilities		30	29	37
Total Payments from Financing Activities		30	29	37
Net Cash Inflows/(Outflows) from Financing Activities		5	6	(3)
Net Increase/(Decrease) in Cash		165	15	(722)
Cash at the Beginning of the Reporting Period		2,524	3,235	3,246
Cash at the End of the Reporting Period	6	2,689	3,250	2,524

The above Statement of Cash Flows is to be read in conjunction with the accompanying notes.

Office of the Legislative Assembly Controlled Statement of Appropriation For the Year Ended 30 June 2023

Description and Material Accounting Policies Relating to Appropriations

Controlled Recurrent Payments are revenue received from the ACT Government to fund the costs of the operations and principal activities outlined in Note 1 *Objectives of the Office of the Legislative Assembly*. They are recorded as revenue on receipt.

Capital injections are revenue received from the ACT Government to expand the Office's artwork and library collections. Capital injections are recorded as equity contributions from owners.

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the Budget Papers. This amount also appears in the Statement of Cash Flows.

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 Office during the year. This amount appears in the Statement of Cash Flows.

	Original Budget 2023 \$'000	Total Appropriated 2023 \$'000	Appropriation Drawn 2023 \$'000	Appropriation Drawn 2022 \$'000
Controlled Recurrent Payments	10,984	11,167 ^a	10,993 ^b	10,383
Capital Injections	35	35	35	34
Total Controlled Appropriation	11,019	11,202	11,028	10,417

The above Controlled Statement of Appropriation is to be read in conjunction with the accompanying notes.

- a) The difference between Total Appropriated and Appropriation Drawn (\$174,000) was due to amounts allocated relating to salary increases under the Enterprise Bargaining Agreement (EBA) that did not come into effect as at 30 June 2023 and therefore was not available for draw down.
- b) The Appropriation Drawn for controlled recurrent payments in 2022-23 was \$610,000 higher than the prior year largely due to new budget initiative funding provided for the restructure of the Committee Support function (\$256,000) and reflects the indexation of administrative and employee related expenses of the Office.

Office of the Legislative Assembly Controlled Statement of Appropriation For the Year Ended 30 June 2023

Variations between '2022-23 Controlled Recurrent Payments Appropriation Drawn' and '2021-22 Controlled Recurrent Payments Appropriation Drawn'

Variations between 'Original Budget', 'Total Appropriated' and 'Appropriation Drawn'.

	Controlled Recurrent Payments (CRP) \$'000	Capital Injections (CI) \$'000
Reconciliation of Appropriation for 2022-23		
Original Appropriation	10,984	35
Supplementary Appropriation (<i>Financial Management Act 1996</i> (FMA) s13)	183	0
Total Appropriated	11,167	35
Controlled Appropriation Drawn ^a	10,993	35

- a) The difference between the Total Appropriated and the Controlled Appropriation Drawn was due to amounts allocated relating to salary increases proposed under Enterprise Bargaining Agreement (EBA) that did not come into effect as at 30 June 2023 and therefore was not available for draw down.

Office of the Legislative Assembly

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2023

NOTE 1. OBJECTIVES OF THE OFFICE OF THE LEGISLATIVE ASSEMBLY

Operations and Principal Activities

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

The Office of the Legislative Assembly (the Office) was established by the *Legislative Assembly (Office of the Legislative Assembly) Act 2012* (the Act). Pursuant to section 5 of the Act, the Office consists of the Clerk and the staff of the Office. The Clerk is responsible for the management of the Office (section 10).

Section 6 of the Act established the functions of the Office as being to provide impartial advice and support to the Legislative Assembly and its committees, and members of the Assembly, including by:

- providing advice on parliamentary practice and procedure and the functions of the Assembly and committees;
- reporting proceedings of the Assembly and meetings of committees;
- maintaining an official record of proceedings of the Assembly;
- providing library and information facilities and services for members;
- providing staff to enable the Assembly and committees to operate efficiently;
- providing business support functions, including administering the entitlements of members who are not part of the executive; and
- maintaining the Assembly precincts.

The Office also has the function of providing public education about the functions of the Assembly and committees and may exercise any other function given to it under the Act.

Office of the Legislative Assembly

Notes to and Forming Part of the Financial Statements

For the Year Ended 30 June 2023

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

LEGISLATIVE REQUIREMENT

The *Financial Management Act 1996* (FMA) requires the preparation of annual financial statements for ACT Government agencies. The FMA and the *Financial Management Guidelines* issued under the Act require the Office's financial statements to include:

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

These general-purpose financial statements have been prepared in accordance with:

- (i) Australian Accounting Standards (as required by the FMA); and
- (ii) ACT Accounting and Disclosure Policies.

IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

The information below applies to both the Controlled and Territorial financial statements.

Standards and Interpretations issued but yet to be applied have been assessed as not being relevant to the Office or will have an immaterial financial impact on the Office. However, the Office is currently assessing whether AASB 2022-10 (application date 1 January 2024) will have a material financial impact.

AASB 2022-10 amends AASB 13 by adding authoritative implementation guidance and providing related illustrative examples, for fair value measurements of non-financial assets of not-for-profit public sector agencies not held primarily for their ability to generate net cash inflows. The standard now:

(a) specifies that agencies are required to consider whether the asset's highest and best use differs from its current use only when it is held for sale or held for distribution to owners in accordance with AASB 5 Non-current Assets Held for Sale and Discontinued Operations or it is highly probable that the asset will be used for an alternative purpose to its current use;

(b) clarifies that the asset's use is 'financially feasible' if market participants would be willing to invest in the asset's service capacity, considering both the capability of the asset to be used to provide needed goods or services to beneficiaries and the resulting cost of those goods or services;

(c) specifies that, if both the market selling price of a comparable asset and some market participant data required to measure the fair value of the asset are not observable, an agency uses its own assumptions as a starting point in developing unobservable inputs and adjusts those assumptions to the extent that reasonably available information indicates that other market participants (including, but not limited to, other not-for-profit public sector agencies) would use different data; and

(d) provides guidance on how the cost approach is to be applied to measure the asset's fair value, including guidance on the nature of costs to include in the replacement cost of a reference asset and on the identification of economic obsolescence.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – CONTINUED

CHANGES TO ACCOUNTING POLICY

The Office has reviewed its accounting policy relating to recognition of resources received/provided free of charge between its Controlled and Territorial entities. It has assessed that the recognition of building management services in the Statement of Income and Expenses on Behalf of the Territory as a resource received free of charge from the Controlled entity is not required as it does not meet the requirements under the relevant accounting standards. Therefore, this component will not be included in the revenues and expenses of the Territorial financial statements as at 30 June 2023. The impact of this is assessed as immaterial as such the prior period balances in the Statement of Income and Expenses on Behalf of the Territory will not be restated.

CONTROLLED AND TERRITORIAL ITEMS

The Office produces Controlled and Territorial financial statements. The Controlled financial statements include income, expenses, assets and liabilities over which the Office has control. The Territorial financial statements include income, expenses, assets and liabilities that the Office administers on behalf of the Territory but does not control.

The purpose of the distinction between Controlled and Territorial is to enable an assessment of the Office's performance against the decisions it has made in relation to the resources it controls, while maintaining accountability for all resources under its broader administrative responsibility. The basis of preparation described applies to both Controlled and Territorial financial statements except where specified otherwise.

