



**Office of the  
Legislative Assembly**

# **Annual report 2024-2025**

**PEACE, ORDER & GOOD GOVERNMENT**



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



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

## Transmittal certificate

Mark Parton MLA  
Speaker of the Legislative Assembly  
[speaker@parliament.act.gov.au](mailto:speaker@parliament.act.gov.au)

Dear Mr Speaker

I am pleased to submit, for your information and presentation in the Legislative Assembly, this annual report of the Office of the Legislative Assembly (the Office) for the financial year ending 30 June 2025.

Pursuant to section 7B of the *Annual Reports (Government Agencies) Act 2004*, this report is an account of the Office's management during the reporting period.

I commend the report to you.

Yours sincerely,

Tom Duncan  
Clerk of the Legislative Assembly

October 2025

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# Contents

Transmittal certificate.....	ii		
The Clerk’s overview.....	1		
<b>2024-2025 at a glance.....</b>	<b>2</b>		
Child code of conduct and policy .....	2		
Procedural and new members’ seminars.....	2		
11th Assembly Election .....	2		
Members’ staff initiatives.....	2		
Flexible work .....	3		
Update of publications and displays.....	3		
Chamber proceedings .....	3		
Legislation .....	3		
Questioning the executive.....	3		
Committees .....	3		
Assembly library.....	4		
Assembly building upgrades.....	4		
Hansard .....	4		
Digital transformation .....	4		
<b>The year ahead.....</b>	<b>4</b>		
Business continuity.....	4		
Strategic planning.....	4		
Review of budget protocols .....	4		
Chamber processes .....	5		
Staff engagement survey.....	5		
Enterprise bargaining .....	5		
Public entrance upgrade .....	5		
Hansard .....	5		
Cyber security.....	5		
Assembly library.....	6		
Latimer review.....	6		
		<b>Performance reporting</b>	
		<b>Organisational overview .....</b>	<b>8</b>
		Legislative context.....	8
		The Office’s priorities .....	9
		Values.....	9
		Structure of the Office.....	10
		Executive management committee.....	11
		<b>Assembly proceedings .....</b>	<b>11</b>
		Chamber proceedings .....	11
		Assembly committees .....	12
		Procedural digest.....	17
		The Office’s performance and activity.....	21
		Interparliamentary activities .....	28
		The ACT Register of Lobbyists .....	30
		<b>Scrutiny reporting</b>	
		<b>Internal and external scrutiny .....</b>	<b>32</b>
		Committee recommendations .....	32
		<b>Legislative and policy-based reporting</b>	
		<b>Risk management and internal audit .....</b>	<b>34</b>
		Audit and Risk Committee .....	34
		<b>Fraud and corruption prevention .....</b>	<b>35</b>
		<b>Public interest disclosure .....</b>	<b>35</b>
		Who can make a public interest disclosure? .....	35
		What happens to public interest disclosures relating to the Assembly? .....	36
		Protections for disclosers .....	36
		Making a public interest disclosure.....	37
		More information.....	38
		The Assembly’s disclosure officers .....	38
		Public interest disclosures during the period .....	38
		<b>Freedom of information .....</b>	<b>38</b>
		Organisation .....	38
		Powers.....	39
		Arrangements for public participation .....	39
		Freedom of information (FOI) procedures and contact points.....	39
		Reporting under the <i>Freedom of Information Act 2016 (FOI Act)</i> .....	39
		<b>Internal accountability.....</b>	<b>41</b>
		<b>Human Rights Act 2004 .....</b>	<b>41</b>
		<b>Other reporting requirements .....</b>	<b>42</b>
		Access and inclusion.....	42
		Free period products access.....	42
		Multicultural initiatives .....	42
		<b>Human resource performance .....</b>	<b>43</b>
		Staffing profile .....	43
		Staff selection processes .....	45
		Learning and development .....	48
		Workplace health and safety.....	49
		Activities and Training .....	49
		Asset management.....	50
		Capital works.....	51
		Territory records.....	54
		Sustainability reporting .....	54
		<b>Appendices</b>	
		<b>Appendix 1: Sitting days.....</b>	<b>57</b>
		<b>Appendix 2: Proceedings .....</b>	<b>58</b>
		<b>Appendix 3: Minutes of proceedings .....</b>	<b>59</b>
		<b>Appendix 4: Bills and amendments .....</b>	<b>60</b>
		<b>Appendix 5: Bills presented .....</b>	<b>61</b>
		<b>Appendix 6: Questions with and without notice .....</b>	<b>62</b>
		<b>Appendix 7: Committee statistics .....</b>	<b>63</b>
		<b>Appendix 8: Web engagement.....</b>	<b>69</b>
		<b>Appendix 9: Library and reference services....</b>	<b>70</b>
		<b>Appendix 10: Members of the Assembly.....</b>	<b>71</b>
		<b>Appendix 11: Office holders.....</b>	<b>73</b>
		<b>Appendix 12: Ministers as of 30 June 2025 ....</b>	<b>74</b>
		<b>Appendix 13: Remuneration of MLAs .....</b>	<b>75</b>
		<b>Appendix 14: Non-executive members’ staff .....</b>	<b>76</b>
		<b>Appendix 15: Parliamentary visitors and delegations .....</b>	<b>78</b>
		<b>Appendix 16: Assembly branch of the Commonwealth Parliamentary Association ....</b>	<b>79</b>
		<b>Appendix 17: Education programs.....</b>	<b>81</b>
		<b>Appendix 18: Financial statements and management discussion and analysis .....</b>	<b>82</b>

## The Clerk's overview

### Yumalundi\* and welcome to the Office of the Legislative Assembly's annual report for the 2024-2025 financial year

\* 'Welcome' in Ngunnawal language

During the reporting period, the Office continued to provide independent support and advice to the Assembly, its committees and members.

Following the 2024 election, the Office undertook a wide range of tasks, including preparations for the first sitting day of the Eleventh Assembly, seminars for new members, processing a large volume of staffing agreements, establishing new Assembly committees, reorganising the Assembly website, making arrangements for office accommodation, and reviewing relevant policies and procedures.

The 2024-2025 financial year saw the Office invest in upgrades to the Assembly building, a new library management system, trialling the use of AI to assist with Hansard transcription, as well as its continued transition to an enterprise wide parliamentary information management system.

The Office will continue to provide support for all MLAs and staff throughout the second year of the Eleventh Assembly. I look forward to reflecting on our achievements at the end of the next financial year.



**Tom Duncan**  
Clerk of the Legislative Assembly

## 2024-2025 at a glance

### Child code of conduct and policy

Early in 2025, the Speaker, Chief Minister, Leader of the Opposition, Leader of the ACT Greens and the Clerk all signed and endorsed the Assembly's Child Code of Conduct and Policy for the 11th Assembly.

### Procedural and new members' seminars

All parts of the Office were involved in conducting seminars for newly elected members following the October 2024 election. Among other matters, the seminars addressed the unique working environment within the Legislative Assembly, health and safety, committee and chamber proceedings, and Officers of the Assembly.

The Office also conducted 10 procedural seminars for members and staff covering a wide range of topics, including: questions on notice, Assembly documents, the operation of the Standing Committee on Administration and Procedure and the Legislative Scrutiny Committee, parliamentary privilege, petitions, and the standing orders.

### 11th Assembly Election

The Office successfully managed the transition to the 11th Assembly. This was a significant program of work for Business Support and included the calculation and processing of entitlements for outgoing members and staff, the development and delivery of induction seminars for new members, onboarding of MLAs and their staff to the payroll and HR systems, the establishment of administrative support structures aligned with the committee arrangements endorsed by the new Assembly, planning and coordination of ICT asset management activities, including stocktakes, collection, sanitisation and redeployment of existing ICT equipment, the activation and deactivation of ICT services for incoming and outgoing members and their staff.

The Office also briefed the incoming Speaker and established administrative support structures for a new committee system.

### Members' staff initiatives

The *Legislative Assembly Members' Staff Enterprise Agreement 2023–2026* requires that work performance and total remuneration for members' staff be reviewed annually, either on or immediately prior to the anniversary of their appointment. To support this process, the Office's cloud-based performance review system HR Performance was made available to members and their staff. This move away from a paper-based system streamlines performance evaluations and enhances consistency and transparency across the review process.

Further reinforcing the commitment to professional growth, a comprehensive Study Assistance Framework and accompanying guidelines were developed and introduced. This initiative reflects the Office's dedication to providing opportunities for learning and development, capability building and ongoing professional development.

## Flexible work

The Office continued to promote flexible and hybrid work arrangements wherever possible to enable staff to maintain a healthy work-life balance.

## Update of publications and displays

Following the ACT election, the Office undertook major revisions to the Assembly website, the Members' Guide, internal building displays and education materials.

## Chamber proceedings

The Chamber Support Office continued to provide procedural and administrative support to the operation of the Chamber. The winding up of the 10th Assembly triggered a number of projects to document and archive the work of the Assembly. The commencement of the 11th Assembly in November 2024 saw the Chamber Support Office involved in the ceremonial aspects of the first sitting day as well as training and induction activities for new members.

The changed dynamics in the Chamber with the inclusion of two independents and four ACT Greens as the crossbench has resulted in an increase in the complexity of procedural advice sought by all members. It has also resulted in an increase in the use of standing orders to require the government to provide certain documents.

The Office continued its support to the Standing Committee on Administration and Procedure and the Standing Committee on Legal Affairs (Legislative Scrutiny Role).

## Legislation

During the reporting period, the Office facilitated the presentation of 28 executive bills and nine private members bills in the Assembly and arranged for the notification of 35 bills that had been passed. The Office also processed 306 items of subordinate legislation.

## Questioning the executive

The Office supported members in their scrutiny of the executive, processing 571 questions on notice. During the reporting period, members also asked 1,392 questions without notice (including supplementary questions without notice).

## Committees

The Office supported eight standing committees and one select committee towards the end of the Tenth Assembly in 2024-2025. In June 2025 in the Eleventh Assembly, the Office supported eight standing committees and two select committees. During the reporting period there were 30 reports presented.

During the reporting period, 247 committee meetings were held, 530 submissions were received, and 626 witnesses gave evidence. One select committee tabled its final report and was dissolved during the reporting period.

## Assembly library

In 2024-2025, the Office successfully implemented a new library management system, OCLC WorldShare Management System (WMS). A key feature of WMS is a discovery layer that makes it possible to search across subscription databases, e-journals, and the Library collection at the same time. The Office also implemented OCLC ILL, allowing clients to request digital documents from libraries worldwide.

## Assembly building upgrades

During the reporting period, the Office invested \$304,000 in various capital works projects. Upgrades to the Assembly building included a significant upgrade of electronic security systems, installation of an uninterruptible power supply, the replacement of turf in the courtyards and upgrades to electrical switchboards and fire warning systems.

## Hansard

Hansard trialled insourcing transcription with the assistance of AI, revealing promising cost savings but reliability gaps. The model shows potential and may be revisited once those issues are resolved. The trial has provided valuable insights for future improvements.

## Digital transformation

During 2024-2025, having secured long term funding, the Office continued the project to transition to an enterprise-wide parliamentary information management system.

## The year ahead

### Business continuity

In the forthcoming period, the Office will conduct an exercise to test aspects of its business continuity planning. The Office will use this exercise to identify any gaps, to improve documentation and to further develop the Office's readiness to address the different business continuity risks confronting the Assembly and the Office.

### Strategic planning

The Office will embark on a planning process, involving all staff, to develop a new strategic plan for the next four years.

### Review of budget protocols

The Office will support the Speaker in reviewing and renegotiating the budget protocols between the Speaker and the Chief Minister that are to apply to the Office and Officers of the Assembly.

## Chamber processes

The 2025-2026 reporting period will see the Office continue to develop and implement new technologies to assist with the production of Chamber related documents and processes.

## Staff engagement survey

In September 2025, the Office will participate in the ACT Public Service Survey for the first time since 2021. The survey provides a chance to hear directly from staff about their workplace experience, highlighting areas of strength and identifying opportunities for improvement. Insights gained through this process will inform future employee engagement initiatives and serve as a valuable benchmark for tracking progress towards shared goals. Survey results will inform the delivery of HR strategies for the next year.

## Enterprise bargaining

Negotiations have commenced for new Enterprise Agreements across the ACT Public Sector, with the Office's current Agreement set to nominally expire on 31 March 2026. The bargaining process presents a valuable opportunity for employers and employees to engage with each other to establish mutually beneficial employment arrangements that support both employee wellbeing and organisational effectiveness. It also provides a platform to reflect on current work practices and identify areas for improvement, ensuring the Office continues to evolve in alignment with workforce needs and operational priorities.

## Public entrance upgrade

Planning for the construction phase of the ACT Legislative Assembly's public entrance security upgrade was undertaken in consultation with Infrastructure Canberra. Completion of this upgrade is expected to occur in 2025-2026 and will improve the security, operations, and safety of the Assembly building's public entrance and will align with recent safety and security upgrades made to the members' entrance.

## Hansard

The Office will use the results of its automated transcription trial to further explore automation opportunities for Hansard production. The Office will also work to streamline Hansard web publication and optimise accessibility.

## Cyber security

As for all organisations cyber security remains a challenge. The Office will continue to work closely with the ACT Cyber Security Centre to ensure we have a secure and trustworthy ICT network. An independent review of the Office's governance of ICT and cyber security risks will be finalised and we will focus on implementing any recommendations.

## Assembly library

In 2025-2026 the Office will work toward making its Library collection searchable by citizens via a public website. Office Library also plans to conduct a stocktake of its Library lending collection, and it will continue to review the physical content of its historical, non-lending collection.

## Latimer review

In the forthcoming reporting period, as required under continuing resolution 8A, the Office will make arrangements for a suitably qualified person to conduct an assessment of the implementation of the Latimer House Principles in the governance of the ACT.

# Performance reporting

## Organisational overview

### Legislative context

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

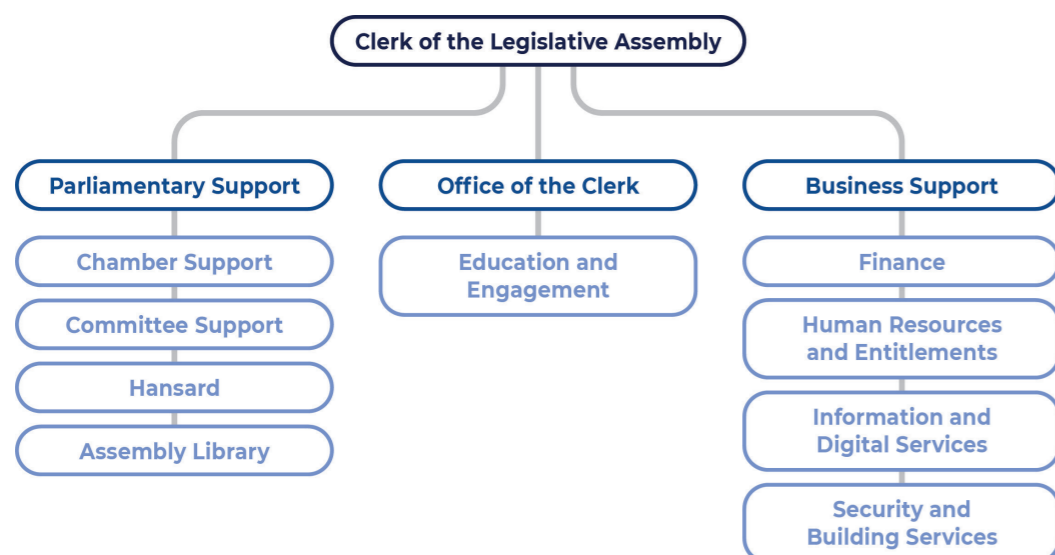
The Office is established as an independent statutory agency under the *Legislative Assembly (Office of the Legislative Assembly) Act 2012 (the Act)*. Section 6 of the Act provides that the function of the Office is to give impartial advice and support to the Legislative Assembly, its committees, and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

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

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

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

Figure 1: Organisational structure of the Office of the Legislative Assembly as at 30 June 2024



## The Office's priorities

The Office's strategic plan for 2022-2025 sets out the following priorities:

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

## Values

The Office operates within a values framework.

### Independence and impartiality

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

### Professionalism

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

### Honesty and Integrity

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

### Transparency

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

## Structure of the Office

The Office is organised into three branches.

### The Office of the Clerk

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

### Parliamentary Support Branch

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

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

### Business Support Branch

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

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

## Executive management committee

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

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

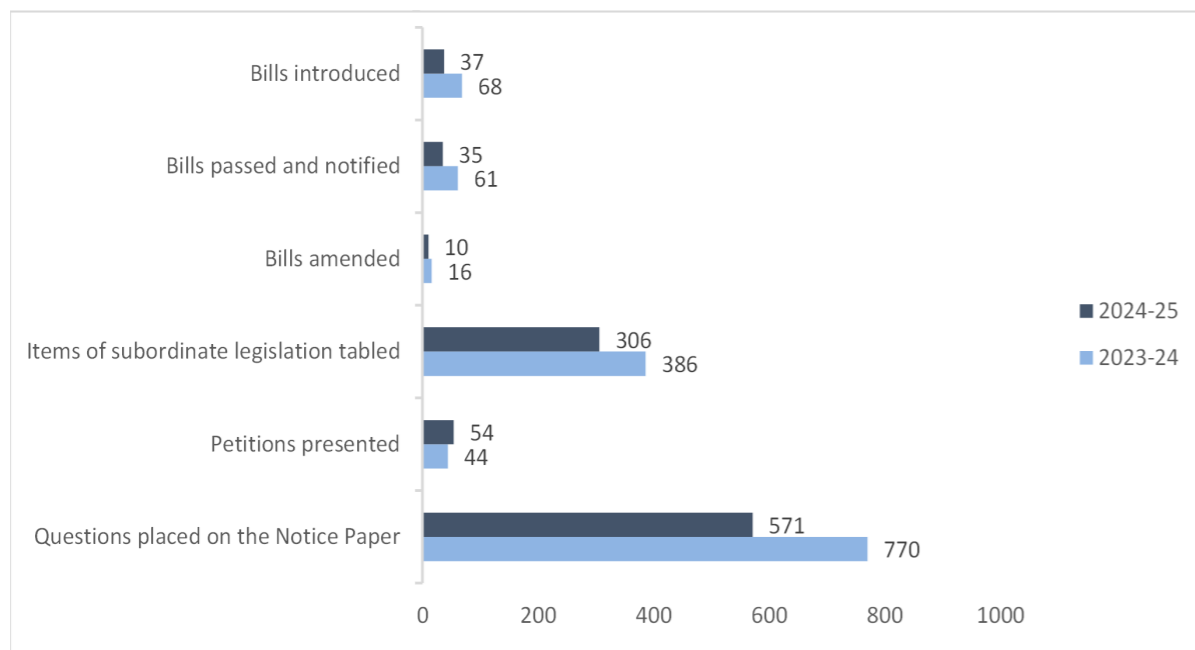
## Assembly proceedings

### Chamber proceedings

In 2024-2025, the Office provided procedural services to members and their staff, facilitated the commencement of the 11th Assembly, and ensured the efficient functioning of the business of the Assembly on 31 sitting days during the reporting period.

The following chart compares the chamber activity in 2024-2025 with the previous reporting period.

Figure 2: Chamber activity in 2024-2025 compared with 2023-2024 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.

### Tenth Assembly

The Office supported the following eight general purpose standing committees, which were established on 2 December 2020 (unless otherwise stated):

- Standing Committee on Administration and Procedure (established 3 November 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 one select committee:

- Select Committee on Estimates 2024–2025, which was established on 6 May 2024 and dissolved on 16 August 2024.

### Eleventh Assembly

As at 30 June 2025, the Office supported the following eight general purpose standing committees, which were established on 3 December 2024 (unless otherwise stated):

- Standing Committee on Administration and Procedure (established 6 November 2024),
- Standing Committee on Economics, Industry and Recreation,
- Standing Committee on Environment and Planning,
- Standing Committee on the Integrity Commission and Statutory Office Holders,
- Standing Committee on Legal Affairs,
- Standing Committee on Public Accounts and Administration,
- Standing Committee on Social Policy, and
- Standing Committee on Transport and City Services (established 26 June 2025).

Standing committees were established on 3 December 2024, which included the Standing Committee on Environment, Planning, Transport and City Services. The Assembly renamed this committee and created the Standing Committee on Transport and City Services on 26 June 2025. The Assembly allocated some inquiries and areas of responsibility to the new committee.

The Office supported two select committees:

- Select Committee on Caretaker Conventions, which was established on 5 March 2025, and required to report by the last sitting day in 2025.
- Select Committee on Estimates 2025–2026, which was established on 15 May 2025, and dissolved on 29 August 2025.

### Committee membership

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

Standing committees during the Tenth Assembly had three members, except the Standing Committee on Administration and Procedure, which had four members. The Select Committee on Estimates 2024–2025 had three members.

