Office of the
Legislative Assembly

Annual report 2021-2022

PEACE, ORDER & GOOD GOVERNMENT

The Office of the Legislative Assembly acknowledges the Ngunnawal people as the traditional owners and custodians of the Canberra region. The region is also an important meeting place and significant to other Aboriginal groups.

We respect the Aboriginal and Torres Strait Islander people and their continuing culture and value the contribution they make to the Canberra region and the life of our city.

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Joy Burch MLA
Speaker
Legislative Assembly for the Australian Capital Territory
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Dear Madam Speaker

I am pleased to submit for your information and presentation to the Legislative Assembly for the ACT this annual report of the Office of the Legislative Assembly (the Office) for the year ended 30 June 2022.

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 2022

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The Clerk's overview

Yumalundi and welcome to the Office of the Legislative Assembly's annual report for 2021-2022.

This last financial year has tested the Office's ability to adapt while still reliably delivering its core services to keep democracy in the ACT running. Our team has responded with enthusiasm, dedication, and commitment.

A second shutdown in August 2021 and the arrival of the Delta and Omicron variants in the Canberra region reenforced that COVID-19 is here for the long run. We have had to change how we deliver some services and to consider the best organisational structures to meet the meetings of the Assembly, its committees, and its members under a range of sometimes difficult external conditions.

The Office has continued to reform how it delivers its advisory and administrative support services to Assembly committees with implementation of changes arising from the Laing review. I am very grateful to committee staff for their patience and to staff from other parts of the Office who stepped up to assist the committee support function during the transition period.

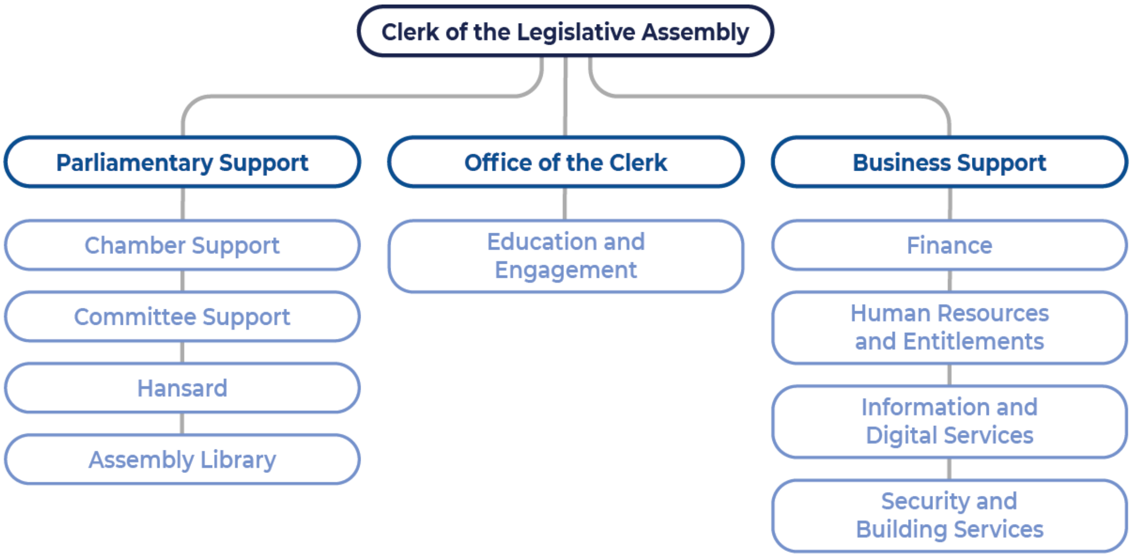
Looking ahead to the 2022-23 financial year, the Office's priorities include:

- launching the second edition of the Companion to the Standing Orders by the end of 2022
- integrating new tools into our workflow as part of ongoing digital transformation, and
- finalising its next 5-year strategic plan.

Tom Duncan
Clerk of the Legislative Assembly

Organisation chart

Figure 1: Organisational strucutre of the Office of the Legislative Assembly as at 30 June 2022



2021-2022 at a glance

COVID-19

The global coronavirus pandemic presented a range of risks and challenges that needed to be effectively managed by the Office, members and staff, and the Assembly's workplace health and safety committee during the reporting period.

The Office developed and implemented a range of strategies to manage health, safety, and business continuity risks as the Assembly and its committees continued to meet.

The Office's executive management committee, the Standing Committee on Administration and Procedure, and the Assembly workplace health and safety committee considered a revised COVID-safe plan and risk assessment identifying relevant risks, internal controls, and additional treatments required to effectively manage COVID-related risks.

Effects of lockdowns on the operations of the Assembly

At the sitting of the Assembly on 16 September 2021, the Speaker presented a notice amending the sitting pattern for the Assembly for 2021, as well as copies of emails from eighteen Members (an absolute majority) requesting that the Assembly vary its sitting pattern in response to the lockdown.

The Assembly also passed a resolution concerning the arrangements that the Assembly would adopt to ensure health and safety measures were in place to effectively manage COVID-related risks, including a reduction in the number of members and staff permitted in the chamber at any one time.

Legislation

The Office facilitated the presentation of 30 executive bills, six private members' bills, and three Assembly business bills and arranged for the notification of 24 bills that had been passed. The Office also processed 287 items of subordinate legislation.

Questioning the executive

The Office supported members in their scrutiny of the executive, processing 502 questions on notice. During the reporting period, members also asked 1,290 questions without notice (including supplementary questions without notice).

Committees

The Office supported seven standing committees and two select committees in the Tenth Assembly, which presented a combined 53 reports.

During the reporting period, 371 committee meetings were held, 1,591 submissions were received, and 1,171 witnesses gave evidence. Two select committees tabled their final reports and were dissolved during the reporting period. The Office continued to utilise remote videoconferencing technologies, enabling committees to perform their key democratic functions while ensuring that physical distancing requirements could be met during the pandemic.

Workplace review

At the request of the Assembly's Standing Committee on Administration and Procedure, Dr Rosemary Laing, former Clerk of the Australian Senate and one of Australia's foremost experts in parliamentary practice and administration, conducted a review of the Office's committee support function.

Her report provided analysis of key issues and canvassed several suggestions for reforming the committee support function to improve the overall quality of advice and administrative support provided to Assembly committees.

Workplace Research & Associates (WRA) were subsequently engaged to review the organisational structure of the area, its positions, and duties being performed.

Legislation (Legislative Assembly Committees) Amendment Bill 2022

On 24 March 2022, the Assembly passed the Legislation (Legislative Assembly Committees) Amendment Bill 2022.

The bill's purpose was to amend provisions across relevant ACT enactments so that, with several exceptions, the Speaker could nominate in writing Assembly standing committees to assume certain statutory responsibilities and perform certain statutory functions.

The bill also made references to Assembly committees in ACT statutes consistent.

Nominations of statutory functions by the Speaker are published on the Assembly website.

Integrity Commission Amendment Bill 2022

On 9 June 2022, the Speaker presented the Integrity Commission Amendment Bill 2022. The bill seeks to introduce additional arrangements for handling information that is potentially subject to parliamentary privilege to guard against possible contempts against the Assembly in the exercise of the Commission's powers.

It also aims to reduce the possibility of disputes arising between the Legislative Assembly, the Commission, heads of public sector entities, and others who may hold information that is potentially protected by parliamentary privilege.

At the end of the reporting period the bill remained on the Notice Paper as an order of the day.

Financial Management Amendment Bill (No 2)

The Office made a submission to the Standing Committee on Public Accounts inquiry in relation to the Financial Management Amendment Bill (No 2) and, on 18 February 2022, the Clerk and the Senior Director, Office of the Clerk, appeared before the committee to give evidence.

The Office expressed concerns about the bill's potential to interfere with its statutory independence and the inconsistency between provisions in the bill which would enable the Chief Minister to give directions to the Clerk and Officers of the Assembly on certain matters.

Survey of members

Every two years, the Office surveys members to gauge their feedback on the Office's performance of its support and advisory functions. A summary of the survey's results for 2021-2022 is included in this report's performance reporting section below.

Second edition of the *Companion to the Standing Orders*

With a longer than expected process for editing, proofreading, indexing, and typesetting, the second edition of the *Companion to the Standing Orders* was delayed. The final is due to be published by the end of 2022.

Strategic plan

During the reporting period, the Office began preliminary work to develop its strategic plan for 2022-2025. Six groups consisting of staff from different parts of the organisation considered the challenges and opportunities likely to confront the Office over the next four years, with results and comments provided to the Office's executive management committee (EMC).

Performance management

The Office's performance management system has been successfully digitised. The new online system – HRPerformance – will streamline the employee appraisal process and align individual and team goals with the Office's capability framework and strategic plan. HRPerformance will be available to OLA managers and staff for the 2022-2023 performance and development cycle.

Digital transformation

Substantial progress has been made on digital transformation activities, including:

- deploying workflow software for the administration of committees, inquiries, and hearings
- configuring and deploying workflow software for the administration of chamber and committee questions, creation and signing of petitions, and live streaming and video-on-demand services, and
- assessing archived records to remove contaminants, repacking records to ensure that they are stored in an ideal manner, and digitising those in poor condition.

Assembly building upgrades

During the reporting period, the Office completed upgrades to the Assembly building's fire systems, including the replacement of the end-of-life fire panel and detectors at a total cost of $129,000. The heating, ventilation, and cooling (HVAC) plant was also upgraded. This included replacing of the end-of-life heating water pump sets, chilled water pump sets, and condenser water pump sets at a total cost of $72,000.

Assembly library

This past year the library focused on improving workflows and processes to ensure metadata integrity and consistency across systems, as well as on improving end-user experience.

Hansard

Hansard continued operating and meeting its KPIs under pandemic conditions, with a move to a hybrid workforce. All sittings conducted during lockdown were logged and edited remotely.

Hansard supported the work of Legislative Assembly committees with a 110 percent increase in hours recorded and transcribed over the period.

Education program

Continued pandemic restrictions on hosting groups and events in the Assembly precincts have led to a marked reduction in the number of visitors to the Assembly precincts. Education staff were reassigned to project work and to support other areas of the Office experiencing staff shortages

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 developing and deploying e-learning modules on important workplace topics
- focus on implementing strategies that align with the new Strategic Plan to foster a positive culture, support flexible work arrangements, and to attract and retain staff, and
- focus on implementing our learning and development strategy to foster a culture of continuous learning and improvement through targeted training and knowledge sharing.

Laing Review implementation

The Office will continue to implement findings of the Laing Review throughout the forthcoming period.

Digital transformation

In the year ahead, the Office will continue to progress digital transformation activities by deploying several automated workflow modules for the Parliamentary Portal. This will include further development of an online submissions portal and improving the process for receiving and publishing answers to questions on notice, creating and signing petitions, and an enhanced video-on-demand service.

Assembly building upgrades

The Office expects to upgrade its mechanical services over the next financial year, including:

- replacing the building's smoke exhaust fans, which have reached the end of their useful life; and
- an electrical services upgrade, including upgrading obsolete main switchboard componentry and the members' entrance lift interiors and controls.

Library

In 2022-2023, the Library will continue to evaluate its physical and digital collections, removing material that is out of date or no longer relevant, and identifying gaps in the collections. It will also investigate options for automatically monitoring ACT Government publications for inclusion in the Assembly's library collection.

Hansard

Hansard will continue working towards improving its publishing system to increase the speed with which information is available to members and to the public. Hansard are also evaluating the Novaworks ASR captioning system as an alternative to traditional transcription.

Performance reporting

Organisational overview

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, not to the ACT Executive.

The Office's approach

The Office's strategic plan for 2018-2021 sets out the values and factors that are likely to impact on its performance. It also states the Office's objectives and the strategies it will adopt to achieve these. As noted above, during the period the Office commenced work on the development of its new strategic plan for the next four years.

The Office's objectives

The Office's objectives are to:

- **Support the Assembly as a democratic institution**—the Office will work to facilitate and strengthen the legislative, accountability, and representative functions of the Assembly and its committees, including enhancing understanding and awareness of the work of the Assembly and promoting opportunities to become involved.
- **Support and advise members of the Legislative Assembly**—the Office will provide high quality and timely advisory and administrative services, enabling members of the Legislative Assembly to participate effectively in the work of the Assembly and its committees, and to undertake their constituency related roles.
- **Maintain and build internal organisational capabilities**—through effective decision making, internal communication and information sharing, and staff engagement and resource management, the Office will achieve high levels of performance (delivering high quality, timely and cost-efficient support and advice) and compliance (operating in conformity with legislation, policies, and parliamentary law).

Values

Professionalism

- The Office values its professional relationships with members, their staff, the ACT community, the public sector, and the wider community of parliaments.
- The Office shows respect—having due regard for people, their viewpoints, and their aspirations—in all its professional relationships.
- The Office is conscientious, knowledgeable, and prudent in the way that it goes about doing its work.

Independence

- The Office values its independence from the executive.
- The Office values the checks and balances embodied in the ACT's form of government, established in the Australian Capital Territory (Self-Government) Act 1988, in which there are three separate and distinct branches of government (the legislature, the executive and the judiciary).
- The Office values the principles and guidelines expressed in the Latimer House Principles as a clear statement of the best practice operation of, and relationship between, the three branches of government.

Honesty and integrity

- The Office is honest and stands up for its values in all its dealings.

Impartiality

- The Office provides advice and support to members and the Assembly without fear, favour, or bias.

Transparency

- The Office is open about how it performs its roles and the decisions it makes.

The Office's relationships

In addition to supporting the Assembly as an institution, the Office works with a range of different people and organisations, including:

- non-executive members and their staff
- ministers and their staff
- members of the ACT community
- the ACT public sector
- Officers of the Legislative Assembly (the Auditor-General, the Integrity Commissioner and members of the Electoral Commission)
- educational institutions
- participants in committee inquiries
- interparliamentary organisations, other parliaments, and their members, and
- the media.

Structure of the Office

The Office is organised into three branches.

The Office of the Clerk

The Office of the Clerk is responsible for governance and procedural matters, interparliamentary relations, parliamentary education, and community 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 EMC is responsible for the overall governance of the Office: in particular, financial management, strategic direction, and policy.

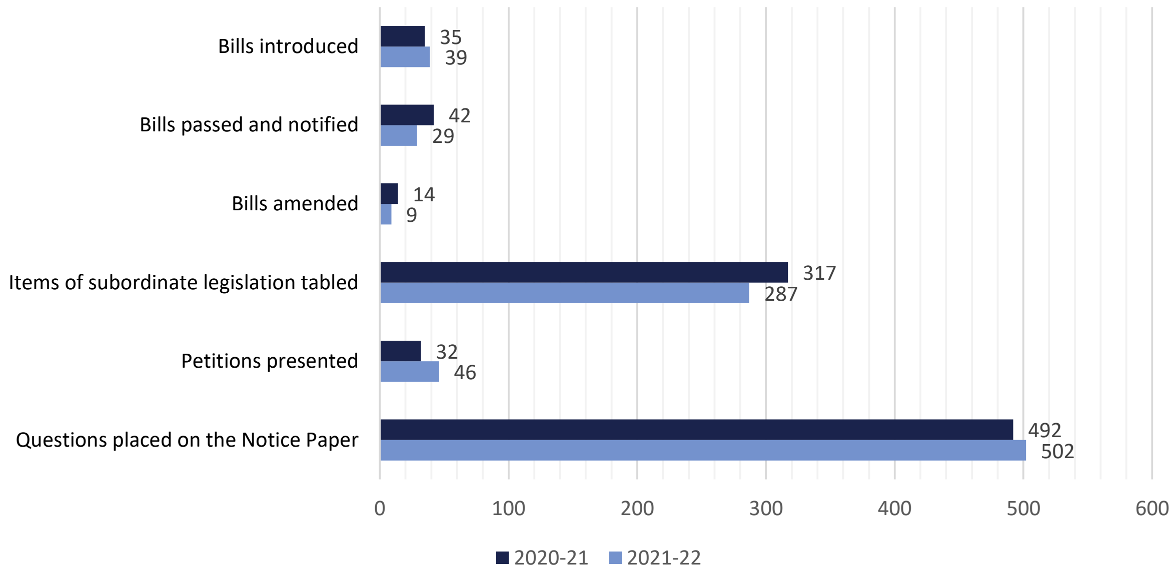
It comprises the Clerk; the Deputy Clerk and Serjeant-at-Arms; the Executive Manager; the Senior Director, Office of the Clerk; the Senior Director, Committee Support; and the Chief Finance Officer. The secretariat function is performed by the Clerk's Executive Officer.

