



**Office of the
Legislative
Assembly**

ANNUAL REPORT 2020-2021

PEACE, ORDER, & GOOD GOVERNMENT



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



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

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Joy Burch MLA
Speaker
Legislative Assembly for the ACT
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 2021.

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

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

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

Yours sincerely



Tom Duncan
Clerk
Legislative Assembly for the ACT

December 2021

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The Clerk's summary

Election years are always a busy time for the Office, as we wrap up the business of the outgoing Assembly and assist members and their staff to transition to the next. 2020 was no exception—the election resulting in eight new members (together with their staff) to induct, and a full complement of new committees to set up and support.

The operations of the Office have continued to be impacted by the ongoing COVID-19 pandemic. Work-from-home arrangements have been in place in various forms throughout the reporting period. Precinct closures have impacted our ability to deliver some elements of our services, while creating opportunities for things to be done differently in others.

Despite the considerable challenges, and with the Tenth Assembly now well into its stride, the Office has achieved a number of significant objectives in the reporting period, including:

- supporting members and their staff through the transition to the Tenth Assembly
- the implementation of a new HR induction project
- the Assembly building being reopened to the public in January 2021 under a COVID-safe plan, and
- commencing a review of committee support functions.

Looking ahead, the Office's priorities for 2021-2022 include:

- publishing the second edition of the *Companion to the standing orders*
- initiating the Office's new strategic plan and survey of members
- the finalisation of some longer-term building works, and
- the implementation of digital Assembly projects.



Tom Duncan
Clerk

Organisation chart

Figure 1: Organisational structure of the Office of the Legislative Assembly as at 30 June 2021

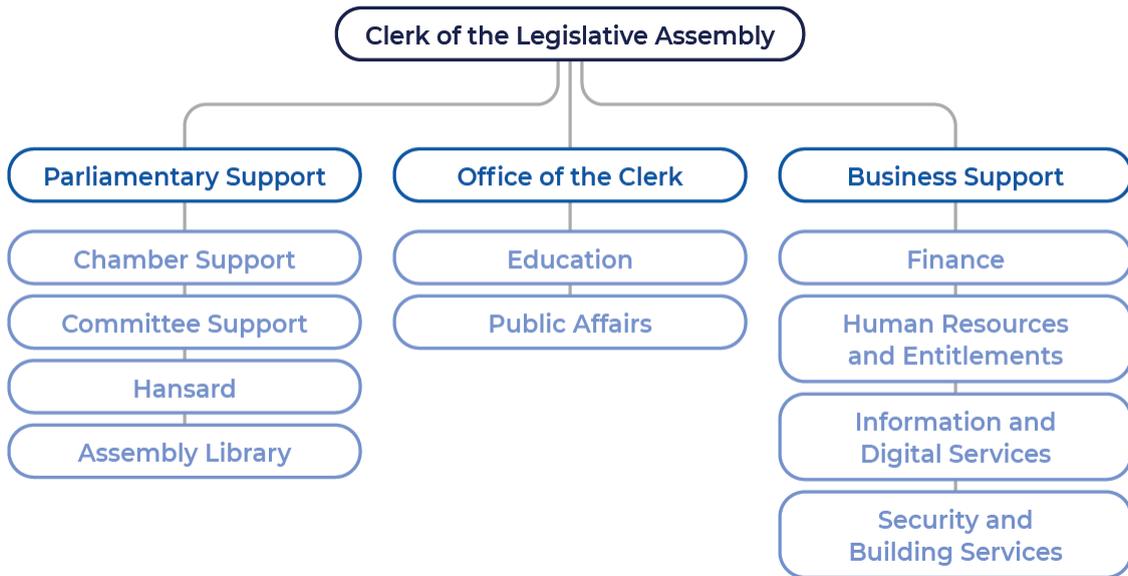


Figure 2: Photograph of the staff of the Office of the Legislative Assembly, 10 February 2021



2020-2021 at a glance

2020 election

The Office supported members and their staff in transitioning to the Tenth Assembly, following the ACT general election held on 17 October 2020. Administrative support and advice included:

- updating procedural and guidance documents
- coordinating office accommodation and facilities for members
- setting up payroll and HR arrangements for new members and staff
- developing induction arrangements, including seminars for new members
- updating displays, the Assembly website and other communications materials, and
- the deployment of artworks.