At the start of the Eleventh Assembly, the Standing Committees on Legal Affairs, Public Accounts and Administration, and the Integrity Commission and Statutory Office Holders had three members. The Standing Committees on Administration and Procedure, and Environment, Planning, Transport and City Services, both had four members. The Standing Committee on Social Policy had five members and the Standing Committee on Economics, Industry and Recreation had six members.

On 26 June 2025, the Assembly reduced the membership of the Economics Committee to five members and the membership of the Social Policy Committee to four members. The new Standing Committee on Transport and City Services has 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 Legal Affairs, 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 70 of the Planning Act 2023:** The Minister must refer draft major plan amendment documents to an appropriate committee of the Legislative Assembly within five working days after the day the draft amendment is published on the website of the Territory Planning Authority. The committee has 15 working days in which to advise the Minister whether it will prepare a report on the draft amendment. Consideration of draft major plan amendments is the responsibility of the Standing Committee on Environment and Planning.
- The **Auditor-General Act 1996** empowers the relevant standing committee (in this case the Standing Committee on the Integrity Commission and Statutory Office Holders) to undertake a range of duties in relation to the Auditor-General. This includes the requirement that the Committee agree to any proposed appointment of an Auditor-General, and its involvement in the strategic review of the Auditor-General.

- The **Integrity Commission Act 2018** requires that the relevant committee be consulted on the appointment or suspension of the Commissioner or the Inspector and receive confidential reports from the Commission. Under the Eleventh Assembly's resolution of establishment for committees, these functions were allocated to the Standing Committee on the Integrity Commission and Statutory Office Holders.

### Other statutory responsibilities

Various pieces of legislation give Assembly committees other functions. These roles include:

- receiving information reports, covering areas such as board members' interests 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 Speaker has, under certain Acts, the responsibility of allocating specified 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 statutory functions generally and a second schedule setting out which committees consider certain statutory appointments.

Ministers regularly consult with Assembly committees on proposed appointments to statutory positions, including government boards. 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 123 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

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

Understanding order 174, a standing committee has three months to inquire into and report on a referred bill, should it choose to do so. A committee has three weeks to decide to undertake an inquiry, or one week after the relevant scrutiny report is tabled, whichever is later. 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.

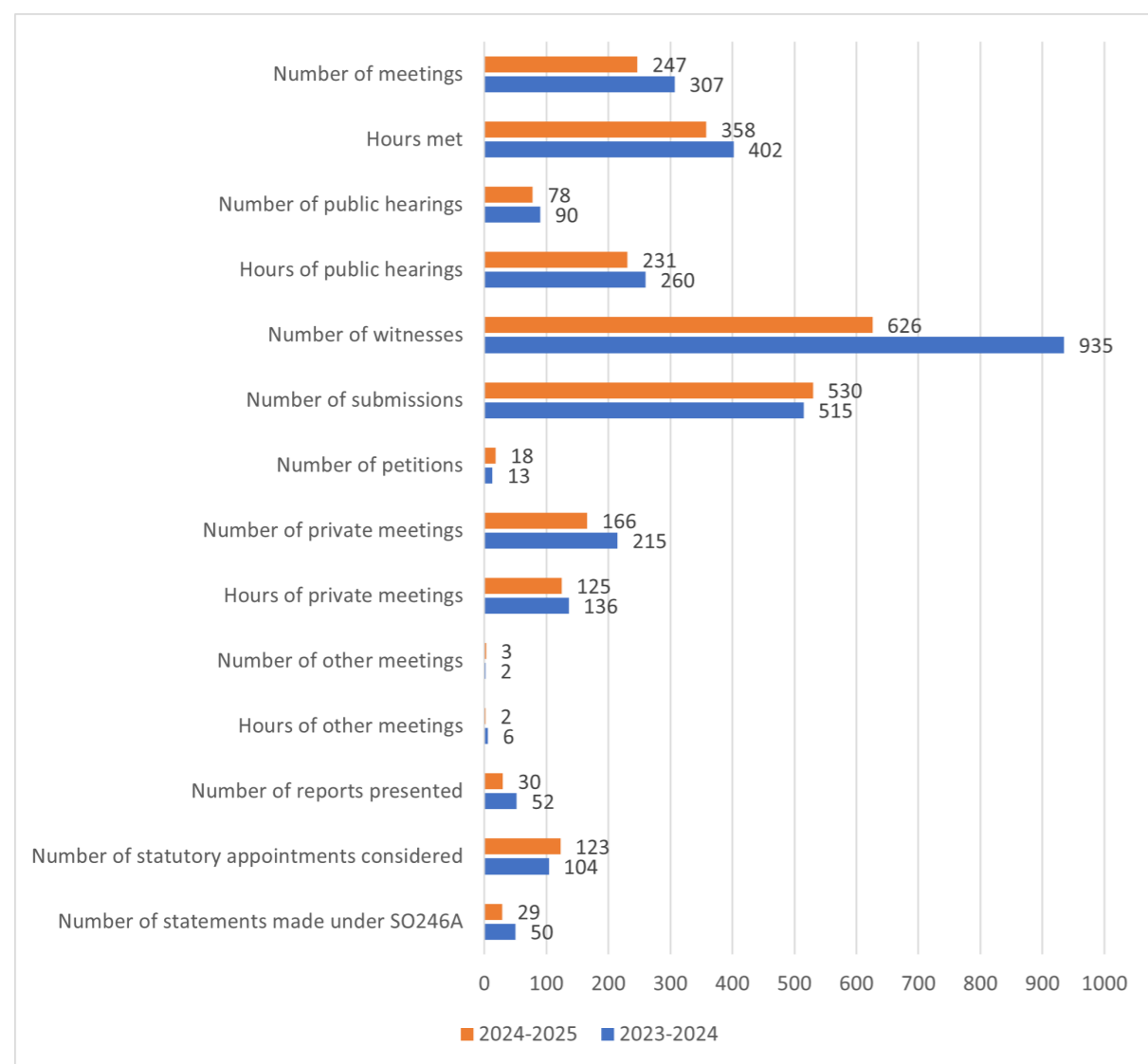
### Committee activity

In the period 1 July 2024 to 30 June 2025, standing and select committees met on 247 occasions. Committees held 78 public hearings and tabled 30 reports in the Legislative Assembly.

The figure below gives a snapshot of overall committee activity and in most respects indicates a decrease in activity compared with 2023-2024. This reflects the effect of the 2024 election when committees had less business before the election, were dissolved at the end of the Tenth Assembly and mostly re-established on 3 December 2025.

The number of submissions in 2024-2025 was particularly driven by two inquiries: the inquiry into the management of strata properties by the Standing Committee on Legal Affairs and the inquiry into the procurement and delivery of MyWay+ by the Standing Committee on Environment and Planning. The number of statutory appointments in 2024-2025 was affected by 32 proposed appointments to the ACT Civil and Administrative Tribunal.

Figure 3: Committee activity in 2024-2025 compared with previous reporting period 2023-2024



### Government responses to committee reports

The Office monitors the receipt of government responses to committee reports. Standing order 254B requires a government response to be tabled in the Assembly within four months of presentation of the report.

During the reporting period, 30 government responses were due to be received. For these 30 reports, 77 percent of responses (for 23 reports) were received within four months. Government responses for the remaining 7 reports were received after their due date and circulated.

### Committee highlights

#### Reporting highlights

Among the 30 reports tabled by committees during the reporting period, selected highlights include reports for the following inquiries:

- unpaid work,
- the ACT environment’s bushfire preparedness,
- the *Planning (Territory Priority Project) Amendment Bill 2025*,
- *Appropriation Bill 2024-2025 (No 2)*,
- raising children in the ACT, and
- the Integrity Commission confidential report into Operation Kite.

#### Reporting the gender of witnesses at committee hearings

From April 2023, the Office has collected self-reported data on the gender of witnesses and included it in committee reports. The aim is to determine whether committee inquiries are meeting the needs, and allowing the participation of, a range of genders in the community. Participation is voluntary and there are no set responses.

In 2024-2025, the results for completed inquiries were 296 witnesses reported as female and 302 as male. Twenty eight witnesses did not provide data.

#### Election period

Committee workload reduced in the lead up to the election and after the election until the re-establishment of committees on 3 December 2024. During this time the Office updated policies and procedures relevant to committee work. An officer also undertook a secondment at the Department of the House of Representatives.

#### Standing Committee on Administration and Procedure

The Standing Committee on Administration and Procedure met on 14 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.

The committee presented two reports concerning investigations conducted by the Commissioner for Standards into alleged breaches of the Code of Conduct.

In October 2024, the Commissioner investigated a complaint against two members relating to allegations about the distribution of misleading material. The committee agreed with the Commissioner's findings that one member was in breach of the Code of Conduct and required to apologise to the Assembly. The complaint against the second member was dismissed and there was some discussion around the use of petitions to harvest data. The committee recommended that its successor committee in the Eleventh Assembly investigate the use of these websites.

The 11th Assembly report related to the appropriateness of an MLA promoting an individual business with the potential of unconscious bias in future dealings. The committee agreed with the findings of the Commissioner for Standards that that the member had not breached the Code of Conduct. The Commissioner did reflect that members often make statements promoting local enterprises that are based on personal experience, however, the motivation to do so should be considered.

Other matters discussed by the committee concerned possible budget bid requests, review of the guidelines for volunteers in members' offices, the Building Access Pass Policy, work health and safety obligations of members, members accommodation and electioneering in the precincts.

In addition the committee was joined by the Kiribati Parliament Business Committee in June 2025 to observe the functioning of the committee.

#### Standing Committee on Legal Affairs (legislative scrutiny role)

The Standing Committee on Legal Affairs (including for the 10th Assembly in the reporting period, the Standing Committee on Justice and Community Safety), in performing its legislative scrutiny role, met on 10 occasions. The committee did not issue any statement under standing order 246A and issued nine reports. It considered:

- 34 bills,
- 306 items of subordinate legislation,
- 21 government responses,
- two responses from private members,
- six regulatory impact statements,
- nine amendments to bills, and
- three national regulations.

## Procedural digest

### 2024 Territory election

Thirteen women (a majority of the 25-member Assembly) were elected at the Territory election, held on 19 October 2024. Nineteen MLAs were re-elected and six new members were elected (ten ACT Labor, nine Canberra Liberals, four ACT Greens, and two independents).

The first meeting of the 11th Assembly was held on Wednesday 6 November 2024.

### Leadership positions in the 11th Assembly

At the first sitting, the Chief Minister nominated Mark Parton MLA, a member of the Canberra Liberals, to be the Speaker of the Assembly. Mr Parton was elected unopposed.

Mr Andrew Braddock, a member of the ACT Greens, was elected unopposed as Deputy Speaker. This is the first occasion that both positions have been held by members not from the governing party.

Thereafter, Mr Andrew Barr MLA was elected Chief Minister in a vote with the Canberra Liberals leader, Ms Leanne Castley MLA, by a margin of 16 votes to nine.

Ms Castley gave her consent to appointment as Leader of the Opposition pursuant to standing order 5A.

### 10th Assembly highlights

A summary of some of the key procedural highlights for the 10th Assembly are as follows:

- 73 petitions with more than 500 signatures were referred to Assembly committees,
- seven petitions were inquired into and reported on by committees,
- 181 bills were referred (upon presentation) to committees,
- 51 bills (28%) were inquired into and reported on by committees,
- 111 government responses were tabled in response to Assembly resolutions requiring some action be taken by the Government or a minister,
- two members were named and suspended,
- three members resigned,
- 11 members were investigated by the Assembly's Commissioner for Standards,
- 11 alleged breaches of the members code of conduct investigated by the Commissioner for Standards (16 allegations the Commissioner declined to investigate),
- five members were found to be in breach of the code of conduct,
- four statements of reasons were presented by the Treasurer explaining why there had been a departure in the relevant appropriation bill from the 'recommended appropriation' for the Office of the Legislative Assembly, pursuant to s 20AA of the Financial Management Act 1996,
- six co-sponsored bills,
- six co-sponsored motions,
- an Auslan interpreter was on the floor of the chamber to provide Auslan translations on six occasions,
- two members were granted maternity/paternity leave (one member was granted 18 calendar-weeks (11 sitting-weeks) maternity leave, and another member was granted paternity leave for four calendar-weeks (two sitting-weeks) by the Speaker,
- 14 bills presented by private members were enacted into law,
- eight select committees were established (including a Privileges Committee investigation into the Work Health and Safety Commission placing a prohibition notice on the Assembly preventing the holding of any committee hearings in the building), and
- 12 ministerial statements on overseas trips were made/tabled.

## Orders for the production of documents

While the Assembly has had a standing order to produce documents held by the executive since 2013, in the early stages of the 11th Assembly the use of this standing order increased significantly. In the period covered by this report there have been 12 orders for documents, with the Executive claiming executive privilege in connection with documents sought under three of the orders.

In two of those cases a member disputed the claim and, in accordance with standing order 213A, the Speaker appointed an independent legal arbiter (the Hon Keith Mason AC) to adjudicate the claims. In both cases, the arbiter determined that the claim of executive privilege made by the executive was not upheld, and the Clerk then tabled the ordered documents in the Assembly.

## Motion calling on Integrity Commission to conduct inquiry into lobbying

On 4 February 2025, the Assembly passed a resolution calling on all members to support the Integrity Commission in holding an inquiry into lobbying in the ACT and calling on the Government to provide additional resourcing to facilitate that outcome. The motion, which was passed on the voices, also called on the Government to table a response to the inquiry within eight weeks of receiving its final report from the Integrity Commission.

## Reaffirmation of code of conduct

On 5 February 2025, the Assembly agreed on a motion moved by the Speaker that the members of the 11th Assembly for the Australian Capital Territory reaffirm their commitment to the principles, obligations and aspirations of the code. The motion was passed on the voices.

## Statements by Speaker about parliamentary privilege in litigation

On 4 March 2025, the Speaker made a statement to the Assembly concerning his role as *amicus curiae* or 'friend of the court' in a matter before the ACT Supreme Court in which parliamentary privilege was potentially enlivened (*Cover v ACT Integrity Commission*).

On 8 April 2025, the Speaker made a similar statement in relation to his application to make an amicus submission before the Federal Court of Australia in relation an application for judicial review of an ACT Integrity investigation report on Operation Juno.

## Select Committee on Caretaker Conventions established

On 5 March 2025, the Assembly established a Select Committee to examine: the development of a continuing resolution for the operation of caretaker conventions; whether further clarity or guidance is needed in relation to what information the public service may provide ministers and their offices during the caretaker period; and the detailed practices of caretaker conventions as adopted by the Commonwealth and other Australian States, including the length of the caretaker period. The Committee will report on the last sitting day in 2025.

## Resolution concerning the closure of a Burrangiri Respite Centre

On 5 March 2025, the Assembly passed a resolution calling on the Government to provide a range of documents and information relating to the Burrangiri Respite Centre, to extend the centre's contract with the Salvation Army, and to delay the closure of the centre until equivalent respite care capacity was available.

On 8 May 2025, the Assembly passed a further resolution directing the Minister for Health to cause Burrangiri Respite Centre to continue its operations to 30 June 2026 (it was due to close by 30 June 2025) and for the minister to make a statement to the Assembly on the morning of 14 May 2025 outlining how the minister intended to respond.

On 14 May 2025, the minister, pursuant to the resolution of 8 May 2025, made a statement informing the Assembly that the Salvation Army contract with Burrangiri would continue.

## Reporting of Executive staffing and non-executive travel, staffing and meetings

On 5 December 2024, the Assembly agreed to a resolution (moved by the Leader of the Opposition) calling on the Chief Minister to table a statement providing total staffing expenditure for each ministerial office for each of the last five financial years. The information was tabled on 4 February 2025.

On 6 March 2025, the Assembly passed a further resolution (again, moved by the Leader of the Opposition) requesting further information about ministerial staffing expenditure, and this information was tabled by the Clerk on 20 March 2025.

On 9 April 2025, the Chief Minister, pursuant to notice, moved a motion requiring non-executive members to publish on the Legislative Assembly website any externally sponsored and Assembly related travel, their diaries setting out all reportable meetings, events and functions attended that relate to their responsibilities as members, and for the Speaker to table a breakdown of non-executive expenditure 9 October 2024.

The motion was amended to request that the Standing Committee on the Integrity Commission and Statutory Office Holders undertake an inquiry into the issues surrounding transparency arrangements for members such as publication of details of members' travel, members' diaries (regarding appropriate protections for whistleblowers, privacy or sensitive information), and members' staffing expenditure.

The committee subsequently agreed to undertake an inquiry which is still ongoing.

## Speaker tables instruments of appointment of the Assembly's Ethics and Integrity Adviser and Commissioner for Standards

On 10 April 2025, the Speaker presented the instruments of appointment appointing Stephen Skehill as the Assembly's Ethics and Integrity Adviser and Ken Crispin KC as the Assembly's Commissioner for Standards. Both appointments are for the life of the Assembly.

### Resolution calling for the establishment of a Board of Inquiry into Aboriginal Detainees at the Alexander Maconochie Centre

On 7 May 2025, an independent member, pursuant to notice, moved a motion calling on the government to establish a board of inquiry into the treatment of Aboriginal detainees at the Alexander Maconochie Centre (AMC) (the Territory’s prison facility) particularly into deaths in custody. The Minister for Corrections moved an amendment noting work that the government had been undertaking with the Coroner’s Court to expedite coronial inquests, noting other matters relevant to the motion, and calling on the government to report back to the Assembly with the date the inquiry will commence and the date it will provide its report. The amendment was agreed to on the voices.

### Establishment of Select Committee Estimates Committee – additional information required

On 15 May 2025, a resolution was passed (moved by the Leader of the Opposition) to establish a select committee on Estimates 2025-2026 consisting of an Opposition MLA (Chair), a Government MLA, a Green MLA and an independent MLA.

In addition, the resolution required that the government publish either on a website or in the budget papers a range of additional information concerning the financial position of the Territory.

### Independent inquiry into health data and process

On 24 June 2025, the Assembly passed a resolution (jointly moved by the Leader of the Opposition and the Leader of the ACT Greens) calling on the government to establish, within three months, an independent inquiry into the functionality of the ACT health system and for the Minister to table a final report in the Assembly by 30 June 2026. The motion was passed on the voices.

### Code of conduct and declaration of Members Interest scheme – Fiji and Tonga

At the request of the Commonwealth Parliamentary Association, the Clerk of the Assembly travelled to the parliament of Fiji in March 2025 and the parliament of Tonga in June 2025 to provide technical assistance on the establishment of a code of conduct and a declaration of members’ interests scheme for those two parliaments.

## The Office’s performance and activity

### Parliamentary advice and support

The Office continued to provide procedural advice and support to members. In particular, the Office was involved in training seminars, mock sittings, and a series of procedural training seminars open for all members and staff.

### Questions

There were 571 questions placed on the Questions on Notice Paper in 2024-2025.

### Petitions

During the reporting period, 54 petitions, a record for any reporting period, were presented to the Assembly (including 35 e-petitions).

A total of 24 petitions were referred to committees for consideration. Of these, 22 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.

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

### Hansard

As a result of a truncated sitting pattern owing to the 2024 election, the Office transcribed, edited, and published 170.65 hours of Assembly proceedings, a decrease of 20 per cent on the previous reporting period. The Office also transcribed, edited, and published 198.8 hours of committee hearings, a decrease of three per cent on the previous period. Hansard has revised and updated key documents on indexing, the schedule of amendments, and committee transcript production to reflect best practice. Workload smoothing measures the Office put in place continue to improve the time taken to publish chamber proofs.

The Office continues to meet targets in the preparation, distribution, and publication of Hansard transcripts.

Table 1: Net hours of Hansard transcription in 2024-2025 compared with two previous reporting periods

Proceeding type	2022-2023	2023-2024	2024-2025
Assembly	223.15	205.55	170.65
Committees	181.88	205.53	198.8

The Office’s Hansard team welcomed representatives from Kiribati Hansard for a demonstration of its work practices, sharing our knowledge and approach to parliamentary reporting.

The Office’s Hansard team continue to engage with Hansard editors from other Australia and New Zealand parliaments, providing useful insight into common issues.

### Assembly library

During the reporting period, the Office successfully implemented a new library management system, ending a 30-year shared system arrangement with Libraries ACT. The new system, OCLC WMS, features a Discovery layer that allows users to search across the Library collection, subscription databases, and e-journals at the same time, vastly improving accessibility and efficiency. The Office also implemented OCLC ILL, which makes it possible to request documents from libraries worldwide.

A new Library website was developed and launched to support the new library system and discovery layer. Work is ongoing to make this resource available to the community as well as to internal clients.

A project to re-barcode and re-label the lending collection was completed. The new spine labels make it easier to find books and reports, and the new barcodes will facilitate a planned stocktake in 2025-2026.

Library staff were active participants of several professional local, national, and international groups and committees.

### Business administration and support

The Office provides a range of administrative and support 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.