Assembly proceedings

Chamber proceedings

In 2021-2022, the Office provided procedural services to members and their staff, facilitating the efficient functioning of the business of the Assembly on 33 sitting days. The following chart compares the chamber activity in 2021-2022 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 seven standing committees, which were established on 2 December 2020:

- 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 two select committees:

- Select Committee on the Drugs of Dependence (Personal Use) Amendment Bill 2021 which was established on 11 February 2021 and reported on 30 November 2021, and
- Select Committee on the COVID-19 2021 pandemic response, which was established on 16 September 2021 and released its final report on 2 December 2021.

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 Select Committee on the Drugs of Dependence (Personal Use) Amendment Bill 2021 and the Select Committee on the COVID-19 2021 pandemic response both 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 Standing Committee on Justice and Community Safety has functions under the ***Integrity Commission Act 2018***. These included the requirements to be consulted on the appointment or suspension of the commissioner or the inspector and to receive confidential reports from the commission.

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.

The *Legislation (Legislative Assembly Committees) Act 2022* that commenced in April 2022 amended a large number of other ACT statutes, giving the Speaker 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 131 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

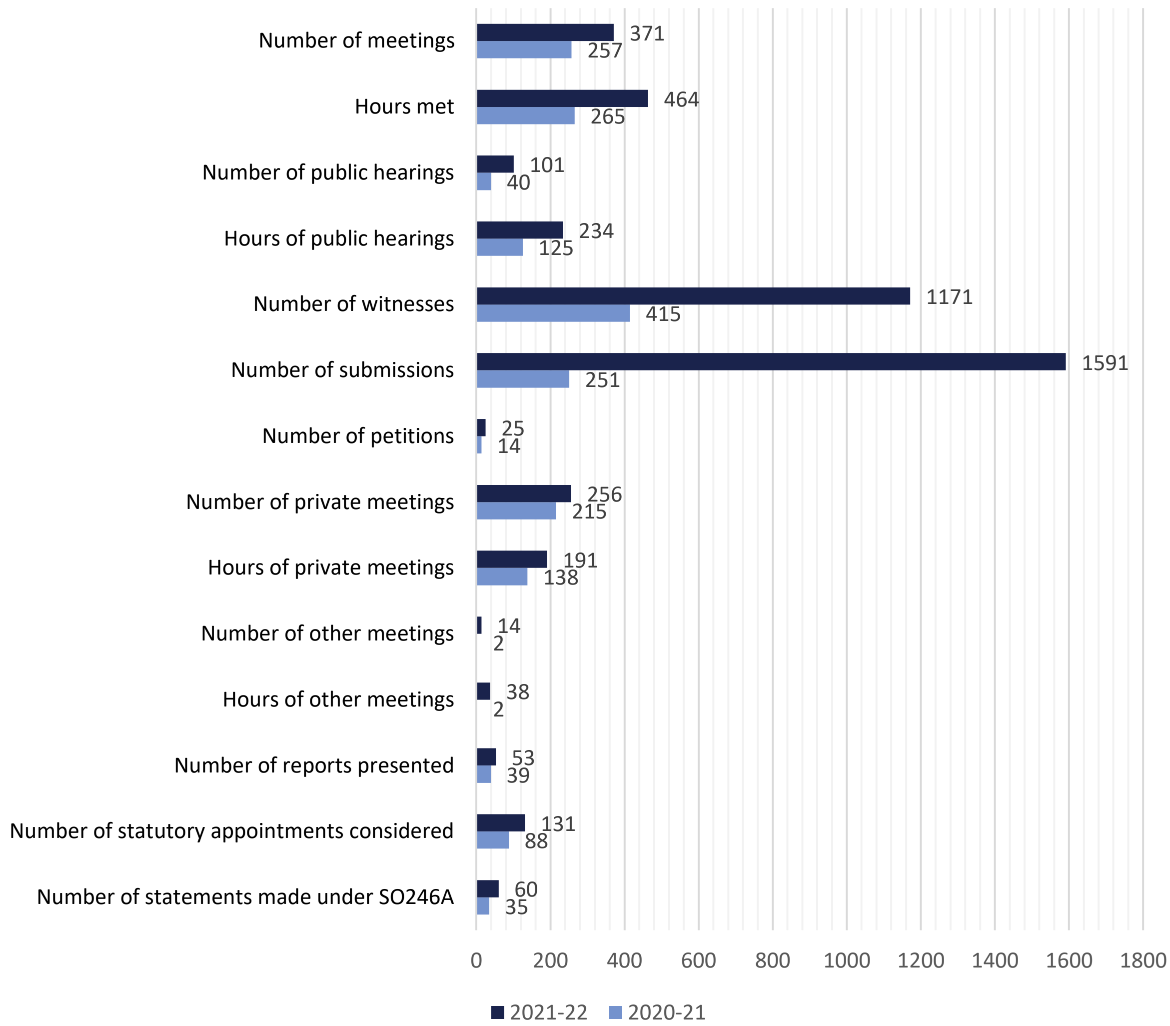
All bills presented to the Tenth Assembly are referred to a relevant standing committee for inquiry. This change arose from a report by the Ninth Assembly's Standing Committee on Administration and Procedure on the implementation of the Latimer House Principles in the governance of the Territory.

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 2021 to 30 June 2022, standing and select committees met on 371 occasions. Committees held 101 public hearings and tabled 53 reports in the Legislative Assembly. This figure gives a snapshot of overall committee activity and indicates an increase in activity consistent with 2020-2021, which included an election period.

Figure 3: Committee activity in 2021-2022 compared with previous reporting period 2020-2021



Government responses to committee reports

The Office monitors the receipt of government responses to committee reports. During the reporting period, 32 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, 88 percent (28 reports) of responses were received within four months. Four responses were received after four months. Responses to committee reports and Assembly resolutions that were due in August, September, and October 2021 had their reporting or due dates extended by two months (*Minutes of Proceeding* (MoP) 24, 16 September 2021, p 272).

Committee highlights

Continuing committee business during the COVID-19 pandemic

As the COVID-19 pandemic endured, committees continued to implement alternative practices to meet their responsibilities, particularly during the lockdown in August and September 2021. Committees continued to meet via video conference applications, which included members, OLA staff, and witnesses.

Committees held hearings and private meetings in-person at other times during 2021-2022. When this occurred, committees operated in accordance with distancing requirements, room capacity limits, cleaning and hygiene measures, and face mask requirements.

Reporting highlights

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

- management of school infrastructure
- renewable energy innovation in the ACT
- the 2020 ACT Election and the Electoral Act
- the impact of revised speed limits in Civic – Petitions 31-21 and 38-21
- the Financial Management Amendment Bill 2021 (No 2), and
- the Drugs of Dependence (Personal Use) Amendment Bill 2021.

Standing Committee on Administration and Procedure

The Standing Committee on Administration and Procedure met on 21 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, considerable time was devoted to discussing the changes required to allow the Assembly to function safely throughout the COVID-19 pandemic.

The committee presented two reports from the Commissioner for Standards in relation to alleged breaches of the code of conduct, one relating to an alleged abuse of the Broadcasting Guidelines and the other a referral from the Assembly regarding alleged misuse of Assembly resources. In one case no breach was found.

The Committee completed its inquiry into the Committee Support function in August 2021 with many of the recommendations being implemented.

Other matters discussed by the Committee concerned possible amendments to the *Integrity Commission Act* and the *Public Interest Disclosure Act*, and the crossover between the reporting requirements of the Electoral Commission and the Assembly's Declaration of Members' Interest requirements.

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 11 occasions. The committee issued 11 reports and considered:

- 40 bills
- 292 items of subordinate legislation
- 32 government responses
- five private members' responses
- six regulatory impact statements
- amendments to seven bills, and
- four national regulations.

Committee inquiry into the Public Health Amendment Bill 2021 (No 2)

The Government introduced the bill on 2 December 2021, which sought to make amendments that would allow the Executive to make various COVID-19 declarations and directions. The Assembly referred the bill to the Standing Committee on Health and Community Wellbeing for report by 28 February 2022.

The part of the bill that raised the most interest sought to enable the Executive to make vaccination directions relating to:

- vaccination requirements to engage in particular work, work at a particular workplace, engage in a particular activity or access a particular place, but may not prevent or limit a person from being able to obtain an essential good or service
- requiring others to enforce vaccination requirements, and
- keeping or producing information or records.

The committee received a total of 1,175 submissions. The number of submissions received was the largest in the Assembly's history.

Approximately 280 other documents were also received. Approximately 160 submissions were received from verifiable ACT residential addresses. Many others were received from other Australian states and territories, and some submissions were received from overseas.

Staff across the Office of the Legislative Assembly assisted committee staff in processing the high volume of documents and ensured that the health committee met the Assembly's deadline. The committee made 10 recommendations to the Assembly. In its response to the report, the Government agreed to move several amendments to the bill.

Procedural digest

Australian Sign Language interpreters on the Chamber floor

Standing order 210 was amended in October 2019 to permit an Australian Sign Language (Auslan) interpreter on the chamber floor so some debates may be signed.

On 30 December 2021, an interpreter was allowed on the floor to sign debate on the presentation of a petition signed by 536 residents requesting an inquiry into the use of Auslan. This occurred again on 2 June 2022, when the Chair of the Standing Committee on Education and Community Inclusion made a statement that the committee had resolved to inquire into and report on the access to services and information in Auslan in the Territory.

Changes to the automatic referral of bills to committees

The 10th Assembly's resolution of appointment of committees has the effect of automatically referring all bills to a relevant committee for inquiry and report within two months of presentation. Bills introduced in the last sitting week of the calendar year (usually December) have three months. Following a recommendation of the Laing Review, committees now have 21 days (previously 14 days) from a bill's presentation to decide whether to conduct an inquiry.

Informing members of decisions not in investigate alleged Code of Conduct breaches

When a complaint is made that a member may have breached the Members' Code of Conduct and the Commissioner for Standards believes that there is insufficient evidence or reason to justify an investigation, the Commissioner informs the complainant of that decision.

On 10 February 2022, the Assembly amended continuing resolution 5AA so that the Commissioner is also required to inform, without revealing the complainant's identity or the nature of the complaint, both the member subject to the complaint and the Standing Committee on Administration and Procedure Committee.

Speaker-introduced legislation

During the reporting period, the Speaker introduced two bills relating to the administration of the Assembly. The Legislation (Legislative Assembly Committees) Amendment Bill 2022 was introduced on 10 February 2022. It amended a large number of ACT statues to enable the Speaker to nominate, in writing, standing committees to perform certain statutory responsibilities and functions. The amendments standardised statutory references to Assembly committees and removed any ambiguity as to who performs which statutory functions. The bill passed without amendment on 24 March 2022.

The Speaker introduced the Integrity Commission Amendment Bill 2022 on 9 June 2022. This bill amends the Integrity Commission Act 2018 to include the category of 'Assembly information', a broad class of information covered by parliamentary privilege. The bill also includes arrangements for handling of such information in the exercise of powers and functions by the Integrity Commission. These include requests for information from heads of public sector entities, preliminary inquiry notices, search warrants, and examination summonses.

Submission on the financial management bill inquiry

The Public Accounts Committee conducted an inquiry into the Financial Management Amendment Bill 2021 (No 2). The bill focussed on insourcing public sector jobs and required all ACT public sector organisations to comply with an at-the-time unknown framework to be determined by the Chief Minister.

In the Clerk's submission, he stated:

> … I consider that provisions in the bill, which purport to subject the Office of the Legislative Assembly to the direction of the Chief Minister and to determinations made by the Chief Minister about the deployment of financial resources in support of its statutory functions, are inconsistent with long standing institutional norms and the separation of powers doctrine as well as being contrary to the letter and spirit of the Legislative Assembly (Office of the Legislative Assembly) Act 2012 (OLA Act).

In their report, the committee recommended that:

> …the bill be amended so as to state in the Financial Management Act 1996 that the Office of the Legislative Assembly and Officers of the Legislative Assembly may consider the framework and not be subject to any executive directions in making a decision to which proposed part 9A would apply.

Motion in support of the Ukrainian government

On 23 March 2022, the Chief Minister moved a motion concerning the Ukraine conflict:

> That this Assembly:
>
> 1. voices support for the democratically elected Ukrainian Government, the Ukrainian people and Canberra's Ukrainian community; and
> 2. requests the Speaker convey to the Ukrainian Government, via the Embassy in Canberra, the support of this Assembly expressed in this motion.

It is rare for the Assembly to pass motions covering international affairs.

Motions requesting committees consider conducting inquiries

As is standard for legislatures, the Assembly often passes motions referring matters to committees for inquiry and report. In an interesting development, three motions passed during the year requesting that an inquiry be conducted, effectively leaving it for the relevant committee to decide whether or not to proceed.

In one case on 24 March 2022, the Assembly referred consideration of the adoption of a fossil emblem for the Territory, *Batocara mitchelli*. The committee subsequently informed the Assembly that, having considered the matter referred, it had resolved not to conduct an inquiry. It noted that, as a public vote had already been undertaken on the proposed emblem, the committee recommended the Assembly adopt it as the fossil emblem for the ACT.

Member referred to Commissioner for Standards

On 3 May 2022, an opposition member was granted leave to move a motion referring to the Assembly Commissioner for Standards the actions of a Greens MLA in circulating a letter supporting federal Greens candidates. This was unusual as Continuing Resolution 5AA provides that anyone can lodge a complaint with the Commissioner for Standards (i.e. there is no requirement that a motion in the Assembly be passed). The motion was agreed.

The Standing Committee on Administration and Procedure subsequently presented a report (attaching the Commissioner's report which found no breach of the code) and recommended that no further action be taken.

Change to method of asking questions without notice

Standing order 113A requires that questions without notice shall not conclude until all non-executive members rising have asked at least one question. This has meant that each question time, 15 principal and 30 supplementary questions are asked, with no member asking more than one principal question.

On 16 September 2021, the Opposition moved a motion amending this standing order to allow it to choose which member/s would ask its nine allotted principal questions, rather than stipulating that each MLA must ask one question each. This was referred to the Standing Committee on Administration and Procedure for consideration. The committee reported back on 3 May 2022 that the matter could wait until the major review of standing orders scheduled for later that year.

On 2 June 2022, the Assembly agreed to change standing order 113A in an amended form. The standing order now allows for questions without notice to be asked by any member, provided that the number of questions asked is equivalent to the number of non-executive members present in the chamber from each party. This provided the effect desired by the original opposition motion of 2021.

Declaration of incompatibility

Section 32(2) of the ACT's Human Rights Act provides that the Supreme Court may declare a Territory law inconsistent with a human right when such an issue arises during a proceeding before the court. When that happens, the Registrar of the Supreme Court must give a copy of the court's declaration of incompatibility to the Attorney-General, which must then be presented to the Assembly.

On 9 June 2022, the Attorney-General presented a declaration of incompatibility. This is only the second time that such a declaration has been made since the enactment of the Human Rights Act in 2004. Under the Act, the Attorney-General must present to the Assembly a government response to the declaration within six months.