ACCRUAL ACCOUNTING

The financial statements have been prepared using the accrual basis of accounting. The financial statements are prepared according to the historical cost convention, except for property, plant and equipment which are valued at fair value in accordance with (re)valuation policies applicable to the Office during the reporting period.

CURRENCY

These financial statements are presented in Australian dollars, which is the Office's functional currency.

INDIVIDUAL NOT-FOR-PROFIT REPORTING ENTITY

The Office is an individual not-for-profit reporting entity.

REPORTING PERIOD

These financial statements state the financial performance, changes in equity and cash flows of the Office for the year ended 30 June 2023 together with the financial position of the Office as at 30 June 2023.

COMPARATIVE FIGURES

(a) Budget Figures

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2022-23 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – CONTINUED

(b) Prior Year Comparatives

Comparative information has been disclosed in respect of the previous period for 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.

(c) Rounding

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

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

INCOME NOTES

Material Accounting Policies – Income

Income Recognition

The following material accounting policies relate to each income note unless stated otherwise in the individual note.

Revenue is recognised in accordance with AASB 15 Revenue from Contracts with Customers where the contract is enforceable and contains sufficiently specific performance obligations, otherwise revenue is in the scope of AASB 1058 Income of Not-for-Profit Entities.

The Office does not have revenues recognised and measured under AASB 15.

AASB 1058

Where revenue streams are in the scope of AASB 1058, the Office recognises the asset received (generally cash or other financial asset) at fair value, recognises any related amount (e.g., liability or equity) in accordance with an accounting standard and recognises revenue as the residual between the fair value of the asset and the related amount on receipt of the asset.

NOTE 3. GRANTS AND CONTRIBUTIONS REVENUE

Description and Material Accounting Policies Relating to Grants and Contributions Revenue

Goods and services received free of charge from ACT Government agencies are recorded as revenue and an expense in the Operating Statement at fair value. The revenue is separately disclosed under grants and contributions, with the expense being recorded in the line item to which it relates. 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 Office free of charge.

Material Accounting Judgements and Estimates – Grants and Contributions

The Office has made a significant judgement in estimating the value of grants and contributions. The Legislative Assembly building is part of the Office’s Territorial operation. A section of this building is mainly used by the Office’s committee and chamber support services. The office space is provided by the Office’s Territorial operation to its controlled operation free of charge.

The Office has estimated the value of the office space provided free of charge primarily based on a valuation of the Legislative Assembly building prepared by an independent valuer. The estimation considers factors such as the net lettable area, assessed market rental and size of the area occupied by the Office.

	2023	2022
	\$'000	\$'000
Resources Received Free of Charge		
Legislative Drafting Services ^a	302	322
Legal Services ^b	47	56
Accommodation Rental	273	261
Total Grants and Contributions	622	639

a) Legislative drafting services are demand driven and are not predictable from year to year as they depend on the number of requests predominately made by members to the ACT Parliamentary Counsel’s Office.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 3. GRANTS AND CONTRIBUTIONS REVENUE - CONTINUED

- b) Legal services are demand driven and depend on the number of requests for legal advice to the ACT Government Solicitor's Office.

A breakdown of the total Legislative Drafting Services by recipient is provided below.

Recipient	2023 \$'000	2022 \$'000
Mr Braddock	17	2
Mr Cain	14	17
Ms Castley	4	-
Ms Clay	27	8
Mr Davis	23	19
Mr Hanson	4	9
Ms Jones	-	19
Ms Kikkert	-	15
Ms Lawder	2	-
Ms Lee	27	19
Ms Orr	41	48
Dr Paterson	39	48
Mr Pettersson	2	2
Madam Speaker	14	44
Office of the Legislative Assembly	88	72
Total	302	322

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

EXPENSE NOTES

NOTE 4. EMPLOYEE EXPENSES

Description and Material Accounting Policies Relating to Employee Expenses

Employee benefits include:

- short-term employee benefits such as wages and salaries, annual leave loading, and applicable on-costs, if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits.

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual leave and long service leave.

(See Note 10: Employee Benefits for accrued salaries, and annual and long service leave).

Employees of the Office have different superannuation arrangements depending on the type of superannuation scheme available at the time of commencing employment, including both defined benefit and defined contribution superannuation scheme arrangements.

For employees who are members of the defined benefit Commonwealth Superannuation Scheme (CSS) and Public Sector Superannuation Scheme (PSS), the Office makes employer superannuation contribution payments to the Territory Banking Account at a rate determined by the Chief Minister, Treasury and Economic Development Directorate. The Office also makes productivity superannuation contribution payments on behalf of these employees to the Commonwealth Superannuation Corporation, which is responsible for administration of the schemes.

For employees who are members of defined contribution superannuation schemes (the Public Sector Superannuation Scheme Accumulation Plan (PSSAP) and schemes of employee choice), the Office makes employer superannuation contribution payments directly to the employees' relevant superannuation fund.

All defined benefit employer superannuation contributions are recognised as expenses on the same basis as the employer superannuation contributions made to defined contribution schemes. The accruing superannuation liability obligations are expensed as they are incurred and extinguished as they are paid.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 4. EMPLOYEE EXPENSES - CONTINUED

	2023	2022
	\$'000	\$'000
Wages and Salaries	5,249	5,209
Annual Leave Expense	422	482
Long Service Leave Expense	76	67
Workers' Compensation Insurance Premium	47	46
Superannuation Contributions to the Territory Banking Account ^a	347	661
Productivity Benefit	34	61
Superannuation to External Providers ^b	523	429
Termination Payments ^c	337	-
Other Employee Benefits and On-Costs	121	57
Total Employee Expenses	7,156	7,012

- a) The decrease is largely attributable to the departure of staff who were members of the PSS defined benefit scheme in 2022-23.
- b) The increase is mostly due to new staff joining fund of choice schemes.
- c) Largely due to severance payments made under the Committee Support restructure.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 5. SUPPLIES AND SERVICES

Description and Material Accounting Policies Relating to Supplies and Services

General - Supplies and Services

Purchases of Supplies and Services generally represent the day-to-day running costs incurred in normal operations, recognised in the reporting period in which these expenses are incurred.

Insurance

Major risks are insured through the ACT Insurance Authority and reported below as Insurance Premium. The excess payable, under these arrangements, varies depending on each class of insurance held.

Repairs and Maintenance

Maintenance expenses which do not increase the service potential of an asset are expensed and included in the Building Management line item below.

Accommodation Rental Expenses

Accommodation rental expenses consist of grants and contributions from the Territorial entity for Office staff being accommodated in the Assembly building and a rental agreement with ACT Property Group.