### Onboarding processes

During the reporting period, the Office significantly improved its onboarding platform to streamline the experience for new staff and ensure that all relevant stakeholders receive the necessary information. Key enhancements included updates to the administration of employment contracts, policies, and onboarding materials provided to new starters. The platform was also expanded to incorporate volunteer agreements and improved automated internal notifications, ensuring that all preparations are completed in a timely manner.

### Volunteer guidelines

A comprehensive review of the guidelines for engaging volunteers was undertaken during the reporting period. A new framework was developed to provide clear guidance and support for members seeking to engage volunteers in their offices. The framework ensures compliance with relevant legislation and the National Standards for Volunteer Involvement, promoting consistency and best practice across all volunteer engagements.

### Staff salary allocations

For the 11th Assembly, the process for monitoring members' staff salary allocation budgets was streamlined and partially automated. This enhancement has improved operational efficiency and introduced greater flexibility in forecasting salary expenditure across the life of the Assembly.

### Security

The development and implementation of the Office's protective security policy and the upgrade of electronic security systems has improved the Office's security functions.

The Security and Building Services team coordinated one briefing session in partnership with ACT Police and Canberra Health Services during the reporting period. The security incident reporting system on the intranet continues to be an embedded security practice that is used regularly by member offices as a conduit for reporting problematic or fixated behaviour and other security related incidents.

### Building services

The Office continued to use data within the Assembly's Capital Asset Lifecycle Plan to identify and direct funding for improvements to specific capital items within the building. A range of asset maintenance contracts are in place to maintain assets to their required standards. The majority of contracts are managed through Infrastructure Canberra.

### Emergency management

In line with Australian Standards AS 3745–2010 – Planning for emergencies in facilities and the Assembly Emergency Master Plan, the Office undertakes regular warden training and meetings of the Emergency Planning Committee.

### Administration of official travel

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

## Community and parliamentary engagement

### Social media and website

The aim of the Office's communications activities is to promote the roles and functions of the Assembly and to encourage public participation in its processes.

As of 30 June 2025, the Office maintains accounts for the Assembly on Facebook, Instagram, and LinkedIn, each with different purposes:

- Facebook is our primary platform, used to publish about proceedings, committee inquiries, and other public engagement content.
- Instagram is a secondary platform, used to share behind-the-scenes images and other graphic-based public engagement content. During the reporting period, we trialled sharing new committee inquiries open for submissions through its Stories function.
- LinkedIn is a secondary platform, used to share vacancies within the Office.

During the reporting period, the Office:

- published 101 posts and gained 408 new followers on Facebook (a total of 1,855 followers as of 30 June 2024),
- published 15 posts, 11 stories, and gained 361 new followers on Instagram (totalling 3,229 followers as of 30 June 2024), and
- ran seven advertisements on Meta platforms (Facebook, Instagram, and Messenger).

The Assembly's primary website ([parliament.act.gov.au](http://parliament.act.gov.au)) had 142,330 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

As part of its education and engagement program, the Office continued developing and delivering programs to various audiences including:

- public sector staff,
- school students and teachers,
- the general public,
- official delegations, and
- work experience students and interns.

Throughout the reporting period, 2364 people participated in the Office's education and engagement programs with 39 occasions of member involvement in education-related activities. The Office continued to evaluate programs using surveys and achieved an average satisfaction rating of 2.9 out of 3 across all programs. Detailed statistics on education programs are included in Appendix 17.

## School and college visits and outreach activities

The Office delivered many school programs including:

- role-plays,
- tours of the Assembly,
- digital programs,
- ACT Constitutional Convention, and
- The Committee Challenge.

*I really loved the role play as it really gave you the sense of being actually in parliament. It was such a great experience and really made me think about what I wanted to do for my future*

- School visit student

Currently in its third year, the Committee Challenge continues to be a highlight for students and teachers. Due to its popularity, the Office will be offering this as a bespoke program in 2026 alongside its scheduled dates.

A Q&A with MLAs is offered as an add-on to all onsite school programs. Students regularly note this aspect of the program as a highlight of their visit.

The Office continues to see repeat bookings from schools which participated in education programs during the previous reporting period.

## Work experience and internships

During the reporting period, work experience and internship placements in members' offices were undertaken by 14 students from across local high schools and colleges, and the Australian National University.

## Public sector seminars

The Office continued to conduct its Public Sector Seminar series with 614 participants during the reporting period.

*As a newcomer to Canberra and to ACT Government, and someone who doesn't have much knowledge of parliament, I thought it was a very insightful program!*

—Public Sector Seminar feedback

Alongside regular programs, the Office has also been contacted by numerous teams across the ACTPS to deliver bespoke seminars for their staff.

Across all public sector related programs, the feedback has continued to be exceptionally positive with many commenting on the quality of speakers as well as the way in which complex information is broken down and delivered.

## Westminster Workshop

Previously called Commonwealth Day, the Westminster Workshop is run every two years with its first trial in 2023. On 3 April 2025, the Assembly saw 19 year 11 and 12 students across three local schools participate in this biennial program. This revamped program focused on the Assembly and its links to the Westminster system, while also comparing various Westminster-based international parliaments.

This program received an average rating of 3 out of 3 from all participants including students and teachers and is due to be held again in 2027.

## ACT Constitutional Convention

The 2024 ACT Constitutional Convention was run using the same one-day model tested in 2023. The Office again collaborated with the Australian National University (ANU), Museum of Australian Democracy (MoAD), Australian Electoral Commission (AEC), and the National Archives of Australia (NAA). This year the program saw 19 year 11 students from Canberra Grammar School, Trinity Christian School, Merici College and Lake Ginninderra College participate.

The NAA continues to host this event and has committed to hosting it in August 2025. Overall, the program received great feedback from students and teachers, who favour the one-day model.

## Multicultural Festival stall

Each year the Office holds a stall at the Multicultural Festival on the Sunday of the three-day festival. This year the Office provided colouring-in sheets, pencils, and stickers for children and young people. This proved to be a great success with 203 visitors to the stall, a substantial increase from 2024 which saw 85 visitors.

## Bespoke programs and requests

The Office delivered various programs and tours to a range of groups including ACT Council of Social Service (ACTCOSS), Adult Migrant English Program (AMEP), the Country Women's Association (CWA), and representatives from parliaments of Bhutan and Kiribati as well as the Embassy of Georgia.

In March, the Office connected with the Program for Adolescent Life Management (PALM) at the Ted Noffs Foundation to set-up a regular tour with the young people that come through their program. PALM is a 12-week, residential treatment program for young people aged 13-18 years, providing holistic, intensive and multi-disciplinary treatment. PALM offers counselling, family support, group work, vocational/educational modules, living skills and recreational activities to young people who are referred to PALM via the Youth Justice system.

In June, the Office delivered its first tour for four young people followed by a Q&A with MLAs from across the political spectrum. The students and their case managers thoroughly enjoyed this session, and a regular tour and Q&A have now been built into the Office's regular program.

### Legislative Assembly Art Advisory Committee

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

Following the 2024 election, a new committee was established. 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 twice in 2024-2025 and purchased 14 works:

- Allison Barnes – Churchill House 1972 (2023)
- Omar Musa – Subway River (2023)
- Joel Arthur – Leaf Litter (2021)
- Elizabeth Kelly – Prototype Flat Bowl (1999)
- Sarit Cohen – Staircase vase (black)
- Pinal Maniar – Tireless Traveller (2024)
- Sally Black – Across the Stream and Up (2024)
- Ian Marr - Autumn, community garden, Kambah (2023)
- Mariana Del Castillo – Bitter wounds of fire (2023)
- Shea An – Split (2022)
- Natalie Childs – Sacred Ties (2025)
- Al Munro – Pattern Distortion 1 (2024)
- Sue Peachey – Milk jug with larva (2024)
- Musonga Mbogo – Marcy Me

Following the acceptance of the Bridal Kimono from the ACT Executive into the Assembly's art collection in the previous reporting year, during this reporting period the Assembly accepted the transfer of the Display Cabinet used to house the Bridal Kimono.

### Assembly art collection

The Office commenced work on making the Assembly art collection more accessible to the general public. The Office developed a brochure for a self-guided art tour throughout the Assembly's public spaces. This resource is available at the public entrance and contains information on publicly accessible artworks on the ground floor and in the Exhibition Room on level 1.

The Office has also commenced work on updating the art collection on the Assembly website to improve accessibility and functionality and provide additional on artworks and artists. This work is due to be completed by the next reporting period.

### ANU Emerging Arts Support Scheme (EASS) recipients

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

The recipients of the 2024 prizes were Yvonne Poole (*2D/3D Impression of Hawkesbury River Rocks 2024*, acrylic on canvas and ceramic/terracotta) and Helen Heslop (*I can't do this 2024*, textiles and metal). Both works are on display in the Exhibition Room which is accessible to the general public. As part of the EASS prize, both artists will have the opportunity to hold an exhibition of their works in the following year.

## Interparliamentary activities

### Commonwealth Parliamentary Association

The Office provides administrative support for the ACT Branch of the Commonwealth Parliamentary Association (CPA) and the Commonwealth Women Parliamentarians group (CWP).

Members of the Branch have access to a large range of programs, publications, and training modules. Members' participation in these online activities is not monitored.

During the year the Office facilitated arrangements for:

- ACT branch annual general meeting in November 2024,
- Circulation of correspondence,
- Activities of the Commonwealth Women Parliamentarians (CWP) network within the branch,
- 67th Commonwealth Parliamentary Conference, Sydney, Australia,
- CPA Small Branches Workshop – Legislative Leadership for Environmental Resilience in Small Jurisdictions, Hawaii, USA,
- CPA Small Branches Workshop on Strong and Independent Parliaments in Small Jurisdictions, Douglas, Isle of Man,
- Advanced Professional Development and Skills Building Residency, Malta,
- 12th Commonwealth Youth Parliament, Wellington, New Zealand, and
- CPA Technical Assistance Program, Nadi, Fiji and Nuku'alofa, Tonga.

The Office continued to support the Speaker and Branch President, Joy Burch MLA, in her roles as Small Branches Chair and member of the CPA Executive Committee up until November 2024.

Further information on CPA activities can be found in Appendix 16.

### Kiribati twinning arrangement

The ACT Legislative Assembly is partnered with the Maneaba ni Maungatabu Kiribati under a twinning arrangement developed between Australian jurisdictions and Pacific jurisdictions in 2007.

Ongoing and detailed procedural advice was sought and provided during the year by the Clerk and other officers of the Assembly on a number of occasions.

In November 2024, the ACT Deputy Clerk and Serjeant-at-Arms travelled to Kiribati for a week to assist with the induction program for newly elected members of the Kiribati parliament. The program was organised by the UNDP.

In February 2025 the Speaker, the Clerk and the Editor of Debates of the Kiribati Parliament visited the ACT Legislative Assembly for two days of briefings on the role and operation of the ACT Legislative Assembly. They also visited the Federal Parliament.

In June 2025, the Business Committee of Kiribati visited the Assembly, for briefings on the role and operation of the ACT Legislative Assembly. The Committee also visited the Federal parliament.

### Presiding Officers and Clerks Conference

From 8-12 July 2024, the Speaker (Ms Burch) and Clerk attended the 53rd Presiding Officers and Clerks Conference in Adelaide, Australia. They presented a paper entitled *The art of theory, the reality of practice: Embracing or exploring the contrasts for meaningful gender outcomes in parliaments*.

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

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

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 2025 seminar was hosted by the Parliament of New Zealand in Wellington in January 2025. Two members of OLA staff attended. The theme of the seminar was *Influencers and influencing in the parliamentary environment*.

The Association also delivers an annual parliamentary law, practice, and procedure course, which comprises a five-day face-to-face program conducted by the University of South Australia. One member of staff commenced the 2024 course in May 2024, with a residential component to occur in July 2024. The Clerk also participated in the course as a panellist and mentor.

ANZACATT has an information sharing system to allow parliaments to compare procedure and policies and the Office contributed to this throughout the year.

### Australasian Study of Parliament Group (ASPG)

During the financial year, the ASPG ACT Chapter held five events which attracted significant in-person and online participation:

- 1 August: **“Professional development for modern parliamentarians”**, Professor Anne Tiernan and Dr Dominique McCollum-Coy (McKinnon Institute of Political Leadership, Monash University).
- 24 October 2024: **“All politics is local: members of parliament and their electorates”**, Dr Pandanus Petter (ANU) and a panel of federal/ACT parliamentarians including Joy Burch and Nicole Lawder.
- 13 March 2025: **“Rise of the monster acts: growth in legislative complexity in Australia since the 1980s”**, Dr Patrick Leslie and Professor Keith Dowding (ANU).
- 21 May 2025: **“Australia’s Magna Carta – A conservation journey”**, Penelope Grist and Jessica Wignell (Art Collections, DPS).

- 11 June 2025: **“The Bundesrat and representation of state interests in national decision-making in Germany”**, Dr Sandra Michel (Secretariat of the Bundesrat).

In October 2024, three OLA staff members attended the ASPG Annual conference in Wellington, New Zealand on the theme “Te Manawaroatanga o Pāremata i tea o Hurihuri – Parliament’s Resilience in a Changing World”.

### Association of Parliamentary Libraries of Australasia

The Assembly Librarian remotely attended the Association of Parliamentary Libraries of Australasia (APLA) AGM and conference in New Zealand, which took place 22-24 January 2025. All Library staff have taken part in APLA online communities of practice throughout the year

### The ACT Register of Lobbyists

The ACT Register of Lobbyists has been in place since 1 January 2015. As of 30 June 2025, the register had 61 registrations: 54 companies, six natural persons, and one partnership.

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

# Scrutiny reporting



## Internal and external scrutiny

### Committee recommendations

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

Table 2: Committee recommendations

Recommendations	Speaker’s response
<b>Standing Committee on the Integrity Commission and Statutory Office Holders—Inquiry into Annual and Financial Reports 2023-2024</b>	
<b>Recommendation 7</b>	
<p>The committee recommended (recommendation 7) in its report on the Inquiry into Annual and Financial Reports 2023-2024 that ‘... the Office of the Legislative Assembly explore means of improving public accessibility to the Legislative Assembly’s art collection through an online portal or website’.</p>	<p>Agreed. The Office promotes its art collection via the Assembly website through a series of high-quality digital photographs of selected artworks available at:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.parliament.act.gov.au/visit-and-learn/visit#View%20our%20art%20collection">https://www.parliament.act.gov.au/visit-and-learn/visit#View%20our%20art%20collection</a>; and</li> <li>• <a href="https://www.parliament.act.gov.au/visit-and-learn/visit/art-collection">https://www.parliament.act.gov.au/visit-and-learn/visit/art-collection</a></li> </ul> <p>Through the Legislative Assembly Art Advisory Committee, which advises the Speaker on the acquisition, display and maintenance of Assembly artworks, ongoing consideration will be given to other opportunities to improve public access to Assembly artworks within existing budget allocations.</p>

# Legislative and policy-based reporting



## Risk management and internal audit

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

Based on AS/NZS ISO 31000:2018, the Office's risk management framework is designed to inform sound decision-making across the organisation and assist in promoting awareness and understanding of risk management issues amongst Office staff.

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. Members of the Office's Executive Management Committee are required to report on risk treatment implementation throughout the year.

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 Office of the Clerk and the Chief Finance Officer.

Specialised risk assessments are also developed at the section head or branch head level to address risks associated with particular projects or issues, or where there are significant changes in the Office's operating environment.

## Audit and Risk Committee

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

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

Table 3: Internal audit committee members and meetings

Name	Position	Service	No of meetings
Will Laurie	Independent chair	From 1 January 2016	3
David Skinner	Member	From 29 August 2016	3
Sophie Milne	Member	From 27 July 2023	3

## Review of Cybersecurity

During the period, the committee initiated an external governance review of cybersecurity. At the time of reporting the report was not finalised.

## Fraud and corruption prevention

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

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

The Office developed and deployed a customised online training module on fraud and corruption prevention during the period. All Office staff are required to complete the training.

## 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: [clerk@parliament.act.gov.au](mailto:clerk@parliament.act.gov.au)  
Phone: (02) 6205 0191

### ACT Integrity Commissioner

GPO Box 1949  
Canberra ACT 2601  
Email: [info@integrity.act.gov.au](mailto:info@integrity.act.gov.au)  
Phone: (02) 6205 9899

### Auditor-General

PO Box 275  
Civic Square ACT 2608  
Email: [actauditorgeneral@act.gov.au](mailto:actauditorgeneral@act.gov.au)  
Phone: (02) 6207 0833

### Ombudsman

GPO Box 442  
Canberra ACT 2601  
Phone: (02) 6276 3773

## More information

### The ACT Legislation Register

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

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

### The Assembly's disclosure officers

#### Hamish Finlay

Deputy Clerk and Serjeant-at-Arms  
Email: [hamish.finlay@parliament.act.gov.au](mailto:hamish.finlay@parliament.act.gov.au)  
Phone: (02) 6205 0171

#### David Skinner

Senior Director, Office of the Clerk  
Email: [david.skinner@parliament.act.gov.au](mailto: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](mailto:ola@parliament.act.gov.au).

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

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

The Office received one FOI request that was assumed to relate to the Assembly or Office. At the applicant's request, this matter was transferred to Chief Minister, Treasury and Economic Development Directorate (CMTEDD) under s 21.

There were no requests for amendment of personal information under section 59 of the FOI Act during the period 1 July 2024 to 30 June 2025.

There were no requests for amendment of personal information under section 59 of the FOI Act during the period 1 July 2024 to 30 June 2025.

Table 4: Operations undertaken during 2024-2025 under the *Freedom of Information Act 2016*

Activities	Quantity
Decisions to publish open access information under section 24(1)	3,296
Decisions not to publish open access information under section 24(1)	16
Decisions under section 24(2)(a) not to publish a description of open access information not made available	0
Access applications received	1
Access applications decided within the time to decide under section 40	0
Access applications not decided within the time to decide under section 40	0
Access applications where access to all information requested was given	0
Access applications where access to only some of the information requested was given	0
Requests made to amend personal information under section 59	
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	0
For each request to amend personal information under section 59—the decision made under section 61	0
The total charges and application fees collected from access applications	\$0.00

## 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 the:

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

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

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

Members of the executive management committee are subject to performance agreements, apart from the Clerk. The agreements set out key responsibilities and work objectives. Agreements are reviewed twice each year. 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, the executive, and the union),
- a protective security committee,
- an audit and risk committee, and
- a staff consultative committee (comprising management, union, and staff representatives).

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

## Human Rights Act 2004

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.

## Other reporting requirements

### Access and inclusion

The *Disabilities Inclusion Act 2023* requires that public sector bodies, such as the Office, report each year on disability access and inclusion measures and the work to develop and implement them. In 2024-2025, the Office has with support from the Commonwealth Parliament Association installed automatic door openers that are affixed to the Legislative Chamber's entryway glass doors. In a small but positive step toward making the Chamber and wider Assembly more accessible, these doors are now able to accommodate wheelchair and other vulnerable Assembly visitors with the push of a button as they enter the Chamber floor. The door mechanisms operate silently and remove all need for physical exertion to push and keep open.

Wayfinding signage has been upgraded in the public areas on the ground floor of the Assembly to improve visitor experience. This includes larger and clearer signs directing visitors to the committee rooms, as well as more information provided regarding bathrooms and amenities.

### Free period products access

Under the *Period Products and Facilities (Access) Act 2023*, period products must be available in public buildings – such as the Assembly precincts – for people to access free-of-charge and in a dignified way. Since 2023, a combination of tampons and pads have been available in all bathrooms in the precincts, gendered or not, accompanied by signs that make clear these products are free-of-charge. Our cleaning contractors monitor stock levels and replenish supplies when required as part of their regular duties.

### Multicultural initiatives

The *Multiculturalism Act 2023* requires that public sector bodies, such as the Office, report each year on work being done to promote multiculturalism and engage with culturally and linguistically diverse Canberrans. In 2024-2025, the Office:

- added a Korean translation of the 'about your parliament' factsheet (the Office also has Arabic, Chinese, Hindi, Nepali, Urdu and Vietnamese translations available),
- delivered a program for the Navitas Adult Migrant English Program,
- continued organising Speaker Citizenship Evenings, and
- increased visitation and engagement to the Office's stall at the Multicultural Festival.

## Committees

Committees occasionally take evidence from multicultural groups and individuals. In the reporting period, the Standing Committee on Social Policy published submissions from the South Asian Research and Advocacy Hub and the Australian Multicultural Action Network for its inquiry into men’s suicide rates. The Standing Committee on Environment, Planning, Transport and City Services published a submission and took evidence from the Australian Multicultural Action Network for the inquiry into the procurement and delivery of MyWay+.

## Human resource performance

An organisation chart, current as of 30 June 2025, is shown in Figure 1.