Bullying and harassment training

The Assembly has had for many years a bullying and harassment policy that is binding on MLAs, their staff, the Clerk, and staff of the Office. The policy is formally signed off by the Speaker, the Clerk, the Chief Minister, the Leader of the Opposition, and the Leader of the ACT Greens.

To ensure that everyone understands their obligations under the policy, the Office developed two online training modules with an external vendor. The Standing Committee on Administration and Procedure agreed that it would be mandatory for all members and staff and in the reporting period it is pleasing to note that there has been a 100 percent completion rate.

Interparliamentary activities

Commonwealth Parliamentary Association

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

COVID -19 continued to limit the international activities of the CPA during the reporting period and the number of seminars and conferences available for members to attend in person. Members also received invitations to participate in virtual activities, but their involvement is not recorded.

During the reporting period, the Office facilitated arrangements for:

- ACT branch annual general meeting, 3 September 2021
- Commonwealth Youth Parliament (Virtual)
- Australia and Pacific Region conference
- CPA Executive Committee meeting
- Visit by CPA Secretary-General
- CPA Parliamentary Academy Residency, and
- Activities of the Commonwealth Women Parliamentarians (CWP) network within the branch.

The branch provided administrative support to the branch president, Ms Joy Burch MLA (Speaker of the Legislative Assembly), in her continuing role as Acting Chair, Small Branches Committee, and as a member of the CPA Executive Committee.

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.

As a result of the global pandemic, there were no exchanges of members and staff between the two legislatures. It is anticipated that there will be a delegation from the ACT Legislative Assembly at some stage during the Tenth Assembly, but its timing will depend on the pandemic and when it best suits the two legislatures.

Ongoing and detailed procedural advice was sought and provided during the year by the Clerk and other officers of the Assembly to i-Kiribati colleagues.

Australasian Study of Parliament Group (ASPG)

The Office has continued to work with the Department of the Senate, the Department of the House of Representatives, and the Department of Parliamentary Services to support the ACT chapter of the ASPG, although the pandemic has affected the ability of the chapter to meet and arrange events.

Participation in Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT)

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

ANZACATT compiles two regular publications: a half-yearly bulletin called Parliament Matters, and the Table Talk newsletter. Each parliamentary jurisdiction contributes to these publications.

A highlight of each year is the annual ANZACATT professional development seminar, which is rotated between parliaments. The 2022 seminar was hosted by the Commonwealth Parliament in a wholly virtual format. This new form of presentation allowed a larger number of staff to participate in the various workshops and seminars.

The association also delivers an annual parliamentary law, practice, and procedure course, which normally comprises a five-day face-to-face program in June each year, followed by the pursuit of individual research topics. The course not conducted in 2022 and would recommence in 2023 in association with the University of South Australia.

Staff also contribute to the administration of ANZACATT. The Legislative Assembly's Clerk Assistant serves as secretary and a member of the Executive Committee, and the Deputy Clerk and Serjeant at Arms is the Chair of its education committee and was a member of the professional development committee until January 2022.

Association of Parliamentary Libraries of Australasia

Library staff attended the Association of Parliamentary Libraries of Australasia (APLA) Reference and Research Symposium in July 2021. Due to COVID restrictions, this event was held entirely online which meant all Assembly Library staff were able to participate.

The ACT Register of Lobbyists

The ACT Register of Lobbyists has been in place since 1 January 2015. As of 30 June 2022, the register had 53 registrations: 46 companies, five natural persons, and two partnerships.

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

Analysis of the Office's performance

This section of the report outlines relevant performance information under the following themes:

- members' assessment of the Office's performance
- parliamentary advice and support
- business administration and support, and
- community and parliamentary engagement

Members' assessment of Office performance

The Office conducted a survey of members during the reporting period. Thirteen MLAs responded to the survey—nine non-executive members and four ministers (a 52 percent response rate). The results of the survey are outlined below.

Table 1: Summary of non-executive MLA's responses

Question	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Highly dissatisfied
Q1: General satisfaction with the Office	77.78%	22.22%	-	-	-
Q2: Information services	66.67%	22.22%	-	11.11%	-
Q3: Procedural and administrative support to facilitate chamber proceedings	77.78%	22.22%	-	-	-
Q4: Procedural and administrative support to facilitate committee proceedings	44.44%	44.44%	-	11.11%	-
Q5: HR, entitlements, and payroll	77.78%	22.22%	-	-	-
Q6: Precincts management	66.7%	33.33%	-	-	-

Table 2: Summary of Executive MLA's responses

Question	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Highly dissatisfied
Q1: General satisfaction with the Office	50%	50%	-	-	-
Q2: Information services	75%	25%	-	-	-
Q3: Procedural and administrative support to facilitate chamber proceedings	100%	-	-	-	-
Q4: Procedural and administrative support to facilitate committee proceedings	-	-	100%	-	-
Q5: Precincts management	75%	25%	-	-	-

Table 3: Summary of total responses

Question	Very satisfied	Satisfied	Neither satisfied nor dissatisfied	Dissatisfied	Highly dissatisfied
Q1: General satisfaction with the Office	63.89%	36.11%	-	-	-
Q2: Information services	70.83%	23.61%	-	5.55%	-
Q3: Procedural and administrative support to facilitate chamber proceedings	88.89%	11.11%	-	-	-
Q4: Procedural and administrative support to facilitate committee proceedings	22.22%	22.22%	50.00%	5.55%	-
Q5: HR, entitlements, and payroll	77.78%	22.22%	-	-	-
Q6: Precincts management	70.85%	29.16%	-	-	-

Parliamentary advice and support

Questions

There were 502 questions placed on the Questions on Notice Paper in 2021-2022.

Petitions

During the reporting period, 46 petitions were presented to the Assembly (including 32 e-petitions).

A total of 21 petitions were referred to committees for consideration. Nineteen of those 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. The remaining two petitions were referred to committees by the Assembly in accordance with standing order 99.

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

Hansard

During the reporting period, Hansard transcribed, edited, and published 182.52 hours of Assembly proceedings, which is a 29 percent increase on the previous reporting period. Hansard also transcribed, edited, and published 218.05 hours of committee hearings, which is more than double that of the previous reporting period. Hansard processed and published 525 answers to questions on notice. Hansard continued to meet its key performance targets in the preparation, distribution, and publication of transcripts.

Table 4: Net hours of Hansard transcription in 2021-2022 compared with two previous reporting periods

Proceeding type	2019-2020	2020-2021	2021-2022
Assembly	177.46	141.12	182.52
Committees	176.53	104.06	218.05

Table 5: Answers to questions on notice published in 2021-2022 compared with two previous reporting periods

2019-2020	2020-2021	2021-2022
517	546	525

Assembly library

During the reporting period, the library completed several metadata correction projects to ensure the integrity and consistency of catalogued records. This is in preparation for a major refresh of the library's holdings on Trove, the national database of Australian libraries and other cultural institutions. Over 6,000 records were corrected under these projects. The library also implemented metadata integrity workflows to identify and resolve future issues as they occur.

The library made several enhancements to DSpace, the internally maintained database of press clippings and media releases. Additional search filters were included to give users more options to refine their searches. Metadata corrections were also undertaken to ensure the new and existing filters produce accurate results. The most significant enhancement to the user interface was the inclusion of a document preview window for each DSpace record, streamlining access to documents in the collection.

Evaluation of the physical collection was largely halted due to COVID-19 restrictions, but evaluation of the digital collection continued with the identification of over 400 documents for potential deselection. This project is ongoing and involves reorganising the digital collection into more granular subcollections. This is in response to a decade long transition from collecting predominantly hardcopy publications to predominantly online publications and will improve maintenance of and access to the collection in the future.

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

The project to remove contaminants, repack, rehouse, and assess the state of each item, and develop a strategy for digitisation of the Office's permanent retention records finished in April 2022 with 97 percent completion. More than 1,160 boxes of records were processed with an estimated 112,500 individual contaminants removed. The remaining three percent will be processed as resourcing and time allow.

Security

A key improvement measure undertaken this financial year was the updating of the Legislative Assembly Protective Security Committee Membership and Terms of Reference. The committee now includes new members nominated from the offices of the Speaker, Chief Minister, the Leader of the Opposition, and by the ACT Greens. These additions will ensure the committee represents all key stakeholders, that protective security information is better coordinated and disseminated across key Assembly stakeholder groups, and help to foster a positive security culture.

Support of COVID-19 response

The global coronavirus pandemic continued to present a range of risks and challenges that needed to be effectively managed by the Office, members and staff, and the Assembly's workplace health and safety committee during the reporting period.

The Office devoted significant effort to responding to a range of health, safety and business continuity challenges arising from the COVID-19 pandemic. This included a range of strategies to manage health, safety and business continuity risks confronting the Assembly as the Assembly and its committees continued to meet.

The Office's Executive Management Committee, the Standing Committee on Administration and Procedure of the Tenth Assembly, and the Assembly workplace health and safety committee considered a revised COVID-safe plan and risk assessment identifying relevant risks, internal controls and additional treatments required to effectively manage COVID-related risks.

HROnboard

In 2020 a new HR system, HROnboard, was introduced to streamline employment contracts, staff movements and onboarding processes in a user-friendly digital platform. During 2021-2022, the HROnboard system capabilities were expanded to digitalise work experience placements streamlining the process for members and the Education and Engagement team in making arrangements for vocational placements in members' offices.

Administration of official travel

During the reporting period, travel for members was restricted due to COVID-19 and border closures. The Office provided travel management support for three members to undertake official travel. The associated costs are reported on the Assembly website and are updated every six months.

Enterprise Agreements

During the reporting period, the Fair Work Commission approved the *ACT Public Sector: Office of the Legislative Assembly Enterprise Agreement 2021–2022* and the *Legislative Assembly Members' Staff Enterprise Agreement 2021–2022*. These short-term agreements included salary increases but no substantial changes to allow bargaining to recommence in early 2022 with a comprehensive examination and negotiation of the agreements to be undertaken.

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 of the Assembly.

During the reporting period, the Office:

- published 207 tweets and gained 276 new followers (a total of 4,038 twitter followers as at 30 June 2021)
- published 158 Facebook posts and gained 251 new followers (a total of 1,138 followers as at 30 June 2021), and
- published five Instagram posts and gained 752 new followers (totalling 1,588 as at 30 June 2021).

The Assembly's primary website (parliament.act.gov.au) had 218,180 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's education and engagement program were suspended on 12 August 2021 due to the COVID-19 pandemic. The program of onsite visits has remained closed for the reporting period to 30 June 2022. The education team conducted a small number of outreach visits to schools during the reporting period. Staff in the education team were redeployed to work on internal projects and assist other areas experiencing a shortfall in staffing elsewhere in the organisation.

Throughout the reporting period, 274 people participated in the Office's community engagement and education programs.

The success of the Assembly's education and engagement program relies heavily on the involvement of MLAs. Participants in the Assembly's education and engagement program continue to report that meeting with MLAs is highly valued. During the year there were 14 occasions of member involvement in education-related activities.

Detailed statistics on education programs are included at Appendix 17.

ACT Schools Constitutional Convention

The ACT Schools Constitutional Convention is a collaborative venture undertaken by the Legislative Assembly, the Australian and ACT Electoral Commissions, the Museum of Australian Democracy, the National Archives of Australia, the Education Directorate, and the ANU College of Law. Due to the ongoing COVID-19 pandemic, this event was unable to be held in 2021.

Five students from private and public colleges were selected through a competitive application process to represent the ACT at the National Schools Constitutional Convention in May 2022.

Work experience and internships

Work experience and internship placements in members' offices were undertaken by 13 students from high schools, colleges, the University of Canberra, and the Australian National University during the reporting period.

Interschool parliamentary debates program

The interschool parliamentary debates program provides students from years 7 to 12 with the opportunity to practise parliamentary debating skills in the Assembly chamber. Due to the ongoing COVID-19 pandemic, no debate days were held in the reporting period.

School and college visits and outreach activities

School visits are an integral component of the Office's education program. They include visits to the Assembly, where students are given the chance to participate in role plays in the parliamentary chamber, mock elections, tours of the building and presentations on the roles and functions of the Assembly. Students also have the opportunity to meet the members.

During the reporting period, 24 students participated in these activities at the Assembly and 105 students participated in these activities at their schools during an incursion program conducted by the parliamentary educators.

Seminar

During the reporting period, a lecture on the role of the Assembly and common misconceptions in reporting on Assembly affairs was delivered remotely to a group of 15 journalism students studying at the University of Canberra.

Delegations

The Assembly was host to two interparliamentary delegations during the reporting period. See Appendix 15 for details of these visiting delegations.

Building tours

The Office conducts weekly public tours of the Assembly building, as well as tours for new staff and for visitors upon request by members. Tours start in the chamber before proceeding to committee rooms and the rest of the building. Participants learn about self-government in the ACT, the unique features of the Assembly, what happens on a sitting day, Assembly committees, how to get involved in the democratic processes of the Assembly, and the Assembly art collection.

During the reporting period, 15 new staff and work experience/internship students participated in tours; however, public tours were suspended as part of the measures adopted by the Office to limit the transmission of COVID-19 in the precincts.

Public sector

Two seminars for ACT graduate public sector members were held during the reporting period, one delivered in person and one remotely. The topics covered included the role of the Assembly, committee process, and the legislative process.

One Teacher Quality Institute (TQI) accredited program was also conducted for ACT teachers during the reporting period.

Together, these seminars had 98 participants.

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 on three occasions in 2021-2022, twice via email and once in person, and the following artworks were purchased:

- Elizabeth Coats—*Interdependence—Blue/Green Aggregate,* 2019—Acrylic on linen;
- Ruth Maddison—*Thousands of years feasting on the Bogong moths*, 2009—Inkjet print;
- Kate Matthews—*Save Our Snow Gums I*, 2021—inkjet print on archival paper from analogue film;
- Kate Matthews—*Save Our Snow Gums II*, 2021—inkjet print on archival paper from analogue film;

- Kate Matthews—*Save Our Snow Gums III*, 2021—inkjet print on archival paper from analogue film;
- Dörte Conroy—*Cross Variation #1*, 2022—Acrylic on wood;
- Dörte Conroy—*Cross Variation #4*, 2022—Acrylic on wood;
- Dörte Conroy—*Cross Variation #5*, 2022—Acrylic on wood;
- Katie Hayne—*'If only housing provided us with curtains'* 2019—oil on board;
- Emma Beer—*Happy hour*, 2021—Acrylic on canvas;
- Sammy Hawker—*Melt*, 2020-2021—6x6 photographic negative exposed to flame, pigment ink printed on archival Hahnemühle Photo Rag 308gsm paper;
- Peter Minson—*Decanter #1*, 2017—flameworked glass;
- Tom Rowney—*[untitled]* 2018—Blown glass: gold Aventurine motif, black Zanfirico cane work;
- Marzena Wasikowska—E*arth's Self Correcting Systems, Alaska Series 4*, 2019—inkjet on Ilford Rag / Hahnemühle; and
- Photo Access project 2020—*Water Walks* (36 artists)—*Series 1: Weston Creek, Series 2: Jerrabomberra Wetlands,* and *Series 3: Sullivan's Creek* (55 plates in total)—Ink jet print on aluminium.

These works are displayed in the Assembly building on the ground floor corridor along London Circuit, providing an opportunity for the public to view the works before they are relocated to members' offices and other areas of the building.

Legislative Assembly prizes for art

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 School of Art.

The recipients of the 2021 prizes were Allison Barnes (*Translation 4*, 2021—relief print, painted, stamped, and stenciled acrylic on paper) and Olivia Gates (*Listening Shells*, 2021—blown and engraved glass).

Students are also offered the opportunity to display their works in the Assembly building for 12 months and to host an exhibition at the Assembly.

