



Office of the
Legislative
Assembly

ANNUAL REPORT

2018-2019



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Cover

On 10 May 2019, in a significant act of reconciliation, a possum-skin cloak was presented to the Legislative Assembly by a group of Ngunnawal women. The cloak is on permanent display outside the entry to the Assembly chamber, this prominent position reflecting its importance as a symbol of respect between the Ngunnawal People, the Assembly and the wider ACT community.

Traditionally, possum-skin cloaks were an everyday item for Aboriginal people. Starting as a single skin to wrap a newborn baby and added to over time, they were illustrated with stories of the life, clan and country of their owner. Following white settlement (and the introduction of woollen blankets), the tradition of making cloaks was largely discontinued. There are now only a small number of cloaks in existence, although their traditional significance endures.

This cloak was made by a group of Ngunnawal women, led by Elder Tina Brown. Together, the 16 Ngunnawal women have burned their stories into the possum-skin.

Elders

Agnes Shea, Loretta Halloran (Bell), Lillian Bell, Roslyn Brown, Matilda House, Louise Brown, Tina Brown, Glenda Merritt, Wendy Brown, Catherine Kindleysides, Susan Barry, Caroline Hughes, Annette Shea.

Strong Ngunnawal women

Laurie McDonald, Katrina Penfold, Justine Brown-Bamblat.

Members of the public are invited to view the cloak, Monday to Friday, 8:30-5:30.

TRANSMITTAL CERTIFICATE

Joy Burch MLA
Speaker
Legislative Assembly for the ACT
Civic Square
London Circuit
Canberra ACT 2601

Dear Madam Speaker

I am pleased to submit for your information and presentation to the Legislative Assembly for the ACT this annual report of the Office of the Legislative Assembly (the Office) for the year ended 30 June 2019.

Pursuant to section 7B of the *Annual Reports (Government Agencies) Act 2004*, the Office is required to prepare a report that includes an account of its management during the reporting year. You will be aware, however, that the Office is not required to comply with annual report directions made by the minister in accordance with section 8 of the Act.

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



Tom Duncan
CLERK
Legislative Assembly for the ACT
October 2019

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THE CLERK'S OVERVIEW 2018-2019

The Office of the Legislative Assembly has achieved a number of significant objectives in the reporting period.

During the year the Assembly reached a major milestone, celebrating the 30th anniversary of the commencement of self-government and the first sitting on 10 May 1989. To mark the occasion, the Office coordinated a number of activities.

On Friday, 10 May 2019, the Assembly held a ceremonial sitting to mark the 30th anniversary. All former members of the Assembly were invited to the sitting, and the Chief Minister, the Leader of the Opposition and the Leader of the ACT Greens made speeches noting the Assembly's achievements over the past 30 years.

Following the ceremonial sitting, women from our local Ngunnawal community hosted a welcome to country and smoking ceremony before presenting a possum-skin cloak to the Assembly. The possum-skin cloak is now permanently displayed outside the entrance to the Assembly chamber.

On the previous evening, 9 May, the Assembly established the Former Members Association. The meeting of former MLAs, clerks and deputy clerks adopted a constitution and elected Ms Mary Porter AM as inaugural president and Ms Louise Littlewood as deputy president.

Also to celebrate the milestone, a 30th anniversary exhibition was mounted in the Assembly's exhibition room. The displays covered a range of significant chapters in the ACT's history of self-government, including the first election, the development of the precinct, the twinning arrangement with the Kiribati parliament entered into in 2007, and legislation of significance that had passed the Assembly. Parts of the exhibition were then loaned to the ACT Heritage Library for wider display in the Territory.

During the year the Assembly undertook a comprehensive review of its standing orders and continuing resolutions. These were adopted on 29 November 2018, to take effect on 1 January 2019.

The Office was funded to assist the Speaker in appointing the Territory's first Integrity Commissioner, with the Assembly agreeing, by a two-thirds majority on 4 June 2019, to a motion moved by the Speaker to appoint the Hon Dennis Cowdroy AO, QC.

Looking ahead, the Office's focus for 2019-2020 includes a number of business improvement projects to ensure that the services and advice provided by the Office remain effective and efficient. The Office will also assist in the redesign of the members' entrance and replacement of ageing elements of the Assembly building's heating and ventilation system.

I would like to thank all Office staff for their dedication and hard work during the past year in continuing to meet the challenges of an expanded Assembly. I know that members, their staff and the wider ACT public sector recognise the Office's contribution to the good governance of the Territory.

2018-20 19 AT A GLANCE

Legislation

The Office facilitated the presentation of 49 executive bills and six private members' bills in the Legislative Assembly and arranged for the notification of 48 passed bills. The Office also processed the tabling of 289 items of subordinate legislation.

Questioning the executive

The Office supported members in their scrutiny of the executive, processing 1,009 questions on notice. During the reporting period, 1,721 questions without notice were asked. (This figure includes supplementary questions without notice).

Revised standing orders for the Ninth Assembly

The Standing Committee on Administration and Procedure reported on a major review of the standing orders and continuing resolutions. The Assembly adopted 66 amendments to the standing orders and two amendments to the continuing resolutions. The changes came into effect on 1 January 2019.

Redevelopment of Procedural Information Production System (PIPS)

The redevelopment of the IT system used to produce procedural documents for Assembly sittings continued to experience delays, but user acceptance testing was completed and data migration and testing was finalised by the end of the reporting period. The new system is expected to be fully implemented in the next reporting period.

Committees

The Office supported nine standing committees and seven select committees, which collectively tabled 44 reports. During the reporting period 362 meetings were held, the highest number in the Assembly's history. Committees received 992 submissions and heard from 832 witnesses. Three select committees tabled their reports and were dissolved during the reporting period, while three select committees were continuing their inquiries as at 30 June.

Hansard

While chamber sitting hours were slightly fewer than in the previous reporting period, the increase in committee hearing hours resulted in Hansard's costs for transcription and editing remaining high. An alternative to outsourced transcription is being explored which, if suitable, will resolve the need to engage external transcription contractors. Although there were marginally fewer questions on notice in 2018-2019, processing and publication continue to contribute significantly Hansard's workload and costs.

30th anniversary

In May 2019 the Assembly celebrated 30 years of self-government in the ACT. As part of the celebrations the Office supported a range of activities, including a ceremonial sitting, the inaugural meeting of the Former Members Association, Assembly open day, an exhibition, and the unveiling of a possum-skin cloak, made and gifted by a group of Ngunnawal women.

Cameral II

Cameral II, a photographic artwork by Barbara Campbell, was formally welcomed into the Assembly's art collection, replacing an earlier version of the work from 2001. This new take reflects the increase in size and change in composition of the Assembly, which became the first jurisdiction in Australia to have a majority of women members at the 2016 election. It captures the symbolic relationship between the people of the ACT and their representative government, and the importance of active public participation in the political process. Like its predecessor, Cameral II is best viewed from outside the building, on London Circuit.

Assembly library

The library underwent a review of internal operations, a de-selection project of material held offsite, launched a refined newsletter service and prepared for the implementation of a new library management system.

Double glazing

The Office completed a project that commenced in 2017-2018 to install double glazing for all externally facing windows in the main Assembly building. This work was completed, at a total cost of \$1.2 million. It has led to significant improvements in the building's thermal performance and will lead to reductions in future energy consumption.

Planning for new works

The Office secured budget funding for several new works proposals planned for 2019-2020, most of which must be completed while formal proceedings of the Assembly and its committees are in recess for the election in October 2020. These works include a redesign of the Assembly building's members' entrance to improve access control, and completing the upgrade of heating, ventilation and cooling (HVAC) plant and equipment. Planning for these projects commenced under the auspices of a Project Control Group, with membership drawn from the Office's executive management committee, procurement managers and consultants from the architectural, mechanical and project management disciplines.

Assembly archival project

The Office commenced a project to examine its collection of archived records that must be retained in perpetuity. This process aims to inform a digitisation strategy for those records, to remove contaminants from the collection and to repack some records that are not currently stored in ideal conditions. These measures will prolong the life of most of these paper records, delaying the need for digitisation.

Digitising workflows

The Office engaged consultants to analyse a range of workflows and develop workflow models showing how these workflows could operate in a digital environment. This part of the process was completed towards the end of the reporting period, with the next stage of the project planned for the year ahead.

New Auditor-General commenced

Speaker of the Assembly, Joy Burch MLA, witnessed the affirmation of new ACT Auditor-General, Michael Harris. Mr Harris commenced his seven-year term on 8 February.

ACT Integrity Commission

Following passage of the Integrity Commission Bill 2018 in November 2018, the Office assisted the Speaker with the appointment of a Commissioner. The Office received funds as part of the 2018-2019 budget to provide these services and to assist in the establishment of the ACT Integrity Commission.

The Assembly approved the appointment of the Hon Dennis Cowdroy AO, QC as the Territory's first Integrity Commissioner on 4 June 2019, and the Office assisted the Commissioner to meet a number of administrative responsibilities under the *Integrity Commission Act 2018*, scheduled to begin on 1 July 2019.

THE YEAR AHEAD

Hansard

Hansard will investigate the potential for a new parliamentary-specific sound-to-text application, with a view to reducing transcription costs and streamlining the production of chamber and committee transcripts.

Library

In late 2019 the library will launch a new cloud-based library management system with an improved client interface, modules for managing collection purchases and greater reporting capabilities. The library will also undertake a systematic evaluation of its onsite collection and remove material that is out of date or no longer relevant.

Building works

The Office will continue to plan for the building works identified earlier in this report, in the section on 2018-2019 at a glance. Work to redesign the members' entrance is expected to commence late in 2019 with completion expected by June 2020. Design and procurement for the HVAC system is expected to be finalised by the end of 2019-2020 to enable that work to be carried out from August to November 2020. In addition, the final phase of the upgrade to the member's/minister's ensuites and kitchenettes is currently underway and will be completed by the end of January 2020.

Assembly archival project

The Office expects to complete, or substantially complete, the assessment of its archived records and to have removed contaminants and relocated these records to more durable, long-term storage conditions. Records in a poor condition will be identified and scanned before they become irreparably damaged. The project will also guide Office procedures that receive or generate Territory archives, to eliminate, where possible, future contaminants.

Digitising workflows

During the next 12 months the Office will be developing digital workflows in relation to HR processes, questions on notice, and committee submissions. Further workflows will be developed as resources allow.

Website redesign

The look and feel of the Assembly website will be updated, with the implementation of new style sheets. A new structure for the site will be developed to make it easier to use.

ANZACATT

In January 2020, the Office will be hosting the Australia and New Zealand Association of Clerks-at-the-Table professional development seminar.



PERFORMANCE REPORTING

ORGANISATIONAL OVERVIEW

Headed by the Clerk of the Legislative Assembly, the Office 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.

These responsibilities are concisely expressed in section 6 of the *Legislative Assembly (Office of the Legislative Assembly) Act 2012* (the Act), which establishes the function of the Office as being to:

... provide impartial advice and support to the Legislative Assembly, its committees and members of the Assembly ...

The Office is established as an independent statutory agency under the Act. Section 6 states that the functions of the Office include:

- > 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 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 core parliamentary roles arising from the Assembly's standing orders and continuing resolutions and parliamentary practice and procedure.

Accountability

All staff within the Office are accountable to the Clerk. The Office is accountable for its performance not to the executive but to the Assembly as a whole, through the Speaker.

The Office's approach

The Office's strategic plan for 2018-2021 sets out the values and factors that are likely to impact on its performance. It also states the Office's objectives and the strategies it will adopt to achieve its objectives.

The Office's objectives

The Office's objectives are to:

- > **Support the Assembly as a democratic institution**—the Office will work to facilitate and strengthen the legislative, accountability and representative functions of the Assembly and its committees, including enhancing understanding and awareness of the work of the Assembly and promoting opportunities to become involved.
- > **Support and advise members of the Legislative Assembly**—the Office will provide high-quality and timely advisory and administrative services, enabling members of the Legislative Assembly to participate effectively in the work of the Assembly and its committees and to undertake their constituency related roles.

- > **Maintain and build internal organisational capabilities**—through effective decision-making, internal communication and information sharing, and staff engagement and resource management, the Office will achieve high levels of performance (delivering high-quality, timely and cost-efficient support and advice) and compliance (operating in conformity with legislation, policies and parliamentary law).

Values

Professionalism

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

Independence

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

Honesty and Integrity

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

Impartiality

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

Transparency

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

The Office's relationships

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

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

Structure of the Office

The Office is organised into three branches.

The Office of the Clerk

The Office of the Clerk is responsible for governance and procedural matters, parliamentary education and public affairs.

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

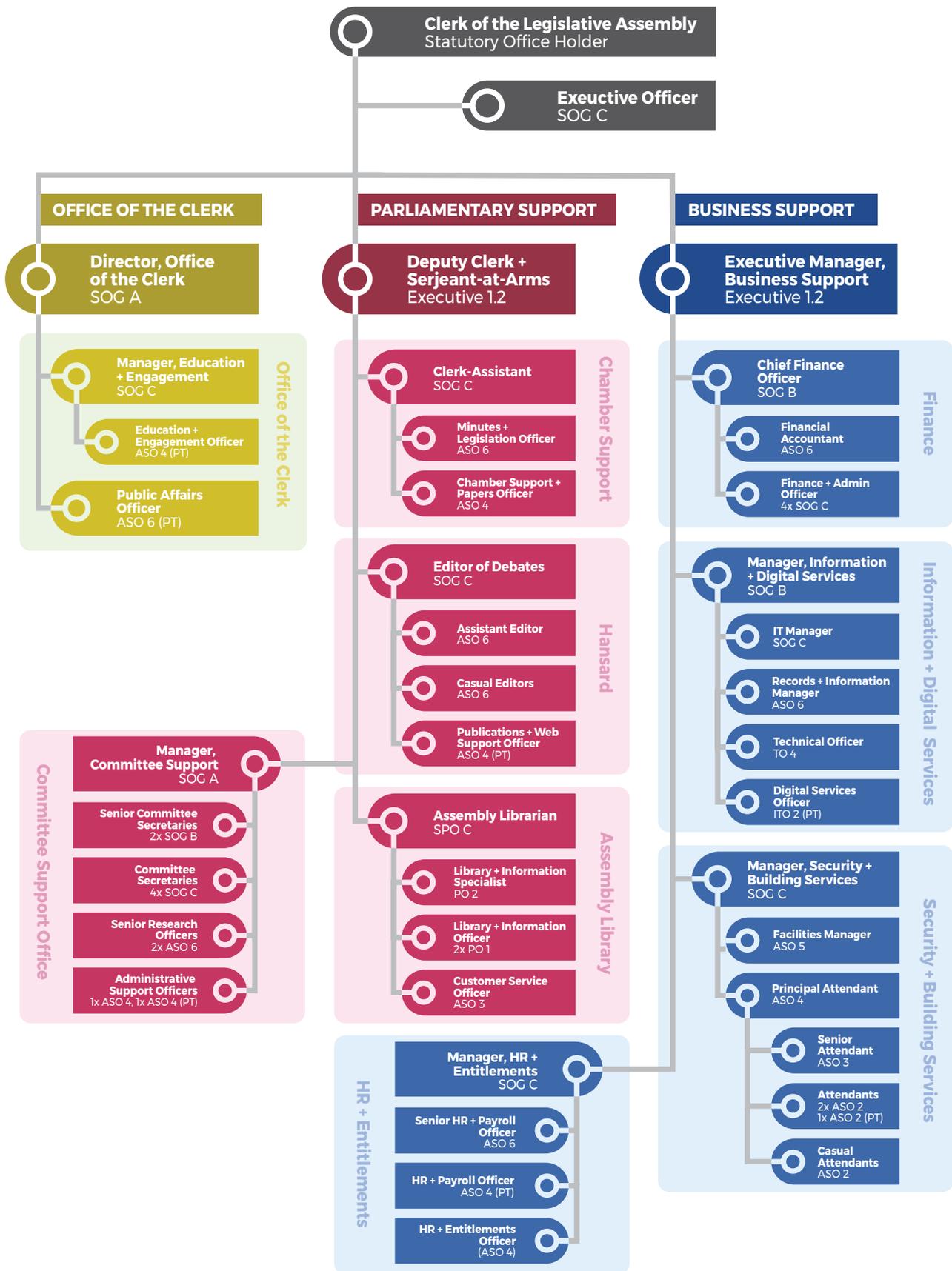
The Business Support Branch is responsible for servicing and advising non-executive members, their staff, the Clerk and Office staff in relation to a range of key functions, including:

- > **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) is responsible for the overall governance of the Office: financial management, strategic direction and policy. It is composed of the Clerk; the Deputy Clerk and Serjeant-at-Arms; the Executive Manager; the Director, Office of the Clerk; and the Chief Finance Officer.

FIGURE 1. Organisational structure of the Office of the Legislative Assembly as at 30 June 2019

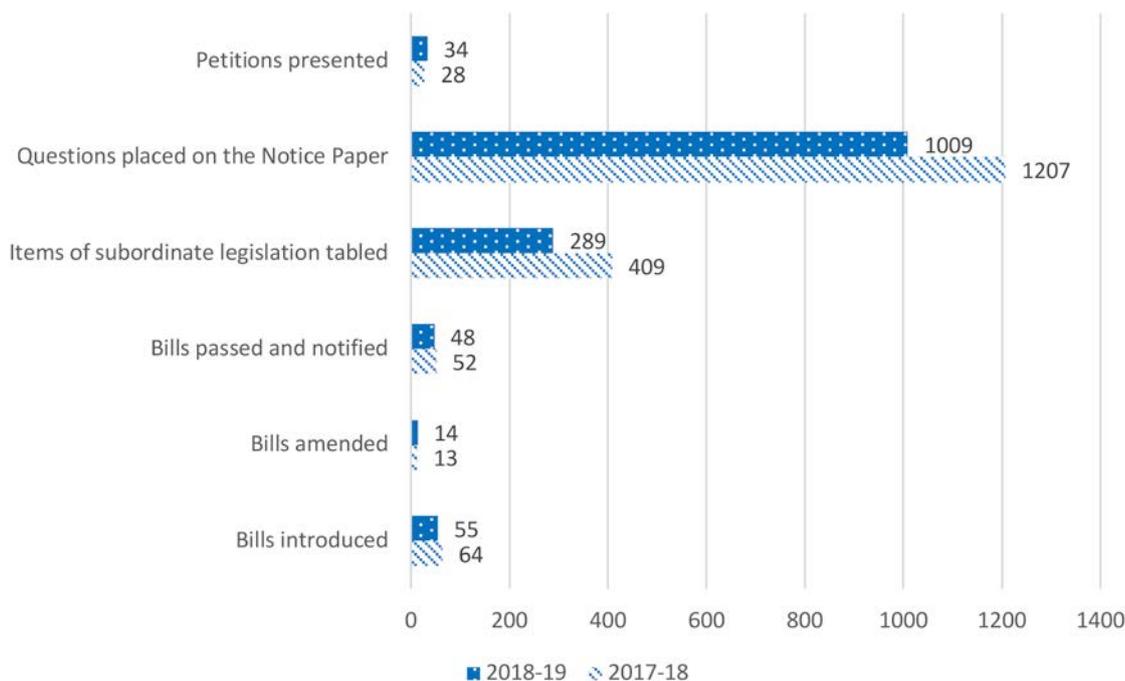


ASSEMBLY PROCEEDINGS

Chamber proceedings

In 2018-2019 the Office provided procedural services to members and their staff, facilitating the efficient functioning of the business of the Assembly on 40 sitting days. The following chart compares the chamber activity in 2017-2018 with 2018-2019.

FIGURE 2. Chamber activity in 2018-2019 compared with previous reporting period 2017-2018



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

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

The Office has supported nine standing committees, eight established in 2016, and the Standing Committee on the Integrity Commission established on 1 November 2018:

- > Standing Committee on Administration and Procedure;
- > Standing Committee on Economic Development and Tourism;
- > Standing Committee on Education, Employment and Youth Affairs;
- > Standing Committee on Environment and Transport and City Services;
- > Standing Committee on Health, Ageing and Community Services;
- > Standing Committee on the Integrity Commission;
- > Standing Committee on Justice and Community Safety (also performs a legislative scrutiny role);
- > Standing Committee on Planning and Urban Renewal; and
- > Standing Committee on Public Accounts.

The Office also supported these select committees during the reporting period:

- > Select Committee on Estimates 2018-2019, established 22 March 2018, which presented its report to the Assembly on 31 July 2018;
- > Select Committee on an Independent Integrity Commission 2018, established 7 June 2018, which presented its report to the Assembly on 31 October 2018;
- > Select Committee on End of Life Choices in the ACT, established 30 November 2017, which presented its report to the Assembly on 21 March 2019;
- > Select Committee on Privileges 2018, established 12 April 2018, which presented its report to the Assembly on 20 June 2018; and
- > three select committees that, although established in the reporting period, are not due to present their findings to the Assembly during this period:
 - Select Committee on Fuel Pricing, established 14 February 2019;
 - Select Committee on Estimates 2019-2020, established 21 February 2019; and
 - Select Committee on Privileges 2019, established 4 April 2019.

[Detailed information about Assembly committees.](#)

Committee membership

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

Most committees of previous Assemblies had three members. The Eighth Assembly was unusual, having standing committees made up of four members.

The Ninth Assembly passed a resolution on 13 December 2016 that six of the new standing committees would have four members: two members from each of the two major parties represented in the Assembly. The remaining two standing committees would have a fifth member, an ACT Greens MLA.

On 20 September 2018, the Assembly amended its earlier motion and since then standing committees have had three members, except for the Standing Committee on Public Accounts and the Standing Committee on Administration and Procedure, which retain four members. Select committees have had five members, except the two select committees on privileges and the Select Committee on Fuel Pricing, which have three.

Statutory responsibilities of committees

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

The Standing Committee on Justice and Community Safety, in its legislative scrutiny role, is required to examine all bills and subordinate legislation to ensure that legislation does not unduly trespass on individual rights and liberties and complies with the Territory's *Human Rights Act 2004*.