### Staffing profile

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

Section	FTE	Headcount
Statutory office holder and senior executives	3	3
Office of the Clerk	5.45	7
Parliamentary Support	28.75	32
Business Support	22.83	28
<b>Total</b>	<b>60.03</b>	<b>70</b>

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

Section	Female	Male	Total
FTE by gender	35.1	24.93	60.03
Headcount by gender	41	29	70
<b>% of headcount</b>	<b>59%</b>	<b>41%</b>	

Table 7: Headcount by classification and gender

Classification	Female	Male	Total
Administrative Services Officer Class 2	3	6	9
Administrative Services Officer Class 3	-	-	-
Administrative Services Officer Class 4	5	4	9
Administrative Services Officer Class 5	2	2	4
Administrative Services Officer Class 6	14	5	19
Senior Officer Grade C	13	2	15
Senior Officer Grade B	-	1	1
Senior Officer Grade A	-	3	3
Information Technology Officer Class 2	-	1	1
Technical Officer Level 2	-	1	1
Technical Officer Level 4	-	1	1
Professional Officer Class 1	1	-	1
Professional Officer Class 2	1	1	2
Senior Professional Officer Grade C	1	-	1
Senior Executive Officer Level 1	1	1	2
Statutory Office Holder		1	1
<b>Total</b>	<b>41</b>	<b>29</b>	<b>70</b>

Table 8: Headcount by employment category and gender

Classification	Female	Male	Total
Casual	7	5	12
Permanent full-time	25	20	45
Permanent part-time	7	2	9
Temporary full-time	2	2	4
Temporary part-time	-	-	-
<b>Total</b>	<b>41</b>	<b>29</b>	<b>70</b>

Table 9: Headcount by age group and gender

Classification	Female	Male	Total
Under 20	-	1	1
20-24	2	1	3
25-29	1	5	6
30-34	2	2	4
35-39	7	1	8
40-44	5	5	10
45-49	3	3	6
50-54	8	3	11
55-59	8	1	9
60-64	5	6	11
65-69	-	1	1
70+	-	-	-
<b>Total</b>	<b>41</b>	<b>29</b>	<b>70</b>

Table 10: Average length of service by gender

Length of service	Female	Male	Total
Average years of service	6.12	6.14	6.13

## Staff selection processes

The Office undertook 12 staff selection processes during the reporting period (including temporary and casual vacancies). Of those 12 processes, 11 had candidates placed within the Office and on average, the number of days between advertising and the appointment of the successful candidate was 39 days, which is a decrease from 46 days in 2023-2024.

Table 11: Recruitment and separation rates by classification group

Classification group	Female	Male
Administrative Services Officer Class 3	1.3	-
Administrative Services Officer Class 4	1.3	-
Administrative Services Officer Class 5	2.59	-
Administrative Services Officer Class 6	1.3	2.59
Information Technology Officer Class 2	1.3	-
Senior Officer Grade C	1.3	1.3
<b>Total</b>	<b>9.09</b>	<b>3.89</b>

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). See Appendix 14 for detailed statistics on members' staff contracts.

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 185 employment agreements were administered by the Office over the reporting period. This compares with 105 for the 2023-2024 year.

Members may also engage external contractors throughout the financial year, provided they use funds from their staff salary allocation. In the 2024-2025 financial year, five members engaged a total of eight 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 included overleaf]

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

Member	Future rollover	Allocation*	Pledges received	Pledges made	Staff expenses	Contractor expenses	No. of contractors	Unused allocation	Total unspent
Braddock	12,094	75,162	18,038	8,754	89,395	-	-	7,145	7,145
Burch	30,239	92,685	-	-	83,895	-	-	39,029	39,029
Cain	12,753	71,533	-	-	74,955	-	-	9,331	9,331
Castley	22,923	78,883	-	-	74,709	10,000	1	17,097	17,097
Clay	18,341	71,533	8,754	9,019	86,707	-	-	2,902	2,902
Cocks	21,015	71,533	-	-	88,281	-	-	4,267	4,267
Hanson	19,735	71,533	-	-	72,454	-	-	7,505	7,505
Kikkert	16,879	71,533	-	-	66,891	-	-	24,377	24,377
Lawder	72,429	75,162	-	28,000	63,799	-	-	242	242
Lee	21,015	302,881	28,000	-	308,129	60,000	1	35,181	35,181
Milligan	12,367	71,533	-	-	68,306	-	-	24,242	24,242
Nuttall	22,147	71,533	-	9,019	64,639	-	-	10,242	10,242
Orr	20,722	75,162	-	-	86,427	-	-	10,882	10,882
Parton	21,015	71,533	-	-	45,597	20,000	1	26,658	26,658
Paterson	21,015	71,533	-	-	51,611	-	-	40,937	40,937
Pettersson	21,015	71,533	-	-	92,007	-	-	541	541
<b>Total</b>	<b>353,115</b>	<b>1,415,265</b>	<b>54,792</b>	<b>54,792</b>	<b>1,417,802</b>	<b>90,000</b>	<b>3</b>	<b>260,578</b>	<b>260,578</b>

\*Allocation is a combination of the Allocation for 2023-24, rollover carried forward from the previous financial year, and additional funds required for new automatic increments

Table 13: Use of staff salary allocation by non-executive members, including pledges made or received in the Eleventh Assembly

Member	Allocation*	Pledges received	Pledges made	Staff expenses	Contractor expenses	No. of contractors	Future rollover	Unused allocation	Total unspent
Barry	154,689	-	-	106,423	-	-	15,469	32,797	48,266
Braddock	272,253	31,050	41,270	208,730	-	-	27,225	26,079	53,304
Cain	154,689	29,500	-	177,600	-	-	6,589	-	6,589
Carrick	281,534	-	-	172,469	-	-	28,153	80,912	109,065
Castley	640,520	-	-	393,901	30,000	2	64,052	182,567	246,619
Clay	272,523	21,622	37,979	187,408	-	-	27,225	41,263	68,488
Cocks	162,311	-	-	103,024	9,656	1	16,231	33,400	49,631
Emerson	281,534	-	-	243,375	-	-	28,153	10,006	38,159
Hanson	170,125	-	-	132,281	-	-	17,013	20,831	37,844
Lee	154,689	-	29,500	113,336	-	-	11,853	-	11,853
Milligan	154,689	-	-	134,413	-	-	15,469	4,807	20,276
Morris	154,689	-	-	99,911	9,625	1	15,469	29,684	45,153
Nuttall	272,253	6,216	53,248	186,631	-	-	27,225	11,365	38,590
Parton	224,368	-	-	142,509	-	-	22,437	59,422	81,859
Rattenbury	445,386	90,451	16,842	468,951	-	-	44,539	5,505	50,044
Tough	162,311	-	-	110,142	-	-	16,231	35,938	52,169
Werner-Gibbings	154,689	-	-	137,684	-	-	15,469	1,536	17,005
<b>Total</b>	<b>4,112,982</b>	<b>178,839</b>	<b>178,839</b>	<b>3,118,788</b>	<b>49,281</b>	<b>4</b>	<b>398,802</b>	<b>576,112</b>	<b>974,914</b>

## Learning and development

In recognition of the need to develop and maintain a skilled and flexible workforce, the Office's Executive Management Committee endorsed the annual learning and development program for the 2024-2025 year. The program, shaped by feedback from performance discussions, included essential writing skills and understanding legislation.

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

During the reporting period, 29 OLA staff participated in learning and development activities, which involved expenditure of approximately \$70,000 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

- interparliamentary conferences and seminars, and
- job-specific training.

### Members' staff learning and development

During the reporting period, five members' staff participated in learning and development activities, which involved expenditure of approximately \$6,700 (including associated travel costs). This provided learning and development activities in:

- conferences,
- studies assistance, 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 (PCBU) under the *Work Health and Safety Act 2011* (WHS Act). The PCBUs are supported in ensuring as far as reasonably practical, the best possible standard of work health and safety for everyone at the Assembly precinct by the Health and Safety Committee.

During the reporting period:

- there were four minor incidents reported with no time lost,
- there were no psychological and physical health injury reported,
- there were no workers compensation claims accepted,
- there was one formal bullying and harassment allegation made to the Office's HR and Entitlements unit,
- the reporting of a 'Notifiable Incident' to WorkSafe ACT is a mandatory requirement under the WHS Act. The Assembly had no notifiable incidents or dangerous occurrences that arose during the reporting period, and
- no notices of non-compliance given to the Clerk in accordance with part 10 of the Work Health and Safety Act 2011.

### Activities and Training

During the reporting period there was approximately \$10,000 spent on WHS activities and training (excluding online training costs). These activities are designed to support the physical and psychological health and safety of Assembly workers and included:

- **Health and safety training** – including Lifeline Accidental Counsellor training, Manual Handling, Health and Safety Representative training, First Aid training and Fire Warden training.

- **Health and Wellbeing Initiative (HWI)** – the HWI provides financial support to employees who undertake health and wellbeing activities in their own time, in accordance with enterprise agreements. A total of 83 staff across the Assembly workplace participated in the program.
- **Flu Vaccinations** – the influenza vaccine continued to be made available to all building occupants free of charge.
- **Employee Assistance Program (EAP)** – the Assembly continued to provide EAP services to staff to support their emotional and psychological well-being both in the workplace and in their personal lives.
- **Workstation Assessments** – the Assembly continued to provide workplace assessments to staff in order to help workers prevent injury. This includes the ordering of any specialised equipment recommended as part of the assessment.
- **Early Intervention Assistance Program (EIAP)** – Non-executive members' staff and the Office of the Legislative Assembly staff who sustain a minor work-related injury/illness continued to seek reimbursement of the cost of medical treatment to cover incapacity for work for low value claims and additional paid leave.
- **Workplace inspections** – Assembly Health and Safety Representatives play a crucial role in ensuring workplace safety through annual workplace inspections. These inspections aim to identify potential hazards and risks, ensure that appropriate safety measures are in place, and reporting findings to the Assembly's Health and Safety Committee.

### 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 14: Value and quantity of assets as at 30 June 2025

Asset	Value	Quantity
Assembly building (territorial budget)	\$27,389m	1
Land (territorial budget)	\$5.000m	1
Assembly art and collectables collection (controlled budget)	\$1.007m	various
Assembly library collection (controlled budget)	\$0.256m	various
Plant and equipment (controlled budget)	\$0.567m	various

Table 15: Assets that were added or removed from the assets register during 2024-2025

Asset	Value of additions	Value of disposals
Assembly building (territorial budget)	\$0.415m	Nil
Assembly art collection (controlled budget)	\$0.030m	Nil
Assembly library collection (controlled budget)	\$0.005m	Nil
Plant and equipment (controlled budget)	\$0.074m	\$0.005m

## Capital works

Table 16 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 2024-2025, \$30,000 for artwork and \$5,000 for library collections were fully expended.

Table 16: Summary of capital works

Project	Works type	Financing received	Amount spent	Estimated completion	Actual completion	Status
Assembly building and chamber upgrades	New	\$0.334m	\$0.304m	Jun 2025	Ongoing	Partially complete
Assembly building fire compartmentation - investigation phase	New	\$0.111m	\$0.111m	Feb 2025	Feb 2025	Complete
Assembly building public entrance upgrade	Work in progress	Nil	Nil	Jun 2026	Ongoing	Design phase complete. Funding for construction phase expected in 2025-26 budget

## Office accommodation

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

It is difficult to provide a precise figure for the average area occupied by each employee, as significant parts of the net lettable area include floor space that is used only on a periodic or occasional basis or is not occupied by members or staff. These areas include the Assembly chamber, committee rooms and several function rooms. Some fluctuation in the number of people who occupy the space also occurs due to the sitting patterns of the Assembly.

An estimate for the Assembly building of the total office area occupied as of 30 June 2025 is 5,112 m<sup>2</sup>, with the average area occupied by members and staff, based on the Assembly building's 199 workstations, being 25.6 m<sup>2</sup>. 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<sup>2</sup>, with the average area occupied by OLA staff, based on the office's 35 workstations, being 17.8 m<sup>2</sup>.

## 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 17 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 included overleaf]

Table 17: Contracts summary

Name of vendor/contractor or consultant	Comments	Amount incl GST
All Seasons Horticultural Services Pty Ltd	Indoor plants hire and courtyard rejuvenation	\$54,990
American Express Australia Limited	Travel expenses	\$102,735
ARGUMENT, Stephen	Legal advice to the scrutiny committee	\$68,988
C & B Pty LIMITED	Assembly building security & fire upgrades	\$80,540
Canberra Air Conditioning Services	Air conditioning services and upgrades	\$60,630
CRISPIN, Kenneth J	ACT Commissioner for Standards	\$76,212
Design Craft Furniture Pty Ltd	Supply of furniture and upgrades	\$90,492
DIMEO Cleaning Services	Cleaning services	\$337,393
EPIQ Australia Pty Ltd	Recording and transcription services	\$108,309
Flick Anticimex Pty Ltd	Washroom services	\$27,739
Fredon Security Pty Ltd	Security upgrades and services	\$134,082
HROnboard Pty Ltd	HR software solutions	\$27,903
Macroeconomics Advisory <sup>1</sup>	Consultancy services for members	\$88,000
Network Electrical Solutions Pty Ltd	Electrical services	\$32,212
NovaWorks Group Pty Ltd	Parliamentary portal software solutions	\$263,230
OCLC (UK) Limited	Library system	\$44,152
PA & KS Contractors Pty Ltd	Refurbishment and Assembly building upgrades	\$32,010
Pegasus Economics	ACT budget analysis services	\$36,300
Safetrac Pty Limited	Online training modules	\$43,377
SG Fleet Australia Pty Limited	Executive vehicles	\$42,211
SKEHILL, Stephen	Ethics and Integrity Adviser	\$35,091
STEWART, Daniel	Legal advice to the scrutiny committee	\$62,419
Wilde and Woollard Consultants Pty Ltd	Assembly building upgrade services	\$41,789

<sup>1</sup> Multiple members employed this consultant

In addition to the consultants and contractors mentioned above, an independent arbiter was engaged to assess privilege claims. A payment of \$7,260 was made for these services in May 2025.

## Territory records

### Records management program

In compliance with the *Territory Records Act 2002*, the Office's records management program was approved by the Clerk of the Legislative Assembly in May 2020. All staff are aware of the program and their responsibilities to keep accurate records. The program is due for completion in 2025-2026 period.

The public can inspect the Office's records and information management program via the [Policies](#) 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.

All new staff undergo records management training as part of their induction and a rolling program of quick topic focused records management training sessions were delivered.

### Sustainability reporting

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

The Office reduced its ecological footprint through practices that reduce energy consumption, limit paper use, divert waste from landfill and educate and inform staff.

The usage of electricity and natural gas remains relatively consistent with the prior year and subject to extremes in climatic conditions. During the reporting period, there has been a reduction in the quantity of recyclable materials that was generated in the Assembly building together with a reduction in the quantity of paper purchased.

[Table included overleaf]

# Appendices

Table 18: Sustainable development performance: current and previous financial year

Indicator as at 30 June	Unit	Current FY	Previous FY	% change
<b>Stationary energy use</b>				
Electricity use	Kilowatt hours	645,269	666,493	-3% ▼
Natural gas use (non-transport)	Megajoules	2,288,130	2,098.64	9% ▲
Diesel use (non-transport)	Kilolitres	-	-	-
<b>Transport fuel usage</b>				
Electric vehicles	Number	1	1	N/C
Hybrid vehicles	Number	1	1	N/C
Hydrogen vehicles	Number	0	0	-
Total number of vehicles	Number	2	2	N/C
Fuel use – petrol	Kilolitres	1.2	1.13	6% ▲
Fuel use – diesel	Kilolitres	0	0	-
Fuel use – liquid petroleum gas (LPG)	Kilolitres	0	0	-
Fuel use – compressed natural gas (CNG)	Gigajoules	0	0	-
<b>Water usage</b>				
Water use	Kilolitres	1,834	1962	-7% ▼
<b>Resource efficiency and waste</b>				
Reams of paper purchased	Reams	650	628	4% ▲
Recycled content of paper purchased	Percentage	93%	98%	-6% ▼
Waste to landfill	Cubic metres	160.6	158.00	2% ▲
Co-mingled material recycled	Cubic metres	93.5	110.5	-15% ▼
Paper and cardboard recycled (including secure paper)	Cubic metres	11.83	17.31	-32% ▼
<b>Greenhouse gas emissions</b>				
Emissions from electricity use	Tonnes CO2-e	0	0	-
Emissions from natural gas use (non transport)	Tonnes CO2-e	118	110.78	7% ▲
Emissions from diesel use (non-transport)	Tonnes CO2-e	-	-	-
Emissions from transport fuel use	Tonnes CO2-e	2	2	0%
<b>Total emissions</b>	<b>Tonnes CO2-e</b>	<b>120</b>	<b>112.78</b>	<b>6.4% ▲</b>

## Appendix 1: Sitting days

Table 19: Sitting days

Year <sup>1</sup>	Total sitting days	Total sitting hours*	Average sitting hours per day	Sittings after 10pm	Average time of rising
2004-2005	36	290	8	5	6:38 pm
2005-2006	41	312	8	2	6:04 pm
2006-2007	38	292	8	1	6:11 pm
2007-2008	40	347	9	7	7:10 pm
2008-2009	38	323	9	5	6:40 pm
2009-2010	41	350	9	2	6:32 pm
2010-2011	44	397	9	6	7:01 pm
2011-2012	42	359	9	1	6:38 pm
2012-2013	29	222	8	2	5:40 pm
2013-2014	36	288	8	-	5:59 pm
2014-2015	44	335	8	-	5:37 pm
2015-2016	36	292	8	-	6:07 pm
2016-2017	25	201	8	2	6:02 pm
2017-2018	42	329	8	-	5:48 pm
2018-2019	40	308	8	-	5:43 pm
2019-2020	32	242	8	-	5:34pm
2020-2021	26	193	7	-	5:23 pm
2021-2022	33	247	7	-	5:29 pm
2022-2023	38	282	7	-	5:23 pm
2023-2024	36	277	8	-	5:41pm
2024-2025	31	236	7	-	5:21 pm

\* Includes time expended in suspensions and meal breaks.

## Appendix 2: Proceedings

Table 20: 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 <sup>1</sup>
2004-2005	32	4	6	86	6	20
2005-2006	39	2	13	95	7	24
2006-2007	35	3	40	77	11	22
2007-2008	33	7	25	92	10	21
2008-2009	32	6	15	98	4	26
2009-2010	38	3	10	107	-	23
2010-2011	42	2	16	149	1	23
2011-2012	41	1	12	154	3	25
2012-2013	24	5	4	74	1	14
2013-2014	33	3	8	81	-	20
2014-2015	42	2	18	87	-	24
2015-2016	34	2	8	90	-	20
2016-2017	22	3	18	40	-	10
2017-2018	41	1	28	60	1	18
2018-2019	37	3	34	82	-	17
2019-2020	28	4	24	45	-	13
2020-2021	25	1	32	42	-	-
2021-2022	32	1	46	58	-	-
2022-2023	36	2	24	85	-	-
2023-2024	33	3	44	94	1	-
2024-2025	30	1	54	40	-	-

<sup>1</sup> 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 21: Minutes of proceedings

Year	# of pages	# of sittings	Average # of pages per sitting
2004-2005	463	36	13
2005-2006	471	41	12
2006-2007	301	38	8
2007-2008	484	40	12
2008-2009	491	38	13
2009-2010	473	41	12
2010-2011	610	44	14
2011-2012	593	42	14
2012-2013	342	29	12
2013-2014	390	36	11
2014-2015	524	44	12
2015-2016	410	36	11
2016-2017	376	25	15
2017-2018	572	42	14
2018-2019	642	40	16
2019-2020	472	32	15
2020-2021	383	26	15
2021-2022	479	33	15
2022-2023	591	38	16
2023-2024	626	36	17
2024-2025	439	31	14

## Appendix 4: Bills and amendments

Table 22: Bills for the 2024-2025 financial year

Bills	Executive	Private members'	Assembly	Total
Introduced	28	9	-	37
Discharged	-	-	-	-
Withdrawn	-	-	-	-
Not agreed in principle	-	2	-	2
Negatived	-	-	-	-
Passed	33	2	-	35
Amended	9	1	-	10
Still before the Assembly	8	5	-	13

Table 23: Amendments circulated

Financial year	# of amendments to motions	# of amendments to bills	Total
2004-2005	46	389	435
2005-2006	47	425	472
2006-2007	44	82	126
2007-2008	39	497	536
2008-2009	90	314	404
2009-2010	94	245	339
2010-2011	149	348	497
2011-2012	176	340	516
2012-2013	60	148	208
2013-2014	78	139	217
2014-2015	77	313	390
2015-2016	63	75	138
2016-2017	62	201	263
2017-2018	80	110	190
2018-2019	78	455	533
2019-2020	75	198	273
2020-2021	53	149	202
2021-2022	80	122	202
2022-2023	77	308	385
2023-2024	64	408	472
2024-2025	144	58	202

## Appendix 5: Bills presented

Table 24: Bills presented

Year	Executive	Crossbench executive <sup>1</sup>	Private members'	Assembly	Total
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	84
2012-2013	41	4	3	-	48
2013-2014	56	2	-	-	58
2014-2015	54	1	1	-	56
2015-2016	71	2	5	-	78
2016-2017	27	-	2	-	29
2017-2018	54	-	9	1	64
2018-2019	49	-	6	-	55
2019-2020	52	-	7	-	59
2020-2021	31	-	4	-	35
2021-2022	30	-	6	3	39
2022-2023	44	-	5	-	49
2023-2024	60	-	7	1	68
2024-2025	28	-	9	-	37

<sup>1</sup> 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.