	2023	2022
	\$'000	\$'000
Information Technology Running Costs ^a	1,182	1,095
Building Management ^b	993	937
Accommodation Rental	553	534
Consultants, Contractors and Professional Services ^c	425	347
Printing and Stationery	112	104
Legal Services and Legislative Drafting ^d	349	378
Staff Training and Services	105	131
Recording and Transcription	127	137
Library Materials	104	100
Insurance Premium	62	58
Travel ^e	106	10
Telephone	55	51
Hospitality and Functions	14	6
Internal and External Auditor Fees ^f	67	93
Advertising	27	29
Assembly Broadcasting	15	72
Other	60	80
Total Supplies and Services	4,356	4,162

- a) Information technology running costs increased with the ongoing digital support in the Parliamentary Services and Business Support branches.
- b) Building management costs increased in 2022-23 due to higher number of unscheduled maintenance requirements compared to 2021-22.
- c) Consultants, contractors and professional services increased largely due to the engagement of consultants to review elements of the Office's organisational structure, use of employment agencies and external legal advice.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 5. SUPPLIES AND SERVICES – CONTINUED

- d) Corresponding expense for the legal services and legislative drafting grants and contribution revenue.
- e) Increased official travel after lifting of COVID-19 restrictions.
- f) External audit fees paid to the ACT Audit Office for the financial statements were \$61,950 (\$60,000 in 2021-22). No other services were provided by the ACT Audit Office.

ASSET NOTES

Material Accounting Policies – Assets

Assets – Current and Non-Current

Assets are classified as current where they are expected to be realised within 12 months after the reporting date. Assets, which do not fall within the current classification, are classified as non-current.

NOTE 6. CASH

Description and Material Accounting Policies Relating to Cash

Cash

The Office holds two bank accounts with the Westpac Bank as part of the whole-of-government banking arrangements. As part of these arrangements, the Office receives interest on one of these accounts. The weighted average interest rate for cash at bank for 2022-23 and 2021-22 was 3.70% and 1.00% respectively.

Cash includes cash at bank and cash on hand.

a) Cash

	2023	2022
	\$'000	\$'000
Cash at Bank	2,689	2,524
Cash on Hand	-	-
Total Cash	2,689	2,524

- a) The increase in Cash at Bank of \$0.165 million was due to a surplus in operating cash flows.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 6. CASH - CONTINUED

b) Reconciliation of Cash at the End of the Reporting Period in the Statement of Cash Flows to the Equivalent Items in the Balance Sheet.

	2023	2022
	\$'000	\$'000
Total Cash Recorded in the Balance Sheet	2,689	2,524
Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows	2,689	2,524

c) Reconciliation of Operating Result to Net Cash Inflows from Operating Activities

	2023	2022
	\$'000	\$'000
Operating Result	118	(563)
Add/(Less) Non-Cash Items		
Depreciation of Plant and Equipment	312	332
Amortisation of Intangible Assets	70	127
Add/(Less) Items Classified as Investing or Financing		
Derecognition of Non-Current Assets	(3)	(4)
Cash Before Changes in Operating Assets and Liabilities	497	(108)

	2023	2022
	\$'000	\$'000
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(9)	2
(Increase)/Decrease in Other Assets	(18)	19
Increase/(Decrease) in Payables	32	(125)
(Decrease) in Employee Benefits	(267)	(282)
Net Changes in Operating Assets and Liabilities	(262)	(386)
Net Cash Inflows/(Outflows) from Operating Activities	235	(494)

d) Non-Cash Financing and Investing Activities

Acquisition of motor vehicles by means of lease	26	(37)
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Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 7. PROPERTY, PLANT AND EQUIPMENT

Description and Material Accounting Policies Relating to Property, Plant and Equipment

The following classes of Property, Plant and Equipment are held by the Office:

- *Plant and equipment* are tangible assets like machinery, apparatus, appliances, containers, implements or tools that are used by the Office to produce goods or assist in providing services to the community. Plant and equipment tend to be smaller and more mobile in nature than other types of property, plant and equipment like buildings, roads and land. Plant and Equipment includes office equipment, furniture and fittings. Right-of-use plant and equipment are not included in the plant and equipment asset class.
- *Right-Of-Use Plant and Equipment* has the same definition as plant and equipment, with the exception that they are held under a lease. Plant and Equipment held by the Office includes motor vehicle.
- *Leasehold improvements* include the fit-out of the tenancy in the North Building and the associated assets included at this site.
- *Heritage assets* are defined as those non-current assets that the Territory 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 Office include an artwork and library collection.

Acquisition and Recognition of Plant and Equipment

Plant and equipment assets are initially recorded at cost. Where plant and equipment assets are acquired at no cost, or minimal cost, cost is its fair value as at the date of acquisition.

Plant and equipment and leasehold improvements with a minimum value of \$2,000 are capitalised.

Measurement of Plant and Equipment After Initial Recognition

Plant and equipment, leasehold improvements and heritage assets are measured at fair value. The fair value measurement of property, plant and equipment is discussed in *Material Accounting Judgements and Estimates – Fair Value of Assets*.

Plant and equipment except for right-of-use assets, leasehold improvements and heritage assets are revalued 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 plant and equipment, leasehold improvements and heritage assets at the date of revaluation is written back against the gross carrying amount of the asset and the net amount is restated to the revalued amount of the asset.

Right-of-use assets are initially measured at cost. After the commencement date, right-of-use assets are measured at cost less accumulated depreciation and accumulated losses and adjusted for any re-measurement of the lease liability.

Material Accounting Judgements and Estimates – Fair Value of Assets

Furniture, plant and equipment (excluding audio visual and broadcasting equipment), artworks and other collectables were valued using the market approach that reflects recent transaction prices for similar assets and comparable sales in an active market.

The library collection was valued using the market approach that reflects recent transaction prices for library assets in active and thinly traded markets.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Leasehold improvements and plant equipment (audio visual and broadcasting equipment only) were valued using the cost approach that reflects the cost to a market participant to construct assets of comparable utility adjusted for obsolescence. The fair value of these items of plant and equipment is affected by the obsolescence of the assets and the consumption of their economic benefits over time.

Valuation of Non-Current Assets

Jones Lang LaSalle Advisory Services Pty Ltd performed revaluations of the Office’s Non-Current Assets. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest valuation was performed as at 30 June 2023.

Description and Useful Life

Depreciation is the systematic allocation of the cost of an asset less its residual value over its useful life.

Depreciation is applied to physical assets such as buildings, infrastructure assets, and plant and equipment.

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

Right-of-use buildings, plant and equipment, and infrastructure assets as well as leasehold improvements are depreciated over the estimated useful life of each asset, or the unexpired period of the relevant lease, whichever is shorter.