The Standing Committee on Planning and Urban Renewal is required to examine all draft variations to the Territory Plan referred by the Minister for Planning and Land Management. The *Planning and Development Amendment Act 2017* removed the minister's power to decide whether to refer a draft variation. All draft variations must now be referred to the committee.

The Standing Committee on Public Accounts, under its resolution of appointment, examines all reports of the Auditor-General which have been presented to the Assembly. It monitors reportable contracts of ACT government agencies and has a range of roles and responsibilities under the *Auditor-General Act 1996*.

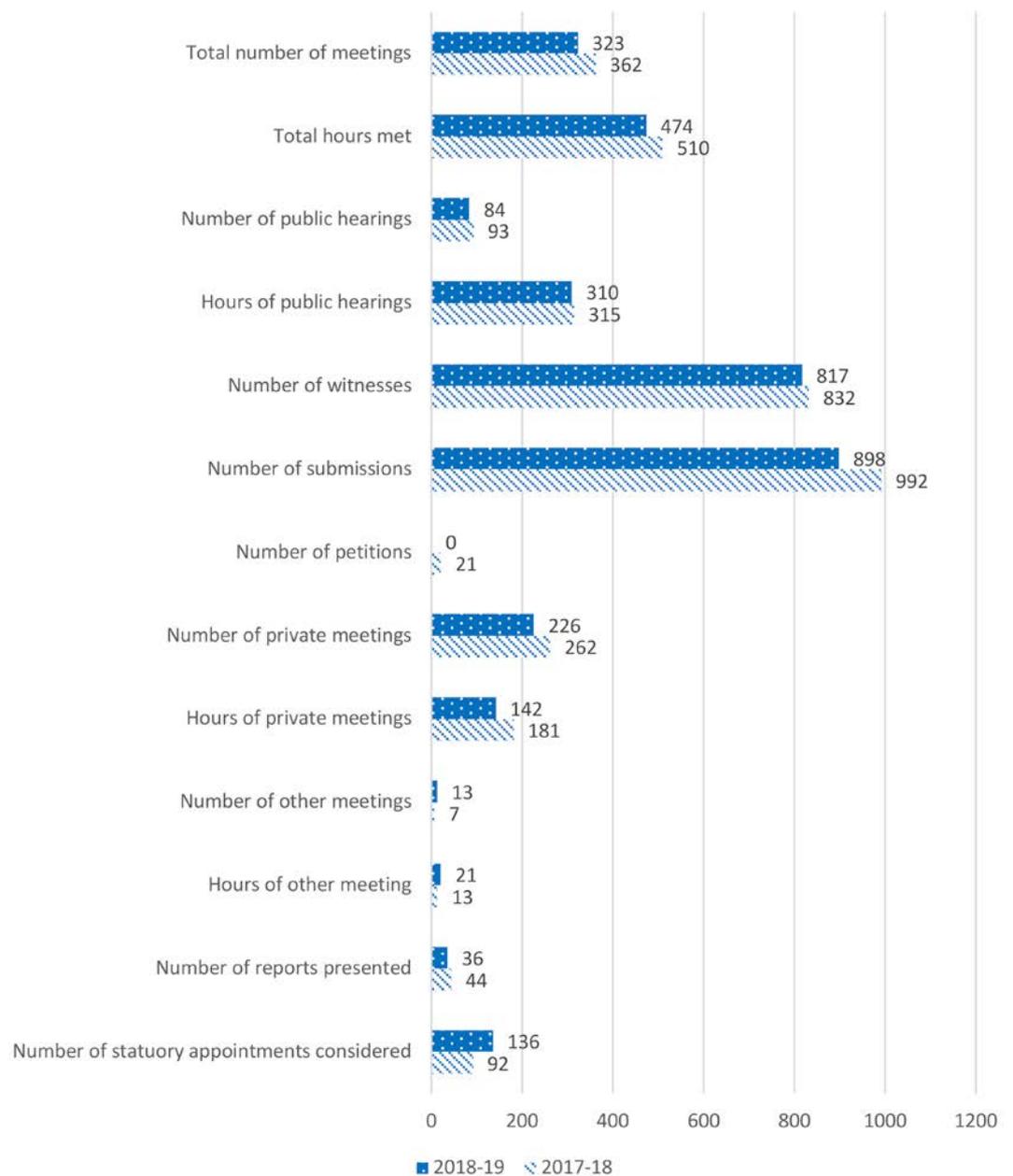
The Standing Committee on the Integrity Commission, created during this reporting period, has functions under the *Integrity Commission Act 2018*. These include the requirements to be consulted on the appointment or suspension of a Commissioner or Inspector and to receive confidential reports from the Commission.

Committee activity

In the period 1 July 2018 to 30 June 2019, the Office supported meetings of standing and select committees on 362 occasions. Committees held 93 public hearings and tabled 44 reports in the Legislative Assembly.

This figure gives a snapshot of overall committee activity.

FIGURE 3. Committee activity in 2018-2019 compared with previous reporting period 2017-2018



Comprehensive statistics relating to all Assembly committee activity for this reporting period are listed at Appendix 7.

Government responses to committee reports

The Office monitors the receipt of government responses to committee reports. During the reporting period, 14 responses were received.

Of the reports received, 79 per cent (11 reports) received government responses within four months. Three responses were received after four months.

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

Consideration of statutory appointments

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

In the reporting period, committees considered 92 statutory appointments to a wide range of government bodies. Under continuing resolution 5A, committees are to table a schedule listing the appointments 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.

Committee highlights

VULNERABLE WITNESSES

This reporting period saw an unusually high number of inquiries that touched on subject matters of a potentially sensitive nature. These included inquiries into:

- > end of life choices in the ACT;
- > the implementation, performance and governance of the National Disability Insurance Scheme in the ACT;
- > policy approaches and responses on domestic and family violence;
- > maternity services in the ACT; and
- > the management and minimisation of bullying and violence in ACT schools.

The Office was aware that these inquiries had the potential to attract disturbing or traumatic evidence, and that this could impact negatively upon submitters and witnesses as well as members and staff involved in the inquiries. The Office developed a vulnerable witness protocol, in consultation with the ACT Chief Psychiatrist, which was adopted by committee chairs. Staff and members were reminded of support available through the Employee Assistance Program.

CONSIDERATION OF BILLS

The Assembly referred four bill inquiries to committees, separate from the legislative scrutiny role performed by the Standing Committee on Justice and Community Safety, during the reporting period:

- > Inquiry into Government Procurement (Secure Local Jobs) Amendment Bill 2018;
- > Inquiry into Motor Accident Injuries Bill 2018—Exposure Draft to the Motor Accident Injuries Bill 2018 and to the Guide to the Bill;
- > Inquiry into Drugs of Dependence (Personal Cannabis Use) Amendment Bill; and
- > Inquiry into the establishment of an Integrity Commission for the ACT.

The inquiry of the Select Committee on an Independent Integrity Commission 2018 was notable as it had two proposed pieces of legislation before it: the private member's Anti-corruption and Integrity Commission Bill 2018 and the government's Integrity Commission Bill 2018 exposure draft. While the committee recommended proceeding with the exposure draft, it proposed amendments, drawing on the private member's bill. The committee also proposed an approach for redrafting and consulting on a revised bill to help facilitate the passing of the legislation within the 2018 sitting pattern.

STANDING COMMITTEE ON ADMINISTRATION AND PROCEDURE

The Standing Committee on Administration and Procedure met on 24 occasions. The committee's main tasks were to set the program for private members', crossbench executive members' and Assembly business, and to undertake self-referred inquiries or inquiries referred by the Assembly.

Standing order 16, which establishes the committee, requires a thorough review of the standing orders and continuing resolutions in the third year of an Assembly. The committee called for submissions in February 2018 and tabled its report, proposing over 75 amendments to the standing orders and continuing resolutions, on 25 October 2018. This is the fourth substantial review of the Assembly's standing orders, with

previous reviews occurring during the Fifth Assembly, the Sixth Assembly, and earlier in the Ninth Assembly (with a focus on the expanded 25member Assembly).

In addition, the committee presented five reports on the following matters: citizen's right of reply (2); report of the Commissioner for Standards; the ACT register of lobbyists; and protocols surrounding the visits of MLAs to government schools.

The committee also commenced three inquiries relating to respectful dialogue, committee deliberation and chamber debate, and section 65 of the *Australian Capital Territory (Self-Government) Act 1988*.

Other matters discussed by the committee concerned arrangements for the 30th anniversary of selfgovernment and Assembly Open Day; the establishment of the Integrity Commission; amendments to the continuing resolution relating to the Commissioner for Standards; and maternity leave arrangements for members.

STANDING COMMITTEE ON JUSTICE AND COMMUNITY SAFETY (LEGISLATIVE SCRUTINY ROLE)

The Standing Committee on Justice and Community Safety, in performing its legislative scrutiny role, met on 15 occasions. The committee issued 13 reports, made three statements pursuant to standing order 246A, and considered:

- > 57 bills;
- > one draft bill;
- > 300 items of subordinate legislation;
- > 41 government responses;
- > six private members' responses;
- > nine regulatory impact statements;
- > amendments to seven executive bills;
- > four national regulations; and
- > one national law.

On 23 October 2018, the Assembly referred the draft Integrity Commission Bill 2018 to the committee for consideration. The committee tabled its report on 23 November 2018.

In a review of standing orders conducted by the Standing Committee on Administration and Procedure, standing order 182A—amendments in writing and circulated—was amended to require that “an amendment to be proposed by any member to any bill must be considered and reported on by the Scrutiny Committee before it can be moved”. During the reporting period, the committee scrutinised a number of amendments received from both government and non-government members.

SELECT COMMITTEE ON ESTIMATES 2018-2019

The Select Committee on Estimates 2018-2019 was established by the Assembly on 22 March 2019.

The Select Committee on Estimates was created to examine both the Appropriation Bill 2018-2019 and the Appropriation (Office of the Legislative Assembly) Bill 2018-2019.

The committee engaged expert technical assistance to conduct an economic and financial analysis of the budget. Following a process for expressions of interest, Pegasus Economics was selected to provide the committee with a review of the 2018-2019 ACT budget.

The committee held public hearings over 11 days, hearing evidence from:

- > community groups and industry groups;
- > ministers of the ACT Government;
- > officers of Territory-owned corporations;
- > the Speaker of the Assembly and parliamentary officers, including the Clerk of the Assembly; and
- > ACT statutory officers, including Officers of the Legislative Assembly.

As part of its deliberations, the committee sought community and industry views on the budget and heard from 15 community and industry representative groups on the first day of public hearings.

Questions on notice and questions taken on notice are an important part of the Assembly's estimates process, and the 666 questions and answers were published on the Assembly website.

The committee tabled its final report in the Assembly on 31 July 2018.

COMMITTEE OF CHAIRS

Standing order 228A was introduced to establish a committee of chairs at the commencement of each Assembly. The purpose of the committee of chairs is to advise the Speaker on matters relating to the operation of Assembly committees.

Procedural digest

Commissioner for Standards annual report tabled

On 14 August 2018, the Speaker presented the Annual Report of the Assembly's Commissioner for Standards, detailing activities for the past year, including three reports to the Standing Committee on Administration and Procedure on allegations of breaches of the members' code of conduct. One allegation, received on 29 June 2018, was still being investigated. Investigations of the remaining allegations had not proceeded, as the Commissioner determined that there was insufficient evidence to warrant investigation.

First member named and suspended in Ninth Assembly

On 15 August, during question time, the Speaker named a member for persistently and willfully disregarding the authority of the Chair. The member was subsequently suspended for three sitting hours. This was the first member named in the Ninth Assembly (which commenced in October 2016).

Assembly passes remonstrance motion

On 16 August, the Assembly passed a remonstrance motion protesting the Senate's rejection of Territory rights to make laws on assisted dying. Remonstrance motions are rarely used, and this was the first such motion passed by the Assembly in its 29-year history.

On 13 September, Joy Burch MLA, Speaker of the Legislative Assembly, formally presented the Assembly's remonstrance to Senator the Hon Scott Ryan, President of the Senate. Speaker Burch was joined by representatives from the Northern Territory Parliament, who were presenting their own remonstrance on this issue.

Standing Committee on Administration and Procedure report on the conduct of an MLA

On 23 August, the Speaker presented a report of the Standing Committee on Administration and Procedure, which had received a report from the Assembly's Commissioner for Standards on an alleged breach of the members' code of conduct. It had been alleged that a member had breached the code by not acting with integrity, honesty and diligence. The Commissioner, having investigated the matter, concluded that no breach of the code of conduct had been established. The committee agreed with the Commissioner's assessment and recommended to the Assembly that no further action be taken.

Appointment of an eighth minister for the Territory and changes to Assembly committees

On 24 August, the Chief Minister appointed—for the first time—an eighth minister for the Territory. This left only four government MLAs to serve on the Assembly's eight standing and two select committees. Subsequently, on 20 September, the Assembly resolved to change the committee structures. Instead of having six committees with four members, and four committees with five members (a total of 10 committees overall), they agreed to have just two committees with five members (the select committees), two committees with four members, and the remaining six committees with three members.

Of the 10 committees, one is chaired by the Speaker, three are chaired by opposition members, one is chaired by a crossbench member, and four are chaired by government members. The government has a majority on only three committees.

Budget protocols tabled by Speaker

On 18 September, the Speaker presented the Budget Protocols Agreement for the Office of the Legislative Assembly and the Officers of the Legislative Assembly. These protocols establish the principles to which the parties (i.e. the ACT legislature, represented by the Speaker; and the ACT executive, represented by the Chief Minister) commit; the responsibilities of the participants in the budgetary process; and the protocols to be observed in developing and considering budget appropriations for the Office of the Legislative Assembly and the Officers of the Legislative Assembly (the Auditor-General and the Electoral Commissioner).

The protocols commit to the separation of powers of the legislative and executive branches of government and provide for the way that budget submissions are handled, including that the Speaker and Clerk will appear before budget cabinet, and that unspent appropriations (up to 10 per cent in the case of Officers of the Legislative Assembly) will be retained by the Office of the Legislative Assembly.

Leave of absence for maternity leave extended

On 18 September, the Assembly agreed to a further leave of absence motion for a member for maternity reasons, from 18 September to 30 October. The member had previously been granted a maternity leave of absence from 21 March to 17 September 2018.

Order to Territory-owned corporation to produce documents

On 23 August, pursuant to standing order 213A, the Assembly ordered the tabling of Icon Water contracts with ActewAGL (Corporate Services Agreement and Customer Services and Community Support Agreement). The government advised the Clerk that it did not possess the documents and would instead move a motion at a future sitting for the relevant company (Icon Water) to produce the documents.

On 20 September, the Manager of Government Business moved a motion requiring Icon Water to produce the documents requested by the earlier resolution. Icon Water informed the Clerk that it claimed public interest immunity. The Leader of the Opposition disputed that claim, resulting in the Speaker appointing the Hon Richard Refshauge (a retired Supreme Court judge) to arbitrate the claim. The arbiter upheld most of the claims made by Icon Water but ordered that a redacted document be provided. This amended document was provided to members and tabled by the Clerk at the next sitting. The independent legal arbiter's report was also tabled.

Adoption of new amended standing orders of the Assembly

On 25 October, the Speaker presented the Standing Committee on Administration and Procedure's report on its review of the standing orders and continuing resolutions of the Legislative Assembly, which recommended 66 changes to the standing orders and five changes to the continuing resolutions. Among the more significant changes were:

- > that our traditional custodians be invited to conduct a ceremony of welcome, after an election and prior to members assembling and taking their seats for the first time;
- > to enable co-sponsoring of a notice of motion (as with bills);
- > on sitting days when the Clerk announces that a member has lodged a petition or a ministerial response, the Speaker shall propose that petitions be noted and 30 minutes be allocated to debate the motion;
- > that motions of no confidence or censure, and proposals to establish privileges committees, be circulated to all members 90 minutes prior to the motion being moved;
- > that many of the documents lodged with the Clerk's office (i.e. questions on notice, answers to questions on notice, amendments et cetera) must now be lodged electronically;

- > that when the Speaker states a question, members may now say “yes” rather than “aye”;
- > that the Speaker may exercise discretion for a short period to allow member or members caring for an infant to be present on the floor of the chamber during meetings of the Assembly;
- > that petitions exceeding 500 signatures will be referred to the relevant Assembly committee for consideration; and
- > that all amendments to bills will be referred to the scrutiny of bills committee unless they are minor, technical, urgent, or in response to a scrutiny report.

Integrity Commission Act 2018

Following two select committee inquiries, on 27 November the Chief Minister presented the Integrity Bill 2018. The Assembly agreed to approximately 100 amendments from the government, opposition and crossbench before the bill was passed on 29 November. The Assembly resolved to appoint a Standing Committee on the Integrity Commission, with three members and an opposition MLA as chair.

The legislation required the Speaker to appoint an Integrity Commissioner as an Officer of the Assembly. It also provided for the Speaker to seek impartial administrative support or advice from the Office of the Legislative Assembly.

The Assembly resolved to have a continuing resolution to deal with claims of parliamentary privilege relating to the ACT Integrity Commission’s powers and functions. In essence, the resolution provides that if a member claims parliamentary privilege in relation to a document, the Speaker must (after certain requirements are met) appoint an independent legal arbiter to adjudicate the claim.

Citizens’ jury, committee consideration and passage of related legislation

Early in the reporting period, the Assembly referred an exposure draft bill for the ACT’s compulsory third-party insurance scheme to the Standing Committee on Justice and Community Safety. The bill was the result of the ACT’s first citizens’ jury.

After numerous extensions to the reporting date, on 12 February the committee presented a one-page report (circulated out of session on 14 December 2018) with no recommendations, although the report had additional comments from the two government members of the committee and a dissenting report from the sole opposition MLA, who was also the chair.

On 19 March, the Treasurer presented the Motor Accident Injuries Bill 2019, which differed from the exposure draft presented the previous year. The bill was debated on 14 May and passed on 16 May, with the government moving 54 amendments and the crossbench moving three, all of which were agreed to. The opposition moved 104 amendments, which were not agreed to.

Visits by MLAs to government schools referred to Assembly committee

On 14 February, an opposition member moved that the Standing Committee on Administration and Procedure examine whether the protocols around MLAs visiting or attending school events constitute an impediment to members performing their functions, in complying with the members’ code of conduct. The motion was agreed to after an amendment was moved by the Greens minister.

On 6 June the committee reported to the Assembly, making two recommendations:

- > That the protocols for members of parliament (including federal members) and other dignitaries to visit Canberra public schools be more in line with the Justice and Community Safety Directorate procedures for events, arrangements and engagement with non-government MLAs. It was recommended these protocols apply to all non-executive members.
- > That ACT government schools be free to invite any member of the Legislative Assembly to public events held at the school.

Motion of want of confidence in a minister moved in accordance with standing orders

On 21 March, an opposition MLA moved a motion of no confidence in the Minister for Health and Wellbeing, in accordance with new standing order 81A.

This was the first no-confidence motion using this standing order, which requires prior notice to the Speaker and members.

Report into register of lobbyists presented

On 21 March, the report of the Standing Committee on Administration and Procedure presented its report on the register of lobbyists. The report recommended a number of changes to the continuing resolution that governs the interactions between MLAs and lobbyists, and that the expansion of the ACT register of lobbyists be reconsidered in later 2020, after the election of the Tenth Assembly.

New standing order providing leave of absence to pregnant MLAs

On 21 March, the Speaker moved a motion to amend the standing orders to provide that the Speaker be able to grant up to 18 weeks maternity leave following written request from a member. Maternity leave was previously only approved following a vote of the Assembly. The new standing order was agreed to.

On 4 June, the Speaker informed the Assembly that, pursuant to standing order 22, maternity leave had been granted to an opposition MLA for a period of 18 weeks, commencing 3 June 2019, and presented a copy of the member's letter.

References to Assembly committees with unusual terms of reference

In April and May, two inquiries were referred to Assembly committees that posed challenges to privacy requirements.

In April the Standing Committee on Education, Employment and Youth Affairs was tasked with inquiring into the management and minimisation of bullying and violence in government and non-government schools. The terms of reference allowed for evidence to be kept confidential, acknowledging the potential for negative consequences for those involved or identified in evidence or during hearings.

In May the Standing Committee on Health, Ageing and Community Services was asked to inquire into a matter regarding the care and protection of children. The terms of reference recognised the importance of transparency and accountability for maintaining community confidence in the ACT's care and protection system, without breaching the *Children and Young People Act 2008*. Also considered were the requirements for the safe handling of confidential documents and the provision of appropriate trauma support for those involved in the process.

Integrity Commissioner for the ACT—approval of appointment

On 4 June, the Speaker moved a motion approving the appointment of the Hon Dennis Cowdroy AO, QC as the ACT Integrity Commissioner and drew the attention of the Assembly to the requirement in the *Integrity Commission Act 2018* that the appointment be approved by a two-thirds majority of the Assembly. Twenty-four members were present for the vote, and the motion passed unanimously.

30th anniversary of self-government

All former members were invited to attend the inaugural meeting of the Former Members Association on 9 May, followed by a ceremonial sitting to mark the 30th anniversary of self-government on 11 May.

Immediately after the ceremonial sitting, a group of Ngunnawal women hosted a welcome to country and smoking ceremony, before presenting the Assembly with a possum-skin cloak they had made. The possum-skin cloak is now permanently displayed outside the entrance to the Assembly chamber.

The following day, the Assembly hosted an open day, with most members either working on the barbecue or taking constituents on Assembly building tours. Two local choirs performed during the day, and a debate between MLAs and students from local schools was held in the chamber (with the Speaker in the chair) on the topic “that two houses are better than one”.

From 9-31 May, the Assembly held an exhibition, SelfGov30, on the story of self-government in the territory.

Motion to mark the 40th anniversary of independence of the republic of Kiribati

On 6 June, the Speaker moved a motion marking the 40th anniversary of the sovereign democratic Republic of Kiribati. The motion expressed congratulations and friendship to the people of Kiribati and their parliament on the significant milestone and acknowledged the value of the deep and abiding ties between the Assembly and Kiribati.