Consultation and 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 6: Committee recommendations

Recommendations	Speaker's response
Standing Committee on Public Accounts—Inquiry into ACT Budget 2021-22	
Recommendation 20 The Committee recommends the Office of the Legislative Assembly finalise the Legislative Assembly Questions on Notice (QoN) database.	The Speaker agrees the searchable questions database will be of great value to Members of the Assembly and confirms the delivery of the database is being prioritised. The module is currently in user testing with OLA staff. The Member (and staff) access component is currently being configured and will be available for testing by the end of the month. Completion is subject to the outcomes of the user testing but is expected to be in the first quarter of 2022.
Recommendation 21 The Committee recommends the Office of the Legislative Assembly consider leadership development to assist in the implementation of reforms in light of the Laing review and assist in relations with staff.	The Office is committed to developing its employee's skills, capabilities and expertise in line with the organisation's *Strategic Plan 2018-21* and *Capability Framework*. The Office's Learning and Development Strategy was endorsed by the Executive Management Committee in late 2020 and underpins the pursuit and delivery of activities that facilitate workforce development for all staff. Specifically in relation to Leadership Development, in August 2021 the EMC endorsed a 12-month leadership development program for staff at the Administrative Services Officer 6 and Senior Officer Grade C classifications which commences early in 2022. The Committee should also note that, in 2018, the Office delivered a similar Leadership Development Program to its Senior Officer Grade C/B employees. It also delivered Executive Development Programs to its EMC Members in 2013 and 2019.

Recommendations	Speaker's response
Standing Committee on Public Accounts—Inquiry into annual and financial reports 2020-21	
Recommendation 8 The Committee recommends the Office of the Legislative Assembly finalise the Questions on Notice database as a matter of priority, and that the Database 'go live' by no later than the end of July 2022.	The Office remains committed to the delivery of this project, noting that some aspects are outside the control of the Office and that completion is subject to the outcomes of the user acceptance testing. Satisfactory completion is a priority for the Office.
Recommendation 9 The Committee recommends the Office of the Legislative Assembly minimise outsourcing to ensure that every worker enjoys safe and secure employment and fair conditions.	The Office is also committed to secure local jobs and the workplace standards in the Secure Local Jobs Code. The Office only uses contracted service providers where it is the most efficient and cost-effective method.

Legislative and policy-based reporting

Risk management and internal audit

Risk management

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.

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 particulars contexts or due to significant changes in the operating environment (e.g. COVID pandemic).

Internal audit

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

- the extent of compliance with applicable laws, regulations and directions, including agency policy
- the effectiveness of the design, implementation and operation of internal controls
- the completeness, accuracy and reliability of financial and operating information and underlying records, and
- the efficiency and effectiveness of business and program, or service, delivery processes.

The committee initiated an audit of the Office's and the Assembly's workplace health and safety.

During the reporting period, an audit of the Office's and the Assembly's physical security arrangements was initiated by the committee with the final report expected in early 2022-2023.

Table 7: 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	3
Celeste Italiano	Member	From 1 July 2020	3

Table 8: Summary of internal audit recommendations

Name of audit report	Recommendations	Management response
Review of Workplace Health and Safety, September 2021	**Recommendation 1** The OLA WHS framework could be strengthened by ensuring all framework documents are kept up to date and made more accessible by bringing together into one easily accessible place or document.	OLA agrees with the recommendation noting that its adoption involves multiple facets, and some will be achievable more quickly than others. As a priority, an implementation plan for the recommended actions will be developed.
	Recommendation 2 Develop and implement an OLA wide approach to WHS risk assessment and management, including a documented procedure for the annual assessment of WHS risks.	OLA agrees with the recommendation – HR&E [HR and Entitlements] will draft a procedure and provide to the Health and Safety Committee for consideration and endorsement.
	Recommendation 3 Develop a WHS training package (or eLearning module) that is used as part of the new employee/contractor induction process and as a refresher about WHS risks for all staff.	OLA agrees with the recommendation – HR&E will investigate e-learning options for the development of WHS training package.
	Recommendation 4 Formalise a standard set of guidance for each MLA's office in relation to the responsibilities of a PCBU, especially around those risks that are outside of the direct control of the Office, such as workplace bullying and harassment and staff mental wellbeing. This may include obtaining a sign-off from each PCBU that they understand and have complied with the duties and requirements placed upon them under the WHS Act.	OLA agrees with the recommendation – HR&E will consult and develop guidelines for PCBUs.

At the time of reporting, implementation of all the recommendations arising from the WHS audit were well advanced.

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 framework also addresses requirements arising under the Integrity Commission Act 2018 and the Integrity Commission.

The Office maintains a register of risks associated with fraud and corruption, which is reviewed and updated annually.

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(below):

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

LEGISLATIVE & POLICY-BASED

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 officer

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 FOI Act 2016

The Office received three requests that related to the Assembly. One was refused because the requested information was already publicly available, one was not related to the Assembly, and it was transferred to the appropriate directorate. The third request, which led to a partial release of information, was decided outside of the section 40 timeframes but within extended timeframes agreed to by the Ombudsman (section 42).

There were no requests for amendment of personal information under section 59 of the FOI Act during the period 1 July 2021 to 30 June 2022.

Table 9: Operations undertaken during 2021-2022 under the *Freedom of Information Act 2016*

Activities	Quantity
Decisions to publish open access information under section 24(1)	792
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	3
Access applications decided within the time to decide under section 40	2
Access applications not decided within the time to decide under section 40	1
Access applications where access to all information requested was given	0
Access applications where access to only some of the information requested was given	1
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	0
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[1]	79
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

1 One application was decided out of section 40 timeframes but within extended timeframes agreed to by the Ombudsman (s42).

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:

- Tom Duncan, Clerk
- Julia Agostino, Deputy Clerk and Serjeant-at-Arms
- Ian Duckworth / Rachel Turner, Executive Manager
- David Skinner, Senior Director, Office of the Clerk
- David Monk, Senior Director, Committee Support
- Mal Prentice / Don Shashika, Chief Finance 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 EMC 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 EMC 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 internal audit 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 2022, is shown in Figure 1.

Staffing profile

Table 10: Full-time equivalent (FTE) and headcount by section

Section	FTE	Headcount
Statutory office holder and senior executives	3.00	3
Office of the Clerk	2.54	3
Parliamentary Support	24.35	29
Business Support	23.31	26
Total	**53.21**	**61**

Table 11: Full-time equivalent (FTE) and headcount by gender

Section	Female	Male	Total
FTE by gender	31.61	21.60	53.21
Headcount by gender	37	24	61
% of headcount	**60%**	**40%**	**100%**

Table 12: Headcount by classification and gender

Classification	Female	Male	Total
Administrative Services Officer Class 2	1	7	8
Administrative Services Officer Class 3	-	1	1
Administrative Services Officer Class 4	5	3	8
Administrative Services Officer Class 5	-	1	1
Administrative Services Officer Class 6	15	2	17
Senior Officer Grade C	8	2	10
Senior Officer Grade B	2	2	4
Senior Officer Grade A	-	2	2
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 1.2	2	-	2
Statutory Office Holder	-	1	1
Total	**37**	**24**	**61**

Table 13: Headcount by employment category and gender

Classification	Female	Male	Total
Casual	7	4	11
Permanent full-time	26	17	43
Permanent part-time	3	2	5
Temporary full-time	1	1	2
Temporary part-time	-	-	-
Total	**37**	**24**	**61**

Table 14: Headcount by age group and gender

Classification	Female	Male	Total
Under 20	-	-	-
20-24	-	1	1
25-29	1	2	3
30-34	2	2	4
35-39	3	-	3
40-44	3	3	6
45-49	5	3	8
50-54	10	-	10
55-59	5	5	10
60-64	4	5	9
65-69	4	3	7
70+	-	-	-
Total	**37**	**24**	**61**

Table 15: Average length of service by gender

Length of service	Female	Male	Total
Average years of service	7.32	6.04	6.82

Staff selection processes

The Office undertook 16 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 59, which is an increase from 55 days in 2020-2021.

Table 16: Recruitment and separation rates by classification group

Classification group	Female	Male
Senior Officer Grade B	1.27	-
Senior Officer Grade C	2.54	2.54
Professional Officer Class 1	1.27	-
Information Technology Officer Class 2	1.27	-
Administrative Services Officer Class 6	3.81	1.27
Administrative Services Officer Class 4	3.81	1.27
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 17: 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	205,326		59,352	142,488			15,043		15,043
Burch	275,085			256,494			27,508	9,009	36,517
Cain	191,593	10,000		171,068	23,000	1	19,159	917	20,076
Castley	191,593	3,000		187,924			19,159	61	19,220
Clay	191,593	32,316	27,036	197,934			11,491		11,491
Cocks	4,421						442	3,979	4,421
Davis	191,593	54,071		229,742			19,159	9,314	28,473
Hanson	212,694	5,500		210,316			21,296	292	21,588
Jones	195,740			206,102				4,304	4,304
Kikkert	191,593	19,500		187,819			19,159	16,666	35,825
Lawder	197,244	20,000		174,272	35,000	2	15,858		15,858
Lee	848,867		92,000	609,321	41,800	3	84,887	69,441	154,328
Milligan	191,593	15,000		168,941			19,159	23,370	42,529
Orr	205,326			202,943			15,600		15,600
Parton	191,593	19,000		195,482	6,000	1	19,159	2,502	21,661
Paterson	191,593			191,826			12,318		12,318
Pettersson	191,593			186,372			17,772		17,772
Total	**3,869,310**	**178,387**	**178,387**	**3,519,047**	**105,800**	**7**	**337,169**	**139,855**	**477,024**

From time to time, non-executive members will seek to engage volunteers in their offices, in accordance with guidelines that are in place for such arrangements. 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, three volunteer agreement were processed, which was an increase from one volunteer agreement in 2020-2021.

Learning and development

In recognition of the need to develop and maintain a skilled and flexible workforce, the Office endorsed the annual learning and development program for the 2021-2022 year that included a six-month Emerging Leader Development program for staff at the Administrative Services Officer 6 and Senior Officer Grade C classifications.

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, 32 staff participated in learning and development activities, which involved expenditure of approximately $40,240 (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, seven members' staff participated in learning and development activities, which involved expenditure of approximately $6,950 (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).

Workplace Health and Safety Audit

In 2021, as part of the Office's internal audit program, RSM Australia (RSM) was engaged to undertake a review of the Legislative Assembly's compliance with the *Work Health and Safety Act 2011* (WHS Act).

The audit showed that there is an overarching framework in place for the management of WHS, with practices and controls that conform with the WHS legislation and standards. Several positive findings were noted during the audit, including the WHS governance structure consisting of Health & Safety Representatives (HSRs), WHS committee and senior management, to monitor and assist in the escalation of issues.

Whilst this provided a solid base to ensure compliance with the Act and Standards, the audit findings provided four key recommendations. These included:

1. the development of an overarching WHS Framework or manual to bring its current suit of WHS documentation together with WHS Action Plan

2. documented process or checklist to ensure a consist and thorough approach to the identification of risks by HSRs
3. a formal WHS training package available that can be used as part of the new starter induction package or as a WHS refresher for all staff, and
4. a standard set of guidance to ensure that all MLAs clearly understand their obligations as a PCBU under the Act and are observing their obligations under the Act.

Signification progress was made during the reporting period in implementing the above recommendations including, the development of an overarching WHS framework, a new health and safety intranet page, HSR workplace inspection checklists and targeted training.

Work Health and Safety e-learning

Following the release in May 2021 of the Assembly's revised *Respect in the Workplace—Bullying and Harassment Policy*, which covers all members and staff in the Assembly, the Office developed and implemented two e-learning modules. All members and staff were required to complete R*espect in the Workplace—Bullying and Harassment* and *Sexual Harassment* training to ensure that they could respond to, be aware of, and meet their responsibilities in relation to workplace bulling and harassment.

During the reporting period the Office continued to develop additional e-learning modules to support members and staff, to be aware of and comply with their health and safety responsibilities in the workplace. These modules will be launched in the 2022-2023 reporting period.

During the reporting period

- there were three minor incidents reported (no time lost), one mental and physical health injury reported (one day or more lost) and no workers compensation claims accepted during the reporting period.
- there was one formal bullying and harassment allegation reported which has been closed due to a change in circumstances.
- the Assembly had no accident or dangerous occurrences that required the issuing of a notice under part 3, section 38, of the WHS Act.
- the workers compensation premium rates set for both the non-executive and the Office continued to be at the minimum rate of 0.70 percent.
- there were no notices of non-compliance given to the Clerk in accordance with part 10 of the *Work Health and Safety Act 2011.*
- all plant and equipment was regularly checked, in line with statutory requirements.

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 18: Value and quantity of assets as at 30 June 2022

Asset	Value	Quantity
Assembly building (territorial budget)	$30.240m	1
Land (territorial budget)	$6.000m	1
Assembly art and collectables collection (controlled budget)	$0.880m	various
Assembly library collection (controlled budget)	$0.453m	various
Plant and equipment (controlled budget)	$0.774m	various
Leasehold improvements (controlled budget)	$0.497m	1
Intangibles (software) (controlled budget)	$0.139m	2

Table 19: Assets that were added or removed from the assets register during 2021-2022

Asset	Value of additions	Value of disposals
Assembly building (territorial budget)	$0.466m	nil
Assembly art collection (controlled budget)	$0.029m	nil
Assembly library collection (controlled budget)	$0.005m	nil
Plant and equipment (controlled budget)	$0.196m	$0.004m
Intangibles (software) (controlled budget)	nil	nil

Capital works

Table 20 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 2021-2022, $29,000 was spent on artwork and $5,000 for library collections was fully expended..

Table 20: Summary of capital works

Project	Works type	Financing received	Amount spent	Estimated completion	Actual completion	Status
Fire Protection Upgrade	New	$0.129m	$0.129m	March 2022	March 2022	Complete
Mechanical Services Upgrades	New	$0.072m	$0.072m	April 2022	May 2022	Complete
Windows Coverings	New	$0.035m	$0.035m	June 2022	June 2022	Complete
Accommodation Upgrade	New	$0.031m	$0.031m	March 2022	June 2022	Complete
Building Redesign Projects	New	$0.025m	$0.025m	June 2022	June 2022	Complete

Office accommodation

The Office, members and 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 2022 is 5,112 m^2, with the average area occupied by members and staff, based on the Assembly building's 199 workstations, being 25.6 m^2. The Office's North Building tenancy, which is managed by ACT Property Group under an MOU, has a total usable floor space of 624 m^2, with the average area occupied by OLA staff, based on the office's 35 workstations, being 17.8 m^2.

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 21 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 21: Contracts summary

Asset	Comments	Amount incl GST
All Seasons Horticultural Services Pty Limited	Courtyard upgrade and maintenance	$50,996
ARA Security	CCTV maintenance	$34,547
ARGUMENT, Stephen	Legal advice to the scrutiny committee	$56,666
Aurora Office Furniture	Workspace furniture	$29,465
Canberra Air Conditioning Services	Air conditioning maintenance	$79,704
Carton Associates	Consultancy services for members	$60,4201
Centre for International Economics	ACT budget analysis	$33,206
DIMEO Cleaning Services	Cleaning services	$384,460
EPIQ Australia Pty Ltd	Recording and transcription	$181,482
Grosvenor Engineering Group	Fire protection upgrade	$137,731
Hays Specialist Recruitment (Australia) Pty Ltd	Recruitment Services	$34,524
Horizon Coatings (ACT) Pty Ltd	Painting service for building	$49,467
Laser Plumbing Canberra Central	Plumbing maintenance	$32,494

Asset	Comments	Amount incl GST
Network Electrical Solutions	Lighting upgrade and maintenance	$36,684
NovaWorks Group Pty Ltd	Parliamentary software development	$134,585
People Development Australia	Leadership development program	$25,531
Peters Building Company	Repairs and maintenance	$37,261
ProQuest LLC	Library database	$26,239
Regency Knights	Custom made window furnishings	$38,310
RMIT Training Pty Ltd	Database subscriptions	$48,198
RSM Australia Pty Ltd	WHS internal audit	$30,000
Sand Consulting Pty Ltd	Broadcasting system maintenance	$96,732
SG Fleet Australia Pty Limited	Executive vehicles	$35,126
STEWART, Daniel	Legal advice to the scrutiny committee	$85,857
Workplace Research Associates Pty Ltd	Review of the Chamber Support and Committee Support structure	$76,800

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 continues to move towards a digital environment and is committed to improving its records management capabilities. A project to assess permanent retention paper records to remove contaminants, repack records to ensure that they are stored in an ideal manner and digitise those in poor condition was resolved this reporting period.