COVID-19

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

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

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

Legislation

The Office facilitated the presentation of 31 executive bills and four private members' bills in the Assembly and arranged for the notification of 42 bills that had been passed. The Office also processed 317 items of subordinate legislation.

Questioning the executive

The Office supported members in their scrutiny of the executive, processing 492 questions on notice. During the reporting period, members also asked 1,049 questions without notice (including supplementary questions without notice).

Committees

The Office supported nine standing committees and one select committee in the Ninth Assembly, and seven standing committees and one select committee in the Tenth, which together presented a combined 39 reports.

During the reporting period, 257 committee meetings were held, 251 submissions were received, and 415 witnesses gave evidence. One select committee tabled its final report and was dissolved during the reporting period. The Office continued to utilise remote videoconferencing technologies, enabling committees to perform their key democratic functions while ensuring that physical distancing requirements could be met during the pandemic.

Review of committee support function

The Standing Committee on Administration and Procedure resolved to undertake a review of the committee support function within the Office of the Legislative Assembly. Dr Rosemary Laing, former Clerk of the Australian Senate, was engaged to conduct the review.

Second edition of the Companion to the standing orders

At the end of the reporting period, content was finalised for the second edition of the *Companion to the standing orders of the Legislative Assembly for the Australian Capital Territory*. Final proofing, typesetting, and indexing will take place in the first part of 2021-2022.

Implementation of the HROnboard project

A new online HR onboarding system was implemented, in line with the commencement of the Tenth Assembly. Referred to as HROnboard, the new system streamlines employment contracts, staff movements and onboarding/offboarding processes in a user-friendly digital platform. The new system also integrates with the Aurion payroll system to increase the overall efficiency of HR onboarding administration.

ACT Integrity Commission

During the period, the Office provided administrative support and advice to the Speaker in exercising her functions under the *Integrity Commission Act 2018* to appoint an Integrity Commissioner, following the Hon Dennis Cowdroy AO, QC announcing his intention to discontinue in the role.

Digital transformation

The Office has made substantial progress on a number of digital transformation activities, including:

- configuring and deploying workflow software for the lodgement and answering of questions in the Assembly and its committees and for the effective administration of committee workflows, and

- assessing archived records to remove contaminants, repack records to ensure that they are stored in an ideal manner and digitise those in poor condition.

Assembly building upgrades

In 2020-2021, the Office completed a number of upgrades to the Assembly Building, including:

- **Upgrade of the members' entrance**, which encompassed remodelling the attendants' station and lobby area, the installation of speed gates, new paving on the southern and western colonnades, and the building of a secure vestibule as the main entry to the members' entrance. The project was completed at a total cost of \$900,000.
- **Upgrade of heating, ventilation and cooling (HVAC) plant and equipment** on the ground floor of the Assembly building and replacement of the obsolete building management system. The project was completed at a total cost of \$830,000.
- **Assembly courtyards** were updated and brought back to their original design intent. The project included new turf, replacement of the tree root damaged irrigation system, replacing damaged sections of concrete with paving, replanting grid vegetation, and removal of obsolete raised garden beds. The project was completed at a total cost of \$89,000.
- **CCTV system and card readers** were replaced, significantly improving the security risk profile for the building and enabling better integration with the ACT Government Access Control System. The projects were completed at a total cost of \$55,000 (CCTV) and \$21,000 (card readers).

ANZACATT

The 2021 Australia and New Zealand Association of Clerks at the Table (ANZACATT) professional development seminar was hosted by the Parliament of South Australia in a wholly virtual format. This new form of presentation allowed a larger number of staff to participate in the various workshops and seminars.