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)
Plant and Equipment	Straight-line	2-20
Right-of-Use Plant and Equipment	Straight-line	2-4
Leasehold Improvements	Straight-line	10
Intangibles - Computer Software	Straight-line	5

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

	2023 \$'000	2022 \$'000
Plant and Equipment		
Plant and Equipment at Fair Value	722	1,020
Less: Accumulated Depreciation	-	(272)
	722	748
Right-of-Use Plant and Equipment at Cost	107	73
Less: Accumulated Depreciation	(56)	(47)
	51	26
Total Plant and Equipment	773	774
Leasehold Improvements		
Leasehold improvements at Fair Value	401	829
Less: Accumulated Depreciation	-	(332)
Total Leasehold Improvements	401	497
Heritage Assets		
Artwork and Other Collectables at Fair Value	921	880
Library Collection at Fair Value	246	453
Total Heritage Assets	1,167	1,333
Total Property, Plant and Equipment	2,341	2,604

Reconciliation of Property, Plant and Equipment – 2022-23

	Plant and Equipment \$'000	Right-of- Use Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	748	26	497	1,333	2,604
Additions	41	58	-	35	134
Depreciation	(114)	(33)	(165)	-	(312)
Revaluation Increment/ (Decrement)	47	-	69	(201) ^a	(85)
Carrying Amount at the End of the Reporting Period	722	51	401	1,167	2,341

a) Revaluation decrement is reflecting the reduction of value of some physical library collection items.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Reconciliation of Property, Plant and Equipment – 2021-22

	Plant and Equipment \$'000	Right-of- Use Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	686	62	663	1,299	2,710
Additions	196	-	-	34	230
Depreciation	(129)	(36)	(166)	-	(331)
Revaluation (Decrement)	(5)	-	-	-	(5)
Carrying Amount at the End of the Reporting Period	748	26	497	1,333	2,604

Fair Value Hierarchy

The Office is required to classify property, plant and equipment into a Fair Value Hierarchy that reflects the significance of the inputs used in determining their fair value. The Fair Value Hierarchy is made up of the following three levels:

- Level 1 – quoted prices (unadjusted) in active markets for identical assets or liabilities that the Office can access at the measurement date;
- Level 2 – inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and
- Level 3 – inputs that are unobservable for particular assets or liabilities.

Details of the Office's property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 30 June 2023 are shown in the following table.

	Level 2 \$'000	Level 3 \$'000	Total \$'000
2023			
Property, Plant and Equipment at Fair Value			
Plant and Equipment	468	254	722
Leasehold Improvements	-	401	401
Heritage Assets	921	246	1,167
	1,389	901	2,290
2022			
Property, Plant and Equipment at Fair Value			
Plant and Equipment	748	-	748
Leasehold Improvements	-	497	497
Heritage Assets	880	453	1,333
	1,628	950	2,578

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Transfers Between Categories

There has been a transfer of Plant and Equipment worth \$254,000 from Levels 2 to Level 3 during the current period based on the 2023 non-current asset revaluation.

Level 2 Valuation Techniques and Inputs

Material Accounting Judgements and Estimates – Fair Value of Assets

The Office has made the following significant estimates regarding the fair value of its assets. The fair value of assets is subject to management assessment between formal valuations.

Valuation Technique: Plant and Equipment – (furniture and certain plant and equipment) and Heritage Assets – (artworks and other collectables) – the valuation technique used is the market approach that reflects recent transaction prices for similar assets and comparable sales in an active market.

Inputs: Prices and other relevant information generated by market transactions involving comparable assets were considered.

Level 3 Valuation Techniques and Significant Unobservable Inputs

Valuation Technique: Heritage Assets – (library collection) the valuation technique used to value the library collection is the market approach that reflects recent transaction prices for library assets in active and thinly traded markets.

Significant Unobservable Inputs: Heritage Assets – (library collection) due to the characteristics of the library collection, there was insufficient market evidence of directly comparable transactions to determine fair value. Reference was made to transactions with limited levels of comparability and adjusted by the valuer using professional judgement to take account of the differing characteristics. These adjustments were evaluated for reasonableness against academic and market research as well as the value for other library collection assets held by other entities.

Valuation Technique: Plant and Equipment – (plant and equipment) were measured using the cost approach that reflects the cost to a market participant to construct assets of comparable utility adjusted for obsolescence.

Significant Unobservable Inputs: Plant and Equipment – (plant and equipment) in determining the value of plant and equipment, regard was given to the age and condition of the assets, their estimated replacement cost and current use. This required the use of data internal to the Office. The fair value of plant and equipment is affected by the obsolescence of the assets and the consumption of their economic benefits over time.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Fair Value Measurements using Significant Unobservable Inputs (Level 3)

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
2023				
Fair Value at the Beginning of the Reporting Period	-	497	453	950
Additions	-	-	5	5
Depreciation	-	(166)	-	(166)
Revaluation Increment/(Decrement)	-	70	(212)	(142)
Other Movements	254	-	-	254
Fair Value at the End of the Reporting Period	254	401	246	901

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
2022				
Fair Value at the Beginning of the Reporting Period	16	663	447	1,126
Additions	-	-	6	6
Depreciation	(16)	(166)	-	(182)
Revaluation (Decrement)/Increment	-	-	-	-
Other Movements	-	-	-	-
Fair Value at the End of the Reporting Period	-	497	453	950

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 8. INTANGIBLE ASSETS

Description and Material Accounting Policies Relating to Intangible Assets

The Office's intangible assets are comprised of externally acquired computer software for internal use. Externally acquired computer software is recognised and capitalised when:

- (i) it is probable that the expected future economic benefits that are attributable to the software will flow to the Office;
- (ii) the cost of the software can be measured reliably; and
- (iii) the acquisition cost is equal to or exceeds \$50,000.

Capitalised computer software has a finite useful life. Software is amortised on a straight-line basis over its useful life for a period not exceeding 5 years. Intangible Assets are measured at cost.

	2023	2022
	\$'000	\$'000
Computer Software		
<i>Externally Purchased Software</i>		
Computer Software at Cost	684	684
Less: Accumulated Amortisation	(615)	(545)
<i>Total Externally Purchased Software</i>	69	139
Total Computer Software	69	139
Total Intangible Assets	69	139

Reconciliation of Intangible Assets

The following table shows the movement of the Intangible Assets.

	2023	2022
	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	139	267
Amortisation	(70)	(128)
Carrying Amount at the End of the Reporting Period	69	139

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

LIABILITY NOTES

Material Accounting Policies – Liability

Liabilities – Current and Non-Current

Liabilities are classified as current when they are due to be settled within 12 months after the reporting date or the Office does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting date. Liabilities, which do not fall within the current classification, are classified as non-current.

NOTE 9. PAYABLES

Description and Material Accounting Policies Relating to Payables

Payables are initially recognised at fair value based on the transaction cost and subsequent to initial recognition at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement. All amounts are normally settled within 30 days after the invoice date. Payables include Trade Payables and Accrued Expenses.

	2023	2022
	\$'000	\$'000
Current Payables		
Trade Payables	155	54
Accrued Expenses	98	166
Total Current Payables ^a	253	220
Total Payables	253	220

- a) Total current payables were higher than the previous year mainly due to the timing of the payment cycle at the end of the financial year.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 10. EMPLOYEE BENEFITS

Description and Material Accounting Policies Relating to Employee Benefits

Accrued Wages and Salaries

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

Annual and Long Service Leave – Office of the Legislative Assembly staff

Annual and long service leave, including applicable on-costs that are not expected to be wholly settled before twelve months after the end of the reporting period when the employees render the related service, 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 the end of each reporting period, the present value of future annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

Annual leave liabilities have been estimated on the assumption they will be wholly settled within three years. This financial year the rate used to estimate the present value of future:

- Payments for annual leave is 98.2% (101.8% in 2021-22); and
- Payments for long service leave is 93.0% (95.3% in 2021-22).

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 seven years of qualifying service, the probability that employees will reach the required minimum period has been considered in estimating the provision for long service leave and 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 considered in estimating the liability for on-costs.

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least twelve months. Conditional long service leave liabilities are classified as non-current because the Office has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Material Accounting Judgements and Estimates – Employee Benefits

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave requires a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service 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.