Archive preservation project

During the reporting period, the Office concluded its examination of the collection of archived paper records that must be retained in perpetuity. This project included the development of a digitisation strategy for these records and has focused on the removal of contaminants from the collection and the repacking and rehousing of the records that were not currently stored in ideal conditions.

These measures will prolong the life of most of these records, delaying the need for digitisation.

An archival officer and two assistant archival officers were engaged to conclude the project during this reporting period. The project concluded at 97 percent completion with a conservative estimate of more than 112,000 individual contaminants removed from 1,164 boxes of records. The remaining few records to be processed are recently created so can be assessed as time and resources allow over the next reporting period.

Sustainability reporting

The Office is 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.*

The Office is an accredited 'Actsmart' business and is committed to reducing its ecological footprint through practices to reduce energy consumption, limit paper use, divert waste from landfill and educate and inform staff. Initiatives in the past year include:

- the replacement of approximately 45 older fluorescent lights with new energy efficient LED lights, which now account for approximately 85 percent of the Assembly building's lights
- the replacement of the Assembly building end-of-life HVAC pumps with newer more efficient units, and
- the deployment of follow-me printing which will reduce printing waste and provide enhanced usage reporting to prevent excessive use of print facilities for personal reasons and provide a higher level of staff accountability

Table 22: 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	648,386	559,516	16% ▲
Natural gas use (non-transport)	Megajoules	1,652,528	1,591,760	4%
Diesel use (non-transport)	Kilolitres	-	-	-
Transport fuel use				
Electric vehicles	Number	-	-	-
Hybrid vehicles	Number	-	-	-
Hydrogen vehicles	Number	-	-	-
Total number of vehicles	Number	2	2	0
Fuel use – petrol	Kilolitres	2.434	2.689	-9% ▼
Fuel use – diesel	Kilolitres	-	-	-
Fuel use – liquid petroleum gas (LPG)	Kilolitres	-	-	-
Fuel use – compressed natural gas (CNG)	Gigajoules	-	-	-
Water use				
Water use	Kilolitres	1,712.76	1,389.09	23% ▲

Indicator as at 30 June	Unit	Current FY	Previous FY	% change
Resource efficiency and waste				
Reams of paper purchased	Reams	565	625.5	-10% ▼
Recycled content of paper purchased	Percentage	96%	96%	0
Waste to landfill	Cubic metres	144.00	115.00	25% ▲
Co-mingled material recycled	Cubic metres	26.4	39.7	-8% ▼
Paper and cardboard recycled (including secure paper)	Cubic metres	9.7	9.85	-2% ▼
Greenhouse gas emissions				
Emissions from electricity use	Tonnes CO2-e	0	0	-
Emissions from natural gas use (non transport)	Tonnes CO2-e	85.15	82	4% ▲
Emissions from diesel use (non-transport)	Tonnes CO2-e	-	-	-
Emissions from transport fuel use	Tonnes CO2-e	5.6	6.4	-13% ▼
Total emissions	**Tonnes CO2-e**	**90.75**	**88.4**	**2.66% ▲**

Appendices

Appendix 1: Sitting days

Table 23: Sitting days

Year[1]	Total sitting days	Total sitting hours[2]	Average sitting hours per day	Sittings after 10pm	Average time of rising
2001-2002	34	275	9	4	6:22 pm
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

1 From our 2020-2021 annual report on, only data from the past 20 years will be included in appended tables. Information dating back to 1988-1989 can be found in previous annual reports.

2 Includes time expended in suspensions and meal breaks.

Appendix 2: Proceedings

Table 24: 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
2001-2002	26	8	23	65	3	15
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	-	-[1]
2021-2022	32	1	46	58	-	-[1]

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 25: Minutes of proceedings

Year[1]	# of pages	# of sittings	Average # of pages per sitting
2001-2002	606	34	18
2002-2003	575	40	14
2003-2004	704	43	16
2004-2005	463	36	13
2005-2006	471	41	12
2006-2007	301	38	8
2007-2008	484	40	12
2008-2009	491	38	13
2009-2010	473	41	12
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

Appendix 4: Bills and amendments

Table 26: Bills for the 2021-2022 financial year

Bills	Executive	Private members'	Assembly	Total
Introduced	30	6	3	39
Discharged	-	-	-	-
Withdrawn	-	-	-	-
Not agreed in principle	-	1	-	1
Negatived	-	-	-	-
Passed	24	3	2	29
Amended	7	2		9
Still before the Assembly	10	6	1	17

Table 27: Amendments circulated

Financial year	# of amendments to motions	# of amendments to bills	Total
2001-2002	-	-	488
2002-2003	-	-	472
2003-2004	47	487	534
2004-2005	46	389	435
2005-2006	47	425	472
2006-2007	44	82	126
2007-2008	39	497	536
2008-2009	90	314	404
2009-2010	94	245	339
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

Appendix 5: Bills presented

Table 28: Bills presented

Year	Executive	Crossbench executive[1]	Private members'	Assembly	Total
2001-2002	47	-	22	-	69
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

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 29: Questions with and without notice

Year	Questions on notice	Questions without notice	Supplementary questions	Average questions per sitting[1]
2001-2002	268	370	302	19.7
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[3]	34.7
2010-2011	697	445	1,257[3]	38.7
2011-2012[2]	725	457	1,329[3]	42.5
2012-2013	154	258	764[3]	35
2013-2014	172	381	1,117[3]	42
2014-2015	140	388	1,148[3]	35
2015-2016	326	326	971[3]	36
2016-2017	377	321	693[3]	40.6
2017-2018	1,207	616	1,210[3]	43.5
2018-2019	1,009	579	1,142[3]	43
2019-2020	588	452	884[3]	42
2020-2021	492	353	696[3]	40
2021-2022	502	432	431[3]	39

1 Includes supplementary questions.

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

3 Includes further supplementary questions as per standing order 113B.

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Appendix 7: Committee statistics

Summary of committee activity

Table 30: Summary of committee statistics

Year	Meetings	Meetings supported by Chamber Support	Total # of meetings	Public hearings	Reports	Reports produced by Chamber Support	Total reports
2001-2002	-	-	126	-	38	19	57
2002-2003	230	38	268	81	31	19	50
2003-2004	222	41	263	62	40	20	60
2004-2005	152	35	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

Consolidated committee statistics

Table 31: Types of committee meetings

Type of meeting	Total
Private meetings	256
– with full attendance by committee members	232
Public hearings	101
– with full attendance by committee members	97
Site visits and study tours	7
Other types of meetings (e.g. briefings, roundtables, workshops)	7

Table 32: Hours of committee meetings

Hours of meetings held	Total
Hours of private meetings	191:12
Hours of public hearings	234:34
Hours of site visits or study tours	28:30
Hours of other kinds of meetings	9:44
Total hours of committee meetings	**464:00**

Table 33: Inquiry outcomes

Type of meeting	Total
Number of witnesses	1171
Number of submissions	1591
Number of petitions	25
Number of bills referred (from Tenth Assembly)	36
Number of referrals	38
Number of reports presented	53
Number of statements made under SO 246A	60
Number of statutory appointments considered	131
Numbers of bills considered	40
Items of subordinate legislation considered	292

Activity by standing committee

Table 34: Activity and outputs by standing committees

Key to committee names

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

**Committee supported by Chamber Support*

Activity or output	A&P	EGEE	ECI	ECCB	HCW	JCS	Scrut.	PTCS	PA
Number of private meetings	21	27	26	26	24	23	11	28	44
Number of public hearings	0	12	17	8	13	13	0	13	13
Number of site visits and study tours	0	0	7	0	0	0	0	0	0
Number of other kinds of meetings	0	1	1	0	1	4	0	0	0
Total number of meetings	**21**	**40**	**51**	**34**	**38**	**40**	**11**	**41**	**57**
Hours of private meetings	10:57	6:04	13:05	22:03	7:25	52:53	10:50	20:09	39:27
Hours of public hearings	0:00	32:00	37:52	13:01	24:31	41:51	0:00	31:56	23:48
Hours of site visits and study tours	0:00	0	14:15	0:00	0:00	14:15	0:00	0:00	0:00
Hours of other kinds of meetings	0:00	0:22	2:00	0:00	1:20	6:02	0:00	0:00	0:00
Total hours of meetings	**10:57**	**38:26**	**67:12**	**35:04**	**33:16**	**115:01**	**10:50**	**52:05**	**63:15**
Number of witnesses	0	171	131	47	190	222	N/A	187	105
Number of submissions	0	35	12	31	1210	83	N/A	123	13
Number of petitions	N/A	1	2	1	1	1	N/A	14	0
Number of bills referred	1	4	1	1	4	17	N/A	6	2
Number of referrals	2	3	5	3	5	6	N/A	5	8
Number of reports presented	2	2	3	3	5	7	11	9	9
Number of statements made under SO 246A	8	7	6	3	4	5	1	16	9
Number of statutory appointments considered	N/A	13	13	18	27	25	N/A	33	2
Number of bills considered	N/A	N/A	N/A	N/A	N/A	N/A	40	N/A	N/A
Items of subordinate legislation considered	N/A	N/A	N/A	N/A	N/A	N/A	292	N/A	N/A

Activity by standing committee

Table 35: Activity and outputs by select committees

Key to committee names

Covid COVID-19 2021 pandemic response committee
DOD Drugs of Dependence (Personal Use) Amendment Bill committee

Activity or output	Covid	DOD
Number of private meetings	10	16
Number of public hearings	7	5
Number of site visits and study tours	0	0
Number of other kinds of meetings	0	0
Total number of meetings	**17**	**21**
Hours of private meetings	1:41	6:38
Hours of public hearings	11:27	18:08
Hours of site visits and study tours	0:00	0:00
Hours of other kinds of meetings	0:00	0:00
Total hours of meetings	**13:08**	**24:46**
Number of witnesses	65	53
Number of submissions	25	59
Number of petitions	0	0
Number of bills referred	1	0
Number of referrals	1	0
Number of reports presented	1	1
Number of statements made under SO 246A	0	0
Number of statutory appointments considered	10	0
Number of bills considered	N/A	N/A
Items of subordinate legislation considered	N/A	N/A

Appendix 8: Broadcasting and web management

Internet-related activity

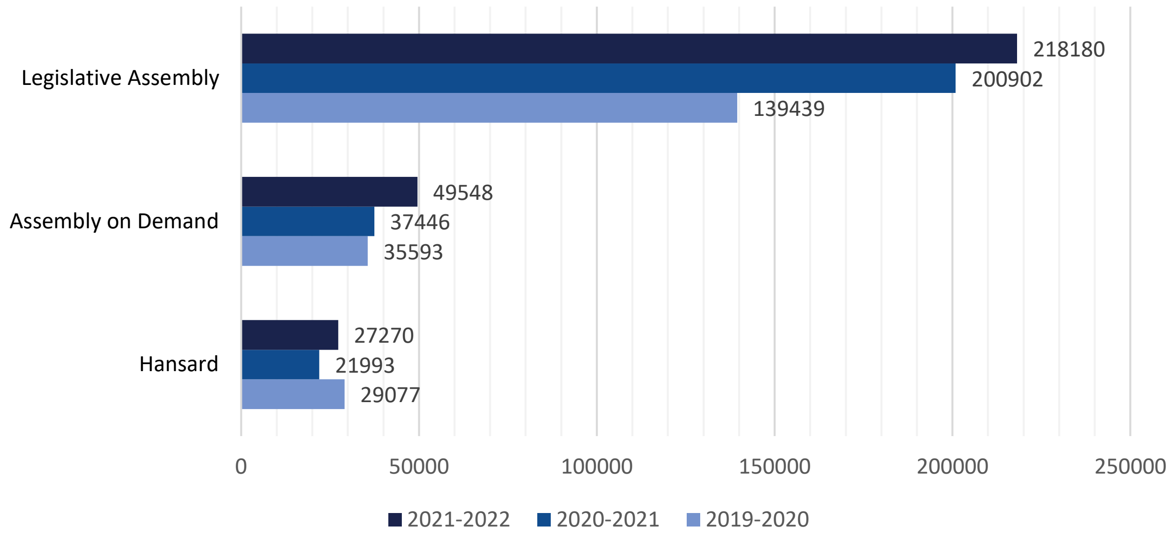
This graph compares visitor statistics for the three Assembly websites:

- 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 4: Website user sessions for Assembly websites



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Appendix 9: Library and reference services

Table 36: Collection services

Service	2019-2020	2020-2021	2021-2022
Library collection			
New records created	350	781	604
New holdings added	95	501	436
Total	**445**	**1,282**	**1,040**
Digital collections			
New items uploaded to MLA media release collection	-	844	742
New items uploaded to ACT press clipping collection	-	8,065	9,722

Table 37: Reference and information services

Service	2019-2020	2020-2021	2021-2022
Number of reference requests for information—Assembly clients	152	215	185
Number of reference requests for information—ACT government clients	76	62	46
Number of reference requests for information—other clients	43	45	30
Number of interlibrary loan requests[1]	40	34	40

Table 37: Reference and information services

Service	2019-2020	2020-2021	2021-2022
Visits to library intranet	1,693[2]	3,924	2,843

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

2 This number reflects total site visits to the new library website from 21 January to 30 June 2020.

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Appendix 10: Members of the Tenth 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
- PETTERSSON, Mr Michael
- RATTENBURY, Mr Shane
- STEEL, Mr Chris
- STEPHEN-SMITH, Ms Rachel
- VASSAROTTI, Ms Rebecca

Appendix 11: Office holders

Table 40: 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 6-14 April 2022; 18-22 April 2022.

2 Acting Speaker 15-17 April 2022.

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Appendix 12: Ministers as at 30 June 2022

Table 41: 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 1 of 2021, which commenced on 1 July 2021, provided that the base rate salary for all members of the Legislative Assembly shall be $171,525 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 42: Remuneration of members of the Legislative Assembly by position held

Position	Remuneration
Chief Minister	$188,677
Deputy Chief Minister	$137,220
Minister	$120,067
Leader of the Opposition	$120,067
Presiding Officer	$94,339
Deputy Leader of the Opposition	$34,305
Deputy Presiding Officer	$25,729
Government Whip	$17,152
Opposition Whip	$17,152
Presiding member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly	$17,152

The ACT Remuneration Tribunal released a second determination, No 14 of 2021 which includes entitlements for a Whip in the Legislative Assembly of a registered party (other than the party to which the Chief Minister of Leader of the Opposition belongs) if at least 4 members of the Legislative Assembly are members of the party.

This determination commenced on 11 December 2021 with an entitlement of $17,152.