The 2021 Parliamentary Law, Procedure and Practice course commenced in May 2021. The Office is supporting a member of the Committee Support unit in undertaking this course, which will finish in early 2022.

Assembly library

The library has focused on electronic and physical collections, identifying and filling gaps and weeding and replacing older materials, as well as evaluating new databases and electronic journals for acquisition.

Hansard

Hansard operations underwent further modifications in response to the pandemic. Chamber and committee proceedings were logged from the North Building instead of the broadcasting booths in the Assembly building, and home-based work arrangements became more common.

Investigations continued into options for automated transcription services and expanded to include the provision of captions of Assembly sittings.

Committee rooms

Committee Room 1 was renamed as the Prince Edward Island Room, in recognition of the parliamentary partnership that was established between our Assembly and the Legislative Assembly of Prince Edward Island. The Standing Committee on Administration and Procedure agreed to the change, which reflects Assembly's new relationship with the Legislative Assembly of Prince Edward Island in the same way that our twin parliament arrangement is acknowledged with the naming of the Kiribati Room (formerly Committee Room 2).

Education program

The pandemic caused a number of disruptions to the Office's education efforts, resulting in the suspension of school excursions and regular programs, and a significant reduction in people visiting the Assembly during the reporting period. Staff undertook a wide range of work updating and redesigning education programs and materials.

The year ahead

Review of committee support function

The review of the Office's committee support function, undertaken for the Standing Committee on Administration and Procedure, will be finalised by the end of August 2021.

The Office will consider any findings or recommendations made in connection with the review.

Second edition of the Companion to the standing orders

The publication of the second edition of the *Companion to the standing orders of the Legislative Assembly for the Australian Capital Territory* is anticipated to take place by the end of the 2021 calendar year.

Strategic plan

In consultation with staff, the Office will embark on the development of a new strategic plan for the period 2022-2025.

Survey of members

The Office will be undertaking a survey of members to gain a better understanding of members' perceptions of the Office's performance of its support and advisory functions.

Our people

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

- develop and implement a new online performance management system that aims to streamline the employee appraisal process and align individual and team goals with the Office's capability framework and strategic plan
- participate in the ACT Public Service Employee Survey and take action to address any identified areas of concern, and
- focus on the implementation of our learning and development strategy, fostering a culture of continuous learning and improvement through the acquisition, practice and adoption of new knowledge and experience.

Staff survey

The Office will participate in the staff survey across the ACT public sector, which will commence in July 2021.

Digital transformation

In the year ahead, the Office will continue to progress digital transformation activities and undertake activities to modernise and enhance the security of our systems. This will include updates to the Legislative Assembly website to improve the appearance and functionality, as well as working to finalise the development of an online portal to enhance the way in which the public will be able to provide input to Assembly committees and to improve the process for receiving and publishing answers to questions placed on notice.

Library

In 2021-2022 the library will continue to evaluate its physical and digital collections, removing material that is out of date or no longer relevant, and identifying gaps in the collections. The library will also continue to investigate the implementation of a proxy server and discovery layer, which would be used to better manage authentication and increase the usage of online subscription resources.

Hansard

Investigations will continue into streamlining the Hansard publishing system and providing captions and speech-to-text transcription for Assembly proceedings. Key considerations will be:

- improving accessibility
- increasing the speed with which information is available to members, and
- reducing overall costs.

Performance reporting



Organisational overview

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

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

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

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

Accountability

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

The Office's approach

The Office's strategic plan for 2018-2021 sets out the values and factors that are likely to impact on its performance. It also states the Office's objectives and the strategies it will adopt to achieve 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 in the ACT's form of government, established in the *Australian Capital Territory (Self-Government) Act 1988*, in which there are three separate and distinct branches of government (the legislature, the executive and the judiciary).
- The Office values the principles and guidelines expressed in the Latimer House Principles as a clear statement of the best practice operation of, and relationship between, the three branches of government.

Honesty and integrity

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

Impartiality

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

Transparency

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

The Office's relationships

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

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

Structure of the Office

The Office is organised into three branches.