Interparliamentary activities

Commonwealth Parliamentary Association

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

During the reporting period, this included making arrangements for:

- > CWP planning meeting, Darwin, October 2018;
- > CPA Australia and Pacific Regional Conference, Cook Islands, October 2018;
- > CPA small branches climate change workshop, Nairobi, October 2018;
- > CPA Regional Management Committees;
- > British Islands and Mediterranean Region CPA Annual Conference, Guernsey, May 2019;
- > Meetings of the CPA Executive Committee;
- > CPA Fundamentals training programs, Montreal, Canada; and
- > activities of the CWP within the branch.

* The branch provided financial and administrative support to Vicki Dunne MLA in her role as Treasurer of the Commonwealth Parliamentary Association. The Clerk performed the role of CPA Australian Regional Secretary until 10 July 2018.

Kiribati twinning arrangement

The ACT Legislative Assembly is twinned with the Parliament of Kiribati under an arrangement developed at a conference of Presiding Officers and Clerks in 2007.

ACTIVITY HIGHLIGHTS

- > From 16-20 July 2018, the former Deputy Clerk and Serjeant-at-Arms of the Legislative Assembly assisted in a UNDP sponsored activity involving a review of the Kiribati parliament's standing orders.
- > As part of the Assembly's 30th anniversary celebrations, the Office curated an exhibition which included a display on the twinning relationship between our parliaments.



Image: Photo of display on the twinning relationship between Assembly and parliament of Kiribati.

- > On 6 June, the Speaker moved a motion in the Legislative Assembly to mark the 40th anniversary of the independence of Kiribati. The Chief Minister, the Deputy Speaker, the Leader of the ACT Greens and the Deputy Leader of the Opposition (most of whom had visited Kiribati as part of the twinning arrangement) also spoke to the motion.
- > Preparations are ongoing for a visit by an all-female delegation headed by the Speaker to visit Kiribati in early September 2019.
- > Ongoing and detailed procedural advice was provided during the year by the Clerk and the former Deputy Clerk and other officers of the Assembly.

Australasian Study of Parliament Group (ASPG)

The Office has continued to work with the Department of the Senate, the Department of the House of Representatives and the Department of Parliamentary Services to support the ACT chapter of the ASPG.

Three staff attended the 2018 ASPG annual conference (18-20 July) in Brisbane, which explored the theme of 'Trust in Parliament in a post-truth world'.

The Office's Chief Finance Officer continued to serve as Treasurer of the ASPG. The Director, Office of the Clerk, remains a member of the group executive.

The Office contributed to the organisation of the 2019 ASPG conference, to be hosted in Canberra in October 2019.

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

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) comprises members from each house of parliament in Australia and New Zealand. ANZACATT compiles two regular publications: a half-yearly bulletin called *Parliament Matters*, and the *Table Talk* newsletter. Each parliamentary jurisdiction contributes to these publications.

ANZACATT also organises an annual professional development seminar. Three staff from the Office attended the January 2019 seminar in Hobart, hosted by the Tasmanian Parliament. The theme of the seminar was 'Parliamentary Sovereignty: a law unto itself'.

The seminar was attended by staff from all Australian parliaments, as well as parliamentary staff from New Zealand, Canada, the United Kingdom and the United States.

Papers presented at inter-parliamentary event

At the 49th Presiding Officers and Clerks Conference, Wellington, New Zealand, July 2018:

- > 'More than just points of order—the role of Speaker in a small legislature'—Tom Duncan, Clerk of the ACT Legislative Assembly.
- > 'You can't be what you can't see—Women in the Legislative Assembly for the Australian Capital Territory'—Joy Burch MLA, Speaker of the Legislative Assembly.

The ACT register of lobbyists

The ACT register of lobbyists has been in place since 1 January 2015.

As at 30 June 2019, the register had 43 registrations: 35 companies, six natural persons and two partnerships. Following requests from registrants, 12 registrations were removed from the register during the reporting period.

Analysis of the Office's performance

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

- > members' assessment of Office performance;
- > parliamentary advice and support;
- > business administration and support; and
- > community and parliamentary engagement.

Members' assessment of Office performance

Each two years the Office undertakes a survey to gain MLA feedback on the advocacy, timeliness and efficacy of services provided to the Assembly, committees and MLAs. Rather than approach individual MLAs, the four members of the Standing Committee on Administration and Procedure agreed to provide composite feedback. These four members included representatives of the three political parties in the Assembly, plus the Speaker.

The evaluation process also allowed for individual MLA feedback, which proved to be a useful source of information about particular issues that members wished to raise about the Office's functions and services. Survey responses were anonymous and confidential, with no personal or party affiliation information requested or collected.

The results of the survey process were positive, with 78 per cent of participating members either 'agreeing' or 'strongly agreeing' that they were satisfied with the services provided by the Office. Individual feedback from members also identified several areas where members saw an opportunity for improvement.

The table below indicates the Office's performance, as assessed by members, across a number of service delivery areas.

The Office's executive management committee has reviewed the feedback provided by MLAs and provided responses and follow-up to the Standing Committee on Administration and Procedure.

TABLE 1. Assessment of Office performance—individual MLAs

Question	Number of respondents	Strongly agree (%)	Agree (%)	Neither agree/disagree (%)	Disagree (%)	Strongly disagree (%)
The Clerk's Office provides appropriate and timely advice on Assembly governance and procedural matters.	13	30.8	46.2	15.4	7.7	0.0
Overall, how satisfied are you with the information services provided by OLA?	12	0.0	91.7	0.0	8.3	0.0
How satisfied are you with Assembly administrative procedure and support services provided by OLA?	12	16.7	58.3	16.7	8.3	0.0
How satisfied are you with the [OLA] human resource services?	12	8.3	58.3	25.0	8.3	0.0
How satisfied are you with the physical security services managed by OLA?	12	8.3	75.0	8.3	8.3	0.0
Overall, how satisfied are you with OLA's management of the building facilities and services?	12	8.3	66.7	16.7	0.0	8.3

Parliamentary advice and support

QUESTIONS

Questions on notice remained at a high level, with 1,009 questions being placed on the notice paper in 2018-2019.

PETITIONS

The number of petitions to the Assembly continued to rise, with 34 presented during the reporting period (including 17 e-petitions).

Standing order 99A was amended as a result of a review of standing orders by the Standing Committee on Administration and Procedure to automatically refer petitions and/or e-petitions in similar terms with at least 500 signatures to the relevant standing committee for consideration.

Nineteen petitions were referred to committees for consideration in accordance with this revised standing order, and two petitions were referred for inquiry and report in accordance with standing order 99. Three e-petitions were still open for signatures at the end of the reporting period.

REVISED STANDING ORDERS FOR THE NINTH ASSEMBLY

On 29 November 2018, the Assembly adopted and noted recommendations of the report of the Standing Committee on Administration and Procedure entitled Review of the standing orders and continuing resolutions of the Legislative Assembly (two volumes). The Assembly adopted 66 recommended amendments to the standing orders and two recommended amendments to continuing resolutions and noted nine additional recommendations. Some of the recommended amendments were held over until other matters relating to a possible integrity commission had been resolved.

HANSARD

In 2018-2019 Hansard transcribed, edited and published 229 hours of Assembly proceedings and 279 hours of committee hearings. Hansard processed and published 1,127 questions on notice, marginally fewer than in the previous reporting period. Hansard continued to meet its key performance targets in the preparation, distribution and publication of transcripts.

FIGURE 4. Net hours of Hansard transcription in 2018-2019, compared with two previous reporting periods

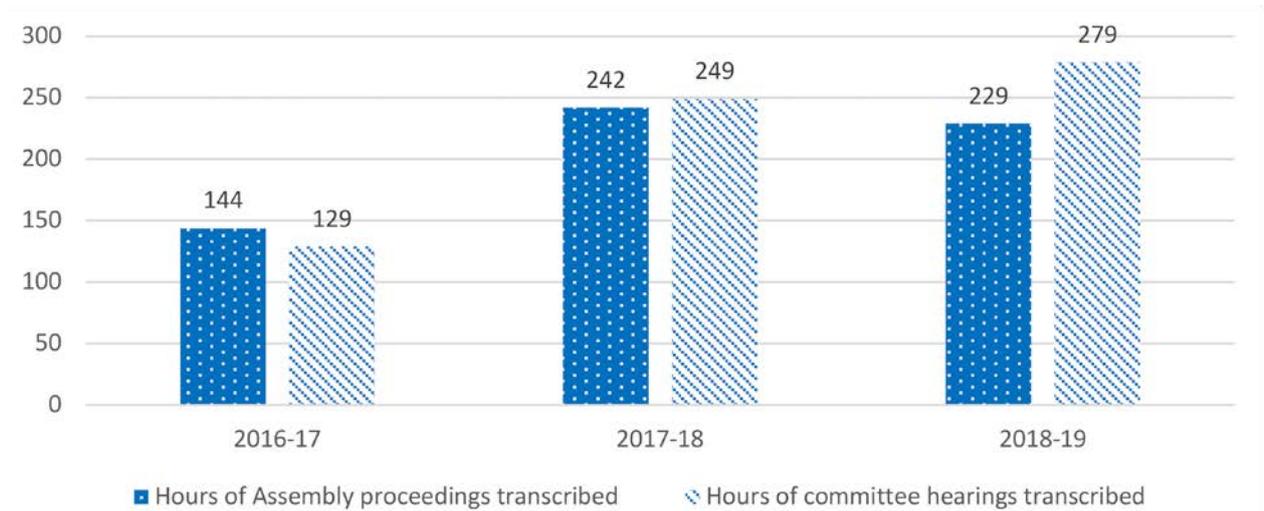
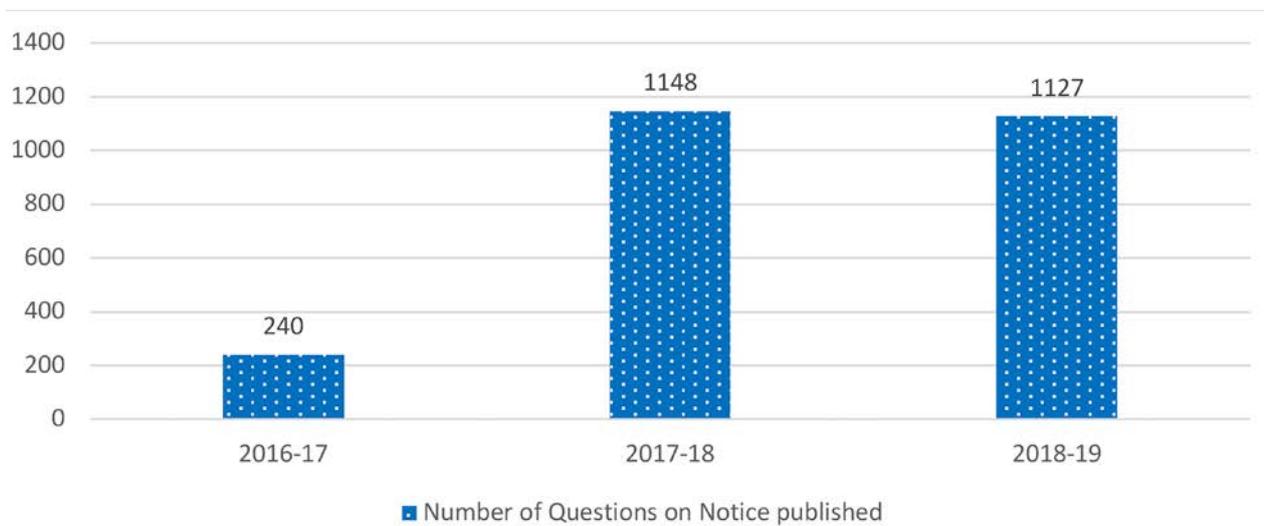


FIGURE 5. Questions on notice published in 2018-2019, compared with two previous reporting periods



Assembly library

Following an internal audit review, the library has streamlined its operational processes in line with the Office's strategic direction.

The library completed a large-scale de-selection project of material held in offsite storage. The project focused on reducing duplicated material published by the Assembly and material which is easily available online, such as legislation. 5,118 catalogued items were disposed of, reducing the offsite storage from 703 to 196 boxes.

The library further refined its newsletter service. Seven opt-in newsletters were consolidated into a single targeted fortnightly newsletter which gives prominence to new ACT parliamentary and public administration content. The newsletter is distributed to all Assembly staff and an opt-in distribution list of ACT Public Service staff.

During the reporting period, the library also experienced significant staffing changes and welcomed a new Assembly Librarian.



Image: Library staff (L-R): Karen McKell, Jennifer Carmody, Joann McAlister, Kathy Dempsey, Fiona Bright

Business administration and support

The Office's Business Support branch provides a range of services to Assembly members and their staff, and to the staff of the Office of the Legislative Assembly across a number of functions, including:

- > information technology and information management;
- > protective security;
- > building services;
- > human resource and entitlements administration; and
- > financial management.

UPGRADE TO WINDOWS 10

During the reporting period, the desktops of all non-executive members, their staff, and most Office staff were migrated to Windows 10. The remaining desktops will be updated in early 2019-2020, once a number of technical issues are resolved.

COMPLETION OF DOUBLE GLAZING

After an initial phase of double glazing in the Assembly building during 2017-2018, work continued in 2018-2019 for all externally facing windows on the main Assembly building. This was completed at a total cost of \$1.2 million and has led to demonstrable improvement in the thermal performance of the building and significant reductions in negative feedback from building occupants about thermal comfort. Reductions in energy use are expected to become evident but, because the works were completed progressively over the reporting period, it is too early to make valid comparisons of energy use to the previous equivalent season. The comparisons to be made during 2019-2020 will be more meaningful.

ENGAGEMENT OF ACT PROPERTY GROUP TO MANAGE BUILDING SERVICES CONTRACTS FOR THE ASSEMBLY BUILDING

Following the expiry of a long-term contract in May 2019, the Office entered into an agreement with the ACT Property Group for management of a number of building services contracts for the Assembly building. The agreement, based on the whole of ACT Government procurement model, will deliver services at a lower overall cost. The new arrangements will be reviewed after 12 months of operation.

ADMINISTRATION OF OFFICIAL TRAVEL

Across 2018-2019 the Office provided travel management support for 15 members to attend 11 official travel events. The associated costs are reported on the Assembly website and are updated every six months.

Community and parliamentary engagement

SOCIAL MEDIA AND WEBSITE

The key aims of the Office's communication activities are to promote the roles and functions of the Assembly and to encourage public participation.

The Office has continued to use Twitter (@ACT_Assembly) to increase public awareness of the business of the Assembly by publishing tweets on Assembly proceedings and general news. At the end of the reporting period, the Office had approximately 3,150 twitter subscribers, 250 more than at the same time in 2018, and had published approximately 1,421 tweets.

The Office has continued to develop the presence of the Facebook page (@ACTAssembly). Used in tandem with Twitter, the Facebook page increases the Office's capacity to provide content on proceedings and offers another means by which ACT residents can access Assembly information.

Trend client usage of the website (parliament.act.gov.au) shows that visitor numbers from the period were 188,535, compared to 150,685 in 2017-2018. More website usage details are provided in Appendix 8 of this report.

PARLIAMENTARY EDUCATION

Throughout the reporting period, 2,840 people visited the Assembly as part of the Office's community engagement and education programs. Programs are evaluated by a satisfaction survey, and 98 per cent of participants who were surveyed returned positive feedback.

The success of the Assembly's education and engagement program relies heavily on the involvement of MLAs. Participants in the Assembly's education and engagement program continue to report that meeting with MLAs is highly valued. During the year there were 137 occasions of member involvement in education related activities.

Detailed statistics on education programs are included at Appendix 17.

Ninth Assembly open day (11 May 2019)

The Assembly conducts an open day once each Assembly term (every four years). In the Ninth Assembly the open day was hosted on the 30th anniversary of self-government. Members led tours, taking the public behind the scenes in the Assembly building, and to view an exhibition of historical documents and collectables (open for three weeks). There were live performances by local choirs.

The open day and exhibition attracted 287 visitors.

Ngunnawal possum-skin cloak unveiling (10 May 2019)

The Ngunnawal People presented a gift of a possum-skin cloak to the Legislative Assembly in a significant act of reconciliation. The cloak was officially unveiled following the ceremonial sitting to celebrate the 30th anniversary of the Legislative Assembly. Ngunnawal Elder Tina Brown conducted a welcome to country and smoking ceremony prior to the unveiling of the cloak.

The event was attended by 125 invited guests.

ACT Schools Constitutional Convention (26-27 July 2018)

The Schools Constitutional Convention has taken place in the ACT every year since 2000. It is a collaborative venture undertaken by the Legislative Assembly, the Australian and ACT Electoral Commissions, the Museum of Australian Democracy, the National Archives of Australia, the Education Directorate and the ANU College of Law.

The convention provides year 11 students with a comprehensive understanding of the Australian Constitution and the mechanisms by which changes can be made to it under section 128.

The topic for the convention was 'Should the Commonwealth Parliament have specific powers to legislate for the environment?' Sixty-seven students and teachers from nine ACT government and nongovernment schools participated in the event. Five students were selected to represent the ACT in the National Schools Constitutional Convention, held at the Museum of Australian Democracy in 2019.

The two-day ACT event, held at the National Archives, the Museum of Australian Democracy and the ACT Legislative Assembly, featured role plays, discussion groups, viewing of the original constitutional documents, presentations on the powers of the Constitution and the means by which changes to the Constitution can be brought about. Student leaders from ACT schools (year 12 students) who attended the National Schools Constitutional Convention in 2018 also provided assistance.

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

Work experience students/internships

Work experience and internship placements in members' offices were undertaken by 27 students from high schools, colleges, Canberra Institute of Technology, the University of Canberra and the Australian National University during the reporting period.

Interschool parliamentary debates program

The interschool parliamentary debates program provides students from years 7 to 12 with the opportunity to practise parliamentary debating skills in the Assembly chamber.

Five interschool parliamentary debates programs were held throughout the year. This year, 364 students and accompanying teachers from government and non-government schools participated in the programs. Some schools attended on more than one occasion.

The Speaker, Deputy Speaker, Assistant Speakers and members presided over the debates and provided feedback to students on debating technique.

School/college visits and outreach activities

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

During the reporting period, 1,092 students participated in these activities. Teachers completed assessments of the program and, as in previous years, feedback indicated that the materials provided were relevant and that the programs supported the related curricula.

Community groups

During the reporting period, a total of 353 people from a range of community groups engaged with the Assembly.

Education and engagement programs at the Assembly had 133 participants. Groups included Probus clubs, adult education classes from the CIT and ANU, National Seniors and the University of the Third Age.

Staff also attended the Council of the Ageing Seniors Expo to promote the Assembly and provided information to 220 seniors living in the ACT.

Speaker's citizenship evenings (welcome ceremonies for new citizens)

The Speaker hosted two citizenship evenings during the year for ACT residents who had recently become Australian citizens.

The evenings provide new citizens with an introduction to the workings of the Assembly. Guests met with MLAs, toured the building and participated in a question and answer session with the Speaker and MLAs in the chamber. This year, 109 new citizens participated in these events.

Delegations

Throughout the year, tours of the chamber and visits to question time were held for Australian and overseas parliamentary delegations, with 76 people taking part. See Appendix 15 for details of visiting delegations.

Building tours

The Office conducts weekly public tours of the Assembly building, as well as tours for new staff and for visitors on request by members. Tours start in the chamber and committee rooms before proceeding to the rest of the building. Participants learn about self-government in the ACT, the unique features of the Assembly, what happens on a sitting day, Assembly committees, how to get involved in the democratic processes of the Assembly, and the Assembly art collection. This year 104 people participated in these tours.

Public service seminars

Four major seminars for ACT public sector members were held during the reporting period. The topics covered in the seminars included the role of the Assembly, the importance of Assembly committees, and the legislative process. One of the seminars conducted was for newly recruited graduates to the ACT public sector. These seminars had 205 participants.

Legislative Assembly art advisory committee

During the reporting period, the Office provided administrative support to the Legislative Assembly art advisory committee.

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

The committee met on one occasion in 2018-2019, and the following artworks were purchased:

- > Mahala Hill – ***Perunga ochracea/Perunga grasshopper*** 2018 – bone china, Scava smooth black clay, glaze;
- > Kim Mahood – ***Earth traces 2 – wind and water*** 2012/2018 – acrylic, shellac, bitumen, natural earth pigments on linen;
- > Toni Hassan – ***Shifting ground and King Billy*** 2018 – mixed media on canvas;
- > Susan Chancellor – ***Aluminium road block*** 2019 – oil on monotype paper; and
- > Barbara Campbell – ***Cameral II*** 2019 (recommissioned work) – multimedia installation comprising digitally manipulated collaged photographic mural with mirror film.

The following gifts were accepted by the committee during the reporting period:

- > Ngunnawal Elders, makers of the Ngunnawal possum-skin cloak – ***Past, present and future*** 2017 – possum-skin, waxed thread, ochre and pigment;
- > PhotoAccess 25th anniversary print portfolio – 16 photographic prints;
- > Mandy Martin – ***“Between nature and industry lies art” Einstein*** – Red Ochre Cove 1988 – oil on canvas;
- > Jorg Schmeisser – ***Australian flora and fauna*** 1990 – colour etching, aquatint on paper;
- > Jorg Schmeisser – ***Diary and Jimmy's Islet*** 1988 – colour etching on paper;
- > Jorg Schmeisser – ***San Gimignano*** 1981 – etching on paper; and
- > Jorg Schmeisser – ***Todaiji, Dragon's head*** 2002 – colour etching on paper.

New acquisitions are typically displayed in the Assembly building on the ground floor corridor along London Circuit to provide an opportunity for the public to view them before they are relocated to members' offices and other areas of the building.

Ngunnawal possum-skin cloak

In an important act of reconciliation, a possum-skin cloak was presented to the Legislative Assembly by a group of Ngunnawal women. The cloak is on permanent display outside the entry to the Assembly chamber, this prominent position reflecting its importance as a symbol of respect between the Ngunnawal People, the Assembly and the wider ACT community.