Appendix 14: Non-executive members' staff

Table 43: Legislative Assembly members' staff (LAMS) employment agreements

Year	# of LAMS contracts	# of non-executive members	Average contracts per member
2001-2002	114	12.5	9.12
(pre-election)	*47*	*12*	*3.92*
(post-election)	*67*	*13*	*5.15*
2002-2003	149	12.5	11.92
2003-2004	144	12	12.00
(prior to new staff structure)	*61*	*12*	*5.08*
(translation to new structure)	*33*	*12*	*2.75*
(following new staff structure)	*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
(pre-election)	*16*	*12*	*1.33*
(post-election)	*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
(pre-election)	*12*	*12*	*1.00*
(post-election)	*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]
(pre-election)	*17*	*11*	*1.55*
(post-election)	*101*	*18*	*5.61*
2017-2018	109	173	6.06
2018-2019	125	17	7.35
2019-2020	120	17	7.10

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Year	# of LAMS contracts	# of non-executive members	Average contracts per member
2020-2021 total	151	16.5	9.15
(pre-election)	*13*	*17*	*0.76*
(post-election)	*138*	*16*	*8.63*
2021-2022	62	16	3.88

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 44: Number of non-executive members' staff employed at each classification as at 30 June 2022

Classification	# of staff	Full-time equivalent (FTE)
Senior Adviser Level 2	4	4
Senior Adviser Level 1	6	5.25
Adviser Level 2	6	4.82
Adviser Level 1 (upper)	6	5.27
Adviser Level 1 (lower)	27	17.67
Total	**49**	**37.01**

Appendix 15: Parliamentary visitors and delegations

Table 45: Visitors from other jurisdictions

Date	Name	Place of origin
2 March 2022	Hon Nazih Elasmar OAM MLC, President of the Legislative Council Mrs Jody Milburn, Executive Assistant and Advisor to the President of the Legislative Council	Victora, Australia
16-17 May 2022	Mr Stephen Twigg, Secretary-General, Commonwealth Parliamentary Association Mr Jack Hardcastle, Programme Manager, Small Branches Network Coordinator, Commonwealth Parliamentary Association	United Kingdom

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 3 September 2021.

Correspondence from the CPA headquarters and the Australian region was regularly circulated to members. The issues raised included twinning arrangements with the Parliament of Kiribati; proposed agenda items for future conferences; and invitations to events, conferences, webinars, seminars, and online activities.

Members were advised of webinars and other online resources that had been developed by the CPA to assist members during the COVID-19 pandemic crisis as face-to-face meetings, conferences, workshops, and seminars were cancelled and future plans put on hold. The range of activities available to members has increased due to online offerings; however, their participation is not monitored.

Speaker and branch president, Joy Burch MLA, was appointed as Acting Chair of the Small Branches Committee in February 2021. The Office provided support to her in the role from that date.

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

- 11th Commonwealth Youth Parliament - 18-22 October (virtual)
- Australia and Pacific Region conference - 1-4 November (Perth WA and virtual)
- CPA Executive Committee meeting - 9-10 April 2022 (Assam, India)
- Visit by CPA Secretary-General - 16-17 May 2022
- CPA Parliamentary Academy Residency - 22-26 May 2022 (Sydney, NSW), and
- activities of the Commonwealth Women Parliamentarians (CWP) network within the branch.

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

- CPA Executive Committee meeting (Assam, India)
  Ms Burch ($804.00)

- CPA Parliamentary Academy Residency (Parliament of NSW)
  Dr Paterson ($1,232.05)
  Mrs Kikkert ($657.83)

The association membership subscription for the branch for the year was $15,154.74.

Appendix 17: Education program

Table 46: Visitors to the Assembly in 2021-2022, compared with two previous reporting periods

Visitors by group	# of visitors during 2019-2020	# of visitors during 2020-2021	# of visitors during 2021-2022
Community groups	61	15	0
Community outreach	201	0	0
Inbound delegations	11	2	4
Speaker's citizenship evenings	77	0	0
Public sector seminars and tours, including teacher professional development	260	75	98
Seminars and conventions	0	0	15
Work experience and internships	20	12	13
School outreach	0	341	105
School students (from individual school visits)	868	215	24
School students (school debates program)	90	147	0
School students (constitutional convention program)	96	0	0
Public tours	164	62	15
Total visitors	**1,848**	**869**	**274**

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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 internal audit committee continues to play a role in regularly reviewing the risk management framework of the organisation, providing assurance to the Clerk of the Assembly in relation to several governance functions and contributing to the maintenance of an effective internal control framework across the Office.

Reporting entities

The 2021-22 financial statements relate to the Controlled and Territorial entities administered by the Office. The financial information is based on the audited financial statements for 2020-21 and 2021-22, and the 2021-22 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 2020-21 $m	Original Budget 2021-22 $m	Actual 2021-22 $m	Forward Estimate[1] 2022-23 $m	Forward Estimate[1] 2023-24 $m	Forward Estimate[1] 2024-25 $m	Forward Estimate[1] 2025-26 $m
Expenditure	11.285	11.347	11.633	12.238	12.225	12.485	12.729
Own source revenue	0.689	0.607	0.687	0.898	0.612	0.614	0.617
Net cost of services	10.596	10.740	10.946	11.340	11.613	11.871	12.112

1 Forward estimates are based on the 2022-23 Budget tabled on 02 August 2022.

The Office's Net Cost of Services of $10.946m was largely consistent with the budget of $10.740m (1.9 percent variance).

Comparison to prior year

The Net Cost of Services of $10.946m was higher than the prior year result of $10.596m (3.3 percent variance). Increases were reported in employee expenses including superannuation as the Office chose to fund several key positions from its own funds. In addition, supplies and services increased over the prior year due to:

- higher information technology running costs as the Office continues to provide digital support to its workflows in the Parliamentary and Business Support branches and the implementation of new human resources systems
- an increase in consultants and professional services due to the engagement of consultants associated with the review of organisational structure in the committee and chamber support areas of the Office
- higher staff training and services costs, and
- an increase in the provision of recording and transcription services due to higher number of committee hearings in 2021-22.

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 ($7.012m: 60.3 percent) and supplies and services ($4.162m: 35.8 percent) represent 96.1 percent of the Office's total expenditure.

The largest components of supplies and services were:

- information technology running costs ($1.095m: 26.3 percent);
- building management ($0.937m: 22.5 percent);
- accommodation rental ($0.534m: 12.8 percent);

- legal services and legislative drafting ($0.378m: 9.1 percent); and
- consultants, contractors and professional services ($0.347m: 8.3 percent).

Comparison to budget

Total expenditure of $11.633m was largely consistent with the budget of $11.347m (2.5 percent variance) as outlined previously in 'Net Cost of Services – Comparison to Budget'.

Comparison to prior year

Total expenditure of $11.633m was higher than the prior year of $11.285m as discussed above in 'Net Cost of Services – Comparison to Prior Year'.

Future trends

The Office has committed to completing the development of digital solutions for the Parliamentary and Business Support branches. In addition, it is also committed to funding 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 ($0.639m: 93.0 percent). The major categories were:

- legislative drafting services provided by the Parliamentary Counsel's Office to non-Executive MLAs and one Executive MLA ($0.322m: 50.4 percent), and
- the value of accommodation rental ($0.261m: 40.8 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 ($0.080m: 13.2 percent) due to additional legislative drafting services provided free of charge by the Parliamentary Counsel's Office. The value of the legislative drafting services is demand driven and is difficult to predict. The Office's 'Own Source Revenue' of $0.687m was largely comparable with the prior year ($0.689m).

Controlled Financial Position

1. Total assets

Total assets of $5.349m consist mainly of cash ($2.524m: 47.2 percent) and plant and equipment ($2.604m: 48.7 percent).

Comparison to budget and prior year

Total assets of $5.349m were lower than the budget ($6.270m) and the prior year ($6.326m) primarily due to the Office funding several key positions from its cash reserves, payment of employee benefits, and payments made for supplies and services as outlined above in 'Total Expenditure'.

Future trends

The Office will continue to monitor its current assets to ensure it has sufficient coverage of its employee benefit liabilities. Any funds over and above this liability coverage will be considered available to fund strategic projects across the Office.

2. Total liabilities

The Office's total liabilities of $2.317m consist mostly of current and non-current employee benefit liabilities ($2.071m: 89.4 percent) and payables ($0.220m: 9.5 percent).

Comparison to budget and prior year

Total liabilities of $2.317m were lower than the budget ($2.951m) and prior year ($2.760m) as employee benefit liabilities were impacted by the departure of several staff with significant leave balances. In addition, the last payment cycle fell on 30 June 2022 which meant most of outstanding invoices for financial year 2021-22 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 $8.893m was $0.471m (5.0 percent) less than originally budgeted mainly due to lower than anticipated employee expenses discussed below in 'Expenditure – Comparison to Budget'.

2. Expenditure

Territorial expenditure is largely employee expenses and superannuation ($9.192m: 86.4 percent). This includes first-time recognition of a resettlement allowance entitlement for members ($0.380m).

Comparison to budget

Total expenditure was $0.680m (6.0 percent) less than budgeted. Employee and superannuation expenses were lower than budget by $0.320m (3.4 percent) mainly due to non-Executive members not spending their full staff salary allocations.

Depreciation expense was $0.515m (40.9 percent) less than budget. The budget assumed that a higher level of assets would be depreciated for the financial year.

Comparison to prior year

Total expenditure of $10.634m was lower than the prior year ($10.748m) largely due to a decrease in employee expenses and building management expenses. In comparison with prior year, fewer termination payments were made in 2021-22.

The Territorial entity's share of building management expenses decreased due mainly to lower unscheduled maintenance costs compared with the prior year.

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 $36.329m were higher than budget ($34.627m) and the prior year ($35.658m) due to the addition of completed building improvements and the revaluation increment of $1.000m in the land asset.

Future trends

The value of Territorial assets is expected to remain consistent for the next few financial years.

2. Total liabilities

Comparison to budget and prior year

Total liabilities of $0.989m were higher than the budget ($0.750m) and the prior year ($0.564m) primarily due to first-time recognition of a resettlement allowance entitlement for members ($0.380m).

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.

ACT Audit Office

AUDITOR-GENERAL AN OFFICER OF THE ACT LEGISLATIVE ASSEMBLY

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 2022 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 2022, 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.

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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
23 September 2022

APPENDICES

OFFICE OF THE LEGISLATIVE ASSEMBLY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2022

Office of the Legislative Assembly
Financial Statements
For the Year Ended 30 June 2022

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 2022 and its financial position on that date.

Tom Duncan
Clerk of the Legislative Assembly
21 September 2022

APPENDICES

Office of the Legislative Assembly
Financial Statements
For the Year Ended 30 June 2022

Statement by the Chief Finance Officer

In my opinion, the financial statements have been prepared in accordance with the Australian Accounting Standards and agree with the Office of the Legislative Assembly's accounts and records and fairly reflect financial operations for the year ended 30 June 2022 and the financial position on that date.

Don Shashika
Chief Finance Officer
Office of the Legislative Assembly
21 September 2022

Office of the Legislative Assembly

Controlled Financial Statements

For the Year Ended 30 June 2022

Office of the Legislative Assembly
Content of Controlled Financial Statements

Office of the Legislative Assembly
Operating Statement
For the Year Ended 30 June 2022

	Note No.	Actual 2022 $'000	Original Budget 2022 $'000	Actual 2021 $'000
Income				
Revenue				
Controlled Recurrent Payments		10,383	10,383	10,272
Grants and Contributions Revenue	3	639	520	643
Investment Revenue		32	42	33
Other Revenue		16	45	13
Total Revenue		**11,070**	**10,990**	**10,961**
Total Income		**11,070**	**10,990**	**10,961**
Expenses				
Employee Expenses	4	5,861	6,108	5,837
Superannuation Expenses	4	1,151	1,126	1,051
Supplies and Services	5	4,162	3,814	3,923
Depreciation and Amortisation	6	459	294	474
Other Expenses		-	5	-
Total Expenses		**11,633**	**11,347**	**11,285**
Operating Result		**(563)**	**(357)**	**(324)**
Other Comprehensive Income				
Items that will not be reclassified subsequently to profit or loss				
Decrease in the Asset Revaluation Surplus		(4)	-	(15)
Other Comprehensive Income		-	75	-
Total Other Comprehensive (Deficit)/Income		**(4)**	**75**	**(15)**
Total Comprehensive (Deficit)		**(567)**	**(282)**	**(339)**

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

Office of the Legislative Assembly
Balance Sheet
As at 30 June 2022

	Note No.	Actual 2022 $'000	Original Budget 2022 $'000	Actual 2021 $'000
Current Assets				
Cash	7	2,524	3,235	3,246
Receivables		24	24	26
Other Assets		58	74	77
Total Current Assets		**2,606**	**3,333**	**3,349**
Non-Current Assets				
Plant and Equipment	8	2,604	2,671	2,710
Intangible Assets	9	139	266	267
Total Non-Current Assets		**2,743**	**2,937**	**2,977**
Total Assets		**5,349**	**6,270**	**6,326**
Current Liabilities				
Payables	10	220	328	345
Employee Benefits	11	2,003	2,495	2,297
Lease Liabilities		26	62	62
Total Current Liabilities		**2,249**	**2,885**	**2,704**
Non-Current Liabilities				
Employee Benefits	11	68	66	56
Total Non-Current Liabilities		**68**	**66**	**56**
Total Liabilities		**2,317**	**2,951**	**2,760**
Net Assets		**3,032**	**3,319**	**3,566**
Equity				
Accumulated Funds		2,056	2,339	2,586
Asset Revaluation Surplus		976	980	980
Total Equity		**3,032**	**3,319**	**3,566**

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

Office of the Legislative Assembly
Statement of Changes in Equity
For the Year Ended 30 June 2022

	Accumulated Funds Actual 2022 $'000	Asset Revaluation Surplus Actual 2022 $'000	Total Equity Actual 2022 $'000	Original Budget 2022 $'000
Balance at 1 July 2021	**2,586**	**980**	**3,566**	**3,566**
Comprehensive Income				
Operating (Deficit)	(563)	-	(563)	(357)
(Decrease) in the Asset Revaluation Surplus	-	(4)	(4)	-
Other Comprehensive Income	-	-	-	75
Total Comprehensive (Deficit)	**(563)**	**(4)**	**(567)**	**(282)**
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	34	-	34	35
Total Transactions Involving Owners Affecting Accumulated Funds	**34**	**-**	**34**	**35**
Balance at 30 June 2022	**2,056**	**976**	**3,032**	**3,319**

	Accumulated Funds Actual 2021 $'000	Asset Revaluation Surplus Actual 2021 $'000	Total Equity Actual 2021 $'000
Balance at 1 July 2020	**2,875**	**995**	**3,870**
Comprehensive Income			
Operating (Deficit)	(324)	-	(324)
(Decrease) in Asset Revaluation Surplus	-	(15)	(15)
Total Comprehensive (Deficit)	**(324)**	**(15)**	**(339)**
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	35	-	35
Total Transactions Involving Owners Affecting Accumulated Funds	**35**	**-**	**35**
Balance at 30 June 2021	**2,586**	**980**	**3,566**

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

Office of the Legislative Assembly
Statement of Cash Flows
For the Year Ended 30 June 2022

	Note No.	Actual 2022 $'000	Original Budget 2022 $'000	Actual 2021 $'000
Cash Flows from Operating Activities				
Receipts				
Controlled Recurrent Payments		10,383	10,383	10,272
Interest Received		32	42	32
Goods and Services Tax Credits		156	254	284
Other		41	153	32
Total Receipts from Operating Activities		**10,612**	**10,832**	**10,620**
Payments				
Employees		5,732	5,751	5,674
Superannuation		1,467	1,026	1,111
Supplies and Services		3,701	3,809	3,143
Goods and Services Tax Paid to Suppliers		206	228	280
Total Payments from Operating Activities		**11,106**	**10,814**	**10,208**
Net Cash (Outflows)/Inflows from Operating Activities	7	**(494)**	**18**	**412**
Cash Flows from Investing Activities				
Payments				
Purchase of Plant and Equipment		225	35	128
Total Payments from Investing Activities		**225**	**35**	**128**
Net Cash (Outflows) from Investing Activities		**(225)**	**(35)**	**(128)**
Cash Flows from Financing Activities				
Receipts				
Capital Injections		34	35	35
Total Receipts from Financing Activities		**34**	**35**	**35**
Payments				
Repayment of Finance Lease Liabilities		37	29	36
Total Payments from Financing Activities		**37**	**29**	**36**
Net Cash (Outflows)/Inflows from Financing Activities		**(3)**	**6**	**(1)**
Net (Decrease)/Increase in Cash		**(722)**	**(11)**	**283**
Cash at the Beginning of the Reporting Period		3,246	3,246	2,963
Cash at the End of the Reporting Period	7	**2,524**	**3,235**	**3,246**

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

APPENDICES

Office of the Legislative Assembly
Controlled Statement of Appropriation
For the Year Ended 30 June 2022

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 2022 $'000	Total Appropriated 2022 $'000	Appropriation Drawn 2022 $'000	Appropriation Drawn 2021 $'000
Controlled Recurrent Payments	10,383	10,383	10,383[a]	10,272
Capital Injections	35	35	34	35
Total Controlled Appropriation	**10,418**	**10,418**	**10,417**	**10,307**

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

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

a) The appropriation drawn for controlled recurrent payments was $111,000 higher than the prior year largely reflecting the indexation of administrative and employee related expenses of the Office.