The Office of the Clerk

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

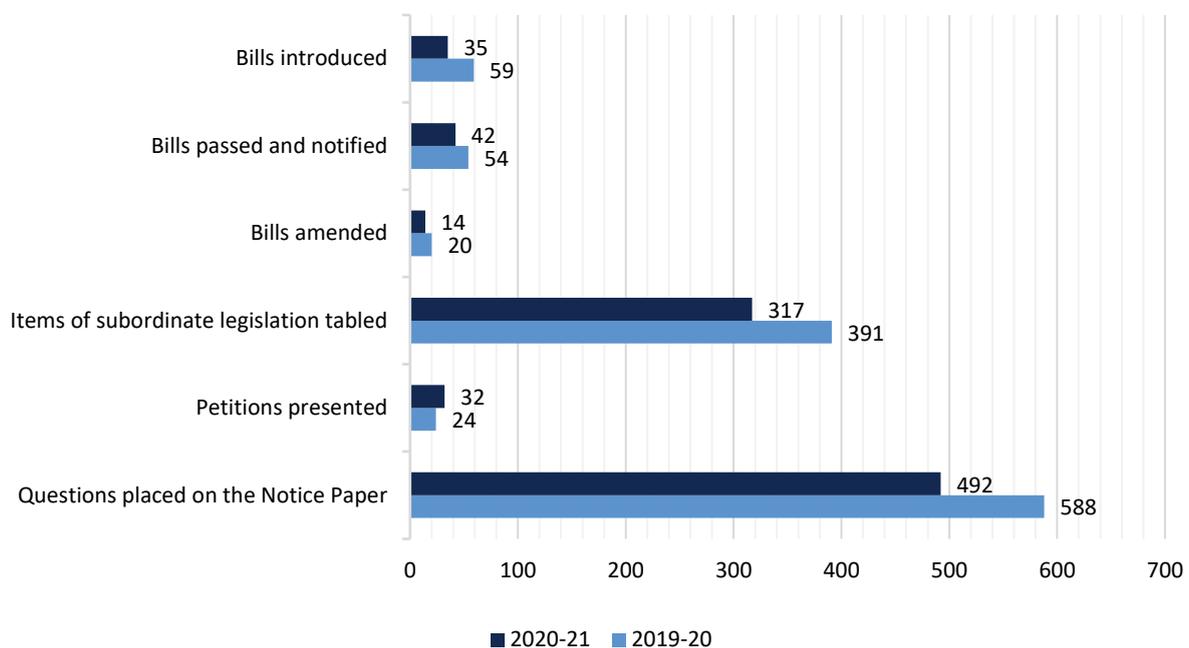
It comprises the Clerk; the Deputy Clerk and Serjeant-at-Arms; the Executive Manager; the Senior Director, Office of the Clerk; and the Chief Finance Officer. The secretariat function is performed by the Clerk's Executive Officer.

Assembly proceedings

Chamber proceedings

In 2020-2021, the Office provided procedural services to members and their staff, facilitating the efficient functioning of the business of the Assembly on 26 sitting days. The following chart compares the chamber activity in 2020-2021 with the previous reporting period.

Figure 3: Chamber activity in 2020-2021 compared with 2019-2020 reporting period



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

Assembly committees

Committees contribute to the work of the 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.

Ninth Assembly

The Office supported the following seven standing committees, which were established on 13 December 2016:

- 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 Justice and Community Safety
- Standing Committee on Planning and Urban Renewal, and
- Standing Committee on Public Accounts.

One additional standing committee, the Standing Committee on the Integrity Commission, was established on 29 November 2018.

The Office also supported the Select Committee on the COVID-19 pandemic response, which was established on 2 April 2020 and released its final report on 13 October 2020.

Tenth Assembly

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

- Standing Committee on Economy and Gender and Economic Equality
- Standing Committee on Education and Community Inclusion
- Standing Committee on Environment, Climate Change, and Biodiversity
- Standing Committee on Health and Community Wellbeing
- Standing Committee on Justice and Community Safety
- Standing Committee on Planning, Transport, and City Services, and
- Standing Committee on Public Accounts.