Traditionally, possum-skin cloaks were an everyday item for Aboriginal people. Starting as a single skin to wrap a newborn baby and added to over time, they were illustrated with stories of the life, clan and country of their owner. Following white settlement (and the introduction of woollen blankets), the tradition of making cloaks was largely discontinued. There are now only a small number of cloaks in existence, although their traditional significance endures.

This cloak was made by a group of Ngunnawal women, led by Elder Tina Brown. Together, the 16 Ngunnawal women have burned their stories into the possum-skin.

Elders

Agnes Shea, Loretta Halloran (Bell), Lillian Bell, Roslyn Brown, Matilda House, Louise Brown, Tina Brown, Glenda Merritt, Wendy Brown, Catherine Kindleysides, Susan Barry, Caroline Hughes, Annette Shea.

Strong Ngunnawal women

Laurie McDonald, Katrina Penfold, Justine Brown-Bamblat.

Members of the public are invited to view the cloak, Monday to Friday, 8:30-5:30.



Image: Ngunnawal women during a workshop to make the possum-skin cloak.

Legislative Assembly prizes for art

The Assembly, in conjunction with the ANU School of Art, continued its support for emerging artists and two prizes of \$500 each were awarded to two final year graduating students at the School of Art. This prize money is for winning students to purchase art supplies and materials. Students are also offered the opportunity to display their works in the Assembly building for 12 months and to host an exhibition. The recipients of the 2018 prizes were Toni Hassan (*Shifting ground and King Billy* 2018 – mixed media on canvas) and Kerry Martin (*Guilt* 2018 – embroidery).



CONSULTATION AND SCRUTINY REPORTING

INTERNAL AND EXTERNAL SCRUTINY

Committee Recommendations

The table below 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
<p>Select Committee on Estimates 2018-2019</p> <p>The Committee recommends that the Office of the Legislative Assembly make the after-hours door at the public entrance to the Legislative Assembly building an entry door during the day.</p>	<p>The Committee's recommendation is noted.</p> <p>The Office of the Legislative Assembly currently has an expert consultant engaged to undertake a review of the design and layout of the entrances to the Assembly building and, in discussion with the Clerk and senior officials from the Office, we agreed that this recommendation should be relayed to that expert consultant to be considered as part of the review.</p>
<p>Standing Committee on Public Accounts Report on Annual and Financial Reports 2017-2018</p> <p>The Committee recommends that the after-hours door at the Legislative Assembly's public entrance be used as an automatic door during business hours, ahead of any future reconfiguration of the entrance.</p>	<p>I note that a similar recommendation was made by the Assembly's Select Committee on Estimates 2018-2019 and, on 13 August 2018, I responded to that committee's recommendations as follows:</p> <p>"The Office of the Legislative Assembly currently has an expert consultant engaged to undertake a review of the design and layout of the entrances to the Assembly building and, in discussion with the Clerk and senior officials from the Office, we agreed that this recommendation should be relayed to that expert consultant to be considered as part of the review."</p> <p>I can now report that the expert consultant has considered the issue and his advice is as follows:</p> <p>"It has been suggested that the after-hours staff door should be freely accessible during operating hours. Our opinion is that this would further degrade the effectiveness of access controls at the public entrance as it would remove some of the ability security attendants have to differentiate between staff and visitors, and also offer persons with nefarious intent another more covert entry route."</p> <p>On the advice of the OLA officials who have responsibility for protective security, I intend to accept the expert advice and, accordingly, I will not be accepting this recommendation.</p>
<p>The Committee recommends that any future reconfiguration of the Legislative Assembly's public entrance ensure the entrance is more streamlined for people entering and exiting the building and more clearly promotes the purpose of the building.</p>	<p>I agree with and accept that recommendation. Initial design work for the Assembly's public and members' entrances has been completed but requires further refinement. With the endorsement of the Standing Committee on Administration and Procedure in connection with a budget funding business case for those works, it has been agreed that the initial focus should be on the members' entrance redesign so that those works can be completed to coincide with the occupancy of the new ACT Government Office Block and adjacent Legislative Plaza. On that basis, I expect the timeframe for a redesign of the public entrance to be for the next Assembly term.</p>



LEGISLATIVE AND POLICY BASED REPORTING

RISK MANAGEMENT AND INTERNAL AUDIT

Risk management

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

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

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

The Office also maintains:

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

Internal audit

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

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

The committee finalised audits in relation to library services, contract management and travel entitlements.

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
Hamish Finlay	member	From 22 July 2015	3
Emma Rogers	member	From 14 November 2015	3

TABLE 4. Summary of internal audit recommendations

Organisation	Nature of recommendations	Status
Internal audit—procurement and contract management review	<p>A. In seeking exemptions, the Office should document the reasons for exemptions.</p> <p>B. Staff undertaking procurement are made aware of requirements around procurement exemptions.</p>	Agree. Completed.
Internal audit—procurement and contract management review	The Clerk’s Financial Instructions (CFIs) should be updated to provide clarity on the application of delegations to approval to commit funds and enter into a contract.	Agree. Completed.
Internal audit—procurement and contract management review	The CFIs should be updated to require Chief Financial Officer approval on procurement documentation prior to proceeding with delegate approval on procurement. The Office should ensure monitoring and reporting of compliance with the requirements of the CFIs.	Agree. Completed.
Internal audit—review of Assembly library services	<p>The Office’s management should lead the process of setting the future direction of the library, clearly defining the mission, vision and strategic objectives of the Library. These should include its purpose, functions, core services, structure, minimum governance arrangements and overall budget. In establishing this direction, consideration of the expectations of users and current developments in small-scale library management (or the use of larger library facilities) should be made. This may be considered separately or as part of the Office’s overall strategy.</p> <p>As part of defining the strategy, a decision should be made on the library’s external clients, including a decision on renewing/ formalising SLA [service level agreement](s) with key ACT directorates that are using the services of the library. The Office should consider introducing fees for services provided.</p> <p>Once a strategy has been set, the Office should develop an action plan setting out the steps needed to achieve the overall objectives of the library’s function. Such a plan would identify technological and human resources, and policy and procedural requirements to be achieved over the life of the plan.</p>	Agree. In progress.
Internal audit—review of Assembly library services	<p>The Office should develop and maintain performance and activity information on: instances of service, client satisfaction and client segmentation (i.e. which clients are using which services) across the different areas of delivery. Such information should also be compared with set quality, satisfaction and timeliness targets. This reporting information should be communicated at regular intervals to management.</p> <p>The Office should ensure that there are regular meetings between the library and management to share information, monitor performance and activity levels and make decisions about individual initiatives.</p>	Agree. In progress.
Internal audit—review of Assembly library services	<p>The Office should enhance the processes and guidance materials used to procure new items for the collection. These should include broader consultation with management and stakeholders and be aligned with the desired objectives, the needs of clients/users. There should be a clear authorisation process.</p> <p>An annual acquisitions strategy should be approved by the Deputy Clerk.</p>	Agree. In progress.

Organisation	Nature of recommendations	Status
Internal audit—review of Assembly library services	The Office should develop a process and guidelines for the tracking and monitoring of assets. This can be used to measure the usage of assets and will enable library staff to have a clear view of which resources need to be transferred to storage facilities. The process or guidelines should include the following: logs or register to track use of items, and scheduled dates to review the stock.	Agree. In progress.
Internal audit—review of Assembly library services	The Office should finalise and approve key policies related to the library's operations and make them available to relevant stakeholders. The Office should increase staff awareness and knowledge of these policies and procedures to ensure compliance.	Agree. In progress

FRAUD AND CORRUPTION PREVENTION

The Office has a fraud and corruption framework in place outlining the Office's policies and procedures for preventing, identifying and investigating fraud. The Office also maintains a register of risks associated with fraud and corruption which was reviewed during the period. In 2019-2020 the Office will review its fraud and corruption prevention framework in light of the commencement of the *Integrity Commission Act 2018* to ensure that new reporting and referral obligations are reflected.

PUBLIC INTEREST DISCLOSURE

The Office has policies and procedures in place for receiving and investigating public interest disclosures. The details of the procedures are available at the public entrance of the Assembly building, and on the Assembly's website.

The Office's disclosure officers are:

The Clerk	(02) 6205 0191
Deputy Clerk and Serjeant-at-Arms	(02) 6205 0171
Director, Office of the Clerk	(02) 6205 0018

The Office received two public interest disclosures during the reporting period.

FREEDOM OF INFORMATION (FOI)

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 FOI requests relating to the Office of the Legislative Assembly should be directed to:

The Clerk
Legislative Assembly for the ACT
GPO Box 1020
Canberra ACT 2601

Location: 196 London Circuit, Canberra City, ACT 2601

Business hours: 8:30 am to 5:00 pm, Monday to Friday

General inquiries: (02) 6205 0439

Committee inquiries: (02) 6205 0127

Hansard inquiries: (02) 6205 0422

Legislation inquiries: (02) 6205 0440

Requests can be delivered to the public entrance of the Assembly building between 8:30 am and 5:00 pm, Monday to Friday. Telephone inquiries should be directed to the Office's general number: (02) 6205 0439.

FOI fact sheets and procedures are available on the Assembly website.

Reporting under the FOI Act 2016

During the period 1 July 2018 to 30 June 2019, the Office received one FOI request.

The decision was made within five days and no information was given as there were no documents that met the criteria stated in the request. No fees or charges were collected during the period. No applications were made to the Ombudsman or the ACAT under sections 74 and 84 of the FOI Act 2016.

No requests for amendment of personal information under section 59 of the FOI Act were made.

TABLE 5. Freedom of Information data

Operations undertaken during 2018-2019 under the <i>Freedom of Information Act 2016</i>	Quantity
Decisions to publish open access information under section 24(1)	0
Decisions not to publish open access information under section 24(1)	0
Decisions under section 24(2)(a) not to publish a description of open access information not made available	0
Access applications received	1
Access applications decided within the time to decide under section 40	1
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	0
Number of applications made to the Ombudsman under section 74 and particulars of the results of the applications	0
Number of applications made to the ACAT under section 84 and particulars of the results of the applications	0
For each access application that was not decided within the time to decide under section 40—the number of days taken to decide the application over the time to decide under section 40	N/A
For each request to amend personal information under section 59—the decision made under section 61	N/A
The total charges and application fees collected from access applications	\$0

Documents available

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

Other documents that may be available under the *Freedom of Information Act 2016* are general files and administrative records; however, some 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*). The Clerk is supported by an executive management committee made up of:

- > Tom Duncan, Clerk
- > Julia Agostino, Deputy Clerk and Serjeant-at-Arms
- > Ian Duckworth, Executive Manager
- > David Skinner, Director, Office of the Clerk
- > Mal Prentice, Chief Finance Officer

The Office's strategic plan informs the development of annual action plans and shapes decisions about how we provide advice and deliver 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.

All members of the executive management committee are subject to performance agreements. The agreements set out key responsibilities and work objectives. Agreements are reviewed on an annual basis.

The key management committees within the Assembly are:

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

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

HUMAN RIGHTS ACT

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

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

HUMAN RESOURCE PERFORMANCE

An organisation chart, current at 30 June 2019, is shown in section A.

Staffing profile

TABLE 6. FTE and headcount by section

FTE and headcount by section	FTE	Headcount
Statutory office holder and senior executives	3	3
Office of the Clerk	5.5	9
Parliamentary Services	22	29
Business Services	21.4	26
Total	51.9	67

TABLE 7. FTE and headcount by gender

	Female	Male	Total
FTE by gender	31.9	19.9	51.9
Headcount by gender	40	27	67
% of headcount	60%	40%	100%

TABLE 8. Headcount by classification and gender

Headcount by gender and classification group	Female	Male	Total
Administrative Services Officer Class 2		6	6
Administrative Services Officer Class 3	2	1	3
Administrative Services Officer Class 4	7	3	10
Administrative Services Officer Class 5	1	2	3
Administrative Services Officer Class 6	14	3	17
Senior Officer Grade C	8	2	10
Senior Officer Grade B	2	3	5
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	2		2
Professional Officer Class 2	1		1
Senior Professional Officer Grade C	1		1
Senior Executive Officer Level 1.2	1	1	2
Statutory Office Holder		1	1
Total	40	27	67

TABLE 9. Headcount by employment category and gender

	Female	Male	Total
Casual	5	8	13
Permanent full-time	21	14	35
Permanent part-time	9	2	11
Temporary full-time	2	2	4
Temporary part-time	3	1	4
Total	40	27	67

TABLE 10. Headcount by age and gender

Age group	Female	Male	Total
Under 20			
20-24		1	1
25-29	1		1
30-34	4		4
35-39	4	2	6
40-44	3	2	5
45-49	8	2	10
50-54	9	2	11
55-59	5	9	14
60-64	3	4	7
65-69	2	1	3
70+	1	4	5
Total	40	27	67

TABLE 11. Length of service by gender

Gender	Female	Male	Total
Average years of service	9.9	9.3	9.7

Staff selection processes

The Office undertook 14 staff selection processes during the year (including temporary and casual vacancies). On average, the number of days between advertising and appointment of the successful candidate was 33, which is a decrease from 43 days in 2017-2018.

TABLE 12. Recruitment and separation rates by classification group

Classification group	Recruitment Rate	Separation Rate
Administrative Services Officer Class 2		1.72
Administrative Services Officer Class 3		
Administrative Services Officer Class 4		
Administrative Services Officer Class 5		
Administrative Services Officer Class 6		
Information Technology Officer Class 2	1.72	1.72
Professional Officer Class 1		
Professional Officer Class 2		
Senior Executive Officer Level 1.2		
Senior Officer Grade A	1.72	1.72
Senior Officer Grade B	1.72	
Senior Officer Grade C	1.72	
Senior Professional Officer Grade C	1.72	1.72
Technical Officer Level 2		
Technical Officer Level 4		
Total	8.59%	6.87%

Members' staff employment

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

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

A total of 125 employment agreements were administered by the Office over the reporting period. This compares with 109 for the 2017-2018 year.

Members may also engage external contractors throughout the financial year, provided they use funds from their staff salary allocation. In the 2018-2019 financial year, two members engaged three 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. Appendix 14 summarises the staff salary allocation of each non-executive member and the total amounts pledged or received by, or from, other members.

From time to time, non-executive members will seek to engage volunteers in their offices, in accordance with guidelines that are in place for such arrangements. The Office's role is to assess the volunteer agreements for compliance with the relevant guidelines, which includes ensuring that there is an appropriate volunteer agreement in place and that there is appropriate insurance coverage. During the reporting period, eight volunteer agreements were processed, which was a slight decrease from ten volunteer agreements in 2017-2018.

Learning and development

In recognition of the need to develop and maintain a skilled and flexible workforce, the Office is committed to the provision of learning opportunities relevant to meeting current and future organisational needs.

This commitment is reinforced in the Office's enterprise agreement and strategic plan, both of which recognise that people are the key to achieving the organisation's goals.

The Office actively encourages all staff to participate in development activities, both internal and external, through learning and development plans that form part of the Office's performance and development program. Development includes inter-parliamentary conferences and seminars, other specific training activities and lateral and temporary transfers within and outside the Office.

During the reporting period, 35 staff participated in 16 learning and development activities, which involved expenditure of approximately \$71,200 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

- > inter-parliamentary conferences and seminars;
- > information technology skills;
- > executive and leadership development;
- > work safety, including emergency preparedness;
- > strategic thinking;
- > essential and advanced Outlook skills; and
- > job specific training.

Members' staff learning and development

During the reporting period, 22 members' staff participated in six learning and development activities, which involved expenditure of approximately \$7,200 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

- > inter-parliamentary conferences and seminars;
- > speech writing skills;
- > computer skills (Access, Excel and Photoshop) skills;
- > social media skills; and
- > communication skills.

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. The Assembly is also a unique workplace in relation to workplace health and safety, with each member and the Clerk being a Person Conducting a Business or Undertaking under the *Work Health and Safety Act 2011* (WHS Act).

The Assembly workplace has a health and safety committee that met on four occasions during the reporting period. In accordance with section 55(2) of the WHS Act, the number and composition of work groups to be represented by health and safety representatives is currently being considered by all workers. A new committee will be established within the next reporting period.

Although there were two minor incidents reported, no workers compensation claims were made during the reporting period. The workers compensation premium rates set for both the nonexecutive and the Office continued to be at the minimum rate of 0.70 per cent.

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

- > influenza vaccinations were arranged on site (or reimbursement was provided if the vaccination was privately arranged);
- > workstation assessments were offered to all staff on commencement of employment or if symptoms were reported;
- > training for staff who deal with difficult or vulnerable people was undertaken;
- > general first aid training was provided, along with mental health first aid training;
- > health and wellbeing reimbursements were paid under the relevant enterprise agreements;
- > articles were published in the Assembly newsletter on work safety related matters, including promoting the employee assistance program (EAP); and
- > the monthly *Healthworks* brochure was distributed to all staff.

During the reporting period:

- > the Assembly had no accident or dangerous occurrences that required the issuing of a notice under part 3, section 38, of the WHS Act.
- > there were no notices of non-compliance given to the Clerk in accordance with part 10 of the *Work Health and Safety Act 2011*; and
- > all plant and equipment was regularly checked, in line with statutory requirements.

Workplace relations

During the reporting period, negotiations and bargaining continued at a whole-of-government level for replacement enterprise agreements for both Office staff and for staff of Assembly members, both of which nominally expired on 30 June 2017. The replacement agreement for Office staff, the ACT Public Sector: Office of the Legislative Assembly Enterprise Agreement 2018-2021, was approved by the Fair Work Commission and came into effect from 12 April 2019. At the end of the reporting period, the replacement agreement for staff of Assembly members had been submitted to the Fair Work Commission for approval. Those arrangements will be finalised in the next reporting period.

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.

The results of a review of the life cycle data conducted in 2017-2018 were used during the year to establish capital upgrade priorities for 2019-2020.

Capital 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 and are fully expended each financial year.

The Office's controlled entity received funding of \$348,000 for the development of the Procedural Information Production System in 2015-2016. On-going delays with the development and testing of this system resulted in it not being implemented until June 2019. The remaining budget of \$52,000 was expended during 2018-2019.

TABLE 13. Summary of capital works

Project Name	Works Type	Financing Received	Amount Spent	Estimated Completion	Actual Completion	Status
Double glazing of the Assembly Building windows	New	\$0.850m	\$0.810m	June 2019	June 2019	Complete
Construction of the 8th Minister's suite	New	\$0.140m	\$0.140m	November 2018	November 2018	Complete
LED lighting upgrade in the Assembly Building	New	\$0.046m	\$0.046m	June 2019	June 2019	Complete
Other capital upgrades to facilities	New	\$0.062m	\$0.062m	June 2019	June 2019	Complete

The total quantity and value of the Office's assets and the additions and deletions in 2018-2019 are shown in Tables 14 and 15 respectively.

TABLE 14. Value and quantity of assets as at 30 June 20

Asset class	Value	Quantity
Assembly building (territorial budget)	\$24.596m	1
Land (territorial budget)	\$4.650m	1
Assembly art collection (controlled budget)	\$0.748m	various
Assembly library collection (controlled budget)	\$0.672m	various
Other collectables (controlled budget)	\$0.036m	various
Plant and equipment (controlled budget)	\$0.855m	various
Leasehold improvements (controlled budget)	\$0.898m	1
Intangibles (software) (controlled budget)	\$0.521m	2

Additions and deletions

TABLE 15. Assets that were added or removed from the assets register during 2018-2019

Asset class	Value of additions	Value of disposals
Assembly building (territorial budget)	\$1.058m	Nil
Assembly art collection (controlled budget)	\$0.044m	\$0.015m
Assembly library collection (controlled budget)	\$0.005m	Nil
Plant and equipment (controlled budget)	\$0.046m	Nil
Intangibles (software) (controlled budget)	\$0.347m	Nil

Asset maintenance and repairs

During the year, the Office's expenditure on building management was \$0.786 million. The main components of this overall expenditure were cleaning (\$0.248 million) and scheduled maintenance (\$0.178 million). The scheduled maintenance expenditure included servicing of mechanical building systems (e.g. heating, ventilation and cooling systems, fire systems, lifts and auto doors), maintenance of security and access control systems, and maintenance of the courtyard gardens. Approximately \$0.107 million was expended on unscheduled maintenance and repairs, with electrics, lighting and plumbing being the major areas where unscheduled works occurred.

Office accommodation

The gross building area for the Assembly building is 7,437 m² and the net lettable area for building valuation purposes is 6,834 m². However, significant parts of the net lettable area include floor space that is used only on a periodic or occasional basis or is not occupied by staff. These areas include the Assembly chamber, two committee rooms and a number of function rooms. For the purposes of establishing a rate of office space utilisation, an area of 5,182 m² has been identified as the area that the Office, members and staff ordinarily occupy. In terms of the number of people who occupy the space, it was recognised that some fluctuation occurs, due primarily to the sitting patterns of the Assembly (i.e. when additional staff are engaged) and that the peak number was approximately 165.

Accordingly, the office space utilisation rate is 32.4 m² per occupant.

Contracting and procurement

During the year, the Office engaged several 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 adhered to the relevant provisions of the *Government Procurement Act 2001* and the *Government Procurement Regulation 2007*.

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

TABLE 16. Contracts summary

Name of contractor or consultant	Comments	Amount (GST inclusive)
ACT Light Control	Assembly building upgrades	\$43,555
Argument, Stephen	Legal advice to the scrutiny committee	\$53,902
Built Pty Ltd	Construction of the eighth minister's suite	\$154,395
Designcraft Furniture Pty Ltd	Supply of new furniture	\$45,459
Eglaze Australia Pty Ltd	Double glazing in the Assembly building	\$878,707
EPIQ Australia Pty Ltd	Recording and transcription	\$204,260
Ford Kelly Executive Connection Pty Ltd	Executive recruitment services	\$39,600
iCognition Pty Ltd	Procedural Information Production System	\$133,975
Integrated Technical Management Pty Ltd	Building maintenance	\$261,469
Millennium Hi-Tech Group Pty Ltd	Cleaning services	\$260,112
Oakton Services Pty Ltd	Process digitisation review	\$84,466
SAI Global Limited	Standards online subscription	\$112,256
Sand Consulting Pty Ltd	Broadcasting system maintenance	\$73,602
Star Electrical Pty Ltd	Reception Room audiovisual upgrade	\$50,948
Steward, Daniel	Legal advice to the scrutiny committee	\$78,540

Territory records

Records management program

The Office's records and information management program was approved by the Clerk and submitted to the Director of Territory Records in October 2014.