APPENDICES

NOTE 1. OBJECTIVES OF THE OFFICE OF THE LEGISLATIVE ASSEMBLY

Operations and Principal Activities

The *Australian Capital Territory (Self-Government) Act 1988 [Commonwealth]* (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. 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 or another territory law.

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.

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

IMPACT OF THE COVID-19 GLOBAL PANDEMIC ON THE OFFICE'S FINANCIAL RESULTS

The Office has assessed the impact of the COVID-19 global pandemic on its Controlled and Territorial financial results.

Controlled financial results

The impact on the controlled entity has been minimal. Investment revenue is less than budget and the prior year largely due to lower interest rates. Other revenue is also less than budget as the Office closed its facilities for public bookings and cancelled education seminars. There has been an increase in cleaning costs as the Office has undertaken additional cleaning in high traffic areas of its buildings. None of these items have had a material impact on the operating result. There has been no impact on balance sheet items.

Territorial financial results

The impact on the territorial entity has been minimal. Similar to the controlled entity, there was an increase in the cost of building management expense due to higher cleaning costs.

IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

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

Impact of Accounting Standards Issued But Yet To Be Applied

All Australian Accounting Standards and Interpretations issued but yet to be applied are either not relevant to the Office or have been assessed as having an immaterial financial impact on the Office.

These standards and interpretations are applicable to future reporting periods. The Office does not intend to adopt these standards and interpretations early, with the exception of the change to AASB 101 resulting from AASB 2021/2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definitions of Accounting Estimates. This change requires the Office to disclose its material accounting policy information rather than its significant accounting policies. For all other Australian Accounting Standards issued by yet to be applied, they will be adopted from their application date.

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 ACT Government 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 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.

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

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 2022 together with the financial position of the Office as at 30 June 2022.

COMPARATIVE FIGURES

(a) Budget Figures

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2021-22 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

(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.

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.

LIABILITIES – CURRENT AND NON-CURRENT

Liabilities are classified as current where 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.

CHANGE IN ACCOUNTING POLICY

The Office has early adopted changes to AASB 101 resulting from AASB 2021/2 Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates. References are now to ‘material’ accounting policies rather than ‘significant’ accounting policies in these financial statements.

NOTE 3. GRANTS AND CONTRIBUTIONS

Description and Material Accounting Policies Relating to Grants and Contributions

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.

	2022 $'000	2021 $'000
Resources Received Free of Charge		
Legislative Drafting Services [a]	322	304
Legal Services [b]	56	78
Accommodation Rental	261	261
Total Grants and Contributions	**639**	**643**

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.

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

NOTE 3. GRANTS AND CONTRIBUTIONS - CONTINUED

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

	2022 $'000	2021 $'000
Recipient		
Mr Braddock	2	10
Mr Cain	17	-
Ms Clay	8	44
Mr Coe	-	11
Mr Davis	19	-
Ms Jones	19	-
Ms Kikkert	15	31
Ms Le Couteur	-	23
Ms Lee	19	20
Ms Orr	48	36
Dr Paterson	48	23
Mr Pettersson	2	21
Madam Speaker	44	55
Other Members	9	8
Office of the Legislative Assembly	72	22
Total	**322**	**304**

NOTE 4. EMPLOYEE AND SUPERANNUTION EXPENSES

Description and Material Accounting Policies Relating to Employee and Superannuation 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 11: Employee Benefits for accrued salaries, and annual and long service leave).

NOTE 4. EMPLOYEE AND SUPERANNUTION EXPENSES – CONTINUED

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. 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.

Superannuation Liability Recognition

For the Office employees who are members of the defined benefit CSS or PSS, the employer superannuation liabilities for superannuation benefits payable upon retirement are recognised in the financial statements of the Superannuation Provision Account.

	2022 $'000	2021 $'000
Wages and Salaries	5,209	5,184
Annual Leave Expense	482	490
Long Service Leave Expense	67	67
Workers' Compensation Insurance Premium	46	38
Superannuation Contributions to the Territory Banking Account [a]	661	612
Productivity Benefit	61	63
Superannuation Payments for the PSSAP	36	30
Superannuation to External Providers [b]	393	346
Other Employee Benefits and On-Costs	57	58
Total Employee and Superannuation Expenses	**7,012**	**6,888**
Split of Employee and Superannuation Expenses		
Total Employee Expenses	5,861	5,837
Total Superannuation Expenses	1,151	1,051
Total Employee and Superannuation Expenses	**7,012**	**6,888**

a) The increase is largely attributable to the higher salaries of staff who are members of the PSS defined benefit scheme in 2021-22.

b) The increase is mostly due to new staff joining fund of choice schemes.

NOTE 5. SUPPLIES AND SERVICES

Description and Material Accounting Policies Relating to Supplies and Services

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.

Rental Expenses

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.

	2022 $'000	2021 $'000
Information Technology Running Costs [a]	1,095	995
Building Management [b]	937	981
Accommodation Rental	534	532
Consultants, Contractors and Professional Services [c]	347	269
Printing and Stationery	104	104
Legal Services and Legislative Drafting	378	382
Staff Training and Services [d]	131	80
Recording and Transcription [e]	137	93
Library Materials	100	86
Insurance Premium	58	54
Travel	10	12
Telephone	51	57
Hospitality and Functions	6	3
Internal and External Auditor Fees [f]	93	103
Advertising	29	35
Assembly Broadcasting	72	61
Other	80	76
Total Supplies and Services	**4,162**	**3,923**

a) Information technology running costs increased with the ongoing digital support in the Parliamentary Services and Business Support branches. The Office implemented new human resources systems during 2021-22.

b) Building management costs decreased in 2021-22 due to lower number of unscheduled maintenance requirements compared to 2020-21.

c) Consultants, contractors and professional services increased largely due to the engagement of consultants to review elements of the Office's organisational structure.

NOTE 5. SUPPLIES AND SERVICES – CONTINUED

d) Staff training and services costs increased largely due to engagement of specialist recruitment services.

e) Recording and transcription services increased in 2021-22 due to a higher number of committee hearings.

f) External audit fees paid to the ACT Audit Office for the financial statements were $60,000 ($52,500 in 2020-21). No other services were provided by the ACT Audit Office.

NOTE 6. DEPRECIATION AND AMORTISATION

Description and Material Accounting Policies Relating to Depreciation and Amortisation

Depreciation is applied to physical assets such as plant and equipment. Amortisation is used in relation to intangible assets. Heritage assets have an unlimited useful life and are therefore not depreciated.

Plant and equipment including those under lease and leasehold improvements are depreciated over the estimated useful life of the assets or the unexpired period of the lease, whichever is the shorter.

All depreciation is calculated after first deducting any residual values which remain for each asset. Amortisation is calculated on the useful life of the intangible assets.

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

Class of Asset	Depreciation/Amortisation Method	Useful Life (Years)
Plant and Equipment	Straight Line	2-20
Right-of-Use Plant and Equipment	Straight Line	2
Leasehold Improvements	Straight Line	10
Intangibles - Computer Software	Straight Line	5

	2022 $'000	2021 $'000
Depreciation		
Plant and Equipment	130	145
Right-of-Use Plant and Equipment	36	36
Leasehold Improvements	166	166
Total Depreciation	**332**	**347**
Amortisation		
Intangible Assets	127	127
Total Amortisation	**127**	**127**
Total Depreciation and Amortisation	**459**	**474**

APPENDICES

NOTE 7. 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 2021-22 and 2020-21 was 1.0%.

Cash includes cash at bank and cash on hand.

a) Cash

	2022 $'000	2021 $'000
Deposits Held at Call with a Financial Institution [a]	2,524	3,245
Cash on Hand	-	1
Total Cash	**2,524**	**3,246**

a) The decrease in Deposits Held at Call with a Financial Institution of $0.722 million was due to a combination of factors including, an increase in payments for supplies and services, employee expenses and purchase of plant and equipment.

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.

	2022 $'000	2021 $'000
Total Cash Recorded in the Balance Sheet	2,524	3,246
Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows	**2,524**	**3,246**

c) Reconciliation of Operating (Deficit) to Net Cash Inflows from Operating Activities

	2022 $'000	2021 $'000
Operating (Deficit)	(563)	(324)
Add/(Less) Non-Cash Items		
Depreciation of Plant and Equipment	332	347
Amortisation of Intangible Assets	127	127
Add/(Less) Items Classified as Investing or Financing		
Derecognition of Non-Current Assets	(4)	(16)
Cash Before Changes in Operating Assets and Liabilities	**(108)**	**134**

NOTE 7. CASH – CONTINUED

	2022 $'000	2021 $'000
Decrease/(Increase) in Receivables	2	(4)
Decrease/(Increase) in Other Assets	19	(11)
(Decrease)/Increase in Payables	(125)	199
(Decrease)/Increase in Employee Benefits	(282)	94
Net Changes in Operating Assets and Liabilities	**(386)**	**278**
Net Cash Inflows from Operating Activities	**(494)**	**412**

d) Non-Cash Financing and Investing Activities

Acquisition of motor vehicles by means of lease	(37)	36

NOTE 8. PROPERTY, PLANT AND EQUIPMENT

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

Included in property, plant and equipment are the following classes of assets - plant and equipment, leasehold improvements and heritage assets.

- *Plant and equipment* includes office equipment, furniture and fittings and right-of-use assets.
- *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 art 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.

NOTE 8. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

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.

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 land and building. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest valuation was performed as at 30 June 2020. The Office engaged Jones Lang LaSalle Advisory Services Pty Ltd to conduct a desktop assessment of the territorial land and building value as at 30 June 2022.

	2022 $'000	2021 $'000
Plant and Equipment		
Plant and Equipment at Fair Value	1,020	829
Less: Accumulated Depreciation	(272)	(143)
	748	686
Right-of-Use Plant and Equipment at Cost	73	73
Less: Accumulated Depreciation	(47)	(11)
	26	62
Total Plant and Equipment	**774**	**748**
Leasehold Improvements		
Leasehold improvements at Fair Value	829	829
Less: Accumulated Depreciation	(332)	(166)
Total Leasehold Improvements	**497**	**663**
Heritage Assets		
Artwork and Other Collectables at Fair Value	880	852
Library Collection at Fair Value	453	447
Total Heritage Assets	**1,333**	**1,299**
Total Property, Plant and Equipment	**2,604**	**2,710**

NOTE 8. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2021-22.

	Plant and Equipment $'000	Leasehold Improvements $'000	Heritage Assets $'000	Total $'000
Carrying Amount at the Beginning of the Reporting Period	748	663	1,299	2,710
Additions	196	-	34	230
Depreciation	(165)	(166)	-	(331)
Revaluation (Decrement)	(5)	-	-	(5)
Carrying Amount at the End of the Reporting Period	**774**	**497**	**1,333**	**2,604**

Reconciliation of Property, Plant and Equipment

The following table shows the movement of Property, Plant and Equipment during 2020-21.

	Plant and Equipment $'000	Leasehold Improvements $'000	Heritage Assets $'000	Total $'000
Carrying Amount at the Beginning of the Reporting Period	764	829	1,263	2,856
Additions	180	-	36	216
Depreciation	(181)	(166)	-	(347)
Revaluation (Decrement)	(15)	-	-	(15)
Carrying Amount at the End of the Reporting Period	**748**	**663**	**1,299**	**2,710**

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 2022 are shown in the following table.

NOTE 8. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

	Classification According to the Fair Value Hierarchy			
	Level 1	Level 2	Level 3	Total
2022	**$'000**	**$'000**	**$'000**	**$'000**
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**

	Classification According to the Fair Value Hierarchy			
	Level 1	Level 2	Level 3	Total
2021	**$'000**	**$'000**	**$'000**	**$'000**
Property, Plant and Equipment at Fair Value				
Plant and Equipment	-	670	16	686
Leasehold Improvements	-	-	663	663
Heritage Assets	-	852	447	1,299
	-	**1,522**	**1,126**	**2,648**

Transfers Between Categories

No assets have been reclassified in 2021-22.

Valuation Techniques, Inputs and Processes

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. The valuation takes into account any known market impacts of the COVID-19 global pandemic. There has not been a material impact on the fair value of assets.

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

NOTE 8. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

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.

Fair Value Measurements using Significant Unobservable Inputs (Level 3)

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

2021	Plant and Equipment $'000	Leasehold Improvements $'000	Heritage Assets $'000	Total $'000
Fair Value at the Beginning of the Reporting Period	61	829	442	1,332
Additions	-	-	5	5
Depreciation	(45)	(166)	-	(211)
Fair Value at the End of the Reporting Period	**16**	**663**	**447**	**1,126**

NOTE 9. 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.

	2022 $'000	2021 $'000
Computer Software		
Externally Purchased Software		
Computer Software at Cost	684	684
Less: Accumulated Amortisation	(545)	(417)
Total Externally Purchased Software	139	267
Total Computer Software	**139**	**267**
Total Intangible Assets	**139**	**267**

Reconciliation of Intangible Assets

The following table shows the movement of the Intangible Assets.

	2022 $'000	2021 $'000
Carrying Amount at the Beginning of the Reporting Period	267	394
Amortisation	(128)	(127)
Carrying Amount at the End of the Reporting Period	**139**	**267**

APPENDICES

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2022

NOTE 10. PAYABLES

Description and Material Accounting Policies Relating to Payables

Payables are initially recognised at fair value based on the transaction cost and after 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.

	2022 $'000	2021 $'000
Current Payables		
Trade Payables	54	195
Accrued Expenses	166	150
Total Current Payables [a]	**220**	**345**
Total Payables	**220**	**345**

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

APPENDICES

NOTE 11. 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. In 2021-22, the rate used to estimate the present value of future:

- Payments for annual leave is 101.8% (100.2% in 2020-21); and
- Payments for long service leave is 95.3% (108.7% in 2020-21).

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 June 2022. 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 2022 report. The next actuarial review is expected to be undertaken by early 2025.

NOTE 11. EMPLOYEE BENEFITS – CONTINUED

	2022 $'000	2021 $'000
Current Employee Benefits		
Annual Leave	593	652
Long Service Leave [a]	1,263	1,520
Accrued Salaries	147	125
Total Current Employee Benefits	**2,003**	**2,297**
Non-Current Employee Benefits		
Long Service Leave	68	56
Total Non-Current Employee Benefits	**68**	**56**
Total Employee Benefits	**2,071**	**2,353**

	2022 $'000	2021 $'000
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	382	375
Long Service Leave	155	202
Accrued Salaries	147	125
Total Employee Benefits Payable within 12 Months	**684**	**702**
Estimated Amount Payable after 12 Months		
Annual Leave	211	277
Long Service Leave	1,176	1,374
Total Employee Benefits Payable after 12 Months	**1,387**	**1,651**
Total Employee Benefits	**2,071**	**2,353**

a) The decrease in Long Service Leave liability is due to the present value percentage changing from 108.7% to 95.3% and payment of leave entitlements during 2021-22.