## Appendix 6: Questions with and without notice

Table 25: Questions with and without notice

Year	Questions on notice	Questions without notice	Supplementary questions <sup>1</sup>	Average questions per sitting day <sup>2</sup>
2004-2005	608	356	283	17.8
2005-2006	712	399	314	17.4
2006-2007	455	366	296	17.4
2007-2008	519	378	299	16.9
2008-2009	351	401	330	19.2
2009-2010	751	417	1,008	34.7
2010-2011	697	445	1,257	38.7
2011-2012 <sup>3</sup>	725	457	1,329	42.5
2012-2013	154	258	764	35
2013-2014	172	381	1,117	42
2014-2015	140	388	1,148	35
2015-2016	326	326	971	36
2016-2017	377	321	693	40.6
2017-2018	1,207	616	1,210	43.5
2018-2019	1,009	579	1,142	43
2019-2020	588	452	884	42
2020-2021	492	353	696	40
2021-2022	502	432	4314	39
2022-2023	463	489	965	38
2023-2024	770	505	994	42
2024-2025	571	468	924	45

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

<sup>2</sup> Includes supplementary questions.

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

<sup>4</sup> Includes further supplementary questions as per standing order 113B.

## Appendix 7: Committee statistics

### Summary of committee activity

Table 26: Summary of committee statistics from to 2024-2025

Year	Meetings	Meetings supported by Chamber Support	Total # of meetings	Public hearings	Reports	Reports produced by Chamber Support	Total reports
2004-2005	152	35	187	38	27	20	47
2005-2006	231	34	265	61	18	15	33
2006-2007	232	36	268	69	21	16	37
2007-2008	206	36	242	59	15	17	32
2008-2009	221	31	252	61	23	13	36
2009-2010	264	47	311	74	21	20	41
2010-2011	230	37	267	57	25	16	41
2011-2012	287	46	333	95	23	16	39
2012-2013	182	28	210	54	21	11	32
2013-2014	191	32	223	57	13	14	27
2014-2015	178	34	212	60	17	19	36
2015-2016	159	29	188	47	26	14	40
2016-2017	161	26	187	32	16	17	36
2017-2018	289	34	323	84	22	14	36
2018-2019	323	39	362	93	25	19	44
2019-2020	254	34	288	65	31	18	49
2020-2021	226	31	257	40	21	18	39
2021-2022	339	32	371	101	40	13	53
2022-2023	317	22	354	87	38	11	53
2023-2024	276	31	307	90	36	16	52
2024-2025	223	24	247	78	19	11	30

1 Secretariat support of the Standing Committee on Justice and Community Safety (Scrutiny) transferred for a year from Chamber Support to Committee Support in 2022-23. It returned to Committee Support in 2023-24 .

## Consolidated committee statistics

Table 27: Types of committee meetings

Type of meeting	Total
Private meetings	166
– with full attendance by committee members	123
Public hearings	78
– with full attendance by committee members	63
Site visits and study tours	0
Other types of meetings (e.g. briefings, roundtables, workshops)	3

Table 28: Hours of committee meetings

Hours of meetings held	Total
Hours of private meetings	125
Hours of public hearings	231
Hours of site visits or study tours	0
Hours of other kinds of meetings	2
<b>Total hours of committee meetings</b>	<b>358</b>

Table 29: Inquiry outcomes

Type of meeting	Total
Number of witnesses	626
Number of submissions	530
Number of petitions	18
Number of bills referred	34
Number of referrals	25
– self-referrals	7
Number of reports presented	30
Number of statements made under SO 246A	29
Number of statutory appointments considered	123
Numbers of bills considered (scrutiny)	34
Items of subordinate legislation considered (scrutiny)	306

## Activity by standing committee

Table 30: Activity and outputs by standing committees of the Tenth Assembly

Key to committee names											
<b>A&amp;P</b>	Administration and Procedure	<b>JCS</b>	Justice and Community Safety	<b>EGEE</b>	Economy and Gender and Economic Equality	<b>Scrut</b>	Justice and Community Safety (legislative scrutiny role)	<b>ECI</b>	Education and Community Inclusion	<b>PTCS</b>	Planning, Transport, and City Services
<b>ECCB</b>	Environment, Climate Change, and Biodiversity	<b>PA</b>	Public Accounts Committee	<b>HCW</b>	Health and Community Wellbeing						
Activity or output	A&P	EGEE	ECI	ECCB	HCW	JCS	Scrut	PTCS	PA		
Number of private meetings	3	2	3	7	4	8	2	5	3		
Number of public hearings	0	4	0	1	1	0	0	0	0		
Number of site visits and study tours	0	0	0	0	0	0	0	0	0		
Number of other kinds of meetings	0	0	0	0	0	0	0	0	0		
<b>Total number of meetings</b>	<b>3</b>	<b>6</b>	<b>3</b>	<b>8</b>	<b>5</b>	<b>8</b>	<b>2</b>	<b>5</b>	<b>3</b>		
Hours of private meetings	1:33	0:36	0:34	3:10	0:36	7:18	1:46	0:45	0:45		
Hours of public hearings	0:00	5:23	0:00	1:11	1:54	0:00	0:00	0:00	0:00		
Hours of site visits and study tours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
Hours of other kinds of meetings	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00		
<b>Total hours of meetings</b>	<b>1:33</b>	<b>5:59</b>	<b>0:34</b>	<b>4:21</b>	<b>2:30</b>	<b>7:18</b>	<b>1:46</b>	<b>0:45</b>	<b>0:45</b>		
Number of witnesses	0	27	0	14	14	0	0	0	0		
Number of submissions	0	1	0	0	0	0	0	0	0		
Number of petitions	0	0	1	0	0	2	0	2	1		
Number of bills referred	0	0	0	0	0	2	0	0	0		
Number of referrals	0	0	0	0	0	1	0	0	0		

Table 31: Activity and outputs by standing committees of the Eleventh Assembly

Key to committee names									
<b>A&amp;P</b>	Administration and Procedure*	<b>JCS</b>	Legal Affairs	<b>EIR</b>	Economics, Industry and Recreation	<b>Scrut</b>	Legal Affairs (legislative scrutiny role)*	<b>PAA</b>	Public Accounts and Administration
<b>EPTCS</b>	Environment, Planning, Transport and City Services <sup>1</sup>	<b>ICSOH</b>	Integrity Commission and Statutory Office Holders	<b>SP</b>	Social Policy				
									* Supported by Chamber Support
Activity or output	A&P	EIR	EPTCS	ICSOH	LA	Scrut	PAA	SP	
Number of private meetings	11	15	18	13	18	8	16	14	
Number of public hearings	0	9	13	4	8	0	9	18	
Number of site visits and study tours	0	0	0	0	0	0	0	0	
Number of other kinds of meetings	0	0	3	0	0	0	0	0	
<b>Total number of meetings</b>	<b>11</b>	<b>24</b>	<b>34</b>	<b>17</b>	<b>26</b>	<b>8</b>	<b>25</b>	<b>32</b>	
Hours of private meetings	5:21	7:34	12:00	9:46	10:49	5:00	23:32	13:45	
Hours of public hearings	0:00	22:37	47:03	16:14	23:29	0:00	9:44	20:46	
Hours of site visits and study tours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	
Hours of other kinds of meetings	0:00	0:00	1:50	0:00	0:00	0:00	0:00	0:00	
<b>Total hours of meetings</b>	<b>5:21</b>	<b>30:11</b>	<b>60:53</b>	<b>26:00</b>	<b>34:18</b>	<b>5:00</b>	<b>33:16</b>	<b>34:31</b>	
Number of witnesses	0	71	116	13	61	0	32	52	
Number of submissions	0	47	263	7	160	0	0	35	
Number of petitions	0	0	8	0	1	0	0	3	
Number of bills referred	0	2	9	0	6	0	4	7	
Number of referrals	0	3	6	3	3	0	3	3	
Number of reports presented	1	1	2	1	1	7	2	1	
Number of statements made under SO 246A	0	3	6	2	2	0	2	3	
Number of statutory appointments considered	0	11	20	0	47	0	2	6	
Number of bills considered	N/A	N/A	N/A	N/A	N/A	27	N/A	N/A	
Items of subordinate legislation considered	N/A	N/A	N/A	N/A	N/A	144	N/A	N/A	

<sup>1</sup> On 26 June 2025, the Assembly changed the name of this committee to the Standing Committee on Environment and Planning. This Committee had one private meeting after this date during the reporting period. Also on 26 June 2025, the Assembly created the Standing Committee on Transport and City Services and transferred some inquiries and areas of responsibility to it from the Environment Committee. The new Committee first met after 30 June 2025.

## Activity by select committee

Table 32: Activity and outputs by select committees of the Tenth Assembly

Key to committee names	
<b>24-25</b>	Select Committee on Estimates 2024-2025

Activity or output	Estimates
Number of witnesses	626
Number of submissions	530
Number of petitions	18
Number of bills referred	34

Activity or output	Estimates
Hours of private meetings	13:44
Hours of public hearings	80:30
Hours of site visits/study tours	0:00
Hours of other kinds of meetings	0:00

Activity or output	Estimates
Number of witnesses	227
Number of submissions	13
Number of petitions referred	0
Number of bills referred	2
Number of referrals	1
Number of reports presented	1
Number of statements made under SO 246A	0
Number of statutory appointments considered	0

Table 33: Activity and outputs by select committees of the Eleventh Assembly

Key to committee names		
<b>Caretaker</b>	Select Committee on Caretaker Conventions	
<b>25-26</b>	Select Committee on Estimates 2025-2026	

Activity or output	Caretaker	Estimates
Number of private meetings	6	3
Number of public hearings	1	0
Number of site visits/study tours	0	0
Number of other kinds of meetings	0	0
<b>Total number of meetings</b>	<b>7</b>	<b>3</b>
Hours of private meetings	4:28	1:39
Hours of public hearings	2:34	0:00
Hours of site visits/study tours	0:00	0:00
Hours of other kinds of meetings	0:00	0:00
<b>Total hours of meetings</b>	<b>7:02</b>	<b>1:39</b>
Number of witnesses	9	0
Number of submissions	4	0
Number of petitions referred	0	0
Number of bills referred	0	2
Number of referrals	1	1
Number of reports presented	0	0
Number of statements made under SO 246A	0	0
Number of statutory appointments considered	0	0

## Appendix 8: Web engagement

### User visits to Assembly websites

This graph compares visitor statistics for the three Assembly websites:

- The general Legislative Assembly website ([parliament.act.gov.au](http://parliament.act.gov.au))
- The Video on Demand subsite ([broadcast.parliament.act.gov.au](http://broadcast.parliament.act.gov.au)),
- The Hansard subsite ([hansard.act.gov.au](http://hansard.act.gov.au))
- The e-Petitions subsite ([epetitions.parliament.act.gov.au](http://epetitions.parliament.act.gov.au)), and
- The Questions subsite ([questions.parliament.act.gov.au](http://questions.parliament.act.gov.au)).

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.

Table 34: Website user sessions for Assembly websites

Site	2022-23	2023-24	2024-25
Parliament	187,830	197,423	142,330
Broadcast	38,643	39,799	26,089
Hansard	19,372	21,650	38,365
E-Petitions	0	0	40,470
Questions		0	6,113

### High-traffic web content

For the 2024-2025 reporting period, the following six pages and resources on the Assembly website received the highest traffic:

- Sitting Calendar – 10,509 (7.38%) (<https://www.parliament.act.gov.au/parliamentary-business/sitting-calendar>)
- The Westminster system down under – 9,879 (6.94%) (<https://www.parliament.act.gov.au/visit-and-learn/learn/resources/fs/westminster>)
- Committees public hearings schedule – 4,086 (2.87%) (<https://www.parliament.act.gov.au/parliamentary-business/in-committees/public-hearings-schedule>)
- Inquiry into the management of strata properties – 2,222 (1.56%) (<https://www.parliament.act.gov.au/parliamentary-business/in-committees/committees-11th-assembly/legal-affairs/inquiry-into-the-management-of-strata-properties>)
- The ACT in Australia's three levels of government – 3,197 (2.25%) (<https://www.parliament.act.gov.au/visit-and-learn/learn/resources/fs/levels-of-gov>)
- Members' roles and responsibilities – 3,095 (2.17%) (<https://www.parliament.act.gov.au/visit-and-learn/learn/resources/fs/mla-roles>)

## Appendix 9: Library and reference services

Table 35: Collection services

Service	2022-2023	2023-2024	2024-2025
<b>Library collection</b>			
New records created	1,198	1274	574 <sup>1</sup>
New holdings added	1,308	1053	930 <sup>2</sup>
<b>Total</b>	<b>2,506</b>	<b>2,327</b>	<b>1,504</b>
<b>Digital collections</b>			
New items uploaded to MLA media release collection	875	810	570
New items uploaded to the Public Sector media release collection <sup>2</sup>	-	2,241	106
New items uploaded to ACT press clipping collection	8,765	8,688	8,384

Table 36: Reference and information services

Service	2022-2023	2023-2024	2024-2025
Number of reference requests for information—Assembly clients	184	98	91
Number of reference requests for information—ACT government clients	47	37	40
Number of reference requests for information—other clients	40	28	39
Number of interlibrary loan requests	48	43	36

<sup>1</sup> Statistics for Quarter 4 are not included due to a system migration.

<sup>2</sup> The Public Sector media release collection was established in 2023-2024.

## Appendix 10: Members of the Assembly

### Tenth Assembly (until October 2024)

- 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 (resigned 12 November 2023)
- 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)
- NUTTALL, Miss Laura (declared elected on 28 November 2023, to fill a casual vacancy)
- ORR, Ms Suzanne
- PARTON, Mr Mark
- PATERSON, Dr Marisa
- PETERSSON, Mr Michael
- RATTENBURY, Mr Shane
- STEEL, Mr Chris
- STEPHEN-SMITH, Ms Rachel
- VASSAROTTI, Ms Rebecca

### Eleventh Assembly (from November 2024)

- BARR, Mr Andrew
- BARRY, Ms Chiaka
- BERRY, Ms Yvette
- BRADDOCK, Mr Andrew
- CAIN, Mr Peter
- CARRICK, Ms Fiona
- CASTLEY, Ms Leanne
- CHEYNE, Ms Tara
- CLAY, Ms Jo
- COCKS, Mr Ed
- EMERSON, Mr Thomas
- HANSON, Mr Jeremy CSC
- LEE, Ms Elizabeth
- MILLIGAN, Mr James
- MORRIS, Mrs Deborah
- NUTTALL, Miss Laura
- ORR, Ms Suzanne
- PARTON, Mr Mark
- PATERSON, Dr Marisa
- PETERSSON, Mr Michael
- RATTENBURY, Mr Shane
- STEEL, Mr Chris
- STEPHEN-SMITH, Ms Rachel
- TOUGH, Ms Caitlin
- WERNER-GIBBINGS, Mr Taimus

## Appendix 11: Office holders

Table 37: 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 <sup>1</sup>	3 November 2020	-
Assistant Speaker	Mr Michael Pettersson	9 November 2020	-
Assistant Speaker	Mr Peter Cain	17 November 2020	-
Assistant Speaker	Mr Johnathan Davis	17 November 2020	Resigned 12 November 2023
Assistant Speaker	Ms Suzanne Orr	4 April 2022	-

<sup>1</sup> Acting Speaker 1-7 July 2024, 23-30 July 2024.

Table 38: Office holders of the Eleventh Assembly

Office	Office holder	Nomination date	Revocation date
Speaker	Mr Mark Parton	6 November 2024	-
Deputy Speaker	Mr Andrew Braddock <sup>1</sup>	6 November 2024	-
Assistant Speaker	Mr Peter Cain	14 November 2024	-
Assistant Speaker	Mr Taimus Werner-Gibbings	14 November 2024	-
Assistant Speaker	Ms Chiaka Barry	14 November 2024	-

<sup>1</sup> Acting Speaker 20-22 November 2024, 3-13 January 2025, 10 April and 18-24 April 2025 and 11-16 June 2025.

## Appendix 12: Ministers as of 30 June 2025

Table 39: Ministers of the Eighteenth Barr Ministry

Minister	Portfolios
Andrew Barr	Chief Minister Minister for Economic Development Minister for Tourism and Trade
Yvette Berry	Deputy Chief Minister Minister for Education and Early Childhood Minister for Homes, Homelessness and New Suburbs Minister for Sport and Recreation
Rachel Stephen-Smith	Minister for Health Minister for Mental Health Minister for Finance Minister for the Public Service
Chris Steel	Treasurer Minister for Planning and Sustainable Development Minister for Heritage Minister for Transport
Tara Cheyne	Manager of Government Business Attorney-General Minister for Human Rights Minister for City and Government Services Minister for the Night-Time Economy
Suzanne Orr	Minister for Aboriginal and Torres Strait Islander Affairs Minister for Climate Change, Environment, Energy and Water Minister for Disability, Carers and Community Services Minister for Seniors and Veterans
Michael Pettersson	Minister for Business, Arts and Creative Industries Minister for Children, Youth and Families Minister for Multicultural Affairs Minister for Skills, Training and Industrial Relations
Marisa Paterson	Minister for Police, Fire and Emergency Services Minister for Women Minister for the Prevention of Domestic, Family and Sexual Violence Minister for Corrections Minister for Gaming Reform

## Appendix 13: Remuneration of MLAs

ACT Remuneration Tribunal determination No 5 of 2024, which commenced on 1 July 2024, provided that the base rate salary for all members of the Legislative Assembly shall be \$188,798 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 40: Remuneration of Members of the Legislative Assembly by position held

Position	Remuneration
Chief Minister	\$207,678
Deputy Chief Minister	\$151,038
Minister	\$132,158
Leader of the Opposition	\$132,158
Presiding Officer	\$103,839
Deputy Leader of the Opposition	\$37,760
Deputy Presiding Officer	\$28,320
Government Whip	\$18,880
Opposition Whip	\$18,880
Whip in the Legislative Assembly of a registered party (other than the party to which the Chief Minister or Leader of the Opposition belongs) if at least 4 members of the Legislative Assembly are members of the party	\$18,880
Presiding member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly	\$18,880

## Appendix 14: Non-executive members' staff

Table 41: Legislative Assembly members' staff (LAMS) employment agreements

Year	# of LAMS contracts	# of non-executive members	Average contracts per member
2003-2004 (prior to new staff structure)	61	12	5.08
2003-2004 (translation to new staff structure)	33	12	2.75
2003-2004 (following new staff structure)	50	12	4.17
<b>2003-2004 total</b>	<b>144</b>	<b>12</b>	<b>12.00</b>
2005-2006	87	12	7.25
2006-2007	120	12	10.00
2007-2008	102	12	8.50
2008-2009 (pre-election)	16	12	1.33
2008-2009 (post-election)	98	12	8.17
<b>2008-2009 total</b>	<b>114</b>	<b>12</b>	<b>9.50</b>
2009-2010	71	12	5.91
2010-2011	79	13 <sup>1</sup>	6.08
2011-2012	59	12 <sup>1</sup>	4.92
2012-2013 (pre-election)	12	12	1.00
2012-2013 (post-election)	91	12	7.58
<b>2012-2013 total</b>	<b>103</b>	<b>12</b>	<b>8.58</b>
2013-2014	66	12	5.50
2014-2015	77	11	7.00
2015-2016	62	10 <sup>2</sup>	5.17
2016-2017 (pre-election)	17	11	1.55
2016-2017 (post-election)	101	18	5.61
2016-2017 total	118	4	4
2017-2018	109	17 <sup>3</sup>	6.06
2018-2019	125	17	7.35
2019-2020	120	17	7.10
2020-2021 (pre-election)	13	17	0.76
2020-2021 (post-election)	138	16	8.63

Year	# of LAMS contracts	# of non-executive members	Average contracts per member
<b>2020-2021 total</b>	<b>151</b>	<b>16.5</b>	<b>9.15</b>
2021-2022	62	16	3.88
2022-2023	100	16	6.25
2023-2024	105	16	6.56
2024-2025 (pre-election)	23	16	1.44
2024-2025 (post-election)	156	17	9.53
<b>2024-2025 total</b>	<b>179</b>	<b>16.5</b>	<b>11.21</b>

<sup>1</sup> 13<sup>th</sup> non-executive member from 2 June 2011 to 23 November 2011.

<sup>2</sup> 11<sup>th</sup> non-executive member from 1 July 2015 to January 2016.