The records management policy and procedures are available to all staff via the Office's records and information system, OLARIS. The public can inspect the Office's records and information management program via the publications menu on the Legislative Assembly website.

The Office's records management program, policy and procedures are currently under review. The review is due for completion by the end of 2019.

Training and advice

The Office's Records and Information Manager provides induction training for all new staff employed in the Office, addressing records management principles and the operation of OLARIS. Refresher training is also made available as required.

The training program for staff, 'Getting more out of OLARIS' continued from the previous reporting period. A new program called 'Back to Basics' was started to refresh staff on the fundamentals of record keeping using OLARIS.

Preservation and access

In accordance with the *Territory Records Act 2002*, 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. The Office does not expect that any of its records will contain such information; however, if such a record is identified, the Office will retain the records permanently.

The Act also provides for public access to records over 20 years old. No public access requests were received via Archives ACT during the reporting period.

Activities

Record creations increased by 19.4 per cent on the previous reporting period, with most being captured digitally in OLARIS.

Records were appraised and sentenced in accordance with the Territory records disposal schedules. The disposal schedules used by the Office are outlined below.

TABLE 17. Records disposal schedules used by the Office

Records disposal schedule	Effective	Year and No.
Territory Records (Records Disposal Schedule – Legislative Assembly Secretariat Records) Approval 2004 (No 1)	18 June 2004	NI2004-177
Territory Records (Records Disposal Schedule – Arts and Cultural Development Records) Approval 2004 (No 1)	18 June 2004	NI2004-179
Territory Records (Records Disposal Schedule – Finance and Treasury Management Records) Approval 2017 (No 1)	27 February 2017	NI2017-83
Territory Records (Records Disposal Schedule – Government and Stakeholder Relations Records) Approval 2017 (No 1)	27 February 2017	NI2017-84
Territory Records (Records Disposal Schedule – Human Resources Records) Approval 2017 (No 1)	27 February 2017	NI2017-79
Territory Records (Records Disposal Schedule – Information and Communications Technology Records) Approval 2017 (No 1)	27 February 2017	NI2017-85
Territory Records (Records Disposal Schedule – Property Equipment and Fleet Records) Approval 2017 (No 1)	27 February 2017	NI2017-86
Territory Records (Records Disposal Schedule – Records and Information Management Records) Approval 2017 (No 1)	27 February 2017	NI2017-87
Territory Records (Records Disposal Schedule – Solicitor and Legal Services Records) Approval 2017 (No 1)	27 February 2017	NI2017-88
Territory Records (Records Disposal Schedule – Strategy and Governance Records) Approval 2017 (No 1)	27 February 2017	NI2017-89

Archive Preservation Project

With funding provided in the 2018-2019 budget, the Office has begun examining its collection of archived paper records that are required to be retained in perpetuity. This project aims to inform a digitisation strategy for those records, to remove contaminants from the collection and to repack some records that are not currently stored in ideal conditions. These measures will prolong the life of most of these records, delaying the need for digitisation.

An Archival Officer and Assistant Archival Officer were engaged to conduct the project. Research was undertaken to determine the best preservation requirements and a methodology created to best manage the paper records.

Of the 13 per cent of the total collection processed to date, the majority of these records were found to contain contaminants that were causing damage. The preponderance of these were fasteners made of metal: staples, paperclips, bulldog clips and metal file spikes, almost all of which were causing rust. Other contributing contaminants included food spills, fading thermal facsimile paper, plastic sleeve protectors, sticky tape and one incident of mould.

The end of the project will see all archived paper records cleaned and ready for future digitisation.

Sustainability reporting

During the year, the Office used the enterprise sustainability platform, available across the ACT public sector, to monitor its sustainability performance. The platform provides data on water, energy (electricity and gas), and greenhouse gas emissions, which has been used in this report.

GreenPower purchased for 2018-2019

The Office avails itself of the whole-of-government energy contract managed by the ACT Property Group on behalf of the Territory.

The ACT Government purchased an estimated 7,600 MWh (megawatt hours) of GreenPower, representing an indicative five per cent of electricity consumption for 2017-2018.

TABLE 18. Sustainable development performance: current and previous financial year

Indicator as at 30 June	Unit	Current FY	Previous FY	Percentage change
Stationary energy usage				
Electricity use	Kilowatt hours	859,412	877,177	-2.03%
Natural gas use (non-transport)	Megajoules	1,607,027	1,942,529	-17.27%
Diesel use (non-transport)	Kilolitres	-	-	-
Transport fuel usage				
Electric vehicles	Number	-	-	-
Hybrid vehicles	Number	-	-	-
Hydrogen vehicles	Number	-	-	-
Total number of vehicles	Number	2	1	0
Fuel use – petrol	Kilolitres	0.601	0.00	
Fuel use – diesel	Kilolitres	0.946	1,174.00	-99.92%
Fuel use – liquid petroleum gas (LPG)	Kilolitres	-	-	-
Fuel use – compressed natural gas (CNG)	Gigajoules	-	-	-
Water usage				
Water use	Kilolitres	2,685.63	2,878.56	-6.70%
Resource efficiency and waste				
Reams of paper purchased	Reams	531	398	33.42%
Recycled content of paper purchased	Percentage	76%	90%	-15.6%
Waste to landfill	Cubic metres	110.00	110.00	0
Co-mingled material recycled	Cubic metres	166.0	163.9	1.28%
Paper and cardboard recycled (including secure paper)	Cubic metres	47.0	56.9	17.4%
Organic material recycled	Cubic metres	12.24	12.96	-5.6%
Greenhouse gas emissions				
Emissions from electricity use	Tonnes CO ₂ -e	219	445	-51%
Emissions from natural gas use (nontransport)	Tonnes CO ₂ -e	83	100	-17%
Emissions from diesel use (nontransport)	Tonnes CO ₂ -e	-	-	-
Emissions from transport fuel use	Tonnes CO ₂ -e	4.03	3.19	26.33%
Total emissions	Tonnes CO ₂ -e	305.99	545.69	-43.92%

* Due to a processing error, the 2017-2018 waste to landfill figure reported in last year's report was incorrect. This report contains the correct estimate.



APPENDICES



APPENDIX 1 – SITTING DAYS

Financial year	No. of sitting days	No. of hours*	Average hours per day*	Sittings after 10 pm	Average time of rising
1988-1989	10	55	6	1	Tues 6:12 pm, Wed/Thurs 4:12 pm
1989-1990	54	353	7	8	Tues 9:00 pm, Wed/Thurs 5:10 pm
1990-1991	49	338	7	8	Tues 9:00 pm, Wed/Thurs 5:45 pm
1991-1992	48	354	7	12	Tues 10:00 pm Wed/Thurs 5:42 pm
1992-1993	51	356	7	10	Tues 9:55 pm, Wed/Thurs 6:48 pm
1993-1994	46	324	7	5	Tues 9:36 pm, Wed/Thurs 5:30 pm
1994-1995	34	249	7	5	Tues 9:32 pm, Wed/Thurs 5:42 pm
1995-1996	45	314	7	2	5:33 pm
1996-1997	39	315	8	3	6:34 pm
1997-1998	34	278	8	1	6:32 pm
1998-1999	40	317	8	6	6:43 pm
1999-2000	41	344	8	8	7:11 pm
2000-2001	37	306	8	9	6:46 pm
2001-2002	34	275	9	4	6:22 pm
2002-2003	40	346	9	10	7:08 pm
2003-2004	43	414	10	16	8:08 pm
2004-2005	36	290	8	5	6:38 pm
2005-2006	41	312	8	2	6:04 pm
2006-2007	38	292	8	1	6:11 pm
2007-2008	40	347	9	7	7:10 pm
2008-2009	38	323	9	5	6:40 pm
2009-2010	41	350	9	2	6:32 pm
2010-2011	44	397	9	6	7:01 pm
2011-2012	42	359	9	1	6:38 pm
2012-2013	29	222	8	2	5:40 pm
2013-2014	36	288	8	-	5:59 pm
2014-2015	44	335	8	-	5.37 pm
2015-2016	36	292	8	-	6.07 pm
2016-2017	25	201	8	2	6.02 pm
2017-2018	42	329	8	-	5.48 pm
2018-2019	40	308	8	-	5.43 pm

*Includes time expended in suspensions and meal breaks.

APPENDIX 2 – PROCEEDINGS

Financial year	Sittings – adjournment debate	Sittings – no adjournment debate	Petitions presented and referred to ministers	Votes	Closure of questions agreed to	Matters of public importance discussed
1988-1989	6	4	2	4	1	4
1989-1990	37	17	31	127	16	25
1990-1991	38	11	23	108	18	30
1991-1992	30	18	33	119	21	28
1992-1993	32	19	34	137	4	41
1993-1994	20	26	10	49	-	25
1994-1995	21	13	11	57	1	18
1995-1996	29	16	46	96	3	10
1996-1997	31	8	36	100	-	10
1997-1998	24	10	25	76	1	10
1998-1999	29	11	20	88	1	10
1999-2000	35	6	14	118	2	4
2000-2001	18	19	6	128	-	4
2001-2002	26	8	23	65	3	15
2002-2003	27	13	23	84	0	12
2003-2004	39	4	34	132	-	25
2004-2005	32	4	6	86	6	20
2005-2006	39	2	13	95	7	24
2006-2007	35	3	40	77	11	22
2007-2008	33	7	25	92	10	21
2008-2009	32	6	15	98	4	26
2009-2010	38	3	10	107	-	23
2010-2011	42	2	16	149	1	23
2011-2012	41	1	12	154	3	25
2012-2013	24	5	4	74	1	14
2013-2014	33	3	8	81	-	20
2014-2015	42	2	18	87	-	24
2015-2016	34	2	8	90	-	20
2016-2017	22	3	18	40	-	10
2017-2018	41	1	28	60	1	18
2018-2019	37	3	34	82	-	17

APPENDIX 3 – MINUTES OF PROCEEDINGS

Year	Number of pages	Number of sittings	Average number of pages per sitting
1988-1989	40	10	4
1989-1990	226	54	4
1990-1991	215	49	4
1991-1992	292	48	6
1992-1993	295	51	6
1993-1994	389	46	9
1994-1995	269	34	8
1995-1996	302	45	7
1996-1997	322	39	8
1997-1998	342	34	10
1998-1999	342	40	9
1999-2000	480	41	12
2000-2001	590	37	16
2001-2002	606	34	18
2002-2003	575	40	14
2003-2004	704	43	16
2004-2005	463	36	13
2005-2006	471	41	12
2006-2007	301	38	8
2007-2008	484	40	12
2008-2009	491	38	13
2009-2010	473	41	12
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

APPENDIX 4 – BILLS AND AMENDMENTS 2018-2019

Bills

	Executive	Executive members	Private members	Assembly	Total
Introduced	49	-	6	-	55
Discharged	-	-	2	-	2
Withdrawn	-	-	1	-	1
Not agreed in principle	-	-	2	-	2
Negatived	-	-	-	-	-
Passed	46	-	2	-	48
Amended	12	-	2	-	14
Still before the Assembly	13	-	5	-	18

Amendments circulated

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

APPENDIX 5 – BILLS PRESENTED

Financial year	Executive	Executive members*	Private members	Assembly	Total
1988-1989	9	-	1	-	10
1989-1990	48	-	11	-	59
1990-1991	71	-	15	-	86
1991-1992	106	-	26	-	132
1992-1993	95	-	25	-	120
1993-1994	94	-	15	-	109
1994-1995	72	-	14	-	86
1995-1996	77	-	15	-	92
1996-1997	91	-	22	-	113
1997-1998	108	-	26	-	134
1998-1999	68	2	31	-	101
1999-2000	98	4	33	-	135
2000-2001	87	-	24	-	111
2001-2002	47	-	22	-	69
2002-2003	67	-	26	-	93
2003-2004	79	-	27	-	106
2004-2005	64	-	11	-	75
2005-2006	47	-	11	-	58
2006-2007	52	-	8	-	60
2007-2008	47	-	19	-	66
2008-2009	44	-	19	-	63
2009-2010	55	-	17	-	72
2010-2011	63	-	11	-	74
2011-2012	61	-	22	1#	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

* 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 2012, the Speaker introduced a bill which was considered under Assembly business.

APPENDIX 6 – QUESTIONS WITH AND WITHOUT NOTICE

Financial year	Questions on notice	Questions without notice	Supplementary	Avg no. asked per sitting*
1988-1989	9	131	34	17.4
1989-1990	187	684	207	16.5
1990-1991	241	685	176	14.5
1991-1992	448	490	188	14
1992-1993	582	510	163	13.2
1993-1994	520	407	173	12.6
1994-1995	247	376	206	17
1995-1996	210	514	371	19.7
1996-1997	163	398	293	17.7
1997-1998	68	363	284	11
1998-1999	141	352	327	17
1999-2000	108	406	332	18
2000-2001	122	352	278	17
2001-2002	268	370	302	19.7
2002-2003	575	425	330	18.8
2003-2004	820	410	347	17.6
2004-2005	608	356	283	17.8
2005-2006	712	399	314	17.4
2006-2007	455	366	296	17.4
2007-2008	519	378	299	16.9
2008-2009	351	401	330	19.2
2009-2010	751	417	1,008 [#]	34.7
2010-2011	697	445	1,257 [#]	38.7
2011-2012 [†]	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	1207	616	1,210 [#]	43.5
2018-2019	1009	579	1,142 [#]	43

* Includes supplementary questions.

Includes further supplementary questions per standing order 113B.

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

APPENDIX 7 – COMMITTEE STATISTICS

Summary of committee statistics 1989-2019

Financial year	Meetings	Meetings supported by Chamber Support	Total number of meetings	Public hearings	Reports	Reports produced by Chamber Support	Total reports
1989-1990	165	45	210	57	18	11	29
1990-1991	185	54	239	45	16	24	40
1991-1992	90	29	119	23	12	12	24
1992-1993	141	52	193	34	18	28	46
1993-1994	144	48	192	53	3	31	34
1994-1995	126	37	163	36	16	18	34
1995-1996	113	48	161	61	12	25	37
1996-1997	129	40	169	59	11	21	32
1997-1998	109	45	154	45	35	19	54
1998-1999	-	-	327	-	61	20	81
1999-2000	-	-	293	-	57	21	78
2000-2001	-	-	228	-	41	15	56
2001-2002	-	-	126	-	38	19	57
2002-2003	230	38	268	81	31	19	50
2003-2004	222	41	263	62	40	20	60
2004-2005	152	35	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

Consolidated committee statistics 2018-2019

Types of meetings – activity

Consolidated statistical return	Total
Total number of meetings	362
Number of private meetings	262
Number of private meetings with full attendance by committee members	208
Number of public hearings	93
Number of public hearings with full attendance by committee members	54
Number of site visits/study tours	6
Number of other kinds of meetings (briefings, round tables, workshops)	1

Hours of meetings

Consolidated statistical return	Total
Hours of committee meetings [total]	510:41
Hours of private meetings	181:53
Hours of public hearings	315:33
Hours of site visits/study tours	9:50
Hours of other kinds of meetings	3:25

Inquiry outcomes

Consolidated statistical return	Total
Number of witnesses	832
Number of submissions	992
Number of petitions	21
Number of referrals	32
Number of reports presented	44
Number of statements made under SO246A	45
Number of statutory appointments considered	92
Number of bills considered	57
Items of subordinate legislation considered	300

Standing Committees

Activity	Administration and Procedure*	Economic Development and Tourism	Education, Employment and Youth Affairs	Environment and Transport and City Services	Health, Ageing and Community Services	The Integrity Commission	Justice and Community Safety (JACS)	JACS (legislative scrutiny role)	Planning and Urban Renewal	Public Accounts
Number of committee meetings (total)	24	28	29	34	35	3	33	15	31	50
Number of private meetings	24	18	23	22	29	3	24	15	22	31
Number of public hearings	0	10	6	11	6	0	8	0	9	18
Number of site visits/study tours	0	0	0	1	0	0	1	0	0	0
Number of other kinds of meetings	0	0	0	0	0	0	0	0	0	1
Hours of committee meetings (total)	14:44	32:55	32:09	48:15	49:29	0:29	38:11	9:13	46:0	77:05
Hours of private meetings	0:00	7:10	14:43	10:00	25:31	0:29	16:01	9:13	19:28	19:51
Hours of public hearings	0:00	25:45	14:46	37:15	23:58	0:00	21:25	0:00	26:35	53:49
Hours of site visits/study tours	0:00	0:00	2:40	1:00	0:00	0:00	0:45	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	3:25
Number of witnesses	0	95	37	130	69	0	43	0	85	100
Number of submissions	27	260	54	226	81	0	106	0	101	62
Number of referrals	5	4	3	2	4	0	2	1	5	3
Number of reports presented	6	2	2	3	4	0	3	13	4	3
Number of petitions	0	2	5	8	3	0	1	0	2	0
Number of statements made under SO246A	2	6	4	13	5	0	2	3	5	4
Number of statutory appointments considered	N/A	7	15	19	9	0	29	0	7	6
Number of bills considered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	57	N/A	N/A
Items of subordinate legislation considered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	300	N/A	N/A

Select Committees

Activity	End of Life Choices in the ACT	Estimates 2018-2019	Estimates 2019-2020	Fuel Prices	Independent Integrity Commission 2018	Privileges 2019
Number of committee meetings (total)	15	5	19	21	16	4
Number of private meetings	11	5	8	10	13	4
Number of public hearings	4	0	11	7	3	0
Number of site visits/study tours	0	0	0	4	0	0
Number of other kinds of meetings	0	0	0	0	0	0
Hours of committee meetings [total]	14:34	10:26	86:14	29:15	20:24	1:15
Hours of private meetings	8:19	10:26	4:10	6:38	13:55	1:15
Hours of public hearings	6:15	0:00	82:04	17:12	6:29	0:00
Hours of site visits/study tours	0:00	0:00	0:00	5:25	0:00	0:00
Hours of other kinds of meetings	0:00	0:00	0:00	0:00	0:00	0:00
Number of witnesses	12	0	223	25	13	0
Number of submissions	18	0	17	25	15	0
Number of referrals	0	0	1	1	0	1
Number of reports presented	1	1	0	1	1	0
Number of petitions	0	0	0	0	0	0
Number of statements made under SO246A	0	0	0	1	0	0
Number of statutory appointments considered	0	0	0	0	0	0

APPENDIX 8 – BROADCASTING AND WEBSITE MANAGEMENT

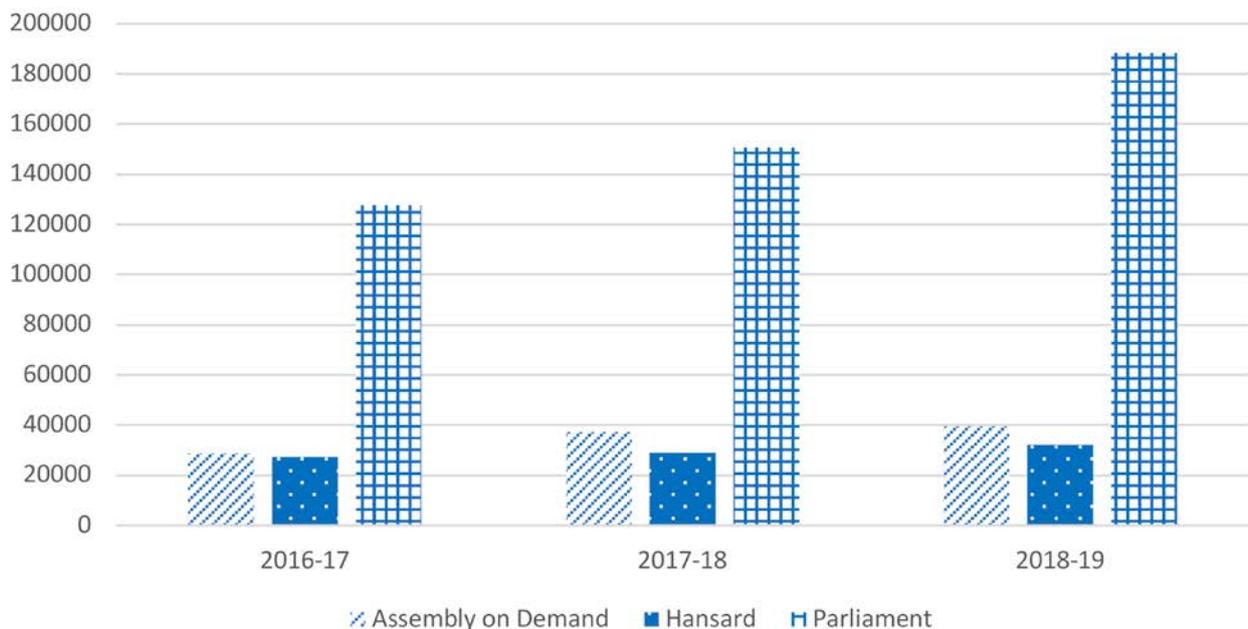
Internet related activity

This graph compares visitor statistics for the three Assembly websites: the general Legislative Assembly site (www.parliament.act.gov.au), the Assembly on Demand site (aod.parliament.act.gov.au), and the Hansard site (www.hansard.act.gov.au).