The Office also supports the Select Committee on the Drugs of Dependence (Personal Use) Amendment Bill 2021, which was established on 11 February 2021.

Committee membership

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

Ninth Assembly

During the Ninth Assembly, standing committees had three members, except for the Standing Committee on Public Accounts and the Standing Committee on Administration and Procedure—both of which had four members. Committees without a crossbench member were chaired by a member of the party in the minority on that committee.

The Select Committee on the COVID-19 pandemic response had five members, and the Select Committee on Estimates 2020-2021 (dissolved) had three members.

Tenth Assembly

Standing committees established at the start of the Tenth Assembly have three members, except the Standing Committee on Administration and Procedure, which has four members. The Select Committee on the Drugs of Dependence (Personal Use) Amendment Bill 2021 has three members.

Statutory responsibilities of committees

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

- **Section 38(1) of the Territory's Human Rights Act 2004:** The relevant standing committee must report to the Legislative Assembly about human rights issues raised by bills presented to the Assembly. The Standing Committee on Justice and Community Safety, in its legislative scrutiny role, performs this function by examining all bills and subordinate legislation to ensure that legislation does not unduly trespass on individual rights and liberties and complies with the Act.
- **Section 73(2) of the Planning and Development Act 2017:** The minister must refer draft plan variation documents to an appropriate committee of the Legislative Assembly within five working days after the public availability notice for the draft plan variation is notified. The referral must include a request for committee consideration as to whether a report on the draft plan variation will be undertaken. Consideration of draft plan variations was performed by the Standing Committee on Planning and Urban Renewal in the Ninth Assembly. In the Tenth Assembly, this function is the responsibility of the Standing Committee on Planning, Transport, and City Services.

- Under its resolution of appointment, the Standing Committee on Public Accounts examines all reports of the Auditor-General that have been presented to the Assembly. However, the *Auditor-General Act 1996* empowers the committee to undertake additional duties, including those relating to the strategic review of the Auditor-General, as set out in part 5 of the Act.
- The Standing Committee on the Integrity Commission had functions under the *Integrity Commission Act 2018*. These included the requirements to be consulted on the appointment or suspension of the commissioner or the inspector and to receive confidential reports from the commission. Under the Tenth Assembly's resolution of establishment for committees, these functions were given to the Standing Committee on Justice and Community Safety.