<sup>3</sup> 18<sup>th</sup> non-executive member from October 2016 to 23 August 2018.

<sup>4</sup> Figures not provided due to increase in Assembly from 17 to 25 members.

Table 42: Number of non-executive members' staff employed at each classification as at 30 June 2024

Classification	# of staff	Full-time equivalent (FTE)
Principal Adviser Level 1	1	1
Senior Adviser Level 2	2	2
Senior Adviser Level 1	14	11.32
Adviser Level 2	10	7.42
Adviser Level 1	43	33.78
<b>Total</b>	<b>70</b>	<b>55.52</b>

## Appendix 15: Parliamentary visitors and delegations

Table 43: Visitors from other jurisdictions

Date	Name	Place of origin
11-12 February 2025	Delegation of the Maneaba ni Maungatabu Kiribati:	Kiribati
	<ul style="list-style-type: none"> <li>Hon Mr Willie Tokataake, Speaker</li> <li>Mr Eni Tekanene, Clerk</li> <li>Mr Airata Teemeta, Hansard Editor</li> </ul>	
23-25 June 2025	Business Committee of the Maneaba ni Maungatabu Kiribati	Kiribati
	<ul style="list-style-type: none"> <li>Hon Tauanei Marea, Chair</li> <li>Hon Tebuai Uai</li> <li>Hon Korabati Remuera</li> <li>Hon Riteta Iorome</li> <li>Mr Airata Temeta, Delegation Secretary</li> </ul>	

## 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 6 December 2024.

Correspondence from the CPA headquarters in London and the Australian region was regularly circulated to members. The CPA has significantly increased its online activity resulting in members of the branch having access to a large range of programs, publications, and training modules. Members' participation in these online activities are not monitored.

The former Speaker and Branch President, Joy Burch MLA, was elected Chair of the Small Branches Committee in August 2022 and was a member of the CPA Executive Committee with her term expiring upon the commencement of the 11th Assembly. The Office provided support to her in those roles during the reporting period.

During the year the Office facilitated arrangements for:

- ACT branch annual general meeting in November 2024,
- Circulation of correspondence,
- Activities of the Commonwealth Women Parliamentarians (CWP) network within the branch,
- 67th Commonwealth Parliamentary Conference, Sydney, Australia,
- CPA Small Branches Workshop – Legislative Leadership for Environmental Resilience in Small Jurisdictions, Hawaii, USA,
- CPA Small Branches Workshop on Strong and Independent Parliaments in Small Jurisdictions, Douglas, Isle of Man,
- Advanced Professional Development and Skills Building Residency, Malta, and
- 12th Commonwealth Youth Parliament, Wellington, New Zealand.

In addition to the participation of Branch Members in CPA events, the Clerk, at the request of the CPA Headquarters, participated in the CPA Technical Assistance Program for the Parliament of Fiji in March 2025 and the Parliament of Tonga in June 2025.

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

- CPA Small Branches Workshop—Legislative Leadership for Environmental Resilience in Small Jurisdictions—Hawaii (USA)—22 to 28 July 2024—Ms Burch (\$1,153)
- 12th Commonwealth Youth Parliament—Wellington (New Zealand)—30 August to 8 September 2024 —Jay Evett (\$2,050)
- 67th Commonwealth Parliamentary Conference—Sydney (Australia)—2 to 5 November 2024—Ms Burch (\$1,392)
- CPA Advanced Professional Development and Skill-Building Residency Program—Valletta (Malta)—23 February to 3 March 2025—Ms Carrick (\$13,249) and Ms Tough (\$13,274)

- CPA Small Branches Workshop on Strong and Independent Parliaments in Small Jurisdictions—Douglas (Isle of Man)—1 to 3 April 2025—Ms Barry (\$18,839) and Mr Werner-Gibbings (\$19,376)

The Association membership subscription for the branch for the year was \$16,560.

## Appendix 17: Education programs

Table 44: Visitors to the Assembly in 2024-2025, compared with the last reporting period

Visitors by group	Number of visitors during 2023-24	Average participant satisfaction	Number of visitors during 2024-25	Average participant satisfaction (/3 stars)
Committee Challenge	115	2.8	62	2.8
Community outreach	123	3	278	3
ACT Constitutional Convention	36	2.7	19	2.8
Official delegations	12	-	-	-
Open Day†	318	-	-	-
Public Sector Seminars	514	2.8	614	2.9
School outreach	207	-	-	-
School visits	990	2.6	897	2.7
Digital school program*	-	-	128	3
Speakers Citizenship Evening	248	-	239	2.9**
Teacher professional learning	5	3	14	3
Tours	90	-	80	-
Westminster Workshop†	-	-	19	2.7
Work Experience and Internships	13	-	14	-
<b>Total visitors/average rating</b>	<b>2671</b>	<b>2.8</b>	<b>2364</b>	<b>2.9</b>

\* In the 2023-2024 annual report, digital programs were new and included as part of school visits data.

\*\* A survey for Speaker Citizenship Evening participants was included in 2025.

† Program does not occur every year.

## Appendix 18: Financial statements and management discussion and analysis

### Legislative overview

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

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

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

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

### Risk management

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

### Reporting entities

The 2024-2025 financial statements relate to the Controlled and Territorial entities administered by the Office. The financial information is based on the audited financial statements for 2023-2024 and 2024-2025, and the 2024-2025 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 2023-24 \$m	Original Budget 2024-25 \$m	Actual 2024-25 \$m	Forward Estimate <sup>1</sup> 2025-26 \$m	Forward Estimate <sup>1</sup> 2026-27 \$m	Forward Estimate <sup>1</sup> 2027-28 \$m	Forward Estimate <sup>1</sup> 2028-29 \$m
Expenditure	12.538	13.337	13.288	13.842	13.981	14.116	14.248
Own Source Revenue	1.645	1.381	1.703	1.748	1.786	1.800	1.815
<b>Net Cost of Services</b>	<b>10.893</b>	<b>11.956</b>	<b>11.585</b>	<b>12.094</b>	<b>12.195</b>	<b>12.316</b>	<b>12.433</b>

<sup>1</sup> Forward estimates are based on the 2024-25 Budget tabled on 25 June 2024.

The Office's Net Cost of Services of \$11.585m (million) was lower than the budget of \$11.956m (3.1 percent variance) mainly due to lower than budgeted employee expenses and higher interest income.

#### Comparison to prior year

The Net Cost of Services of \$11.585m was higher than the prior year result of \$10.893m (6.4 percent variance). This is largely due to increased employee expenses.

Increase in employee expenses (\$0.885m, 11.8 percent) was due to salary increases and filling of vacant positions in the Office. The Office had 60.0 Full Time Equivalent (FTE) staff as of 30 June 2025 compared to 53.6 FTE prior year. This increase was partially offset by a decrease in Supplies and services (\$0.057m, 1.2%).

#### 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 (\$8.405m: 63.3 percent) and supplies and services (\$4.507m: 33.9 percent) represent 97.2 percent of the Office's total expenditure.

The largest components of supplies and services were:

- information technology running costs (\$1.247m: 27.7 percent),
- building management (\$1.044m: 23.2 percent),
- accommodation rental (\$0.567m: 12.6 percent),
- consultants, contractors and professional services (\$0.349m: 7.7 percent), and
- legal services and legislative drafting (\$0.443m: 9.8 percent).

#### Comparison to budget

Total expenditure of \$13.288m was in line with the budget of \$13.337m (0.4 percent variance).

#### Comparison to prior year

Total expenditure of \$13.288m was higher than the prior year actual of \$12.538m as outlined above in 'Net Cost of Services – Comparison to Prior Year'.

#### Future trends

The Office is committed to providing effective and equitable support services to the Speaker and non-executive members of the 11th Assembly. It will continue to allocate funding to projects and staffing positions identified as critical to maintaining business continuity and supporting the integrity of core operations.

### 3. Own source revenue

Own Source Revenue includes interest income and Grants and Contribution Income. Grants and Contribution income primarily include resources received free of charge and have an equal amount in expenditure. This is the most significant component of income from other ACT Government entities (\$1.476m: 86.7 percent). The major categories were:

- IT services provided by DDTS (\$0.760m: 51.5 percent),
- legislative drafting services provided by the Parliamentary Counsel's Office to non-Executive MLAs and the Office of the Legislative Assembly (\$0.281m: 19 percent), and
- the value of accommodation rental (\$0.273m: 18.5 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 (\$0.322m: 23.3 percent) mainly due to additional interest income and legal services provided free of charge by the ACT Government Solicitor's Office. The value of the legal services is demand driven and is difficult to predict.

The Office's 'Own Source Revenue' of \$1.703m was marginally higher than the prior year (\$1.645m).

## Controlled Financial Position

### 1. Total assets

Total assets of \$5.568m consist mainly of cash (\$3.558m: 63.9 percent) and plant and equipment (\$1.829m: 32.8 percent).

#### Comparison to budget and prior year

Total assets amounted to \$5.568m, higher than the budgeted figure of \$4.776m and the prior year's total of \$5.375m. This increase is primarily attributable to an improved cash position, driven by net cash inflows from operating activities. These inflows resulted from reduced payments for supplies and services, as well as higher interest earnings on the Office's bank balance.

#### Future trends

The Office intends to utilise a portion of its unencumbered cash balance to support strategically important projects and resource requirements.

### 2. Total liabilities

The Office's total liabilities of \$2.698m consist mostly of current and non-current employee benefit liabilities (\$2.375m: 88 percent) and payables (\$0.301m: 11.2 percent).

#### Comparison to budget and prior year

Total liabilities of \$2.698m were higher than the budget (\$2.511m) and the prior year (\$2.234m) mainly due to an increase in leave entitlements and accrued salaries.

#### Future trends

The Office will continue to closely monitor and manage its employee benefit liabilities. It will also ensure that sufficient cash is maintained to meet these obligations as they fall due.

## 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.

The total payment of \$11.051m was \$0.399m (3.48 percent) less than originally budgeted, primarily due to changes in the composition and staffing of the 11th Assembly following the October 2024 ACT election. The new Assembly included one additional non-executive member, resulting in a corresponding reduction in executive members. To accommodate the revised staffing structure, \$1.052m was reallocated from the ACT Executive to fund increased employee expenses for the 11th Assembly. Additionally, some non-Executive members did not fully utilise their staffing salary allocations.

## 2. Expenditure

Territorial expenditure is largely employee expenses and superannuation (\$11.613m:1.72 percent).

#### Comparison to budget

Total expenditure was \$0.059m (0.47 percent) higher than budgeted. Employee and superannuation expenses were marginally higher than budget by \$0.039m (0.34 percent).

#### Comparison to prior year

Total expenditure of \$12.661m was higher than the prior year (\$10.804m) largely due to increases in employee expenses (\$1.888m). The increase was due to expanded staffing profile of the 11th Assembly resulting from an increase in the number of non-executive members and higher crossbench staffing allocations.

#### 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 \$33.243m were higher than budget (\$33.008m) but less than the prior year (\$33.572m).

#### Future trends

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

### 2. Total liabilities

#### Comparison to budget and prior year

Total liabilities of \$1.395m were less than the budget (\$1.718m) and the prior year (\$1.626m). This was primarily due to payment of termination benefits for departing members and their staff following the October 2024 ACT Election.

#### Future trends

Employee leave liabilities can be expected to rise in the next few years in line with the wage price indexation.

## 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 2025 which comprise the:

- Statement of responsibility and statement by the chief finance officer;
- 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 cash flows on behalf of the Territory, and Territorial statement of appropriation; and
- Notes to the financial statements, including a summary of material accounting policies.

In my opinion, the accompanying financial statements:

- present fairly, in all material respects, the Office of the Legislative Assembly's financial position as at 30 June 2025, and its financial performance and cash flows for the year then ended; and
- are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

#### Basis for opinion

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

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

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

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

The Clerk of the Legislative Assembly is responsible for:

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

#### Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

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



Ajay Sharma PSM  
Assistant Auditor-General, Financial Audit  
29 August 2025

# OFFICE OF THE LEGISLATIVE ASSEMBLY

## FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2025

Office of the Legislative Assembly  
Financial Statements  
For the Year Ended 30 June 2025

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### 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 2025 and its financial position on that date.

Tom Duncan  
Clerk of the Legislative Assembly  
27 August 2025

Office of the Legislative Assembly  
Financial Statements  
For the Year Ended 30 June 2025

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Statement by the Chief Finance Officer

In my opinion, the Office of the Legislative Assembly's financial statements have been prepared in accordance with the Australian Accounting Standards and the ACT Accounting and Disclosure policies, are in agreement with its accounts and records and fairly reflect its financial operations for the year ended 30 June 2025 and the financial position on that date.



Don Shashika  
Chief Finance Officer  
Office of the Legislative Assembly  
27 August 2025

Office of the Legislative Assembly  
Controlled Financial Statements  
For the Year Ended 30 June 2025

Office of the Legislative Assembly  
Content of Controlled Financial Statements

**Financial Statements**

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

**Overview Notes**

Note 1 Objectives of the Office of the Legislative Assembly  
Note 2 Basis of Preparation of the Financial Statements

**Income Notes**

Note 3 Grants and Contributions Income

**Expenses Notes**

Note 4 Employee Expenses  
Note 5 Supplies and Services

**Assets Notes**

Note 6 Cash  
Note 7 Property, Plant and Equipment

**Liabilities Notes**

Note 8 Payables  
Note 9 Employee Benefits

**Other Notes**

Note 10 Financial Instruments  
Note 11 Commitments  
Note 12 Related Party Disclosures  
Note 13 Budgetary Reporting

Office of the Legislative Assembly  
Operating Statement  
For the Year Ended 30 June 2025

	Note No.	Actual 2025 \$'000	Original Budget 2025 \$'000	Actual 2024 \$'000
<b>Income</b>				
Controlled Recurrent Payments	#	11,282	11,362	10,708
Grants and Contributions Income	3	1,476	1,287	1,421
Other Income		227	94	224
<b>Total Income</b>		<b>12,985</b>	<b>12,743</b>	<b>12,353</b>
<b>Expenses</b>				
Employee Expenses	4	8,405	8,547	7,520
Supplies and Services	5	4,507	4,400	4,564
Depreciation and Amortisation	7	373	385	451
Other Expenses		3	5	3
<b>Total Expenses</b>		<b>13,288</b>	<b>13,337</b>	<b>12,538</b>
<b>Operating Result</b>		<b>(303)</b>	<b>(594)</b>	<b>(185)</b>
<b>Other Comprehensive Income</b>				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
(Decrease) in the Asset Revaluation Surplus		(5)	-	-
Other Comprehensive Income		2	-	-
<b>Total Other Comprehensive Result</b>		<b>(3)</b>	<b>-</b>	<b>-</b>
<b>Total Comprehensive Result</b>		<b>(306)</b>	<b>(594)</b>	<b>(185)</b>

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

# Refer to the Statement of Appropriation

**Office of the Legislative Assembly  
Balance Sheet  
As at 30 June 2025**

	Note No.	Actual 2025 \$'000	Original Budget 2025 \$'000	Actual 2024 \$'000
<b>Current Assets</b>				
Cash	6	3,558	2,572	3,183
Receivables		73	28	20
Other Assets		108	69	71
<b>Total Current Assets</b>		<b>3,739</b>	<b>2,669</b>	<b>3,274</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	7	1,829	2,107	2,101
<b>Total Non-Current Assets</b>		<b>1,829</b>	<b>2,107</b>	<b>2,101</b>
<b>Total Assets</b>		<b>5,568</b>	<b>4,776</b>	<b>5,375</b>
<b>Current Liabilities</b>				
Payables	8	301	218	215
Lease Liabilities		22	51	59
Employee Benefits	9	2,271	2,092	1,899
<b>Total Current Liabilities</b>		<b>2,594</b>	<b>2,361</b>	<b>2,173</b>
<b>Non-Current Liabilities</b>				
Employee Benefits	9	104	150	61
<b>Total Non-Current Liabilities</b>		<b>104</b>	<b>150</b>	<b>61</b>
<b>Total Liabilities</b>		<b>2,698</b>	<b>2,511</b>	<b>2,234</b>
<b>Net Assets</b>		<b>2,870</b>	<b>2,265</b>	<b>3,141</b>
<b>Equity</b>				
Accumulated Funds		1,984	1,374	2,250
Asset Revaluation Surplus		886	891	891
<b>Total Equity</b>		<b>2,870</b>	<b>2,265</b>	<b>3,141</b>

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

**Office of the Legislative Assembly  
Statement of Changes in Equity  
For the Year Ended 30 June 2025**

	Accumulated Funds Actual 2025 \$'000	Asset Revaluation Surplus Actual 2025 \$'000	Total Equity Actual 2025 \$'000	Total Equity Original Budget 2025 \$'000
<b>Balance at 1 July 2024</b>	<b>2,250</b>	<b>891</b>	<b>3,141</b>	<b>2,824</b>
<b>Comprehensive Income</b>				
Operating Result	(303)	-	(303)	(594)
(Decrease) in the Asset Revaluation Surplus	-	(5)	(5)	-
Other Comprehensive Result	2	-	2	-
<b>Total Comprehensive Result</b>	<b>(301)</b>	<b>(5)</b>	<b>(306)</b>	<b>(594)</b>
<b>Transactions Involving Owners Affecting Accumulated Funds</b>				
Capital Injections	35	-	35	35
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>35</b>	<b>-</b>	<b>35</b>	<b>35</b>
<b>Balance at 30 June 2025</b>	<b>1,984</b>	<b>886</b>	<b>2,870</b>	<b>2,265</b>
<b>Balance at 1 July 2023</b>				
<b>Balance at 1 July 2023</b>	<b>2,209</b>	<b>891</b>	<b>3,100</b>	
<b>Comprehensive Income</b>				
Operating Result	(185)	-	(185)	
<b>Total Comprehensive Result</b>	<b>(185)</b>	<b>-</b>	<b>(185)</b>	
<b>Transactions Involving Owners Affecting Accumulated Funds</b>				
Capital Injections	226	-	226	
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>226</b>	<b>-</b>	<b>226</b>	
<b>Balance at 30 June 2024</b>	<b>2,250</b>	<b>891</b>	<b>3,141</b>	

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

**Office of the Legislative Assembly  
Statement of Cash Flows  
For the Year Ended 30 June 2025**

	Note No.	Actual 2025 \$'000	Original Budget 2025 \$'000	Actual 2024 \$'000
<b>Cash Flows from Operating Activities</b>				
<b>Receipts</b>				
Controlled Recurrent Payments		11,282	11,362	10,708
Interest Received		167	45	143
Goods and Services Tax Credits from the Australian Taxation Office		185	254	186
Other		10	157	56
<b>Total Receipts from Operating Activities</b>		<b>11,644</b>	<b>11,818</b>	<b>11,093</b>
<b>Payments</b>				
Employee Payments		7,956	7,984	7,223
Supplies and Services		3,013	3,628	3,275
Borrowing Costs		2	2	3
Goods and Services Tax Paid to Suppliers		192	223	219
Other		-	3	-
<b>Total Payments from Operating Activities</b>		<b>11,163</b>	<b>11,840</b>	<b>10,720</b>
<b>Net Cash Inflows/(Outflows) from Operating Activities</b>	6	<b>481</b>	<b>(22)</b>	<b>373</b>
<b>Cash Flows from Investing Activities</b>				
<b>Payments</b>				
Purchase of Property, Plant and Equipment		107	35	75
<b>Total Payments from Investing Activities</b>		<b>107</b>	<b>35</b>	<b>75</b>
<b>Net Cash (Outflows) from Investing Activities</b>		<b>(107)</b>	<b>(35)</b>	<b>(75)</b>
<b>Cash Flows from Financing Activities</b>				
<b>Receipts</b>				
Capital Injections		35	35	226
<b>Total Receipts from Financing Activities</b>		<b>35</b>	<b>35</b>	<b>226</b>
<b>Payments</b>				
Repayment of Finance Liabilities - Principal		34	29	30
<b>Total Payments from Financing Activities</b>		<b>34</b>	<b>29</b>	<b>30</b>
<b>Net Cash Inflows from Financing Activities</b>		<b>1</b>	<b>6</b>	<b>196</b>
<b>Net Increase/(Decrease) in Cash</b>		<b>375</b>	<b>(51)</b>	<b>494</b>
Cash at the Beginning of the Reporting Period		3,183	2,623	2,689
<b>Cash at the End of the Reporting Period</b>	6	<b>3,558</b>	<b>2,572</b>	<b>3,183</b>

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

**Office of the Legislative Assembly  
Controlled Statement of Appropriation  
For the Year Ended 30 June 2025**

**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 injection appropriations are not recognised as income but instead are recognised as equity injections and a cash inflow to expand the Office's artwork and library collections.