The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in December 2021. The assessment by an actuary is performed every three years. However, it may be performed more frequently if there is a significant contextual change in the parameters underlying the 2021 report. The next actuarial review is expected to be undertaken by late 2024.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 10. EMPLOYEE BENEFITS – CONTINUED

	2023 \$'000	2022 \$'000
Current Employee Benefits		
Annual Leave	462	593
Long Service Leave ^a	910	1,263
Accrued Salaries ^b	229	147
Other Employee Benefits ^b	73	-
Total Current Employee Benefits	1,674	2,003
Non-Current Employee Benefits		
Long Service Leave	130	68
Total Non-Current Employee Benefits	130	68
Total Employee Benefits	1,804	2,071
	2023 \$'000	2022 \$'000
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	346	382
Long Service Leave	183	155
Accrued Salaries	229	147
Other Employee Benefits	73	-
Total Employee Benefits Payable within 12 Months	831	684
Estimated Amount Payable after 12 Months		
Annual Leave	116	211
Long Service Leave	857	1,176
Total Employee Benefits Payable after 12 Months	973	1,387
Total Employee Benefits	1,804	2,071

a) The decrease in Long Service Leave liability is due to the present value percentage changing from 95.3% to 93.0% and payment of leave entitlements during 2022-23.

b) The increase in Accrued Salaries and Other Employee Benefits is due to accrual of pay increases (backpay) and cost of living payments payable under the proposed Enterprise Bargaining Agreement for 2023-2026.

At 30 June 2023, the Office employed 55.0 full time equivalent (FTE) staff (53.2 FTE staff at 30 June 2022).

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 11. FINANCIAL INSTRUMENTS

Material Accounting Policies Relating to Financial Instruments

Details of the material accounting 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 the note to which they relate. In addition to these policies, the following are also accounting policies relating to financial assets and liabilities.

Interest Rate Risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Office's cash is held in floating interest rate arrangements and the Office has no financial liabilities subject to floating interest rates. Accordingly, the Office is exposed only to movements in interest receivable; it is not exposed to movements in interest payable.

There have been no changes in risk exposure or processes for managing risk since last financial reporting period.

Sensitivity Analysis

A sensitivity analysis has not been undertaken for the interest rate risk of the Office as it has been determined that the possible impact on income and expenses or total equity from fluctuations in interest rates is immaterial.

Credit Risk

Cash is held with high credit quality financial institution (the Westpac Bank). The Office has assessed its credit risk for receivables and determined that high proportions are ACT Government agencies with strong credit worthiness. Remaining debtors are assessed as immaterial.

There have been no changes in credit risk exposure since the last reporting period.

Liquidity Risk

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

The Office's main financial obligations relate to the purchase of supplies and services. These financial obligations are usually met within 30 days of receipt of a tax invoice or receipt of the goods and services.

The main source of cash to pay these obligations is appropriation (Controlled Recurrent Payments), which is paid on a fortnightly basis during the year. The Office manages its liquidity risk through forecasting appropriation drawdown requirements to enable payment of anticipated obligations.

The Office's exposure to liquidity risk and the management of this risk have not changed since the previous reporting period.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 12. COMMITMENTS

Description and Material Accounting Policies Relating to Capital and Other Expenditure Commitments

Commitments are a firm intention, but not a present obligation, at the end of the reporting period to incur future expenditure. As such, commitments do not constitute a liability. Commitments usually arise from contracts, but can arise from other things like placing an order.

Commitments are measured at their nominal value and are inclusive of GST.

Other Commitments

These commitments include contracts relating to various advisors, software systems and transcription services, and building management services. Other commitments contracted at reporting date that have not been recognised as liabilities are payable as shown below. All amounts shown in the commitments note are inclusive of Goods and Services Tax.

	2023	2022
	\$'000	\$'000
Within one year	852	864
Later than one year but not later than five years	308	544
Total Other Commitments	1,160	1,408

NOTE 13. BUDGETARY REPORTING

Significant Accounting Judgements and Estimates – Budgetary Reporting

Significant judgements have been applied in determining what variances are considered as ‘major variances’. Variances are major variances if both of the following criteria are met:

- The line item is a significant line item: where either the line item actual amount accounts for more than 10% of the relevant associated category (Income, Expenses and Equity totals) or more than 10% of the sub-element (e.g. Current Liabilities and Receipts from Operating Activities totals) of the financial statements; and
- The variances (original budget to actual) are greater than plus (+) or minus (-) 10% and \$500,000 of the budget for the financial statement line item.

Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period Budget Statements. These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 13. BUDGETARY REPORTING - CONTINUED

	Variance Explanation	Actual 2023 \$'000	Original Budget 2023 \$'000	Variance \$'000	Variance %
Operating Statement Line Items					
Employee Expenses	1	7,156	8,004	(848)	(11%)

Variance Explanations

1. The underspend is due to delays in filling vacant positions of the Office as a result of tight job market making it difficult to source suitable talent.

Balance Sheet Line Items

Cash	2	2,689	3,250	(561)	(17%)
Current Employee Benefits	3	1,674	2,698	(1,024)	(38%)

Variance Explanations

2. Lower actual cash balance is due to reduced cash balance brought forward from 2021-22 caused by an increase in payments for supplies and services, employee expenses and purchase of plant and equipment.
3. The decrease in current employee benefits is due to lower present value factor applied for long service leave and leave entitlements paid out to departing staff.

NOTE 14. RELATED PARTY DISCLOSURES

Description and Material Accounting Policies Relating to Related Party Disclosures

A related party is a person that controls or has significant influence over the reporting entity or is a member of the Key Management Personnel (KMP) of the reporting entity or its parent entity. It includes their close family members and entities in which the KMP or/and their close family members individually or jointly have controlling interests.

KMP are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly.

(a) Key Management Personnel

- (i) Details of compensation

The Office is controlled by the Clerk of the Legislative Assembly advised by an Executive Management Committee comprised of five other senior staff members. The Office does not have a Minister.

This note does not include typical citizen transactions between the KMP and the Office that occur on terms and conditions no different to those applying to the general public.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 14. RELATED PARTY DISCLOSURES - CONTINUED

Total Compensation for the Clerk and others assessed to be KMP of the Office is set out in the table below.

	2023	2022
	\$'000	\$'000
Short-term employee benefits	1,222	1,118
Post-employment benefits	223	283
Other long-term benefits ^a	(99)	55
Termination benefits	61	-
Total Compensation to KMP	1,407	1,456

a) The negative movement in other long-term benefits is due to long service leave paid out to departing KMP.

(ii) Transactions with KMP of the Office (i.e., the Clerk and other staff designated as KMP)

There were no transactions with the KMP of the Office other than compensation provided above.

(iii) Transactions with other related parties-KMP's close family members and organisations in which the KMP and/or their close family members have controlling interests (individually or jointly).

There were no transactions that occurred with KMP's close family members and/or related entities that were material to the Office's financial statements.

(b) Transactions with ACT Government Controlled Entities

The Office has entered into transactions with other ACT Government Entities in 2023 and 2022 consistent with day-to-day business operations provided under varying terms and conditions. The notes to the Financial Statements provide the details of transactions with other ACT Government Entities. Below is a summary of the material transactions with other ACT Government Entities.