At 30 June 2022, the Office employed 53.2 full time equivalent (FTE) staff (55.1 FTE staff at 30 June 2021).

NOTE 12. FINANCIAL INSTRUMENTS

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) from the ACT Government, 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 2022

NOTE 13. COMMITMENTS

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.

	2022 $'000	2021 $'000
Within one year	864	791
Later than one year but not later than five years [a]	544	837
Total Other Commitments	**1,408**	**1,628**

a) Commitments have reduced in 2021-22 due to ending of some contracts relating to consultancy services and Better Infrastructure Fund projects relating to upgrades to the Assembly precinct.

NOTE 14. BUDGETARY REPORTING

Material 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.

	Variance Explanation	Actual 2022 $'000	Original Budget 2022 $'000	Variance $'000	Variance %
Balance Sheet Line Items					
Cash	1	2,524	3,235	(711)	(22%)

Variance Explanations

1. The variance is due to a combination of factors including, an increase in payments for supplies and services, employee expenses including superannuation and purchase of plant and equipment.

APPENDICES

NOTE 15. 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 an Executive Management Committee comprising the Clerk of the Legislative Assembly and five other senior staff members. The Office does not have a Minister.

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

	2022 $'000	2021 $'000
Short-term employee benefits	1,118	953
Post-employment benefits	283	212
Other long-term benefits	55	(11)
Total Compensation to Key Management Personnel paid by the Office [a]	**1,456**	**1,154**

a) Total compensation to Key Management Personnel increased primarily due to addition of Senior Director Committee Support to the Executive Management Committee and employment benefits paid to departing executive staff.

(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 2021-2022 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 $0.378 million in 2021-22 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.

NOTE 15. RELATED PARTY DISCLOSURES – CONTINUED

Expenses

- Supplies and Services (Note 5) – The Office paid $0.918 million to Shared Services for ICT services, $0.423 million to ACT Property Group for rent, utilities, and maintenance services, and paid $0.060 million to the ACT Audit Office for audit services.

Office of the Legislative Assembly

Territorial Financial Statements

For the Year Ended 30 June 2022

Office of the Legislative Assembly
Content of Territorial Financial Statements
For the Year Ended 30 June 2022

APPENDICES

Office of the Legislative Assembly
Statement of Income and Expenses on Behalf of the Territory
For the Year Ended 30 June 2022

	Note No.	Actual 2022 $'000	Original Budget 2022 $'000	Actual 2021 $'000
Income				
Revenue				
Payment for Expenses on Behalf of the Territory		8,893	9,364	9,743
Grants and Contributions Revenue		522	441	544
Total Revenue		**9,415**	**9,805**	**10,287**
Other gains [a]		173	-	-
Total Income		**9,588**	**9,805**	**10,287**
Expenses				
Employee Expenses	17	8,233	8,583	8,400
Superannuation Expenses	17	959	929	927
Supplies and Services	18	697	542	726
Depreciation		745	1,260	695
Total Expenses		**10,634**	**11,314**	**10,748**
Operating Result		**(1,046)**	**(1,509)**	**(461)**
Other Comprehensive Income				
Items that will not be reclassified subsequently to profit or loss				
Increase in the Asset Revaluation Surplus		1,000	-	-
Total Other Comprehensive Income		**1,000**	**-**	**-**
Total Comprehensive (Deficit)		**(46)**	**(1,509)**	**(461)**

a) Improvements to the Assembly building received free of charge from the ACT Executive.

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

APPENDICES

Office of the Legislative Assembly
Statement of Assets and Liabilities on Behalf of the Territory
As at 30 June 2022

	Note No.	Actual 2022 $'000	Original Budget 2022 $'000	Actual 2021 $'000
Current Assets				
Cash	19	83	146	120
Receivables		6	20	19
Total Current Assets		**89**	**166**	**139**
Non-Current Assets				
Property, Plant and Equipment	20	36,240	34,461	35,519
Total Non-Current Assets		**36,240**	**34,461**	**35,519**
Total Assets		**36,329**	**34,627**	**35,658**
Current Liabilities				
Payables		15	95	95
Employee Benefits [a]	21	974	655	469
Total Current Liabilities		**989**	**750**	**564**
Total Liabilities		**989**	**750**	**564**
Net Assets		**35,340**	**33,877**	**35,094**
Equity				
Accumulated Funds		16,232	15,769	16,986
Asset Revaluation Surplus		19,108	18,108	18,108
Total Equity		**35,340**	**33,877**	**35,094**

a) The increase is due to the first-time recognition of a resettlement allowance entitlement for Members of the Legislative Assembly based on the entitlements as of 30 June 2022.

The above Statement of Assets and Liabilities on Behalf of the Territory should 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 2022

	Accumulated Funds Actual 2022 $'000	Asset Revaluation Surplus Actual 2022 $'000	Total Equity Actual 2022 $'000	Original Budget 2022 $'000
Balance at 1 July 2021	**16,986**	**18,108**	**35,094**	**35,094**
Comprehensive Income				
Operating Result	(1,046)	-	(1,046)	(1,509)
Increase in Asset Revaluation Surplus	-	1,000	1,000	-
Total Comprehensive (Deficit)/Income	**(1,046)**	**1,000**	**(46)**	**(1,509)**
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	292	-	292	292
Total Transactions Involving Owners Affecting Accumulated Funds	**292**	**-**	**292**	**292**
Balance at 30 June 2022	**16,232**	**19,108**	**35,340**	**33,877**

	Accumulated Funds Actual 2021 $'000	Asset Revaluation Surplus Actual 2021 $'000	Total Equity Actual 2021 $'000
Balance at 1 July 2020	**15,957**	**18,108**	**34,065**
Comprehensive Income			
Operating Result	(461)	-	(461)
Total Comprehensive (Deficit)	**(461)**	**-**	**(461)**
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	1,490	-	1,490
Total Transactions Involving Owners Affecting Accumulated Funds	**1,490**	**-**	**1,490**
Balance at 30 June 2021	**16,986**	**18,108**	**35,094**

The above Statement of Changes in Equity on Behalf of the Territory should 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 2022

	Note No.	Actual 2022 $'000	Original Budget 2022 $'000	Actual 2021 $'000
Cash Flows from Operating Activities				
Receipts				
Cash from Government for Expenses on Behalf of the Territory		8,893	9,364	9,743
Goods and Services Tax Credits		30	30	163
Total Receipts from Operating Activities		**8,923**	**9,394**	**9,906**
Payments				
Employees		7,549	8,728	8,643
Superannuation		1,076	518	974
Supplies and Services		255	117	142
Goods and Services Tax Paid to Suppliers		44	5	151
Total Payments from Operating Activities		**8,924**	**9,368**	**9,910**
Net Cash (Outflows)/Inflows from Operating Activities	19	**(1)**	**26**	**(4)**
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		328	292	1,447
Total Payments from Investing Activities		**328**	**292**	**1,447**
Net Cash (Outflows) from Investing Activities		**(328)**	**(292)**	**(1,447)**
Cash Flows from Financing Activities				
Receipts				
Capital Injections		292	292	1,490
Total Receipts from Financing Activities		**292**	**292**	**1,490**
Net Cash Inflows from Financing Activities		**292**	**292**	**1,490**
Net (Decrease)/Increase in Cash		**(37)**	**26**	**39**
Cash at the Beginning of the Reporting Period		120	120	81
Cash at the End of the Reporting Period	19	**83**	**146**	**120**

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

Office of the Legislative Assembly
Territorial Statement of Appropriation
For the Year Ended 30 June 2022

Description and Material Accounting Policies Relating to Appropriations

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 ACT Government 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 2022 $'000	Total Appropriated 2022 $'000	Appropriation Drawn 2022 $'000	Appropriation Drawn 2021 $'000
Expenses on Behalf of the Territory	9,364	9,364	8,893	9,743 [a]
Capital Injections	292	292	292	1,490 [b]
Total Territorial Appropriation	**9,656**	**9,656**	**9,185**	**11,233**

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

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

a) The appropriation drawn for Expenses on Behalf of the Territory was $850,000 less than the prior year and $471,000 less than budget due mainly to non-Executive members not fully utilising their salary allocation and the reduced value of termination payments made to non-Executive members and their staff.

b) The appropriation drawn for Capital Injections was $1,198,000 less than prior year mainly due to completion of Members' Entrance Redesign project in 2020-21.

NOTE 16. 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* to Note 14 *Budgetary Reporting* apply equally to the Controlled and Territorial financial statements.

GOING CONCERN

The 2021-22 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 2022-23 under section 7 of the *Financial Management Act 1996*. The 2022-23 Budget, including forward estimates, will be presented in the Legislative Assembly on 2 August 2022 and will be debated subsequent to the certification of these financial statements.

NOTE 17. EMPLOYEE AND SUPERANNUTION EXPENSES – TERRITORIAL

Description and Material Accounting Policies Relating to Employee benefits

- 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 including resettlement allowance for members.

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

	2022 $'000	2021 $'000
Wages and Salaries	7,301	7,210
Annual Leave Expense	343	256
Long Service Leave Expense	79	81
Workers' Compensation Insurance	38	32
Termination Expense [a]	440	790
Other Employee Benefits and On-Costs	32	31
Superannuation Contributions to the Territory Banking Account	111	85
Productivity Benefit	10	6
Superannuation Contributions paid to External Providers	838	836
Total Employee Expenses	**9,192**	**9,327**

	2022 $'000	2021 $'000
Split of Employee and Superannuation Expenses		
Total Employee Expenses	8,233	8,400
Total Superannuation Expenses	959	927
Total Employee and Superannuation Expenses	**9,192**	**9,327**

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NOTE 17. EMPLOYEE AND SUPERANNUTION EXPENSES – TERRITORIAL – CONTINUED

a) Under a Remuneration Tribunal determination, all members are entitled to a resettlement allowance if they retire, resign, or stand for re-election and are unsuccessful. The higher amount of termination payments made in 2020-21 compared to current year reflects the higher number of retirements and resignations following the October 2020 ACT Election.

NOTE 18. SUPPLIES AND SERVICES – TERRITORIAL

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

	2022 $'000	2021 $'000
Consultants, Contractors and Professional Services [a]	106	147
Building Management [b]	522	544
Other [c]	69	35
Total Supplies and Services	**697**	**726**

a) The drop in expenses is mainly due to a reduction in engagement of consultants and contractors by non-Executive members.

b) The corresponding amount appears as grants and contributions in the Statement of Income and Expenses on Behalf of the Territory.

c) The lower amount for 2020-21 is due to a car parking arrangement that started during latter half of the financial year, that continued for the full year in 2021-22.

NOTE 19. CASH – TERRITORIAL

	2022 $'000	2021 $'000
Deposits Held at Call with a Financial Institution	83	120
	83	**120**

(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	83	120
Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows on Behalf of the Territory	**83**	**120**

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

Operating Result	(1,046)	(461)
Add/(Less) Non-Cash Items		
Depreciation of Property, Plant and Equipment	745	695
Other Gains - Building improvements received free of charge from ACT Executive	(173)	-

APPENDICES

NOTE 19. CASH – TERRITORIAL– CONTINUED

	2022 $'000	2021 $'000
Cash Before Changes in Operating Assets and Liabilities	**(474)**	**234**
Changes in Operating Assets and Liabilities		
Decrease in Receivables	12	10
(Decrease)/Increase in Payables	(44)	38
Increase/(Decrease) in Employee Benefits	505	(286)
Net Changes in Operating Assets and Liabilities	**473**	**(238)**
Net Cash (Outflows) from Operating Activities	**(1)**	**(4)**

NOTE 20. 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 2020.

The Office engaged Jones Lang LaSalle Advisory Services Pty Ltd to conduct a desktop assessment of the territorial land and building value as at 30 June 2022. This valuation identified $1,000,000 increase in fair value of land asset. This has been reflected in the financial statements. There was no material movement in the fair value of the building asset.

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 and building improvements	Straight Line	42

NOTE 20. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED

	2022 $'000	2021 $'000
Land and Building		
Land at Fair Value [a]	6,000	5,000
Total Land Assets	**6,000**	**5,000**
Building at Fair Value	29,200	29,200
Less: Accumulated Depreciation	(1,390)	(695)
	27,810	28,505
Building Improvements at Cost [b]	2,480	2,014
Less: Accumulated Depreciation	(50)	-
	2,430	2,014
Total Building	**30,240**	**30,519**
Total Land and Building	**36,240**	**35,519**
Total Property, Plant and Equipment	**36,240**	**35,519**

2021-22 Reconciliation of Property, Plant and Equipment

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

	Land $'000	Building $'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**

2020-21 Reconciliation of Property, Plant and Equipment

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

	Land $'000	Building $'000	Total $'000
Carrying Amount at the Beginning of the Reporting Period	**5,000**	**29,200**	**34,200**
Additions	-	2,014	2,014
Depreciation	-	(695)	(695)
Carrying Amount at the End of the Reporting Period	**5,000**	**30,519**	**35,519**

a) The increase is due to the revaluation increment.

b) The increase is due to upgrades to the Assembly building resulting from Better Infrastructure Fund projects and building improvements received free of charge from the ACT Executive.

NOTE 20. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED

Fair Value Hierarchy

The Office is required to classify property, plant and equipment into the level in the Fair Value Hierarchy that best reflects the significance of the inputs used in determining their fair value. The levels are:

- 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.

Transfers Between Categories

All the Office's property, plant and equipment is valued using Level 2 valuation techniques and inputs. There have been no transfers between Levels 1, 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. The valuation considers any known market impacts of COVID-19 global pandemic. There has not been a material impact on the fair value of assets.

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.

NOTE 21. EMPLOYEE BENEFITS – TERRITORIAL

Description and Material Accounting Policies Relating to Employee Benefits - Territorial

Annual and Long Service Leave – Legislative Assembly members' staff

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 11 *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 otherwise 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.

	2022 $'000	2021 $'000
Current Employee Benefits		
Annual Leave [a]	374	269
Long Service Leave	38	40
Accrued Salaries	182	160
Resettlement Allowance – Members of the Legislative Assembly [b]	380	-
Total Current Employee Benefits	**974**	**469**
Total Employee Benefits	**974**	**469**

a) The increase in Annual Leave liability is due to the present value percentage rising from 100.2% to 101.8% and lower leave utilisation.

b) The increase reflects the first-time recognition of a resettlement allowance for Members of the Legislative Assembly based on the entitlements as of 30 June 2022.

At 30 June 2022, the Office's Territorial entity employed 37.0 full time equivalent (FTE) staff (41.5 FTE at 30 June 2021).

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NOTE 22. 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 is emerging financial liabilities.

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

NOTE 23. BUDGETARY REPORTING – TERRITORIAL

Material Judgements and Estimates – Budgetary Reporting

These same judgements and estimates disclosed in Note 14 *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 Explanation	Actual 2022 $'000	Original Budget 2022 $'000	Variance $'000	Variance %
Statement of Income and Expenses on behalf of the Territory Line Items					
Increase in the Asset revaluation Surplus	1	1,000	-	1,000	#

Variance Explanations

1. Revaluation of the land asset was not anticipated in the budget.

	Variance Explanation	Actual 2022 $'000	Original Budget 2022 $'000	Variance $'000	Variance %
Statement of Cash Flows on behalf of the Territory line items					
Employee Expenses	2	7,549	8,728	(1,179)	(13.5%)

Variance Explanations

2. Employee expenses were less than budget mainly due to non-Executive members not fully utilising their salary allocation and lower amount of termination payments made to non-Executive members and their staff.

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