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

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

FIGURE 6. Website user sessions for Assembly websites



APPENDIX 9 – LIBRARY AND REFERENCE SERVICES

Library services

Service	2016-2017	2017-2018	2018-2019
Number of publications catalogued	377	617	427
Number of journals received from publishers	102	74	45
Number of interlibrary loan requests	61	55	84

Reference and information services

Service	2016-2017	2017-2018	2018-2019
Number of reference requests for information—Assembly clients	176	222	169
Number of reference requests for information—ACT government clients	51	66	48
Number of reference requests for information—other clients	39	40	49
Urgent simple inquiry: percentage resolved within one hour (target 90%)	100%	91.75%	100%
Simple inquiry: percentage resolved within agreed time frame (target 90%)	100%	99.25%	100%
Complex inquiry: percentage resolved within agreed time frame (target 90 per cent)	100%	100%	100%

Other services

Service	2018-2019
Visits to library intranet (hits)	10,824
TV and radio files uploaded to intranet	1,460
New publications distributed via current awareness service	1,960

The Library migrated to a new intranet content management system in 2017 and refined its newsletter service in 2018. Statistics kept prior to 2018-2019 have been omitted from this report as they reflect metrics that are no longer available and/or relevant.

APPENDIX 10 – MEMBERS OF THE NINTH ASSEMBLY

BARR, Mr Andrew

BERRY, Ms Yvette

BURCH, Miss Candice (declared elected on 13 December 2017, to fill a casual vacancy)

BURCH, Ms Joy

CHEYNE, Ms Tara

CODY, Ms Bec

COE, Mr Alistair

DOSZPOT, Mr Steve (deceased 25 November 2017)

DUNNE, Mrs Vicki

FITZHARRIS, Ms Meegan

GENTLEMAN, Mr Mick

HANSON, Mr Jeremy CSC

JONES, Mrs Giulia

KIKKERT, Mrs Elizabeth

LAWDER, Ms Nicole

LE COUTEUR, Ms Caroline

LEE, Ms Elizabeth

MILLIGAN, Mr James

ORR, Ms Suzanne

PARTON, Mr Mark

PETTERSSON, Mr Michael

RAMSAY, Mr Gordon

RATTENBURY, Mr Shane

STEEL, Mr Chris

STEPHEN-SMITH, Ms Rachel

WALL, Mr Andrew

APPENDIX 11 – OFFICE HOLDERS OF THE NINTH ASSEMBLY

Office	Holder
SPEAKER	Ms Joy Burch
DEPUTY SPEAKER	Mrs Vicki Dunne ¹
ASSISTANT SPEAKER	Ms Bec Cody
ASSISTANT SPEAKER	Ms Elizabeth Lee
ASSISTANT SPEAKER	Ms Suzanne Orr ²
ASSISTANT SPEAKER	Mr Mark Parton ³
ASSISTANT SPEAKER	Mr Chris Steel ⁴

1. Acting Speaker 8-14 July 2018, 11-15 October 2018, 23-26 November 2018, 18-28 May 2019.

2. Nominated 18 September 2018.

3. Nominated 16 May 2019.

4. Nomination revoked 18 September 2018.

APPENDIX 12 – MINISTERS AS AT 30 JUNE 2019

Ninth Barr Ministry

Minister	Ministry
Andrew Barr	Chief Minister Treasurer Minister for Social Inclusion and Equality Minister for Tourism and Special Events Minister for Trade, Industry and Investment
Yvette Berry	Deputy Chief Minister Minister for Education and Early Childhood Development Minister for Housing and Suburban Development Minister for the Prevention of Domestic and Family Violence Minister for Sport and Recreation Minister for Women
Meegan Fitzharris	Minister for Health and Wellbeing Minister for Higher Education Minister for Medical and Health Research Minister for Transport Minister for Vocational Education and Skills
Mick Gentleman	Minister for the Environment and Heritage Minister for Planning and Land Management Minister for Police and Emergency Services Minister Assisting the Chief Minister on Advanced Technology and Space Industries
Gordon Ramsay	Attorney-General Minister for the Arts and Cultural Events Minister for Building Quality Improvement Minister for Business and Regulatory Services Minister for Seniors and Veterans
Shane Rattenbury	Minister for Climate Change and Sustainability Minister for Corrections and Justice Health Minister for Justice, Consumer Affairs and Road Safety Minister for Mental Health
Rachel Stephen-Smith	Minister for Aboriginal and Torres Strait Islander Affairs Minister for Disability Minister for Children, Youth and Families Minister for Employment and Workplace Safety Minister for Government Services and Procurement Minister for Urban Renewal
Chris Steel	Minister for City Services Minister for Community Services and Facilities Minister for Multicultural Affairs Minister for Roads

APPENDIX 13 – REMUNERATION OF MLAS

ACT Remuneration Tribunal determination No 2 of 2018, which commenced on 1 July 2018, provided that the base rate salary for all members of the Legislative Assembly shall be \$164,382 per annum.

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

TABLE 19. Remuneration of MLAs

Position	Remuneration
Chief Minister	180,821
Deputy Chief Minister	131,506
Minister	115,068
Leader of the Opposition	115,068
Presiding Officer	90,410
Deputy Leader of the Opposition	32,876
Deputy Presiding Officer	24,657
Government Whip	16,438
Opposition Whip	16,438
Presiding member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly	16,438

APPENDIX 14 – NON-EXECUTIVE MEMBERS’ STAFF EMPLOYMENT

TABLE 20. Number of staff employment agreements processed

Year	No. of LAMS contracts	No. of non-executive members	Average contracts/member
1999-2000	63	12	5.25
2000-2001	50	12	4.17
2001-2002 (pre-election)	47	12	3.92
2001-2002 (post-election)	67	13	5.15
2001-2002 total	114	12.5	9.12
2002-2003	149	12.5	11.92
2003-2004 (prior to new staff structure)	61	12	5.08
2003-2004 (translation to new staff structure)	33	12	2.75
2003-2004 (following new staff structure)	50	12	4.17
2003-2004 total	144	12	12.00
2005-2006	87	12	7.25
2006-2007	120	12	10.0
2007-2008	102	12	8.5
2008-2009 (pre-election)	16	12	1.33
2008-2009 (post-election)	98	12	8.17
2008-2009 total	114	12	9.5
2009-2010	71	12	5.91
2010-2011	79	13 ¹	6.08
2011-2012	59	12 ¹	4.92
2012-2013 (pre-election)	12	12	1.00
2012-2013 (post-election)	91	12	7.58
2012-2013 total	103	12	
2013-2014	66	12	5.50
2014-2015	77	11	7.00
2015-2016	62	10 ²	5.17
2016-2017 (pre-election)	17	11	1.55
2016-2017 (post-election)	101	18	5.61
2016-2017 total	118	#	#
2017-2018	109	17 ³	6.06
2018-2019	125	17	7.35

1. 13th non-executive member from 2 June 2011 to 23 November 2011.

2. 11th non-executive member from 1 July 2015 to January 2016.

3. 18th non-executive member from October 2016 to 23 August 2018.

figures not provided due to increase in Assembly from 17 to 25 members.

TABLE 21. Number of non-executive MLA staff employed at each classification at 30 June 2019

Classification	Number of staff	Full-time equivalent
Senior Adviser Level 2	4	3
Senior Adviser Level 1	10	8.7
Adviser Level 2	6	5
Adviser Level 1 (upper)	8	6.5
Adviser Level 1 (lower)	39	19
TOTAL	67	42.2

TABLE 22. Usage of staff salary allocation by non-executive members, including pledges made or received

Member	Rollover	Other income	Annual allocation	Pledge received	Pledge made	Staff expenses	Future rollover	Unused allocation
Burch C	9,323		177,364			156,513	17,736	12,438
Burch J	26,063		254,654			236,137	25,465	19,114
Cheyne	9,701	1,888	179,976			185,056	6,509	0
Cody	1,459		177,364			144,723	17,736	16,364
Coe	63,357		658,377		40,000	621,025	60,709	0
Dunne	8,555		177,364	40,000		217,330	8,589	0
Hanson	5,209		177,364	10,500		178,375	14,698	0
Jones	16,675		177,364	3,500	10,500	166,770	17,736	2,532
Kikkert	7,746		177,364			176,861	8,249	0
Lawder	18,998		197,378		3,500	193,787	19,088	0
Le Couteur	34,003		355,458			352,944	35,546	972
Lee	4,361		177,364			167,930	13,795	0
Milligan	6,376		177,364			182,927	814	0
Orr	10,597		177,364			172,343	15,618	0
Parton	15,236		177,364			166,313	17,736	8,550
Pettersson	9,916		177,364			162,204	17,736	7,339
Wall	15,120		179,976			174,957	17,998	2,141
Total	262,696	1,888	3,776,823	54,000	54,000	3,656,195	315,758	69,450

APPENDIX 15 – VISITS BY MEMBERS AND PARLIAMENTARY OFFICERS FROM OTHER LEGISLATURES, DELEGATIONS AND OTHERS

Date	Name	Place of origin
25 July 2018	Academic Study Tour	Japan
20 September 2018	Sarawak State Legislative Assembly—Public Accounts Committee Delegation	Malaysia
23 October 2018	Hon Sue Hickey MP, Speaker of the House of Assembly, and Shane Donnelly, Clerk, House of Assembly	Tasmania
23 November 2018	Inter-Parliamentary Study Program—Speakers of Pacific Parliaments	Autonomous Region of Bougainville, Cook Islands, Nauru, New Zealand, Niue, Samoa, Solomon Islands, Vanuatu
29 March 2019	Inter-Parliamentary Study Program—Parliamentary staff	Azerbaijan, Canada, Chile, China, Fiji, Georgia, Ireland, Kenya, Malaysia, New Zealand, Papua New Guinea, Philippines, Samoa, Sweden, Timor-Leste

APPENDIX 16 – ADMINISTRATIVE SUPPORT FOR THE ASSEMBLY BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION 2018-2019

The Australian Capital Territory Legislative Assembly branch of the Commonwealth Parliamentary Association (CPA) did not meet during the year. However, a number of matters of interest were communicated to members through email and correspondence. Correspondence from the CPA headquarters and the Australian region was regularly circulated to members. The issues raised included twinning arrangements with the Parliament of Kiribati, proposed agenda items for future conferences, and invitations to events, conferences and seminars.

The Deputy Speaker, Vicki Dunne MLA, was appointed to the position of Treasurer of the CPA in December 2016, for a period of three years. The Clerk also held the position of Australian Regional Secretary until 10 July 2018. The Office provided support to the Deputy Speaker for her role.

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

- > CPA Small Branches Climate Change Workshop in Nairobi.
- > CPA Fundamentals program, McGill University in Canada.
- > 37th CPA Australia and Pacific Regional Conference.
- > CWP Annual Planning Meeting.
- > CPA Executive Committee Meetings.
- > 48th British Islands and Mediterranean Region Conference.
- > Westminster Workshop on Gender Sensitive Scrutiny.

On the resolution of the ACT branch of the association, it was agreed that the expenditure incurred from the Assembly's budget for each CPA conference and seminar be included in the Assembly's annual report. Direct net expenditure associated with the seminars and conferences attended during 2018/2019 was as follows:

- > CPA Small Branches climate change workshop—Nairobi, Kenya—10-13 October 2018—Suzanne Orr MLA (\$7,354.52).
- > CPA Fundamentals program, McGill University—Montreal, Canada—October 2018—Elizabeth Lee MLA (\$7,718.90) and Michael Pettersson MLA (\$7,734.17).
- > 37th CPA Australia and Pacific Regional Conference—Cook Islands—October 2018—Tara Cheyne MLA (\$3,845.66) and James Milligan MLA (\$2,642.41).
- > CWP Annual Planning Meeting—Darwin—3 October 2018—Ms Cody MLA (\$2,261.36).
- > CPA Executive Committee Meeting—London—5-9 November 2018—Vicki Dunne MLA (CPA Treasurer) (\$110.54).
- > CPA Co-ordinating Committee working group and interviews for Finance Director—London—23-25 January 2019—Vicki Dunne MLA (CPA Treasurer) (\$nil).
- > CPA Executive Committee Mid-Year Meeting—Ottawa—11-15 April 2019—Vicki Dunne MLA (CPA Treasurer) (\$nil).
- > 48th British Islands and Mediterranean Region Conference—Guernsey—19-22 May 2019—Joy Burch MLA (\$6,687.89).
- > Westminster Workshop on Gender Sensitive Scrutiny—London—17-19 June 2019—Tara Cheyne MLA (\$7,962.73) and Andrew Wall MLA (\$8,868.13)

In addition, the association membership subscription for the branch for the year was \$14,309.62.

APPENDIX 17 – EDUCATION PROGRAM

TABLE 23. Visitors to the Assembly in 2018-2019, compared with two previous reporting periods

Visitors by group	Number of participants 2016-2017	Number of participants 2017-2018	Number of participants 2018-2019
Community groups	327	697	353
Delegations	32	87	76
Speaker's citizenship evening	183	122	109
Public service seminar/tour; includes teacher professional development	275	246	205
Seminars and conventions; Assembly open day	0	38	31
Work experience/internship	12	23	27
School students (from individual school visits)	805	1,009	1092
School students (outreach visits to schools)	527	341	364
School students (school debates)	66	82	67
School students (constitutional convention)	64	96	104
Tours	0	0	287
Youth parliament	0	0	125
TOTAL	2,291	2,741	2,840

APPENDIX 18 – OFFICE OF THE LEGISLATIVE ASSEMBLY FINANCIAL STATEMENTS AND MANAGEMENT DISCUSSION AND ANALYSIS

Management discussion and analysis 2018-2019

Legislative overview

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

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

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

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

Risk Management

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

Reporting Entities

The 2018-19 financial statements relate to the Controlled and Territorial entities administered by the Office. The financial information is based on the audited financial statements for 2017-18 and 2018-19, and the forward estimates contained in the Budget Papers for 2019-20.

Controlled Financial Performance

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. Most of the Office's Own Source Revenue relates to Resources Received Free of Charge.

Comparison to budget

TABLE 24. Comparison to Budget

	Actual 2017-18 \$m	Actual 2018-19 \$m	Original Budget 2018-19 \$m	Forward estimate 2019-20 \$m	Forward estimate 2020-21 \$m	Forward estimate 2021-22 \$m	Forward estimate 2022-23 \$m
Expenditure	9.771	10.783	12.183	11.340	11.464	11.668	11.856
Own source revenue	0.613	0.675	0.788	0.604	0.606	0.608	0.610
Net cost of services	9.158	10.108	11.395	10.736	10.858	11.060	11.246

The budget of \$11.395m for the Office included funding for the establishment of the ACT Integrity Commission (the Commission). Due to delays in the appointment of the Commissioner, the budget was not fully utilised at year-end. In addition, employee expenses for the Office were less than budget due to difficulties in filling vacancies throughout the year. As a result, the Net Cost of Services of \$10.108m was \$1.287m less than budget.

Comparison to Prior Year

The Net Cost of Services of \$10.108m was \$0.950m higher than the prior year of \$9.158m largely reflecting the new funding provided in the budget for digital Assembly projects, the establishment expenses of the Commission, and additional administrative and employee related expenses of the Office.

Future Trends

The Office's 2019-20 budget includes funding to enable the Office to continue work associated with digital Assembly projects. The Office's budget will no longer be impacted by the funding associated with the Commission as it is a separate appropriation unit under the *Financial Management Act 1996* from 2019-20.

TOTAL EXPENDITURE

Employee expenses including superannuation (\$6.555m: 61.0 percent) and supplies and services (\$3.862m: 36.0 percent) represent 97.0 percent of the Office's total expenditure.

The largest components of supplies and services were:

- > building management (\$0.786m: 20.4 percent);
- > information technology running costs (\$0.786m: 20.4 percent);
- > consultants, contractors and professional services (\$0.536m: 13.9 percent); and
- > accommodation rental (\$0.515m: 13.3 percent).

Comparison to Budget

Total expenditure of \$10.783m was \$1.400m (11.5 percent) less than originally budgeted for the reasons outlined previously in 'Net Cost of Services – Comparison to Budget'.

Comparison to Prior Year

Total expenditure of \$10.783m was \$1.012m (10.4 percent) higher than the prior year for the reasons outlined previously in 'Net Cost of Services – Comparison to Prior Year'.

Future Trends

This is discussed previously in 'Net Cost of Services – Future Trends'.

OWN SOURCE REVENUE

The most significant component of 'Own Source Revenue' is Resources Received Free of Charge from other ACT entities (\$0.566m: 83.9 percent). The major categories were:

- > legislative drafting services provided by the Parliamentary Counsel's Office to non-Executive MLAs and one Executive MLA (\$0.292m: 51.6 percent);
- > the value of accommodation rental (\$0.255m: 45.1 percent) relating to the proportion of space within the Legislative Assembly building occupied by Office staff; and
- > legal services provided by the ACT Government Solicitor's Office (\$0.019m: 3.3 percent).

Comparison to Budget and Prior Year

The Office's 'Own Source Revenue' was \$0.113m (14.3 percent) less than budget and \$0.062m (10.1 percent) higher than the prior year.

The value of legislative drafting services is not predictable and varies from year to year based on the need for these services. This caused the variance between the budgeted amount and the prior year.

Controlled Financial Position

TOTAL ASSETS

Total assets of \$6.428m consist mainly of plant and equipment (\$3.209m: 49.9 percent) and cash and investments (\$2.575m: 40.1 percent).

Comparison to Budget

Total assets of \$6.428m were \$0.407m (6.8 percent) higher than budget largely due a higher than anticipated cash and investments balance stemming from savings achieved by the Office in its expenditure budget.

Comparison to Prior Year

Total assets of \$6.428m were largely consistent with the prior year of \$6.298m.

Future Trends

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

TOTAL LIABILITIES

The Office's total liabilities of \$2.453m consist of current and non-current employee benefit liabilities (\$2.067m: 84.3 percent) and payables (\$0.386m: 15.7 percent).

Comparison to Budget and Prior Year

Total liabilities of \$2.453m were largely consistent with the budget (\$2.530m) and the prior year (\$2.390m).

Future Trends

The Office will continue to closely monitor and manage its employee benefits liabilities in the future to ensure that staff are not building and maintaining excessive leave balances.

Territorial Statement of Income and Expenses

INCOME

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

Payment for Expenses on Behalf of the Territory of \$8.945m was \$1.049m (10.5 percent) less than originally budgeted mainly due to non-Executive members not spending their full staff salary allocations.

EXPENDITURE

Territorial expenditure is mainly employee expenses and superannuation (\$9.053m: 89.6%).

Comparison to Budget

Total expenditure was \$1.758m (14.8 percent) less than budgeted. Employee and superannuation expenses were lower than budget by \$1.167m (11.4 percent) as discussed above in 'Total Income'. Depreciation expense was \$0.619m (52.5 percent) less than budget as building improvements were completed later than anticipated when the budget was prepared.

Comparison to Prior Year

Total expenditure of \$10.102m was consistent with the prior year (\$10.012m).

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 enough to maintain the effective operations of the non-Executive members and their staff.

Territorial Financial Position

TOTAL ASSETS

Comparison to Budget and Prior Year

Total assets of \$29.327m were higher than budget by \$1.429m (5.1 percent) due to the value of building improvements recently undertaken exceeding the amount included in the budget.

Total assets of \$29.327m were consistent with the prior year of \$28.857m.

Future Trends

The value of Territorial assets is expected to increase with the capital funding for the finalisation of the kitchen and bathroom upgrades, the Members entrance redesign and the upgrade of part of the Assembly building's heating, ventilation and cooling system included in the budget.

TOTAL LIABILITIES

Comparison to Budget and Prior Year

Total liabilities of \$0.662m were less than budget by \$0.128m (16.2 percent) mainly because employee benefit liabilities were lower than expected.

Total liabilities of \$0.662m were higher than prior year by \$0.130m (24.4 percent) mainly because of higher employee benefit liabilities due to an additional year of entitlements being added to most staff balances.

Future Trends

Territorial employee benefit liabilities are predicted to increase in 2019-20 but may fluctuate after the October 2020 ACT Election. Funding is included in the 2020-21 budget for employee leave payouts if they are required.

INDEPENDENT AUDITOR'S REPORT

To the Members of the ACT Legislative Assembly

Audit opinion

I have audited the financial statements of the Office of the Legislative Assembly for the year ended 30 June 2019 which comprise the following financial statements and accompanying notes:

- Controlled financial statements – operating statement, balance sheet, statement of changes in equity, cash flow statement and controlled statement of appropriation.
- Territorial financial statements – statement of income and expenses on behalf of the Territory, statement of assets and liabilities on behalf of the Territory, statement of changes in equity on behalf of the Territory, cash flow statement on behalf of the Territory and territorial statement of appropriation.

In my opinion, the financial statements:

- (i) present fairly, in all material respects, the Office of the Legislative Assembly's financial position as at 30 June 2019, and its financial performance and cash flows for the year then ended; and
- (ii) are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

Basis for opinion

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

I am independent of the Office of the Legislative Assembly in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the 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 communicate 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 identify during my audit.



Ajay Sharma
Assistant Auditor-General, Financial Audit
16 August 2019

OFFICE OF THE LEGISLATIVE ASSEMBLY

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 30 JUNE 2019

**Office of the Legislative Assembly
Financial Statements
For the Year Ended 30 June 2019**

Statement of Responsibility

In my opinion, the financial statements agree with the Office of the Legislative Assembly's accounts and records and fairly reflect the financial operations of the Office of the Legislative Assembly for the year ended 30 June 2019 and the financial position on that date.



Tom Duncan
Clerk of the Legislative Assembly
16 August 2019

**Office of the Legislative Assembly
Financial Statements
For the Year Ended 30 June 2019**

Statement by the Chief Finance Officer

In my opinion, the financial statements have been prepared in accordance with the Australian Accounting Standards and agree with the Office of the Legislative Assembly's accounts and records and fairly reflect the financial operations of the Office of the Legislative Assembly for the year ended 30 June 2019 and the financial position on that date.