Revenue

- Resources Received Free of Charge (Note 3) – The Office received \$0.349 million in 2022-23 for legal services free of charge from the Government Solicitor's Office, and legislative drafting services free of charge from ACT Parliamentary Counsel's Office.

Expenses

- Supplies and Services (Note 5) – The Office paid \$0.858 million to Shared Services for ICT services, \$0.427 million to ACT Property Group for rent, utilities, and maintenance services, and paid \$0.062 million to the ACT Audit Office for audit services.

Office of the Legislative Assembly

Territorial Financial Statements

For the Year Ended 30 June 2023

Office of the Legislative Assembly

Content of Territorial Financial Statements

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

Statement of Cash Flows on Behalf of the Territory

Territorial Statement of Appropriation

Overview Notes

Note 15 Basis of Preparation of the Financial Statements - Territorial

Expense Notes

Note 16 Employee Expenses - Territorial

Note 17 Supplies and Services - Territorial

Asset Notes

Note 18 Cash - Territorial

Note 19 Property, Plant and Equipment - Territorial

Liability Notes

Note 20 Employee Benefits - Territorial

Other Notes

Note 21 Financial Instruments - Territorial

Note 22 Commitments - Territorial

Note 23 Budgetary Reporting - Territorial

Office of the Legislative Assembly
Statement of Income and Expenses on Behalf of the Territory
For the Year Ended 30 June 2023

	Note No.	Actual 2023 \$'000	Original Budget 2023 \$'000	Actual 2022 \$'000
Income				
Payment for Expenses on Behalf of the Territory		9,116	9,564	8,893
Grants and Contributions Revenue ^a		-	441	522
Other Income ^b		-	-	173
Total Income		9,116	10,005	9,588
Expenses				
Employee Expenses	16	9,400	9,721	9,192
Supplies and Services ^a	17	187	543	697
Depreciation		754	1,260	745
Total Expenses		10,341	11,524	10,634
Operating Result		(1,225)	(1,519)	(1,046)
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
(Decrease)/Increase in the Asset Revaluation Surplus		(1,785)	-	1,000
Total Other Comprehensive Income		(1,785)	-	1,000
Total Comprehensive Result		(3,010)	(1,519)	(46)

- a) The Office has reviewed its accounting policy relating to recognition of resources received/provided free of charge between its Controlled and Territorial entities. The Territorial entity has discontinued recognition of building management services received free of charge from the Controlled entity. See Note 2 – Changes to Accounting Policy.
- b) Improvements to the Assembly building received free of charge from the ACT Executive in 2021-22.

The above Statement of Income and Expenses on Behalf of the Territory is to be read in conjunction with the accompanying notes.

Office of the Legislative Assembly
Statement of Assets and Liabilities on Behalf of the Territory
As at 30 June 2023

	Note No.	Actual 2023 \$'000	Original Budget 2023 \$'000	Actual 2022 \$'000
Current Assets				
Cash	18	59	172	83
Receivables		11	21	6
Total Current Assets		70	193	89
Non-Current Assets				
Property, Plant and Equipment	19	34,000	33,584	36,240
Total Non-Current Assets		34,000	33,584	36,240
Total Assets		34,070	33,777	36,329
Current Liabilities				
Payables		45	95	15
Employee Benefits ^a	20	1,371	850	974
Total Current Liabilities		1,416	945	989
Non-Current Liabilities				
Employee Benefits	20	25	-	-
Total Non-Current Liabilities		25	-	-
Total Liabilities		1,441	945	989
Net Assets		32,629	32,832	35,340
Equity				
Accumulated Funds		15,306	14,724	16,232
Asset Revaluation Surplus		17,323	18,108	19,108
Total Equity		32,629	32,832	35,340

- a) The increase reflects the resettlement allowance entitlement for members and termination payments for their staff as of 30 June 2023.

The above Statement of Assets and Liabilities on Behalf of the Territory is to be read in conjunction with the accompanying notes.

Office of the Legislative Assembly
Statement of Changes in Equity on Behalf of the Territory
For the Year Ended 30 June 2023

	Accumulated Funds Actual 2023 \$'000	Asset Revaluation Surplus Actual 2023 \$'000	Total Equity Actual 2023 \$'000	Original Budget 2023 \$'000
Balance at 1 July 2022	16,232	19,108	35,340	34,052
Comprehensive Income				
Operating Result	(1,225)	-	(1,225)	(1,519)
(Decrease) in Asset Revaluation Surplus	-	(1,785)	(1,785)	-
Total Comprehensive Result	15,007	17,323	32,330	(1,509)
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	299	-	299	299
Total Transactions Involving Owners Affecting Accumulated Funds	299	-	299	299
Balance at 30 June 2023	15,306	17,323	32,629	32,832

	Accumulated Funds Actual 2022 \$'000	Asset Revaluation Surplus Actual 2022 \$'000	Total Equity Actual 2022 \$'000
Balance at 1 July 2021	16,986	18,108	35,094
Comprehensive Income			
Operating Result	(1,046)	-	(1,046)
Increase in Asset Revaluation Surplus	-	1,000	1,000
Total Comprehensive Result	(1,046)	1,000	(46)
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	292	-	292
Total Transactions Involving Owners Affecting Accumulated Funds	292	-	292
Balance at 30 June 2022	16,232	19,108	35,340

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

Office of the Legislative Assembly
Statement of Cash Flows on Behalf of the Territory
For the Year Ended 30 June 2023

	Note No.	Actual 2023 \$'000	Original Budget 2023 \$'000	Actual 2022 \$'000
Cash Flows from Operating Activities				
Receipts				
Cash from Government for Expenses on Behalf of the Territory		9,116	9,564	8,893
Goods and Services Tax Input Tax Credits from the Australian Taxation Office		9	30	30
Total Receipts from Operating Activities		9,125	9,594	8,923
Payments				
Employees		8,912	9,445	8,625
Supplies and Services		197	118	255
Goods and Services Tax Paid to Suppliers		39	5	44
Total Payments from Operating Activities		9,148	9,568	8,924
Net Cash (Outflows)/Inflows from Operating Activities	18	(23)	26	(1)
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		300	299	328
Total Payments from Investing Activities		300	299	328
Net Cash (Outflows) from Investing Activities		(300)	(299)	(328)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		299	299	292
Total Receipts from Financing Activities		299	299	292
Net Cash Inflows from Financing Activities		299	299	292
Net (Decrease)/Increase in Cash		(24)	26	(37)
Cash at the Beginning of the Reporting Period		83	146	120
Cash at the End of the Reporting Period	18	59	172	83

The above Statement of Cash Flows on Behalf of the Territory is to be read in conjunction with the accompanying notes.

Office of the Legislative Assembly Territorial Statement of Appropriation For the Year Ended 30 June 2023

Description and Material Accounting Policies Relating to Payment for Expenses on Behalf of the Territory

Expenses on Behalf of the Territory are received by the Office to fund expenses incurred on behalf of the Territory with the main expenses being the employee and superannuation costs of non-Executive members and their staff. It is recognised as revenue on receipt.