**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 2025 \$'000	Total Appropriated 2025 \$'000	Appropriation Drawn 2025 \$'000	Appropriation Drawn 2024 \$'000
<b>Controlled</b>				
Controlled Recurrent Payments	11,362	11,362	11,282	10,708
Capital Injections	35	35	35	226
<b>Total Controlled Appropriation</b>	<b>11,397</b>	<b>11,397</b>	<b>11,317</b>	<b>10,934</b>

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

**Variations between '2024-2025 Controlled Recurrent Payments Appropriation Drawn' and '2023-2024 Controlled Recurrent Payments Appropriation Drawn'**

The increase in Controlled Recurrent Payments Appropriation Drawn in 2025 was mainly due to additional appropriation received for implementation of the budget initiatives relating to the Parliamentary Portal and superannuation technical adjustments.

**Variations between '2025 Capital Injection Appropriation Drawn' and '2024 Capital Injection Appropriation Drawn'**

The higher Capital Injection Appropriation Drawn amount in 2024 was due to one-off accrued employee entitlements relating to salary increases under the Enterprise Bargaining Agreement (EBA).

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 1. OBJECTIVES OF THE OFFICE OF THE LEGISLATIVE ASSEMBLY**

**Operations and Principal Activities**

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

The Office of the Legislative Assembly (the Office) was established under the *Legislative Assembly (Office of the Legislative Assembly) Act 2012* (the Act). In accordance with section 5 of the Act, the Office comprises the Clerk and the staff of the Office. Pursuant to section 10, the Clerk is responsible for the overall management of the Office.

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

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

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

**NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS**

**LEGISLATIVE REQUIREMENTS**

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.

**ACCRUAL ACCOUNTING**

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

**CURRENCY**

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

**INDIVIDUAL NOT-FOR-PROFIT REPORTING ENTITY**

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

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

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

**CONTROLLED AND TERRITORIAL ITEMS**

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

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

The basis of preparation described applies to both Controlled and Territorial financial statements except where specified otherwise.

**REPORTING PERIOD**

These financial statements state the financial performance, changes in equity and cash flows of the Office for the year ended 30 June 2025 together with the financial position of the Office as at 30 June 2025.

**COMPARATIVE FIGURES**

*Budget Figures*

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2024-25 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

*Prior Year Comparatives*

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

*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.

**GOING CONCERN**

The 2024-25 financial statements have been prepared on a going concern basis as the Office has been funded in the ACT Government 2025-26 Budget and the Budget Papers include forward estimates for the Office.

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

**IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED**

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

All relevant Australian Accounting Standards and Interpretations issued but yet to be applied are applicable to future reporting periods and will be adopted from their application date.

Standards and Interpretations issued but yet to be applied have been assessed as not being relevant to the Office or will have an immaterial financial impact on the Office. However, AASB 18 *Presentation and Disclosure in Financial Statements* (applicable 1 January 2027 for for-profit public sector agencies or applicable 1 January 2028 for not-for-profit public sector agencies) does contain some major presentation/disclosure changes that will impact on the Office including:

- that operating, investing and financing categories as well as additional subtotals have to be included in the agency's operating statement;
- the disclosure of management-defined performance measures and reconciliations of these measures with the subtotals required by AASB Standards; and
- enhanced requirements for the grouping (aggregation and disaggregation) of information in the financial statements and in the notes.

The AASB is currently reviewing the application of the disclosure requirements in AASB 18 to public sector not-for-profit agencies. This review may result in not-for-profit ACT Government agencies being able to continue applying the existing disclosure requirements contained in AASB 101 *Presentation of Financial Statements* after the new AASB 18 is released.

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**INCOME NOTES**

**Material Accounting Policies – Income**

**Income Recognition**

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

**NOTE 3. GRANTS AND CONTRIBUTIONS INCOME**

**Description and Material Accounting Policies Relating to Grants and Contributions Income**

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.

	<b>2025</b>	<b>2024</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Resources Received Free of Charge</b>		
Legislative Drafting Services <sup>a</sup>	281	306
Legal Services <sup>a</sup>	162	101
Data and Technology Solutions	760	741
Accommodation Rental	273	273
<b>Total Grants and Contributions Income</b>	<b>1,476</b>	<b>1,421</b>

a) Legislative drafting services and legal services are demand driven and depend on the number of requests made during the year.

**NOTE 3. GRANTS AND CONTRIBUTIONS INCOME - CONTINUED**

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

	<b>2025</b>	<b>2024</b>
	<b>\$'000</b>	<b>\$'000</b>
<b>Recipient</b>		
Mr Braddock	33	29
Mr Cain	37	24
Ms Castley	8	12
Ms Clay	4	25
Mr Cocks	8	8
Mr Emerson	21	-
Mr Hanson	6	-
Ms Lee	4	10
Ms Morris	4	-
Ms Nuttal	8	14
Mr Rattenbury	31	-
Mr Speaker	8	2
Other Members	17	76
Office of the Legislative Assembly	92	106
<b>Total</b>	<b>281</b>	<b>306</b>

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**EXPENSES NOTES**

**NOTE 4. EMPLOYEE EXPENSES**

**Description and Material Accounting Policies Relating to Employee Expenses**

Employee expenses comprise all costs incurred in relation to employing staff including wages and salaries, fringe benefits tax, leave entitlements, annual leave loading, termination payments, workers' compensation insurance premiums, accrued flextime, non-monetary benefits, and other employee benefits and on-cost expenses.

Wages and salaries are recognised in the reporting period when the employee renders services to the agency. They are measured based on the amount paid to employees during the year as well as any wages and salaries due to employees that remain unpaid at the end of the financial year.

(See Note 9: Employee Benefits for accrued salaries, and annual and long service leave).

*Superannuation Expense*

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

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

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

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

**NOTE 4. EMPLOYEE EXPENSES - CONTINUED**

	<b>2025</b>	<b>2024</b>
	<b>\$'000</b>	<b>\$'000</b>
Wages and Salaries <sup>a</sup>	6,243	5,570
Annual Leave Expense	633	565
Long Service Leave Expense	395	278
Workers' Compensation Insurance Premium	66	61
Superannuation Contributions to the Territory Banking Account	343	343
Productivity Benefit	32	32
Superannuation to External Providers	664	571
Other Employee Benefits and On-Costs	29	100
<b>Total Employee Expenses</b>	<b>8,405</b>	<b>7,520</b>

a) The increase is largely attributable to the Office filling essential positions and implementing salary increases under the EBA.

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 5. SUPPLIES AND SERVICES**

**Description and Material Accounting Policies Relating to Supplies and Services**

*General – Supplies and Services*

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

*Auditor Service Fees*

Audit Fees are included in the Internal and External Auditor Fees line item below. Auditor’s remuneration consists of financial audit services provided to the Agency by the ACT Audit Office. Office of the Legislative Assembly’s audit fees for the audit of its 2024-25 financial statements were \$66,523 (\$64,273 in 2023-24). No other services were provided by the ACT Audit Office.

*Insurance*

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

*Repairs and Maintenance*

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

*Accommodation Rental Expenses*

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

	2025 \$'000	2024 \$'000
Building Management	1,044	1,010
Digital, Data and Technology Solutions (DDTS) Services	760	741
Accommodation Rental	567	560
Information Technology Running Costs	487	475
Legal Services and Legislative Drafting	443	407
Consultants, Contractors and Professional Services	349	534
Recording and Transcription	140	155
Staff Training and Services	127	87
Travel	110	111
Library Materials	100	108
Printing and Stationery	78	68
Internal and External Auditor Fees	72	93
Insurance Premium	65	59
Advertising	32	21
Hospitality and Functions	27	25
Telephone	5	38
Other	101	72
<b>Total Supplies and Services</b>	<b>4,507</b>	<b>4,564</b>

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**ASSETS NOTES**

**NOTE 6. CASH**

**Description and Material Accounting Policies Relating to Cash**

*Cash*

The Office holds two bank accounts with Westpac Banking Corporation as part of the whole-of-government banking arrangements. As part of these arrangements, the Office receives interest on one of these accounts. The weighted average interest rate for cash at bank for 2024-25 and 2023-24 was 4.68% and 4.72% respectively.

Cash includes cash at bank and cash on hand as petty cash.

**a) Cash**

	2025 \$'000	2024 \$'000
Cash at Bank <sup>a</sup>	3,558	3,183
<b>Total Cash</b>	<b>3,558</b>	<b>3,183</b>

a) The increase in Cash at Bank of \$0.375 million was mainly due to lower spending in supplies and services.

**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.**

	2025 \$'000	2024 \$'000
Total Cash Recorded in the Balance Sheet	3,558	3,183
<b>Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows</b>	<b>3,558</b>	<b>3,183</b>

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 6. CASH - CONTINUED**

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

	2025 \$'000	2024 \$'000
Operating Result	(303)	(185)
<b>Add/(Less) Non-Cash Items</b>		
Depreciation of Plant and Equipment	373	381
Amortisation of Intangible Assets	-	69
Donated Assets - Artworks	-	(27)
<b>Add/(Less) Items Classified as Investing or Financing</b>		
Net (Gain) on Derecognition of Non-Current Assets	-	(1)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>70</b>	<b>237</b>

	2025 \$'000	2024 \$'000
<b>Changes in Operating Assets and Liabilities</b>		
(Increase) /Decrease in Receivables	(53)	14
(Increase) /Decrease in Other Assets	(36)	4
Increase /(Decrease) in Payables	85	(38)
Increase in Employee Benefits	415	156
<b>Net Changes in Operating Assets and Liabilities</b>	<b>411</b>	<b>136</b>
<b>Net Cash Inflows from Operating Activities</b>	<b>481</b>	<b>373</b>

**d) Non-Cash Financing and Investing Activities**

Acquisition of motor vehicles by means of lease	(37)	8
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**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 7. PROPERTY, PLANT AND EQUIPMENT**

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

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

- *Plant and equipment* are tangible assets like machinery, apparatus, appliances, containers, implements or tools that are used by the Office to produce goods or assist in providing services to the community. Plant and equipment are assets that are used directly by the Office rather than directly by the general community. Plant and equipment tend to be smaller and more mobile in nature than other types of property, plant and equipment like buildings, roads and land. Plant and Equipment includes office equipment, furniture and fittings. Right-of-use plant and equipment are not included in the plant and equipment asset class.
- *Right-Of-Use Plant and Equipment* has the same definition as plant and equipment, with the exception that they are held under a lease. Right-of-use Plant and Equipment held by the Office includes motor vehicle.
- *Leasehold improvements* are capital expenditure items incurred in relation to leased assets. Leasehold improvements include the fit-out of the tenancy in the North Building and the associated assets included at this site.
- *Heritage assets* refer to assets that have unique cultural, historical, geographical, scientific, and/or environmental attributes and that the Territory intends to preserve indefinitely because of those attributes. A common feature of heritage assets is that they cannot be replaced, and they are not usually available for sale or for redeployment. Heritage assets held by the Office include an artwork and library collection.

*Acquisition and Recognition of Plant and Equipment*

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

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

*Measurement of Plant and Equipment After Initial Recognition*

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

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

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

*Material Accounting Judgements and Estimates – Fair Value of Assets*

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

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

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

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

*Valuation of Non-Current Assets*

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

*Description and Useful Life*

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

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

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

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

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

Depreciation for property, plant and equipment is determined as follows:

Class of Asset	Depreciation Method	Useful Life (Years)
Plant and Equipment	Straight-line	2-20
Right-of-Use Plant and Equipment	Straight-line	2-4
Leasehold Improvements	Straight-line	10
Intangibles - Computer Software	Straight-line	5

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

	2025 \$'000	2024 \$'000
<b>Plant and Equipment</b>		
Plant and Equipment at Fair Value	830	762
Less: Accumulated Depreciation	(285)	(148)
	<u>545</u>	<u>614</u>
Right-of-Use Plant and Equipment at Cost	144	147
Less: Accumulated Depreciation	(123)	(89)
	<u>21</u>	<u>58</u>
<b>Total Plant and Equipment</b>	<u>567</u>	<u>672</u>
<b>Leasehold Improvements</b>		
Leasehold improvements at Fair Value	401	401
Less: Accumulated Depreciation	(401)	(200)
<b>Total Leasehold Improvements</b>	<u>-</u>	<u>201</u>
<b>Heritage Assets</b>		
Artwork and Other Collectables at Fair Value	1,007	977
Library Collection at Fair Value	256	251
<b>Total Heritage Assets</b>	<u>1,263</u>	<u>1,228</u>
<b>Total Property, Plant and Equipment</b>	<u>1,829</u>	<u>2,101</u>

**Reconciliation of Property, Plant and Equipment – 2024-25**

	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	614	58	201	1,228	2,101
Additions	74	-	-	35	109
Revaluation (Decrement)	(5)	-	-	-	(5)
Depreciation	(138)	(34)	(201)	-	(373)
Changes in right-of-use assets due to changes in lease liability	-	(3)	-	-	(3)
<b>Carrying Amount at the End of the Reporting Period</b>	<u>545</u>	<u>21</u>	<u>-</u>	<u>1,263</u>	<u>1,829</u>

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

**Reconciliation of Property, Plant and Equipment – 2023-24**

	Plant and Equipment \$'000	Right-of-Use Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	722	51	401	1,167	2,341
Additions	40	40	-	61	141
Depreciation	(148)	(33)	(200)	-	(381)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>614</b>	<b>58</b>	<b>201</b>	<b>1,228</b>	<b>2,101</b>

**Reconciliation of Depreciation and Amortisation Amounts from the Notes to the Amount on the Face of the Operating Statement**

	2025 \$'000	2024 \$'000
Depreciation Expense (from Note 7 <i>Property, Plant and Equipment</i> above)	373	381
Amortisation Expense	-	70
<b>Total Depreciation and Amortisation Expense on the Operating Statement</b>	<b>373</b>	<b>451</b>

**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 are shown in the following table.

2025	Level 2 \$'000	Level 3 \$'000	Total \$'000
<b>Property, Plant and Equipment at Fair Value</b>			
Plant and Equipment	405	140	545
Leasehold Improvements	-	-	-
Heritage Assets	1,007	256	1,263
	<b>1,412</b>	<b>396</b>	<b>1,808</b>

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

2024	Level 2 \$'000	Level 3 \$'000	Total \$'000
<b>Property, Plant and Equipment at Fair Value</b>			
Plant and Equipment	417	197	614
Leasehold Improvements	-	201	201
Heritage Assets	977	251	1,228
	<b>1,394</b>	<b>649</b>	<b>2,043</b>

**Level 2 Valuation Techniques and Inputs**

*Material Accounting Judgements and Estimates – Fair Value of Assets*

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

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

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

**Level 3 Valuation Techniques and Significant Unobservable Inputs**

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

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

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

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 7. PROPERTY, PLANT AND EQUIPMENT – CONTINUED**

Fair Value Measurements using Significant Unobservable Inputs (Level 3)

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
<b>2025</b>				
Fair Value at the Beginning of the Reporting Period	197	201	251	649
Additions	-	-	5	5
Depreciation	(57)	(201)	-	(258)
<b>Fair Value at the End of the Reporting Period</b>	<b>140</b>	<b>-</b>	<b>256</b>	<b>396</b>

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
<b>2024</b>				
Fair Value at the Beginning of the Reporting Period	254	401	246	901
Additions	-	-	5	5
Depreciation	(57)	(200)	-	(257)
<b>Fair Value at the End of the Reporting Period</b>	<b>197</b>	<b>201</b>	<b>251</b>	<b>649</b>

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**LIABILITIES NOTE**

**NOTE 8. PAYABLES**

**Description and Material Accounting Policies Relating to Payables**

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

	2025 \$'000	2024 \$'000
<b>Current Payables</b>		
Trade Payables	68	55
Accrued Expenses	233	160
<b>Total Current Payables</b>	<b>301</b>	<b>215</b>
<b>Total Payables</b>	<b>301</b>	<b>215</b>

**NOTE 9. 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.

*Flextime Liability*

The Flextime liability is expected to be wholly settled within twelve months after the end of the reporting period, and as such is measured at nominal value based on the remuneration rates that OLA expects to pay when the liability is settled. OLA has used the actual flextime balance of eligible employees, in hours, and applied hourly rates and applicable on-costs adjusted for the percentage of flextime taken in service to calculate the Flextime liability. The flextime balance in hours for an individual employee is capped at their normal weekly hours as this is the maximum flextime credits eligible to be paid out upon the cessation of their employment in accordance with the Office of the Legislative Assembly Enterprise Agreement 2023-26.

The flextime liability is classified as a current liability in the Balance Sheet as the agency does not have an unconditional right to defer the settlement of the liability for at least twelve months.

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 9. EMPLOYEE BENEFITS – CONTINUED**

*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 present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period. Consideration is given to the future wage and salary levels, experience of employee departures and periods of service. At the end of each reporting period, the present value of future annual leave and long service leave payments is estimated using market yields on Commonwealth Government bonds with terms to maturity that match, as closely as possible, the estimated future cash flows.

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

- Payments for annual leave is 99.5% (98.2% in 2023-24); and
- Payments for long service leave is 100.1% (91.2% in 2023-24).

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.

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 seven years of service.

Significant judgements have been applied in estimating the annual and long service leave liabilities, given that the Office uses the Whole-of-Government present value, probability and on-cost factors. These factors are issued by ACT Treasury and apply to all Agencies. ACT Treasury organises an actuarial review to be undertaken every three by the Australian Government Actuary to estimate each of these factors. The latest assessment was undertaken in December 2024 and early 2025, with the next review expected to be undertaken by late 2027.

**NOTE 9. EMPLOYEE BENEFITS – CONTINUED**

	2025 \$'000	2024 \$'000
<b>Current Employee Benefits</b>		
Annual Leave	608	541
Long Service Leave <sup>a</sup>	1,391	1,128
Accrued Salaries	221	173
Flexitime	49	57
Other Employee Benefits	2	-
<b>Total Current Employee Benefits</b>	<b>2,271</b>	<b>1,899</b>
<b>Non-Current Employee Benefits</b>		
Long Service Leave	104	61
<b>Total Non-Current Employee Benefits</b>	<b>104</b>	<b>61</b>
<b>Total Employee Benefits</b>	<b>2,375</b>	<b>1,960</b>
	<b>2025 \$'000</b>	<b>2024 \$'000</b>
<b>Estimate of when Leave is Payable</b>		
<b>Estimated Amount Payable within 12 Months</b>		
Annual Leave	525	479
Long Service Leave	300	296
Accrued Salaries	221	173
Flexitime	49	57
Other Employee Benefits	2	-
<b>Total Employee Benefits Payable within 12 Months</b>	<b>1,097</b>	<b>1,005</b>
<b>Estimated Amount Payable after 12 Months</b>		
Annual Leave	83	62
Long Service Leave	1,195	893
<b>Total Employee Benefits Payable after 12 Months</b>	<b>1,278</b>	<b>955</b>
<b>Total Employee Benefits</b>	<b>2,375</b>	<b>1,960</b>

a) The higher long service liability is mainly due to increase in the present value factor 91.2% to 100.1% and increase in full time equivalent (FTE) staff in the current financial year.

At 30 June 2025, the Office employed 60.0 FTE staff (53.6 FTE staff at 30 June 2024).

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 10. FINANCIAL INSTRUMENTS**

**Material Accounting Policies Relating to Financial Instruments**

Details of the material accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset and financial liability are disclosed in the note to which they relate. In addition to these policies, the following are also accounting policies relating to financial assets and liabilities.

**Interest Rate Risk**

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

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

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

*Sensitivity Analysis*

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

**Credit Risk**

Credit risk is managed by the Office for cash at bank by holding bank balances with the ACT Government's appointed transactional bank, Westpac Banking Corporation (Westpac). S&P Global Ratings has assigned a AA- issuer credit rating to Westpac. A 'AA-' credit rating means the obligor has a 'very strong to strong capacity to meet its financial commitments'. The Office has assessed its credit risk for receivables and determined that high proportions are from ACT Government agencies with strong credit worthiness. Remaining debtors are assessed as immaterial.

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

**Liquidity Risk**

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

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

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

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

**NOTE 11. COMMITMENTS**

**Description and Material Accounting Policies Relating to Commitments**

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

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

**Other Commitments**

	2025 \$'000	2024 \$'000
Within one year	416	809
Later than one year but not later than five years	484	29
<b>Total Other Commitments</b>	<b>900</b>	<b>838</b>

These commitments include contracts relating to various advisors, software systems, and building management services.

**NOTE 12. RELATED PARTY DISCLOSURES**

**Description and Material Accounting Policies Relating to Related Party Disclosures**

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

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

**(a) Key Management Personnel**

**(i) Compensation of Key Management Personnel**

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

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

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 12. RELATED PARTY DISCLOSURES – CONTINUED**

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

	2025 \$'000	2024 \$'000
Short-term employee benefits	1,208	1,137
Post-employment benefits	215	205
Other long-term benefits	98	57
<b>Total Compensation to KMP</b>	<b>1,521</b>	<b>1,399</b>

(ii) Transactions with key management personnel

There were no transactions with the KMP of the Office other than compensation provided above that were material to the Office's financial statements.