Malcolm Prentice
Chief Finance Officer
Office of the Legislative Assembly
16 August 2019

**Office of the Legislative Assembly
Controlled Financial Statements
For the Year Ended 30 June 2019**

**Office of the Legislative Assembly
Operating Statement
For the Year Ended 30 June 2019**

	Note No.	Actual 2019 \$'000	Original Budget 2019 \$'000	Actual 2018 \$'000
Income				
<i>Revenue</i>				
Controlled Recurrent Payments		10,062	10,968	9,090
Interest and Distributions from Investments		49	40	56
Resources Received Free of Charge	3	566	704	513
Other Revenue		60	44	44
<i>Total Revenue</i>		10,737	11,756	9,703
Total Income		10,737	11,756	9,703
Expenses				
Employee Expenses	4	5,729	6,390	5,114
Superannuation Expenses	5	826	1,100	771
Supplies and Services	6	3,862	4,333	3,528
Depreciation and Amortisation	7	351	359	348
Other Expenses		15	1	10
Total Expenses		10,783	12,183	9,771
Operating (Deficit)		(46)	(427)	(68)
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
(Decrease) in the Asset Revaluation Surplus		-	-	(11)
Other Comprehensive Income		-	178	-
Total Other Comprehensive Income		-	178	(11)
Total Comprehensive (Deficit)		(46)	(249)	(79)

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

**Office of the Legislative Assembly
Balance Sheet
As at 30 June 2019**

	Note No.	Actual 2019 \$'000	Original Budget 2019 \$'000	Actual 2018 \$'000
Current Assets				
Cash and Investments	8	2,575	2,050	2,275
Receivables		32	69	27
Other Assets		91	87	48
Total Current Assets		2,698	2,206	2,350
Non-Current Assets				
Plant and Equipment	9	3,209	3,138	3,422
Intangible Assets	10	521	397	231
Capital Works in Progress		-	280	295
Total Non-Current Assets		3,730	3,815	3,948
Total Assets		6,428	6,021	6,298
Current Liabilities				
Payables	11	386	388	288
Employee Benefits	12	1,948	1,644	2,012
Total Current Liabilities		2,334	2,032	2,300
Non-Current Liabilities				
Employee Benefits	12	119	498	90
Total Non-Current Liabilities		119	498	90
Total Liabilities		2,453	2,530	2,390
Net Assets		3,975	3,491	3,908
Equity				
Accumulated Funds		2,741	2,245	2,674
Asset Revaluation Surplus		1,234	1,246	1,234
Total Equity		3,975	3,491	3,908

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

**Office of the Legislative Assembly
Statement of Changes in Equity
For the Year Ended 30 June 2019**

	Accumulated Funds Actual 2019 \$'000	Asset Revaluation Surplus Actual 2019 \$'000	Total Equity Actual 2019 \$'000	Original Budget 2019 \$'000
Balance at 1 July 2018	2,674	1,234	3,908	3,679
Comprehensive Income				
Operating (Deficit)	(46)	-	(46)	(427)
Other Comprehensive Income	-	-	-	178
Total Comprehensive (Deficit)	(46)	-	(46)	(249)
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	113	-	113	61
Total Transactions Involving Owners Affecting Accumulated Funds	113	-	113	61
Balance at 30 June 2019	2,741	1,234	3,975	3,491

	Accumulated Funds Actual 2018 \$'000	Asset Revaluation Surplus Actual 2018 \$'000	Total Equity Actual 2018 \$'000
Balance at 1 July 2017	2,593	1,245	3,838
Comprehensive Income			
Operating (Deficit)	(68)	-	(68)
(Decrease) in Asset Revaluation Surplus	-	(11)	(11)
Total Comprehensive (Deficit)	(68)	(11)	(79)
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	149	-	149
Total Transactions Involving Owners Affecting Accumulated Funds	149	-	149
Balance at 30 June 2018	2,674	1,234	3,908

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

**Office of the Legislative Assembly
Cash Flow Statement
For the Year Ended 30 June 2019**

	Note No.	Actual 2019 \$'000	Original Budget 2019 \$'000	Actual 2018 \$'000
Cash Flows from Operating Activities				
Receipts				
Controlled Recurrent Payments		10,062	10,968	9,090
Interest Received and Distributions from Investments		74	40	54
Goods and Services Tax Credits		315	288	339
Other		51	-	45
Total Receipts from Operating Activities		10,502	11,296	9,528
Payments				
Employees		5,726	6,047	4,998
Superannuation		846	1,036	771
Supplies and Services		3,235	4,144	3,263
Goods and Services Tax Paid to Suppliers		335	224	341
Total Payments from Operating Activities		10,142	11,451	9,373
Net Cash Inflows/(Outflows) from Operating Activities	15	360	(155)	155
Cash Flows from Investing Activities				
Receipts				
Proceeds from the Sale/Maturity of Investments		3,104	1,874	2,015
Total Receipts from Investing Activities		3,104	1,874	2,015
Payments				
Purchase of Plant and Equipment		181	105	165
Purchase of Investments		845	1,675	2,215
Total Payments from Investing Activities		1,026	1,780	2,380
Net Cash Inflows/(Outflows) from Investing Activities		2,078	94	(365)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		113	61	149
Total Receipts from Financing Activities		113	61	149
Net Cash Inflows from Financing Activities		113	61	149
Net Increase/(Decrease) in Cash and Investments		2,551	-	(61)
Cash and Investments at the Beginning of the Reporting Period		24	85	85
Cash and Investments at the End of the Reporting Period	15	2,575	85	24

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

**Office of the Legislative Assembly
Controlled Statement of Appropriation
For the Year Ended 30 June 2019**

	Original Budget 2019 \$'000	Total Appropriated 2019 \$'000	Appropriation Drawn 2019 \$'000	Appropriation Drawn 2018 \$'000
Controlled Recurrent Payments	10,968	10,949	10,062	9,090
Capital Injections	61	113	113	149
Total Controlled Appropriation	11,029	11,062	10,175	9,239

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

Column Heading Explanations

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

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 Cash Flow Statement.

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

Reconciliation of Appropriation for 2018-19	Controlled Recurrent Payments \$'000	Capital Injections \$'000
Original Appropriation for 2018-19	10,968	61
Transfer of Appropriation (FMA s.16) ¹	(19)	-
Rollover of Undispersed Appropriation (FMA s.16B) ²	-	52
Total Appropriated	10,949	113
Controlled Appropriation Drawn ³	10,062 ⁴	113

¹ The total appropriated for controlled recurrent payments was \$19,000 less than the original budget due to the transfer of administrative funding to ACT Executive following the appointment of the 8th Minister in August 2018. This transfer of funds was approved by the Treasurer and processed under Section 16 of the *Financial Management Act 1996* (FMA).

² The total appropriated for capital injections was \$52,000 higher than the original budget due to the carryover of funding from 2017-18 for the Procedural Document Production System approved by the Treasurer under Section 16B of the FMA.

³ The appropriation drawn for controlled recurrent payments was \$887,000 less than the total appropriated due to delays in the appointment of the ACT Integrity Commissioner resulting in the budget for the establishment of the Commission not being fully utilised.

⁴ The appropriation drawn for controlled recurrent payments was \$972,000 higher the prior year largely reflecting the new funding provided in the budget for digital Assembly projects, the establishment expenses of the ACT Integrity Commission, and additional administrative and employee related expenses of the Office.

**Office of the Legislative Assembly
Controlled Note Index of the Financial Statements
For the Year Ended 30 June 2019**

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Note 2	Basis of Preparation of the Financial Statements

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Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 1. OBJECTIVES OF THE OFFICE OF THE LEGISLATIVE ASSEMBLY

Operations and Principal Activities

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

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

Section 6 of the Act established the functions of the Office as being to provide impartial advice and support to the Legislative Assembly and its committees, and members of the Assembly. The Office also has the function of providing public education about the functions of the Assembly and committees and may exercise any other function given to it under the Act or another territory law.

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

LEGISLATIVE REQUIREMENT

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

- (i) an Operating Statement for the year;
- (ii) a Balance Sheet as at the end of the year;
- (iii) a Statement of Changes in Equity for the year;
- (iv) a Cash Flow Statement for the year;
- (v) a Statement of Appropriation for the year;
- (vi) the significant 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 to comply with Australian Accounting Standards as required by the FMA and ACT Accounting and Disclosure Policies.

ACCRUAL ACCOUNTING

The financial statements have been prepared using the accrual basis of accounting, which recognises the effects of transactions and events when they occur. The financial statements are prepared according to the historical cost convention, except for property, plant and equipment and financial instruments 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.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

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

INDIVIDUAL REPORTING ENTITY

The Office is an individual reporting entity.

CONTROLLED AND TERRITORIAL ITEMS

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

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

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

REPORTING PERIOD

These financial statements state the financial performance, changes in equity and cash flows of the Office for the year ending 30 June 2019 together with the financial position of the Office at 30 June 2019.

COMPARATIVE FIGURES

(a) Budget Figures

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2018-19 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

(b) Prior Year Comparatives

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

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

(c) Rounding

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

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

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

ASSETS – CURRENT AND NON-CURRENT

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

LIABILITIES – CURRENT AND NON-CURRENT

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

NOTE 3. RESOURCES RECEIVED FREE OF CHARGE

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

Significant Accounting Judgements and Estimates – Resources Received Free of Charge

The Office has made a significant judgement in estimating the value of resources received free of charge. The Legislative Assembly building is part of the Office’s Territorial operation. A section of this building is 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.

	2019	2018
	\$’000	\$’000
Revenue from ACT Government Entities		
Legislative Drafting Services ^a	292	232
Legal Services	19	26
Accommodation Rental	255	255
Total Resources Received Free of Charge	566	513

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

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 3. RESOURCES RECEIVED FREE OF CHARGE - CONTINUED

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

	2019	2018
	\$'000	\$'000
Recipient		
Mr Coe	106	145
Mr Hanson	19	21
Mrs Jones	28	2
Ms Lawder	12	-
Ms Le Couteur	31	28
Mr Parton	10	1
Mr Pettersson	18	3
Mr Rattenbury	14	-
Mr Wall	32	8
Other Members	12	3
Office of the Legislative Assembly	10	21
Total	292	232

NOTE 4. EMPLOYEE EXPENSES

Employee benefits include:

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

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

(See Note 12: *Employee Benefits* for accrued wages and salaries, and annual and long service leave).

	2019	2018
	\$'000	\$'000
Wages and Salaries ^a	4,935	4,507
Annual Leave Expense	458	380
Long Service Leave Expense ^b	245	138
Workers' Compensation Insurance Premium	32	28
Other Employee Benefits and On-Costs	59	61
Total Employee Expenses	5,729	5,114

- a) The increase in wages and salaries was due to additional staffing recruited for digital Assembly projects that were funded in the budget and the impact of the new Enterprise Bargaining Agreement.
- b) The increase in the long service leave expense is largely attributable to the increase in the present value factor disclosed in Note 12: *Employee Benefits*.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 5. SUPERANNUATION EXPENSES

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

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

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

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

Superannuation Liability Recognition

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

	2019	2018
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account	431	416
Productivity Benefit	61	58
Superannuation Payments for the PSSAP	36	34
Superannuation to External Providers	298	263
Total Superannuation Expenses	826	771

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 6. SUPPLIES AND SERVICES

Insurance

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

Repairs and Maintenance

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

	2019	2018
	\$'000	\$'000
Information Technology Running Costs	786	770
Building Management ^a	786	829
Accommodation Rental ^b	515	509
Consultants, Contractors and Professional Services ^c	536	268
Printing and Stationery	108	114
Legal Services and Legislative Drafting ^d	311	258
Staff Training and Services	100	104
Recording and Transcription ^e	182	170
Library Materials	63	90
Insurance Premium	55	65
Travel ^f	90	68
Telephone	68	53
Hospitality and Functions	27	24
Internal and External Audit Fees ^g	58	71
Advertising	29	11
Assembly Broadcasting	54	53
Other	94	71
Total Supplies and Services	3,862	3,528

- a) In 2019 building management expenses largely decreased because there was a large unscheduled maintenance expense for the system which provides vision of Assembly and Committee proceedings in the Assembly building in 2018.
- b) Accommodation rental consists of resources received free of charge from the Territorial entity for Office staff being accommodated in the Assembly building and the rent of the North Building from the ACT Property Group.
- c) Consultants, Contractors and Professional Services included recruitment costs associated with the appointment of the ACT Integrity Commissioner. Consultants also provided advice on potential digital Assembly projects, capital projects and the review and redesign of the Office's website.
- d) Legislative drafting services are received free of charge from the Justice and Community Safety Directorate. The services received in 2018-19 increased. This service is demand driven by members of the Assembly and fluctuates from year to year (See Note 3 - *Resources Received Free of Charge*).
- e) Recording and transcription services increased due to additional committee hearings in 2018-19 stemming from the expanded committee system under the Ninth Assembly.
- f) The increase in travel was due the attendance of several Members at programs conducted by the Commonwealth Parliamentary Association.
- g) External audit fees paid to the ACT Audit Office for the financial statements are \$44,000. No other services were provided by the ACT Audit Office.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 7. DEPRECIATION AND AMORTISATION

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

Leasehold improvements are depreciated over the estimated useful life of the assets or the unexpired period of the lease, whichever is the shorter.

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

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

Class of Asset	Depreciation/Amortisation Method	Useful Life (Years)	
Plant and Equipment	Straight Line	2-20	
Leasehold Improvements	Straight Line	10	
Intangibles - Computer Software	Straight Line	5	
		2019	2018
		\$'000	\$'000
Depreciation			
Plant and Equipment		144	141
Leasehold Improvements		149	150
Total Depreciation		293	291
Amortisation			
Intangible Assets		58	57
Total Amortisation		58	57
Total Depreciation and Amortisation		351	348

NOTE 8. CASH AND INVESTMENTS

Cash includes cash at bank and cash on hand. Investments were held with the Territory Banking Account in the Cash Enhanced Fund. The Office's account was closed in November 2018 following a review of small investors by the Territory Banking Account. On redemption the balance was transferred to the Office's operating account held with the Westpac Bank as part of the whole-of-government banking arrangements.

	2019	2018
	\$'000	\$'000
Cash at Bank ^a	2,574	23
Cash on Hand	1	1
Investments ^a	-	2,251
Total Cash and Investments	2,575	2,275
<i>Weighted Average Interest rate – Cash at Bank</i>	<i>2.35%</i>	<i>2.35%</i>

- a) As discussed above, investments in the Cash Enhanced Fund were redeemed in November 2018 and the account closed. The balance at that time was transferred to Cash at Bank. The 2018 comparative has been reported in this note to allow an easier comparison of the total movement in cash and investments between 2018 and 2019.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 9. PLANT AND EQUIPMENT

Plant and equipment includes the following classes of assets - plant and equipment, heritage assets and leasehold improvements.

- *Plant and equipment* includes office equipment and furniture and fittings.
- *Leasehold improvements* include the fit-out of the tenancy in the North Building and the associated assets included at this site.
- *Heritage assets* are defined as those non-current assets that the Territory intends to preserve indefinitely because of their unique historical, cultural or environmental attributes. A common feature of heritage assets is that they cannot be replaced and they are not usually available for sale or for redeployment. Heritage assets held by the Office include an art and library collection.

Acquisition and Recognition of Plant and Equipment

Plant and equipment is initially recorded at cost.

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

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

Measurement of Plant and Equipment After Initial Recognition

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

Plant and equipment, 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.

Significant Accounting Judgements and Estimates – Useful Lives of Plant and Equipment

The Office has made a significant estimate in determining the useful lives of its plant and equipment. The estimation of useful lives of plant and equipment has been based on the historical experience of similar assets and, in some cases, has been based on valuations provided by independent valuers, Jones Lang La Salle Public Sector Valuations Pty Ltd conducted in June 2017. The useful lives are assessed on an annual basis and any adjustments are made when considered necessary.

For disclosures concerning an assets useful life, see Note 7: *Depreciation and Amortisation*.

Significant Accounting Judgements and Estimates – Impairment of Assets

The Office assesses, at each reporting date, whether there is any indication that an asset may be impaired. Assets are also reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

Any resulting impairment losses are recognised as a decrease in the Asset Revaluation Surplus relating to these classes of assets. 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.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

	2019 \$'000	2018 \$'000
Plant and Equipment		
Plant and Equipment at Fair Value	966	966
Less: Accumulated Depreciation	(271)	(141)
	695	825
Plant and Equipment at Cost	174	128
Less: Accumulated Depreciation	(14)	-
	160	128
	855	953
Leasehold Improvements		
Leasehold improvements at Fair Value	1,197	1,197
Less: Accumulated Depreciation	(299)	(150)
	898	1,047
Heritage Assets		
Artwork at Fair Value	748	719
Library Collection at Fair Value	672	667
Other Collectables at Fair Value	36	36
Total Written Down Value of Heritage Assets	1,456	1,422
Total Written Down Value of Plant and Equipment	3,209	3,422

Reconciliation of Plant and Equipment

The following table shows the movement of Plant and Equipment during 2018-19.

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	953	1,047	1,422	3,422
Additions	46	-	49	95
Disposals	-	-	(15)	(15)
Depreciation	(144)	(149)	-	(293)
Carrying Amount at the End of the Reporting Period	855	898	1,456	3,209

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

Reconciliation of Plant and Equipment

The following table shows the movement of Plant and Equipment during 2017-18.

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	975	1,197	1,392	3,564
Additions	128	-	35	163
Disposals	(3)	-	-	(3)
Revaluation (Decrement)	(6)	-	(5)	(11)
Depreciation	(141)	(150)	-	(291)
Carrying Amount at the End of the Reporting Period	953	1,047	1,422	3,422

Fair Value Hierarchy

The Office is required to classify 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 2019 are shown below.

	Classification According to the Fair Value Hierarchy			Total \$'000
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	
2019				
Plant and Equipment at Fair Value				
Plant and Equipment	-	584	111	695
Leasehold Improvements	-	-	898	898
Heritage Assets	-	784	672	1,456
	-	1,368	1,681	3,049

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

2018	Classification According to the Fair Value Hierarchy			Total \$'000
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	
Plant and Equipment at Fair Value				
Plant and Equipment	-	697	128	825
Leasehold Improvements	-	-	1,047	1,047
Heritage Assets	-	755	667	1,422
	-	1,452	1,842	3,294

Transfers Between Categories

Some plant and equipment assets were reclassified from Level 3 to Level 2 following the revaluation undertaken as at 30 June 2017. No assets have been reclassified in 2018-19.

Valuation Techniques, Inputs and Processes

Level 2 Valuation Techniques and Inputs

Significant Accounting Judgements and Estimates – Fair Value of Assets

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

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

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

Level 3 Valuation Techniques and Significant Unobservable Inputs

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

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

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

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

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 9. 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
2019				
Fair Value at the Beginning of the Reporting Period	128	1,047	667	1,842
Additions	-	-	5	5
Depreciation	(17)	(149)	-	(166)
Fair Value at the End of the Reporting Period	111	898	672	1,681

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
2018				
Fair Value at the Beginning of the Reporting Period	223	1,197	662	2,082
Additions	-	-	5	5
Revaluation (Decrement)	(6)	-	-	(6)
Depreciation	(89)	(150)	-	(239)
Fair Value at the End of the Reporting Period	128	1,047	667	1,842

NOTE 10. INTANGIBLE ASSETS

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

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

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

	2019 \$'000	2018 \$'000
Computer Software		
<i>Externally Purchased Software</i>		
Computer Software at Cost	684	337
Less: Accumulated Amortisation	(163)	(106)
<i>Total Externally Purchased Software</i>	521	231
Total Computer Software	521	231
Total Intangible Assets ^a	521	231

- a) Total intangible assets were higher than the prior year due to the completion of the Procedural Document Production System and its transfer in from capital works in progress.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 10. INTANGIBLE ASSETS – CONTINUED

Reconciliation of Intangible Assets

The following table shows the movement of the Intangible Assets.

	2019	2018
	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	231	269
Additions	347	19
Amortisation	(57)	(57)
Carrying Amount at the End of the Reporting Period	521	231

NOTE 11. 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.

	2019	2018
	\$'000	\$'000
Current Payables		
Trade Payables ^a	220	162
Accrued Expenses	166	126
Total Current Payables	386	288
Total Payables	386	288

- b) Trade payables and accrued expenses were higher than the previous year mainly due to several consultants reports not being finalised by year-end resulting in the final payments not being made.

Classification of ACT Government/Non-ACT Government Payables

	2019	2018
	\$'000	\$'000
Payables with ACT Government Entities		
Trade Payables	21	2
Accrued Expenses	82	55
Total Payables with ACT Government Entities	103	57
Payables with Non-ACT Government Entities		
Trade Payables	199	160
Accrued Expenses	84	71
Total Payables with Non-ACT Government Entities	283	231
Total Payables	386	288

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 12. EMPLOYEE BENEFITS

Wages and Salaries

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

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

Annual and long service leave, including applicable on-costs that are not expected to be wholly settled before twelve months after the end of the reporting period when the employees render the related service, are measured at the present value of estimated future payments to be made in respect of services provided by employees up to the end of the reporting period.

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

Annual leave liabilities have been estimated on the assumption they will be wholly settled within three years. In 2018-19, the rate used to estimate the present value of future:

- Payments for annual leave is 101.6% (99.7% in 2017-18); and
- Payments for long service leave is 110.1% (100.9% in 2017-18).

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

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

Annual leave and long service leave liabilities are classified as current liabilities in the Balance Sheet where there are no unconditional rights to defer the settlement of the liability for at least 12 months. Conditional long service leave liabilities are classified as non-current because the Office has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Significant Accounting Judgements and Estimates – Employee Benefits

Significant judgements have been applied in estimating the liability for employee benefits. The estimated liability for annual and long service leave requires a consideration of the future wage and salary levels, experience of employee departures, probability that leave will be taken in service and periods of service. The estimate also includes an assessment of the probability that employees will meet the minimum service period required to qualify for long service leave and that on-costs will become payable.