Capital injections are received from the Territory for capital works associated with the Assembly building. Capital injections are recorded as equity contributions.

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Statement of Cash Flows in the Budget Papers. This amount also appears in the Statement of Cash Flows on Behalf of the Territory.

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

The *Appropriation Drawn* is the total amount, which was received by the Office during the year in Appropriation. These amounts appear in the Statement of Cash Flows on Behalf of the Territory.

	Original Budget 2023 \$'000	Total Appropriated 2023 \$'000	Appropriation Drawn 2023 \$'000	Appropriation Drawn 2022 \$'000
Territorial				
Expenses on Behalf of the Territory	9,564	9,846 ^a	9,116 ^b	8,893
Capital Injections	299	299	299	292
Total Territorial Appropriation	9,863	10,145	9,415	9,185

The above Territorial Statement of Appropriation is to be read in conjunction with the accompanying notes.

Variations between 'Original Budget', 'Total Appropriated' and 'Appropriation Drawn'.

- a) The difference between Total Appropriated and Original Budget was due to amounts allocated relating to members' staff salary increases under the proposed Enterprise Bargaining Agreement (EBA) and Remuneration Tribunal decision on members' entitlements.
- b) The Appropriation Drawn for Expenses on Behalf of the Territory was \$448,000 less than the Original Budget and \$730,000 less than Total Appropriated due mainly to non-Executive members not fully utilising their salary allocation and the amount of termination payments made to non-Executive members and their staff.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 15. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – TERRITORIAL

The basis of preparation of the financial statements is contained in Note 2 *Basis of Preparation of the Financial Statements* and applies to both the Controlled and Territorial financial statements. The accounting policies outlined from Note 3 *Grants and Contributions Revenue* to Note 13 *Budgetary Reporting* apply equally to the Controlled and Territorial financial statements.

GOING CONCERN

The 2022-23 Territorial financial statements have been prepared on a going concern basis as the ongoing functions and activities of the Office's Territorial entity have been funded in 2023-24 under section 7 of the *Financial Management Act 1996*. Budget and the Budget Papers include forward estimates for the Office's Territorial entity.

EXPENSE NOTE

NOTE 16. EMPLOYEE EXPENSES – TERRITORIAL

Description and Material Accounting Policies Relating to Employee Expenses

Employee benefits include:

- short-term employee benefits such as wages and salaries, annual leave loading, and applicable on-costs, if expected to be settled wholly before twelve months after the end of the annual reporting period in which the employees render the related services;
- other long-term benefits such as long service leave and annual leave; and
- termination benefits for members and members' staff.

(See Note 20: Employee Benefits for disclosure on termination benefit payments for members and their staff).

On-costs include annual leave, long service leave, superannuation and other costs that are incurred when employees take annual leave and long service leave.

	2023	2022
	\$'000	\$'000
Wages and Salaries ^a	7,609	7,301
Annual Leave Expense	328	343
Long Service Leave Expense	98	79
Workers' Compensation Insurance	33	38
Termination Expense ^b	250	440
Other Employee Benefits and On-Costs	81	32
Superannuation Contributions to the Territory Banking Account	97	111
Productivity Benefit	8	10
Superannuation Contributions paid to External Providers	896	838
Total Employee Expenses	9,400	9,192

Split of Employee and Superannuation Expenses

Total Employee Expenses	8,399	8,233
Total Superannuation Expenses	1,001	959
Total Employee and Superannuation Expenses	9,400	9,192

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 16. EMPLOYEE EXPENSES – TERRITORIAL – CONTINUED

- a) The increase in wages and salaries is mainly due to higher utilisation of the staffing allocation by members.
- b) Termination expense for the prior year is higher than 2022-23 due to first time recognition of resettlement allowance payable to members.

NOTE 17. SUPPLIES AND SERVICES – TERRITORIAL

Description and Material Accounting Policies Relating to Supplies and Services in Note 5 applies equally to Territorial entity.

	2023	2022
	\$'000	\$'000
Consultants, Contractors and Professional Services	120	106
Building Management ^a	-	522
Other	67	69
Total Supplies and Services	187	697

- a) The Office has reviewed its accounting policy relating to recognition of resources received/provided free of charge between its Controlled and Territorial entities. The Territorial entity has discontinued recognition of building management services received free of charge from the Controlled entity. See Note 2 - Changes to Accounting Policy.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

ASSET NOTES

NOTE 18. CASH – TERRITORIAL

	2023 \$'000	2022 \$'000
Cash at Bank	59	83
Total Cash	59	83

(a) Reconciliation of Cash at the End of the Reporting Period in the Statement of Cash Flows on Behalf of the Territory to the Related Items in the Statement of Assets and Liabilities on Behalf of the Territory

Total Cash Disclosed on the Statement of Assets and Liabilities on Behalf of the Territory	59	83
Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows on Behalf of the Territory	59	83

(b) Reconciliation of the Operating Result to Net Cash Outflows from Operating Activities

	2023 \$'000	2022 \$'000
Operating Result	(1,225)	(1,046)
Add/(Less) Non-Cash Items		
Depreciation of Property, Plant and Equipment	754	745
Other Gains-Building improvements received free of charge from ACT Executive	-	(173)
Cash Before Changes in Operating Assets and Liabilities	(471)	(474)
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(4)	12
Increase/(Decrease) in Payables	30	(44)
Increase in Employee Benefits	422	505
Net Changes in Operating Assets and Liabilities	448	473
Net Cash Outflows from Operating Activities	(23)	(1)

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 19. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL

Description and Material Accounting Policies Relating to Property, Plant and Equipment – Territorial

Property, plant and equipment includes the ACT Legislative Assembly building, building improvements and the land upon which the building sits.

Major Cyclical Maintenance – Assembly Building

The Office undertakes major cyclical maintenance on the Assembly building. Where the maintenance leads to an upgrade increasing the service potential of the existing building, the cost is capitalised.

Material Accounting Judgements and Estimates – Fair Value of Assets

Land and buildings have been valued at fair value using the capitalisation approach, discounted cash flow and market approach. The capitalisation approach and discounted cash flow converts future cash flows to a single current amount through an appropriate discount rate, having regard to current market expectations about those future amounts. The market approach considered transactions and pricing data that has occurred in the principal market in arriving at fair value.

Valuation of Non-Current Assets

Jones Lang LaSalle Advisory Services Pty Ltd performed revaluations of the Office’s land and building. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest tri-annual valuation was performed as at 30 June 2023.

Depreciation

Depreciation is applied to physical assets such as buildings and building improvements. All depreciation is calculated after first deducting any residual values which remain for each asset.

Depreciation for non-current assets is shown in the table below.

Class of Asset	Depreciation Method	Useful Life (Years)
Buildings	Straight-line	36

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 19. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED

	2023 \$'000	2022 \$'000
Land at Fair Value ^a	5,000	6,000
Total Land Assets	5,000	6,000
Building at Fair Value	29,000	29,200
Less: Accumulated Depreciation	-	(1,390)
	<u>29,000</u>	<u>27,810</u>
Building Improvements at Cost	-	2,480
Less: Accumulated Depreciation	-	(50)
	<u>-</u>	<u>2,430</u>
Total Building and Improvements	29,000	30,240
Total Land and Building	34,000	36,240
Total Property, Plant and Equipment	34,000	36,240

a) The decrease is due to the revaluation decrement.