(iii) Transactions with parties related to Key Management Personnel

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 2025 and 2024 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 legal services free of charge from the Government Solicitor's Office, and legislative drafting services free of charge from the ACT Parliamentary Counsel's Office valued at \$0.443 million in 2024-25 (\$0.407 million in 2023-24). Information communication technology services provided by the DDTS was \$0.760 million in 2024-25 (\$0.741 million in 2023-24).

*Expenses*

- Supplies and Services (Note 5) – The Office paid \$0.175 million (in addition to \$0.760 million ICT services provided free of charge expense) in 2024-25 (\$0.154 million in 2023-24) to DDTS services, \$0.493 million in 2024-25 (\$0.473 million in 2023-24) to Infrastructure Canberra for rent, utilities, and maintenance services, and paid \$0.066 million in 2024-25 (\$0.064 million in 2023-24) to the ACT Audit Office for audit services.

**NOTE 13. BUDGETARY REPORTING**

**Significant Accounting Judgements and Estimates – Budgetary Reporting**

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

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

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

	Variance Explanation	Actual 2025 \$'000	Original Budget 2025 \$'000	Variance \$'000	Variance %
<b>Balance Sheet Line Items</b>					
Cash	1	3,558	2,572	986	38%

**Variance Explanations**

- Higher actual cash balance is due to lower than budgeted cash outflows relating to supplies and services and higher amount of cash carried forward from prior year.

**Statement of Cash Flows Line Items**

Supplies and Services	2	3,013	3,628	(615)	(17%)
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**Variance Explanations**

- The lower cash outflows for supplies and services are primarily due to higher accrued expenses, reduced contractor engagement, and decreased unscheduled repairs and maintenance.

**Office of the Legislative Assembly  
Content of Territorial Financial Statements**

**Office of the Legislative Assembly  
Territorial Financial Statements  
For the Year Ended 30 June 2025**

**Financial Statements**

Statement of Income and Expenses on Behalf of the Territory  
Statement of Assets and Liabilities on Behalf of the Territory  
Statement of Changes in Equity on Behalf of the Territory  
Statement of Cash Flows on Behalf of the Territory  
Territorial Statement of Appropriation

**Overview Notes**

Note 14 Basis of Preparation of the Financial Statements – Territorial

**Expenses Notes**

Note 15 Employee Expenses – Territorial  
Note 16 Supplies and Services – Territorial

**Assets Notes**

Note 17 Cash – Territorial  
Note 18 Property, Plant and Equipment – Territorial

**Liabilities Notes**

Note 19 Employee Benefits – Territorial

**Other Notes**

Note 20 Financial Instruments – Territorial  
Note 21 Commitments – Territorial  
Note 22 Budgetary Reporting – Territorial

**Office of the Legislative Assembly**  
**Statement of Income and Expenses on Behalf of the Territory**  
**For the Year Ended 30 June 2025**

	Note No.	Actual 2025 \$'000	Original Budget 2025 \$'000	Actual 2024 \$'000
<b>Income</b>				
Payment for Expenses on Behalf of the Territory	##	11,051	11,450	9,611
Grants and Contributions Income		15	-	21
Other Income <sup>a</sup>		1,052	-	-
<b>Total Income</b>		<b>12,118</b>	<b>11,450</b>	<b>9,632</b>
<b>Expenses</b>				
Employee Expenses	15	11,613	11,574	9,725
Supplies and Services	16	234	168	273
Depreciation		814	860	806
<b>Total Expenses</b>		<b>12,661</b>	<b>12,602</b>	<b>10,804</b>
<b>Operating Result</b>		<b>(543)</b>	<b>(1,152)</b>	<b>(1,172)</b>
<b>Total Comprehensive Result</b>		<b>(543)</b>	<b>(1,152)</b>	<b>(1,172)</b>

## Refer to the Territorial Statement of Appropriation

a) Appropriation reallocated from the ACT Executive due to increased cost structure of the non-executive in the 11<sup>th</sup> Assembly. See Note 22 for further details.

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

**Office of the Legislative Assembly**  
**Statement of Assets and Liabilities on Behalf of the Territory**  
**As at 30 June 2025**

	Note No.	Actual 2025 \$'000	Original Budget 2025 \$'000	Actual 2024 \$'000
<b>Current Assets</b>				
Cash	17	87	111	51
Receivables		13	13	8
<b>Total Current Assets</b>		<b>100</b>	<b>124</b>	<b>59</b>
<b>Non-Current Assets</b>				
Property, Plant and Equipment	18	33,020	32,739	33,419
Capital Works in Progress		123	145	94
<b>Total Non-Current Assets</b>		<b>33,143</b>	<b>32,884</b>	<b>33,513</b>
<b>Total Assets</b>		<b>33,243</b>	<b>33,008</b>	<b>33,572</b>
<b>Current Liabilities</b>				
Payables		68	45	-
Employee Benefits	19	1,318	1,646	1,581
<b>Total Current Liabilities</b>		<b>1,386</b>	<b>1,691</b>	<b>1,581</b>
<b>Non-Current Liabilities</b>				
Employee Benefits	19	9	27	45
<b>Total Non-Current Liabilities</b>		<b>9</b>	<b>27</b>	<b>45</b>
<b>Total Liabilities</b>		<b>1,395</b>	<b>1,718</b>	<b>1,626</b>
<b>Net Assets</b>		<b>31,848</b>	<b>31,290</b>	<b>31,946</b>
<b>Equity</b>				
Accumulated Funds		14,525	13,967	14,623
Asset Revaluation Surplus		17,323	17,323	17,323
<b>Total Equity</b>		<b>31,848</b>	<b>31,290</b>	<b>31,946</b>

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

**Office of the Legislative Assembly  
Statement of Changes in Equity on Behalf of the Territory  
For the Year Ended 30 June 2025**

	Accumulated Funds Actual 2025 \$'000	Asset Revaluation Surplus Actual 2025 \$'000	Total Equity Actual 2025 \$'000	Original Budget 2025 \$'000
<b>Balance at 1 July 2024</b>	<b>14,623</b>	<b>17,323</b>	<b>31,946</b>	<b>32,076</b>
<b>Comprehensive Income</b>				
Operating Result	(543)	-	(543)	(1,152)
<b>Total Comprehensive Result</b>	<b>(543)</b>	<b>-</b>	<b>(543)</b>	<b>(1,152)</b>
<b>Transactions Involving Owners Affecting Accumulated Funds</b>				
Capital Injections	445	-	445	366
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>445</b>	<b>-</b>	<b>445</b>	<b>366</b>
<b>Balance at 30 June 2025</b>	<b>14,525</b>	<b>17,323</b>	<b>31,848</b>	<b>31,290</b>
	Accumulated Funds Actual 2024 \$'000	Asset Revaluation Surplus Actual 2024 \$'000	Total Equity Actual 2024 \$'000	
<b>Balance at 1 July 2023</b>	<b>15,306</b>	<b>17,323</b>	<b>32,629</b>	
<b>Comprehensive Income</b>				
Operating Result	(1,172)	-	(1,172)	
<b>Total Comprehensive Result</b>	<b>(1,172)</b>	<b>-</b>	<b>(1,172)</b>	
<b>Transactions Involving Owners Affecting Accumulated Funds</b>				
Capital Injections	489	-	489	
<b>Total Transactions Involving Owners Affecting Accumulated Funds</b>	<b>489</b>	<b>-</b>	<b>489</b>	
<b>Balance at 30 June 2024</b>	<b>14,623</b>	<b>17,323</b>	<b>31,946</b>	

**Office of the Legislative Assembly  
Statement of Cash Flows on Behalf of the Territory  
For the Year Ended 30 June 2025**

	Note No.	Actual 2025 \$'000	Original Budget 2025 \$'000	Actual 2024 \$'000
<b>Cash Flows from Operating Activities</b>				
<b>Receipts</b>				
Cash from Government for Expenses on Behalf of the Territory		11,051	11,450	9,611
Goods and Services Tax Input Tax Credits from the Australian Taxation Office		47	24	34
Goods and Services Tax Collected from Customers		-	6	-
Other <sup>a</sup>		1,052	-	-
<b>Total Receipts from Operating Activities</b>		<b>12,150</b>	<b>11,480</b>	<b>9,645</b>
<b>Payments</b>				
Employee Payments		11,912	11,265	9,436
Supplies and Services		180	184	338
Goods and Services Tax Paid to Suppliers		52	5	54
<b>Total Payments from Operating Activities</b>		<b>12,144</b>	<b>11,454</b>	<b>9,828</b>
<b>Net Cash Inflows/(Outflows) from Operating Activities</b>	17	<b>6</b>	<b>26</b>	<b>(183)</b>
<b>Cash Flows from Investing Activities</b>				
<b>Payments</b>				
Purchase of Property, Plant and Equipment		-	-	315
Purchase of Capital Works		415	366	-
<b>Total Payments from Investing Activities</b>		<b>415</b>	<b>366</b>	<b>315</b>
<b>Net Cash (Outflows) from Investing Activities</b>		<b>(415)</b>	<b>(366)</b>	<b>(315)</b>
<b>Cash Flows from Financing Activities</b>				
<b>Receipts</b>				
Capital Injections		445	366	489
<b>Total Receipts from Financing Activities</b>		<b>445</b>	<b>366</b>	<b>489</b>
<b>Net Cash Inflows from Financing Activities</b>		<b>445</b>	<b>366</b>	<b>489</b>
<b>Net Increase/(Decrease) in Cash</b>		<b>36</b>	<b>26</b>	<b>(9)</b>
Cash at the Beginning of the Reporting Period		51	85	59
<b>Cash at the End of the Reporting Period</b>	17	<b>87</b>	<b>111</b>	<b>51</b>

a) Appropriation reallocated from the ACT Executive due to increased cost structure of the non-executive in the 11<sup>th</sup> Assembly.

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

**Office of the Legislative Assembly  
Territorial Statement of Appropriation  
For the Year Ended 30 June 2025**

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

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

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

**Column Heading Explanations**

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

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

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

	Original Budget 2025 \$'000	Total Appropriated 2025 \$'000	Appropriation Drawn 2025 \$'000	Appropriation Drawn 2024 \$'000
<b>Territorial</b>				
Expenses on Behalf of the Territory	11,450	11,450	11,051 <sup>a</sup>	9,611
Capital Injections	366	448 <sup>b</sup>	445	489
<b>Total Territorial Appropriation</b>	<b>11,816</b>	<b>11,898</b>	<b>11,496</b>	<b>10,100</b>

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

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

- a) The Appropriation Drawn for Expenses on Behalf of the Territory was \$399,000 less than the Original Budget and Total Appropriated due mainly to a \$1,052,000 reallocation from the ACT Executive to fund increased employee expenses of the 11<sup>th</sup> Assembly, in addition to some non-Executive members not fully utilising their staffing salary allocations.
- b) Total Appropriated for Capital Injections was \$82,000 higher than the Original Budget due to a FMA s.16B rollover of undisbursed Asset Renewal Program appropriation from the prior year.

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 14. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – TERRITORIAL**

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

**EXPENSES NOTES**

**NOTE 15. EMPLOYEE EXPENSES – TERRITORIAL**

**Description and Material Accounting Policies Relating to Employee Expenses**

Employee benefits include:

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

(See Note 19: Employee Benefits for disclosure on termination benefit payments for members and their staff).

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

	2025 \$'000	2024 \$'000
Wages and Salaries <sup>a</sup>	9,061	7,889
Annual Leave Expense	611	436
Long Service Leave Expense	167	106
Workers' Compensation Insurance	50	39
Termination Expense <sup>b</sup>	510	204
Other Employee Benefits and On-Costs	25	23
Superannuation Contributions to the Territory Banking Account	62	85
Productivity Benefit	5	7
Superannuation Contributions paid to External Providers	1,122	936
<b>Total Employee Expenses</b>	<b>11,613</b>	<b>9,725</b>

**Split of Employee and Superannuation Expenses**

Total Employee Expenses	10,424	8,697
Total Superannuation Expenses	1,189	1,028
<b>Total Employee and Superannuation Expenses</b>	<b>11,613</b>	<b>9,725</b>

- a) The increase in wages and salaries was due to expanded staffing profile of the 11<sup>th</sup> Assembly resulting from an increase in the number of non-executive members and revised crossbench staffing allocations.
- b) The increase in termination expenses was due to the payment of termination benefits for members' staff and resettlement allowances for departing members following the October 2024 ACT Election.

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 16. SUPPLIES AND SERVICES – TERRITORIAL**

	2025 \$'000	2024 \$'000
Consultants, Contractors and Professional Services	138	181
Resources Received Free of Charge from Infrastructure Canberra (iCBR)	15	17
Other Expenses	81	75
<b>Total Supplies and Services</b>	<b>234</b>	<b>273</b>

**ASSETS NOTES**

**NOTE 17. CASH – TERRITORIAL**

	2025 \$'000	2024 \$'000
Cash at Bank	87	51
<b>Total Cash</b>	<b>87</b>	<b>51</b>

**(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**

	2025 \$'000	2024 \$'000
Total Cash Disclosed on the Statement of Assets and Liabilities on Behalf of the Territory	87	51
<b>Cash at the End of the Reporting Period as Recorded in the Statement of Cash Flows on Behalf of the Territory</b>	<b>87</b>	<b>51</b>

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

	2025 \$'000	2024 \$'000
Operating Result	(543)	(1,172)
<b>Add/(Less) Non-Cash Items</b>		
Depreciation of Property, Plant and Equipment	814	806
MPC services free of charge for capital works	-	(4)
<b>Cash Before Changes in Operating Assets and Liabilities</b>	<b>271</b>	<b>(370)</b>
<b>Changes in Operating Assets and Liabilities</b>		
(Increase)/Decrease in Receivables	(5)	3
Increase/(Decrease) in Payables	38	(45)
(Decrease)/Increase in Employee Benefits	(298)	229
<b>Net Changes in Operating Assets and Liabilities</b>	<b>(265)</b>	<b>187</b>
<b>Net Cash Outflows from Operating Activities</b>	<b>6</b>	<b>(183)</b>

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 18. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL**

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

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

*Major Cyclical Maintenance – Assembly Building*

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

*Material Accounting Judgements and Estimates – Fair Value of Assets*

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

*Valuation of Non-Current Assets*

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

*Impairment of Assets*

At each reporting date, the Office assesses whether there is any indication of impairment for assets that are measured at cost subsequent to initial recognition and for non-specialised PPE measured at fair value subsequent to initial recognition. Property, Plant and Equipment is also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

Any resulting impairment losses relating to non-specialised land and buildings are recognised as a decrease in the Asset Revaluation Surplus relating to these classes of assets. This is because these asset classes contain non-specialised assets that are measured at fair value and have an Asset Revaluation Surplus attached to them. Where the impairment loss is greater than the balance in the Asset Revaluation Surplus for the relevant class of asset, the difference is expensed in the Operating Statement.

Impairment losses for plant and equipment, and leasehold improvements are recognised in the Operating Statement, as plant and equipment is carried at cost, and leasehold improvements are carried at fair value but do not have an Asset Revaluation Surplus attached to them. The carrying amount of the asset is reduced to its recoverable amount.

Non-financial assets that have previously been impaired are reviewed for possible reversal of impairment at each reporting date.

*Depreciation*

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

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

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

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 18. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED**

	2025 \$'000	2024 \$'000
Land at Fair Value	5,000	5,000
<b>Total Land Assets</b>	<b>5,000</b>	<b>5,000</b>
Building at Fair Value	29,000	29,000
Less: Accumulated Depreciation	(1,611)	(806)
	27,389	28,194
Building Improvements at Cost	640	225
Less: Accumulated Depreciation	(9)	-
	631	225
<b>Total Building and Improvements</b>	<b>28,020</b>	<b>28,419</b>
<b>Total Land and Building</b>	<b>33,020</b>	<b>33,419</b>
<b>Total Property, Plant and Equipment</b>	<b>33,020</b>	<b>33,419</b>

**2024-25 Reconciliation of Property, Plant and Equipment**

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

	Land \$'000	Building and Improvements \$'000	Total \$'000
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>5,000</b>	<b>28,419</b>	<b>33,419</b>
Additions	-	415	415
Depreciation	-	(814)	(814)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>5,000</b>	<b>28,020</b>	<b>33,020</b>

**2023-24 Reconciliation of Property, Plant and Equipment**

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

	Land \$'000	Building and Improvements \$'000	Total \$'000
<b>Carrying Amount at the Beginning of the Reporting Period</b>	<b>5,000</b>	<b>29,000</b>	<b>34,000</b>
Additions	-	225	225
Depreciation	-	(806)	(806)
<b>Carrying Amount at the End of the Reporting Period</b>	<b>5,000</b>	<b>28,419</b>	<b>33,419</b>

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 18. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED**

**Fair Value Hierarchy**

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

**Transfers Between Categories**

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

**Level 2 Valuation Techniques and Inputs**

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

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

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

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**LIABILITIES NOTES**

**NOTE 19. EMPLOYEE BENEFITS – TERRITORIAL**

**Description and Material Accounting Policies Relating to Employee Benefits – Territorial**

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

Legislative Assembly members’ staff are employed under the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2023-2026*. Entitlements under this Agreement are the same as those for Office staff, therefore the accounting policy in Note 9 *Employee Benefits* applies equally to members’ staff, except as stated below.

Under the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2023-2026* employees may elect to receive an annual allowance instead of accruing long service leave. Most employees have chosen to receive this allowance. Employees who elect to accrue long service leave, whose employment is terminated other than because of death, will receive payment for any pro-rata entitlement following the completion of one year of service.

*Resettlement Allowance for Members of the Legislative Assembly (MLAs)*

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

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

*Termination Payments for LAMS*

LAMS are eligible to a termination payment if their employment was terminated under the conditions set out in the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2023-2026*. They accrue 4 weeks pay after completing 1 year of service, plus 2 weeks pay (or part thereof) for every subsequent completed year, up to a maximum of 48 weeks.

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

*Material Accounting Judgements and Estimates – Termination Benefits*

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

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

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

**Office of the Legislative Assembly**  
**Notes to and Forming Part of the Financial Statements**  
**For the Year Ended 30 June 2025**

**NOTE 19. EMPLOYEE BENEFITS – TERRITORIAL – CONTINUED**

	2025 \$'000	2024 \$'000
<b>Current Employee Benefits</b>		
Annual Leave	434	564
Long Service Leave	67	44
Accrued Salaries	363	263
Termination Benefits <sup>a</sup>	453	710
Other Employee Benefits	1	-
<b>Total Current Employee Benefits</b>	<b>1,318</b>	<b>1,581</b>
<b>Non-Current Employee Benefits</b>		
Termination Benefits <sup>a</sup>	9	45
<b>Total Non-Current Employee Benefits</b>	<b>9</b>	<b>45</b>
<b>Total Employee Benefits</b>	<b>1,327</b>	<b>1,626</b>

a) The decrease reflects the payment of termination benefits for departing members and their staff following the October 2024 ACT Election.

At 30 June 2025, the Office’s Territorial entity employed 55.5 full time equivalent (FTE) staff (44.6 FTE at 30 June 2024).

**NOTE 20. FINANCIAL INSTRUMENTS – TERRITORIAL**

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

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

**Liquidity Risk**

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

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

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

**Office of the Legislative Assembly  
Notes to and Forming Part of the Financial Statements  
For the Year Ended 30 June 2025**

**NOTE 21. COMMITMENTS – TERRITORIAL**

Description and Material Accounting Policies Relating to Capital and Other Expenditure Commitments are consistent with the disclosures in Note 11.

**Capital Commitments – Property, Plant and Equipment**

Capital commitments contracted at reporting date that have not been recognised as liabilities are as follows:

	2025	2024
	\$'000	\$'000
Within one year	15	102
Later than one year but not later than five years	-	-
<b>Total Capital Commitments</b>	<b>15</b>	<b>102</b>

Capital commitments above relate to the Assembly building upgrades contracts under the Asset Renewal Program.

**NOTE 22. BUDGETARY REPORTING – TERRITORIAL**

**Significant Accounting Judgements and Estimates – Budgetary Reporting – Territorial**

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

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

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

	Variance Explanation	Actual 2025 \$'000	Original Budget 2025 \$'000	Variance \$'000	Variance %
<b>Statement of Income and Expenses on Behalf of the Territory Line Items</b>					
Other Income	1	1,052	-	1,052	100%
<b>Statement of Cash Flows on Behalf of the Territory Line Items</b>					
Cash Flows from Operating Activities - Receipts - Other	1	1,052	-	1,052	100%

**Variance Explanations**

- The 11<sup>th</sup> Assembly has one additional non-executive member. Correspondingly, the number of executive members decreased, leading to lower employee expenses for the ACT Executive. As a result, \$1.052 million was reallocated from the ACT Executive to the Office to reflect the revised staffing cost structure of the current financial year. This adjustment could not have been anticipated during the preparation of the original budget. The Expenses on Behalf of the Territory (EBT) appropriation has been increased in the budget for future years.