The significant judgements and assumptions included in the estimation of annual and long service leave liabilities include an assessment by an actuary. The Australian Government Actuary performed this assessment in April 2019. The assessment by an actuary is performed every three years. However, it may be performed more frequently if there is a significant contextual change in the parameters underlying the 2019 report. The next actuarial review is expected to be undertaken by early 2022.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 12. EMPLOYEE BENEFITS – CONTINUED

	2019	2018
	\$'000	\$'000
Current Employee Benefits		
Annual Leave	551	556
Long Service Leave	1,353	1,393
Accrued Salaries	44	63
Total Current Employee Benefits	1,948	2,012
Non-Current Employee Benefits		
Long Service Leave	119	90
Total Non-Current Employee Benefits	119	90
Total Employee Benefits	2,067	2,102
	2019	2018
	\$'000	\$'000
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	429	407
Long Service Leave	144	258
Accrued Salaries	44	63
Total Employee Benefits Payable within 12 Months	617	728
Estimated Amount Payable after 12 Months		
Annual Leave	122	149
Long Service Leave	1,328	1,225
Total Employee Benefits Payable after 12 Months	1,450	1,374
Total Employee Benefits	2,067	2,102

At 30 June 2019, the Office employed 51.9 full time equivalent (FTE) staff (49.8 FTE staff at 30 June 2018).

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 13. FINANCIAL INSTRUMENTS

Interest Rate Risk

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

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

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

Sensitivity Analysis

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

Credit Risk

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

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

Liquidity Risk

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

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

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

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

Price Risk

Price risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether these changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market.

The Office no longer has an exposure to price risk following the redemption of its investments in the Cash Enhanced Fund.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 14. COMMITMENTS

All amounts shown in the commitments note are inclusive of Goods and Services Tax.

Capital Commitments

The Office has no capital commitments contracted at reporting date that have not been recognised as liabilities (2018: \$19,000).

Other Commitments

Other commitments contracted at reporting date that have not been recognised as liabilities are payable shown below.

	2019	2018
	\$'000	\$'000
Within one year	627	576
Later than one year but not later than five years	307	367
Total Other Commitments	934	943

Operating Lease Commitments

The Office has operating leases held with ACT Government Shared Services ICT for the supply and maintenance of information and communications technology equipment. There is also an operating lease held with ACT Property Group for office accommodation. Two motor vehicle leases exist with SG Fleet for executive vehicles. Non-cancellable operating lease commitments are payable as shown below.

	2019	2018
	\$'000	\$'000
Within one year	321	327
Later than one year but not later than five years	1,638	1,178
Later than five years	13	527
Total Operating Lease Commitments	1,972	2,032

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 15. CASH FLOW RECONCILIATION

a) Reconciliation of Cash and Investments at the End of the Reporting Period in the Cash Flow Statement to the Equivalent Items in the Balance Sheet.

	2019	2018
	\$'000	\$'000
Total Cash and Investment Recorded in the Balance Sheet	2,575	2,275
Cash and Investments at the End of the Reporting Period as Recorded in the Cash Flow Statement	2,575	2,275

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

	2019	2018
	\$'000	\$'000
Operating (Deficit)	(46)	(68)
Add/(Less) Non-Cash Items		
Depreciation of Plant and Equipment	293	291
Amortisation of Intangible Assets	58	57
Write-off of Non-Current Assets	15	-
Add/(Less) Items Classified as Investing or Financing		
Net Loss on Disposal of Non-Current Assets	-	3
Unrealised Loss on Investments	-	7
Cash Before Changes in Operating Assets and Liabilities	320	290
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(5)	42
(Increase)/Decrease in Other Assets	(13)	44
Increase/(Decrease) in Payables	93	(290)
(Decrease)/Increase in Employee Benefits	(35)	69
Net Changes in Operating Assets and Liabilities	40	(135)
Net Cash Inflows from Operating Activities	360	155

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 16. BUDGETARY REPORTING

Significant 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% of the budget for the financial statement line item.

Operating Statement Line Items	Actual 2018-19 \$'000	Original Budget ¹ 2018-19 \$'000	Variance \$'000	Variance %	Variance Explanation
Employee Expenses	5,729	6,390	(661)	(10.3)	The variances are largely attributable to delays in the appointment of the ACT Integrity Commissioner resulting in the budgeted expenses for the establishment of the Commission not being fully incurred.
Supplies and Services	3,862	4,333	(471)	(10.9)	
Balance Sheet Line Items					
Cash and Investments	2,575	2,050	525	25.6	A higher balance was available at year-end due to savings achieved in employee expenses during the year.
Intangible Assets	521	397	124	31.2	The budget anticipated that the asset additions would still be included as work in progress at year-end.
Employee Benefits (current)	1,948	1,644	304	18.5	The budget anticipated a higher proportion of employee benefits to be in the non-current category.

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2018-19 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 16. BUDGETARY REPORTING – CONTINUED

Cash Flow Statement Line Items	Actual 2018-19 \$'000	Original Budget ¹ 2018-19 \$'000	Variance \$'000	Variance %	Variance Explanation
Sale of Investments	3,104	1,874	1,230	65.6	The variances in investment transactions were largely caused by the full redemption of the balance and the closure of the Cash Enhanced Fund account in November 2018.
Purchase of Investments	845	1,675	(830)	(49.6)	
Purchase of Plant and Equipment	181	105	76	72.4	Purchase of plant and equipment and capital injections were higher than budget due to the carryover of funds from the previous financial year.
Capital Injections	113	61	52	85.2	

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2018-19 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 17. RELATED PARTY DISCLOSURES

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

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

(a) Key Management Personnel

(i) Details of compensation

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

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

	2019	2018
	\$'000	\$'000
Short-term employee benefits	899	840
Post-employment benefits	151	138
Other long-term benefits	<u>34</u>	<u>112</u>
Total Compensation to Key Management Personnel paid by the Office	<u>1,084</u>	<u>1,090</u>

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

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

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

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

(b) Transactions with ACT Government Controlled Entities

Aggregate details of transactions with ACT Government agencies are found in various notes throughout the controlled and territorial financial statements.

**Office of the Legislative Assembly
Territorial Financial Statements
For the Year Ended 30 June 2019**

Office of the Legislative Assembly
Statement of Income and Expenses on Behalf of the Territory
For the Year Ended 30 June 2019

	Note No.	Actual 2019 \$'000	Original Budget 2019 \$'000	Actual 2018 \$'000
Income				
<i>Revenue</i>				
Payment for Expenses on Behalf of the Territory		8,945	9,994	9,027
Resources Received Free of Charge		434	441	402
Other Revenue		6	-	-
Total Revenue		9,385	10,435	9,429
Total Income		9,385	10,435	9,429
Expenses				
Employee Expenses	19	8,116	9,216	8,083
Superannuation Expenses	20	937	1,004	928
Supplies and Services	21	488	460	466
Depreciation		561	1,180	535
Total Expenses		10,102	11,860	10,012
Operating (Deficit)		(717)	(1,425)	(583)
Total Comprehensive (Deficit)		(717)	(1,425)	(583)

The above Statement of Income and Expenses on Behalf of the Territory should 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 2019

	Note No.	Actual 2019 \$'000	Original Budget 2019 \$'000	Actual 2018 \$'000
Current Assets				
Cash and Cash Equivalents		75	163	102
Receivables		6	7	6
Total Current Assets		81	170	108
Non-Current Assets				
Property, Plant and Equipment	22	29,246	27,728	28,749
Total Non-Current Assets		29,246	27,728	28,749
Total Assets		29,327	27,898	28,857
Current Liabilities				
Payables	23	65	84	101
Employee Benefits	24	597	706	431
Total Current Liabilities		662	790	532
Total Liabilities		662	790	532
Net Assets		28,665	27,108	28,325
Equity				
Accumulated Funds		15,747	14,190	15,407
Asset Revaluation Surplus		12,918	12,918	12,918
Total Equity		28,665	27,108	28,325

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

Office of the Legislative Assembly
Statement of Changes in Equity on Behalf of the Territory
For the Year Ended 30 June 2019

	Accumulated Funds Actual 2019 \$'000	Asset Revaluation Surplus Actual 2019 \$'000	Total Equity Actual 2019 \$'000	Original Budget 2019 \$'000
Balance at 1 July 2018	15,406	12,918	28,324	27,575
Comprehensive Income				
Operating (Deficit)	(717)	-	(717)	(1,425)
Total Comprehensive (Deficit)	(717)	-	(717)	(1,425)
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	1,058	-	1,058	958
Total Transactions Involving Owners Affecting Accumulated Funds	1,058	-	1,058	958
Balance at 30 June 2019	15,747	12,918	28,665	27,108

	Accumulated Funds Actual 2018 \$'000	Asset Revaluation Surplus Actual 2018 \$'000	Total Equity Actual 2018 \$'000
Balance at 1 July 2017	15,205	12,918	28,124
Comprehensive Income			
Operating (Deficit)	(583)	-	(583)
Total Comprehensive (Deficit)	(583)	-	(583)
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	784	-	784
Total Transactions Involving Owners Affecting Accumulated Funds	784	-	784
Balance at 30 June 2018	15,406	12,918	28,324

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

Office of the Legislative Assembly
Cash Flow Statement on Behalf of the Territory
For the Year Ended 30 June 2019

	Note No.	Actual 2019 \$'000	Original Budget 2019 \$'000	Actual 2018 \$'000
Cash Flows from Operating Activities				
Receipts				
Cash from Government for Expenses on Behalf of the Territory		8,945	9,994	9,027
Goods and Services Tax Credits		91	30	63
Other		6	-	-
Total Receipts from Operating Activities		9,042	10,024	9,090
Payments				
Employees		7,917	9,354	8,017
Superannuation		933	604	930
Supplies and Services		132	35	51
Goods and Services Tax Paid to Suppliers		88	5	62
Other		2	-	-
Total Payments from Operating Activities		9,072	9,998	9,060
Net Cash (Outflows)/Inflows from Operating Activities	25	(30)	26	30
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		1,055	958	753
Total Payments from Investing Activities		1,055	958	753
Net Cash (Outflows) from Investing Activities		(1,055)	(958)	(753)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		1,058	958	784
Total Receipts from Financing Activities		1,058	958	784
Net Cash Inflows from Financing Activities		1,058	958	784
Net (Decrease)/Increase in Cash and Cash Equivalents		(27)	26	61
Cash and Cash Equivalents at the Beginning of the Reporting Period		102	137	41
Cash and Cash Equivalents at the End of the Reporting Period	25	75	163	102

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

Office of the Legislative Assembly
Territorial Statement of Appropriation
For the Year Ended 30 June 2019

	Original Budget 2019 \$'000	Total Appropriated 2019 \$'000	Appropriation Drawn 2019 \$'000	Appropriation Drawn 2018 \$'000
Expenses on Behalf of the Territory	9,994	9,552	8,945	9,027
Capital Injections	958	1,058	1,058	784
Total Territorial Appropriation	10,952	10,610	10,003	9,811

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

Column Heading Explanations

The *Original Budget* column shows the amounts that appear in the Cash Flow Statement in the Budget Papers.

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 Cash Flow Statement on Behalf of the Territory.

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

Reconciliation of Appropriation for 2018-19	Expenses on Behalf of the Territory \$'000	Capital Injections \$'000
Original Appropriation for 2018-19	9,994	958
Transfer of Appropriation (FMA s.14B) ¹	(100)	100
Transfer of Appropriation (FMA s.16) ²	(342)	-
Total Appropriated	9,552	1,058
Territorial Appropriation Drawn ³	8,945	1,058

¹ The total appropriated for Expenses on Behalf of the Territory was \$100,000 less than the original budget due to the transfer of funds to capital injections for the construction of the 8th Minister's suite. There was a corresponding increase in the total appropriated for capital injections. This transfer of funds was approved by the Treasurer and processed under Section 14B of the *Financial Management Act 1996* (FMA).

² The total appropriated for Expenses on Behalf of the Territory was \$342,000 less than the original budget due to the transfer of funding to ACT Executive for the employee expenses of the 8th Minister and his staff in August 2018. This transfer of funds was approved by the Treasurer and processed under Section 16 of the FMA.

³ The appropriation drawn for Expenses on Behalf of the Territory was \$607,000 less than the total appropriated due mainly to non-Executive members not fully utilising their staff salary allocations.

Office of the Legislative Assembly
Territorial Note Index of the Financial Statements
For the Year Ended 30 June 2019

Note 18 Basis of Preparation of the Financial Statements – Territorial

Expenses Notes

Note 19 Employee Expenses – Territorial

Note 20 Superannuation Expenses – Territorial

Note 21 Supplies and Services – Territorial

Assets Notes

Note 22 Property, Plant and Equipment – Territorial

Liabilities Notes

Note 23 Payables – Territorial

Note 24 Employee Benefits – Territorial

Other Notes

Note 25 Cash Flow Reconciliation – Territorial

Note 26 Financial Instruments – Territorial

Note 27 Budgetary Reporting – Territorial

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 18. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS – TERRITORIAL

The basis of preparation of the financial statements is contained in Note 2 *Basis of Preparation of the Financial Statements* and applies to both the Controlled and Territorial financial statements. The accounting policies outlined from Note 3 *Resources Received Free of Charge* to Note 16 *Budgetary Reporting* apply equally to the Controlled and Territorial financial statements.

GOING CONCERN

At 30 June 2019, the Office's Territorial current liabilities (\$662,000) exceeded its Territorial current assets (\$81,000) by \$581,000. However, this is not considered a liquidity risk as its cash needs are funded through appropriation by the ACT Government on a cash-needs basis. This is consistent with the whole-of-Government cash management regime, which requires excess cash balances to be held centrally rather than within individual agency bank accounts. The 2018-19 Territorial financial statements have been prepared on a going concern basis as the Office has been funded in the 2019-20 Budget and the Budget Papers include forward estimates for the Office.

NOTE 19. EMPLOYEE EXPENSES – TERRITORIAL

	2019	2018
	\$'000	\$'000
Wages and Salaries	7,591	7,565
Annual Leave Expense	359	328
Long Service Leave Expense	103	88
Workers' Compensation Insurance	33	15
Termination Expense ^a	5	47
Other Employee Benefits and On-Costs	25	40
Total Employee Expenses	8,116	8,083

- a) One termination payment was made in 2018-19 compared to the prior year where several termination payments were paid to staff who ceased employment under Section 13(1) of the *Legislative Assembly (Members' Staff) Act 1989*.

NOTE 20. SUPERANNUATION EXPENSES – TERRITORIAL

	2019	2018
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account	102	96
Productivity Benefit	7	7
Superannuation Contributions paid to External Providers	828	825
Total Superannuation Expenses	937	928

NOTE 21. SUPPLIES AND SERVICES – TERRITORIAL

	2019	2018
	\$'000	\$'000
Consultants, Contractors and Professional Services	54	64
Building Management ^a	434	402
Total Supplies and Services	488	466

- a) The corresponding amount appears as a revenue in resources received free of charge in the Statement of Income and Expenses on Behalf of the Territory.

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 22. 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.

Significant 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 Public Sector Valuations Pty Ltd performed revaluations of the Office's land and building. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest valuation was performed as at 30 June 2017.

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	50	
Building Improvements	Straight Line	25	
		2019	2018
		\$'000	\$'000
Land and Building			
Land at Fair Value		4,650	4,650
Total Land Assets		4,650	4,650
Building at Fair Value		23,850	23,850
Less: Accumulated Depreciation		(1,060)	(530)
		<u>22,790</u>	<u>23,320</u>
Building Improvements at Cost		1,842	784
Less: Accumulated Depreciation		(36)	(5)
		<u>1,806</u>	<u>779</u>
Total Written Down Value of Building		24,596	24,099
Total Land and Written Down Value of Building		29,246	28,749
Total Written Down Value of Property, Plant and Equipment		29,246	28,749

Office of the Legislative Assembly
Notes to and Forming Part of the Financial Statements
For the Year Ended 30 June 2019

NOTE 22. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL - CONTINUED

2018-19 Reconciliation of Property, Plant and Equipment

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

	Land \$'000	Building \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	4,650	24,099	28,749
Additions	-	1,058	1,058
Depreciation	-	(561)	(561)
Carrying Amount at the End of the Reporting Period	4,650	24,596	29,246

2017-18 Reconciliation of Property, Plant and Equipment

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

	Land \$'000	Building \$'000	Total \$'000
Carrying Amount at the Beginning of the Reporting Period	4,650	23,850	28,500
Additions	-	784	784
Depreciation	-	(535)	(535)
Carrying Amount at the End of the Reporting Period	4,650	24,099	28,749

Fair Value Hierarchy

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

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

Transfers Between Categories

All the Office's property, plant and equipment is valued using Level 2 valuation techniques and inputs. There have been no transfers between Levels 1, 2 and 3 during the reporting period.

Level 2 Valuation Techniques and Inputs

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

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 2019

NOTE 23. PAYABLES – TERRITORIAL

	2019	2018
	\$'000	\$'000
Current Payables		
Trade Payables	65	82
Accrued Expenses	-	19
Total Current Payables	65	101
 Payables are aged as follows:		
Not Overdue	65	101
Total Payables	65	101

In 2019-20, Trade Payables with ACT Government Entities were \$21,000 (2018: \$nil) and Payables with Non-ACT Government Entities \$44,000 (2018: \$82,000). Accrued Expenses in 2017-18 were \$12,000 with ACT Government Entities and \$7,000 with Non-ACT Government Entities respectively.

NOTE 24. EMPLOYEE BENEFITS – TERRITORIAL

Annual and Long Service Leave – Legislative Assembly members' staff

Legislative Assembly members' staff are employed under the *ACT Legislative Assembly Members' Staff Enterprise Agreement 2013-2019*). Entitlements under this Agreement are the same as those for Office staff, therefore the accounting policy in Note 12 *Employee Benefits* applies equally to members' staff, except as stated below.

Under the *ACT Legislative Assembly Members' Staff Enterprise Agreement 2013-2019* employees may elect to receive an annual allowance instead of accruing long service leave. Most employees have chosen to receive this allowance. Employees who elect to accrue long service leave, whose employment is terminated otherwise than because of death, will receive payment for any pro-rata entitlement following the completion of one year of service.

	2019	2018
	\$'000	\$'000
Current Employee Benefits		
Annual Leave ^a	442	301
Long Service Leave ^a	89	63
Accrued Salaries	66	67
Total Current Employee Benefits	597	431
 Total Employee Benefits	597	431

a) Annual and long service leave liabilities rose due to higher members' staff leave balances.

As at 30 June 2019, the Office's Territorial entity employed 41.3 full time equivalent (FTE) staff (45.9 FTE at 30 June 2018). All employee leave entitlements and accrued salaries are payable within 12 months.

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NOTE 25. CASH FLOW RECONCILIATION – TERRITORIAL

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

	2019	2018
	\$'000	\$'000
Total Cash and Cash Equivalents Disclosed on the Statement of Assets and Liabilities on Behalf of the Territory	75	102
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement on Behalf of the Territory	75	102

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

	2019	2018
	\$'000	\$'000
Operating (Deficit)	(717)	(583)
Add/(Less) Non-Cash Items		
Depreciation of Property, Plant and Equipment	561	535
Cash Before Changes in Operating Assets and Liabilities	(156)	(48)
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	-	(2)
(Decrease)/Increase in Payables	(40)	(14)
Increase/(Decrease) in Employee Benefits	166	94
Net Changes in Operating Assets and Liabilities	126	78
Net Cash (Outflows)/Inflows from Operating Activities	(30)	30

NOTE 26. 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) in order 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
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For the Year Ended 30 June 2019

NOTE 27. BUDGETARY REPORTING – TERRITORIAL

Significant Judgements and Estimates – Budgetary Reporting

These same judgements and estimates disclosed in *Note 16 Budgetary Reporting* applies to this note.

Statement of Income and Expenses on Behalf of The Territory Line Items	Actual 2018-19 \$'000	Original Budget ¹ 2018-19 \$'000	Variance \$'000	Variance %	Variance Explanation
Payment for Expenses on Behalf of the Territory	8,945	9,994	(1,049)	(10.5)	Expenses on Behalf of the Territory were lower than budgeted because non-Executive members did not spend their full staff salary allocations.
Employee Expenses	8,116	9,216	(1,100)	(11.9)	
Statement of Assets and Liabilities on Behalf of The Territory Line Items					
Cash and Cash Equivalents	75	163	(88)	(54.0)	The budget assumed a higher level of cash would be required at year-end for payments early in the new financial year.
Employee benefits	597	706	(109)	(15.4)	Employee benefits were lower than budget as recent staff recruited to Members offices have been at lower classifications and part-time resulting in lower leave entitlements being incurred.
Cash Flow Statement on Behalf of the Territory Line Items					
Cash from Government for Expenses on Behalf of the Territory	8,945	9,994	(1,049)	(10.5)	See explanation on Statement of Income and Expenses on Behalf of the Territory.
Employee Expenses	7,917	9,354	(1,437)	(15.4)	

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2018-19 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

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NOTE 27. BUDGETARY REPORTING – TERRITORIAL - CONTINUED

Cash Flow Statement on Behalf of the Territory Line Items	Actual 2018-19 \$'000	Original Budget ¹ 2018-19 \$'000	Variance \$'000	Variance %	Variance Explanation
Superannuation	933	604	329	54.5	The budget assumed a certain mix of defined benefit members and freedom of choice members. The actual result was significantly different resulting in a higher than budget outcome.
Payments for Property, Plant and Equipment	1,055	958	97	10.1	Payments for property, plant and equipment and capital injections were higher than budget due to the construction of the 8 th Minister's suite that was not anticipated in the budget.
Capital Injections	1,058	958	100	10.4	

¹ Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2018-19 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

Office of the Legislative Assembly
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APPENDIX A – IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

The new and revised Accounting Standards and Interpretations that have been issued by the Australian Accounting Standards Board (AASB) are applicable to future reporting periods. The Office does not intend to adopt these Standards and Interpretations early.

The following new standard will have a significant impact on the Office.

AASB 16 Leases (application date 1 January 2019)

AASB 16 is the new standard for leases. It introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset value is low. This will result in the Office recognising some of its operating leases as assets alongside the associated liability, rather than accounting for these as operating lease payments. The right-of-use asset will initially be recognised at cost and will give rise to a depreciation expense. The lease liability will initially be recognised as the present value of the lease payments during the term of the lease. Lease payments made will reduce this liability over time and result in an interest expense.

The Office has assessed that only its motor vehicles and accommodation lease will be within the scope of AASB 16. The impact of implementation of AASB 16 will result in approximately \$1.6 million of right-of-use asset and lease liabilities being recognised in the Office's balance sheet from 1 July 2019.