2022-23 Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment.

	Land \$'000	Building and Improvements \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	6,000	30,240	36,240
Revaluation (Decrement)	(1,000)	(785)	(1,785)
Additions	-	299	299
Depreciation	-	(754)	(754)
Carrying Amount at the End of the Reporting Period	5,000	29,000	34,000

2021-22 Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment.

	Land \$'000	Building and Improvements \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	5,000	30,519	35,519
Revaluation Increment	1,000	-	1,000
Additions	-	466	466
Depreciation	-	(745)	(745)
Carrying Amount at the End of the Reporting Period	6,000	30,240	36,240

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 19. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED

Fair Value Hierarchy

Fair value hierarchy is consistent with the disclosures in Note 7.

Transfers Between Categories

All the Office's Territorial property, plant and equipment is valued using Level 2 valuation techniques and inputs. There have been no transfers between Levels 2 and 3 during the reporting period.

Level 2 Valuation Techniques and Inputs

Valuation Technique: The capitalisation approach, discounted cash flow and market approach have been utilised to determine fair value. The capitalisation approach and discounted cash flow converts future cash flows to a single current amount through an appropriate discount rate having regard to current market expectations about those future amounts. The market approach considered transactions and pricing data that has occurred in the principal market in arriving at fair value.

Inputs: Prices and other relevant information generated by market transactions involving comparable land and buildings were considered. Regard was given to:

- the Crown Lease terms and tenure, the Australian Capital Territory Plan and the National Capital Plan, where applicable, as well as current zoning;
- market cash flows from transaction of comparable assets, adjusted to reflect the expected circumstances that a market participant would take into consideration; and
- market capitalisation rates as represented by the income produced by an investment property, expressed as a percentage, and derived from recent market transactions.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

LIABILITY NOTES

NOTE 20. EMPLOYEE BENEFITS – TERRITORIAL

Description and Material Accounting Policies Relating to Employee Benefits - Territorial

Annual and Long Service Leave – Legislative Assembly members’ staff (LAMS)

Legislative Assembly members’ staff are employed under the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2021-2022*. Entitlements under this Agreement are the same as those for Office staff, therefore the accounting policy in Note 10 *Employee Benefits* applies equally to members’ staff, except as stated below.

Under the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2021-2022* employees may elect to receive an annual allowance instead of accruing long service leave. Most employees have chosen to receive this allowance. Employees who elect to accrue long service leave, whose employment is terminated other than because of death, will receive payment for any pro-rata entitlement following the completion of one year of service.

Resettlement Allowance for Members of the Legislative Assembly (MLAs)

MLAs are entitled to the equivalent of two weeks’ salary for every year of continuous service, or part thereof, capped to a maximum of 12 weeks’ salary, if they retire, resign or stand for re-election and are unsuccessful. This entitlement is calculated using the base rate of pay, without any extra loadings for office holders.

Resettlement Allowance liabilities are not expected to be wholly settled before 12 months after the end of the reporting period when the MLAs render the related service.

At the end of each reporting period, the present value of future resettlement allowance payments is estimated using market yields on Commonwealth Government bonds, adjusted for wage inflation.

Termination Payments for LAMS

LAMS are eligible to a termination payment if their employment was terminated under the conditions set out in the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2021-2022*. They accrue 4 weeks pay after completing 1 year of service, plus 2 weeks pay (or part thereof) for every subsequent completed year, up to a maximum of 48 weeks.

Termination Payment liabilities are not expected to be wholly settled before 12 months after the end of the reporting period when the employees render the related service.

The Termination Payment is estimated by taking the proportion of the projected payouts based on the ratio of the number of benefit weeks already accrued at the valuation date to the total number of benefit weeks at each possible projected date of exit (weighted by payout probability).

Material Accounting Judgements and Estimates – Termination Benefits

Significant judgements have been applied in estimating the liability for members’ and LAMS termination benefits.

The estimated liability for termination benefits requires a consideration of the future wage and salary levels, application of appropriate bond rate and experience of employee departures.

Significant judgements have been applied in estimating resettlement allowance and termination payments. An actuarial review was undertaken in 2022-23 by the Australian Government Actuary to provide a model for estimating these liabilities, with the next review expected to be undertaken in early 2026. The Office will arrange for future actuarial reviews to be undertaken every three years consistent with the process for reviewing annual and long service leave liabilities.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 20. EMPLOYEE BENEFITS – TERRITORIAL - CONTINUED

	2023 \$'000	2022 \$'000
Current Employee Benefits		
Annual Leave	403	374
Long Service Leave	43	38
Accrued Salaries ^a	301	182
Other Employee Benefits ^a	57	-
Termination Benefits ^b	568	380
Total Current Employee Benefits	1,372	974
Non-Current Employee Benefits		
Termination Benefits ^b	24	-
Total Non-Current Employee Benefits	24	-
Total Employee Benefits	1,396	974

a) The increase in Accrued Salaries and Other Employee Benefits is due to accrual of pay increases (backpay) and cost of living payments payable under the proposed LAMS Enterprise Bargaining Agreement for 2023-2026.

b) The increase reflects the recognition of termination payments for LAMS and the increase in provision for resettlement allowance liabilities for members.

At 30 June 2023, the Office's Territorial entity employed 42.3 full time equivalent (FTE) staff (37.0 FTE at 30 June 2022).

NOTE 21. FINANCIAL INSTRUMENTS – TERRITORIAL

Financial assets and liabilities are carried at amortised cost. The carrying amounts approximate fair value. They are non-interest bearing.

The Office's Territorial entity is not exposed to any interest rate, credit or price risk.

Liquidity Risk

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

The Office can request additional appropriation (Payment for Expenses on Behalf of the Territory) to meet its Territorial payables. This ensures the Office has enough liquidity to meet its emerging financial liabilities.

The Office's exposure to liquidity risk and the management of this risk have not changed since the previous reporting period.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2023

NOTE 22. COMMITMENTS - TERRITORIAL

Description and Material Accounting Policies Relating to Capital and Other Expenditure Commitments are consistent with the disclosures in Note 12.

Other Commitments

Other commitments contracted at reporting date that have not been recognised as liabilities are payable as shown below. All amounts shown in the commitments note are inclusive of Goods and Services Tax.

	2023	2022
	\$'000	\$'000
Within one year	20	-
Later than one year but not later than five years	-	-
Total Other Commitments	20	-

NOTE 23. BUDGETARY REPORTING – TERRITORIAL

Material Judgements and Estimates – Budgetary Reporting

These same judgements and estimates disclosed in Note 13 *Budgetary Reporting* applies to this note.

Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period Budget Statements. These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Note: # in the Line Item Variance % column represents a variance that is greater than 999 per cent or less than -999 per cent.

	Variance	Actual	Original	Variance	Variance
	Explanation	2023	Budget	\$'000	%
		\$'000	\$'000		
Balance Sheet Line Items					
Employee Benefits	1	1,396	850	546	64%

Variance Explanations

- The employee benefits were higher than the budget mainly due to accrued salaries payable under the proposed LAMS Enterprise Bargaining Agreement and termination payment liabilities for members and LAMS.