Referral of bills to committees

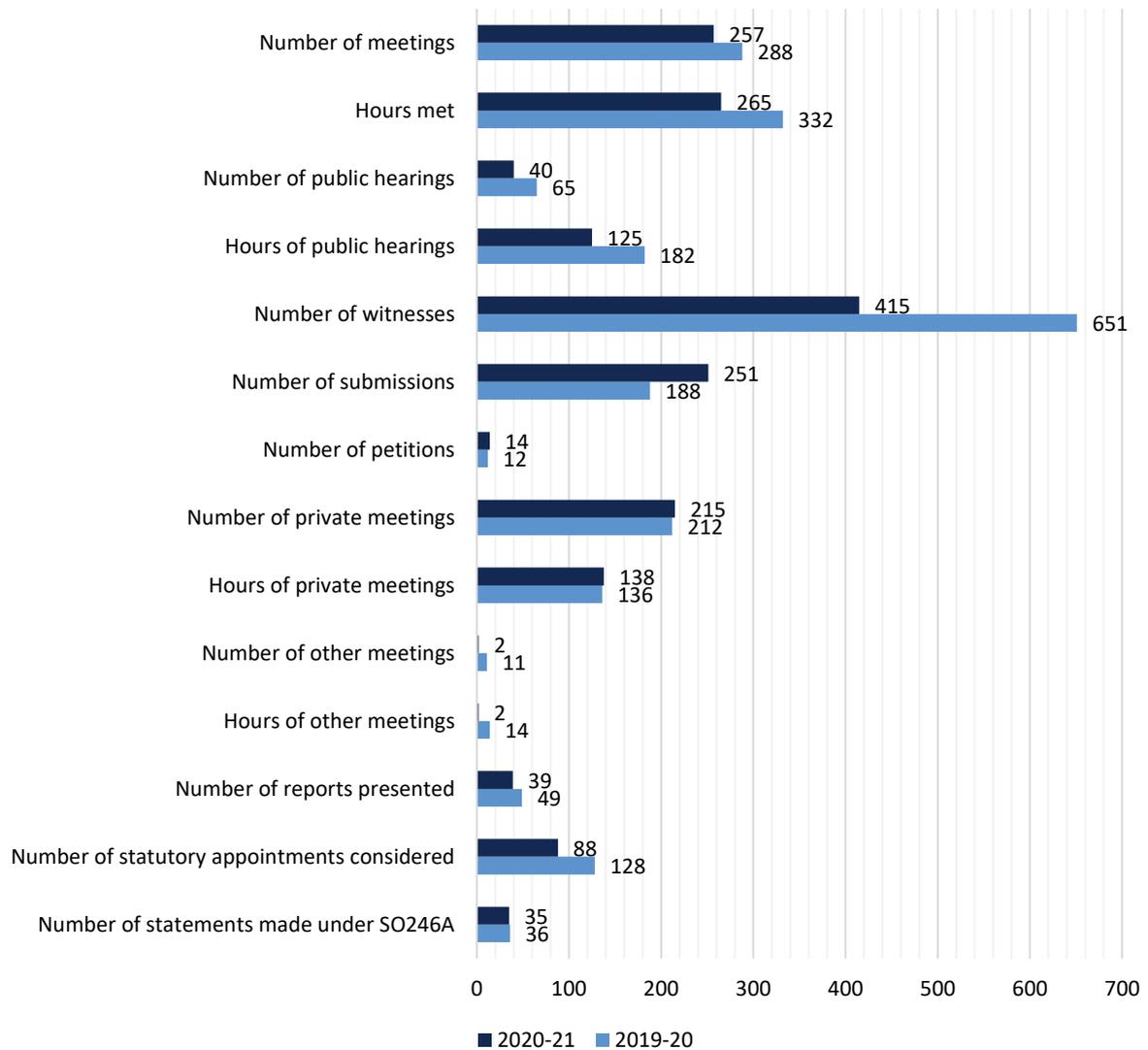
In response to a report by the Ninth Assembly's Standing Committee on Administration and Procedure in relation to the implementation of the Latimer House Principles in the governance of the Territory, all bills presented to the Tenth Assembly are now referred to the relevant standing committee.

Under the resolution of establishment for committees, clause (5), the relevant standing committee normally has two months to inquire into and report on a referred bill, should it choose to. The relevant committee has 14 days to decide to undertake an inquiry and the Speaker must notify all members of the committee's decision. If, due to the subject matter of the bill, it is unclear which committee it should be referred to, the Speaker will determine the appropriate committee.

Committee activity

In the period 1 July 2020 to 30 June 2021, standing and select committees met on 257 occasions. Committees held 40 public hearings and tabled 39 reports in the Legislative Assembly. Committees generally did not operate in the election period. This figure gives a snapshot of overall committee activity.

Figure 4: Committee activity in 2020-2021 compared with previous reporting period 2019-2020



Comprehensive statistics relating to all Assembly committee activity 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, 26 responses were received.

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

Of the reports received, 73 per cent (19 reports) received government responses within four months. Seven responses were received after four months.

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

Committee highlights

COVID-19 pandemic—select committee, response, and video hearings

In response to the ongoing COVID-19 pandemic, committees continued to implement alternative practices to meet their responsibilities throughout the reporting period. Committees continued to meet via videoconference applications, with members, OLA staff and witnesses all being in separate locations for the remainder of the Ninth Assembly.

On the final sitting day of the Ninth Assembly, the Assembly resolved to extend the role of the Select Committee on the COVID-19 pandemic response throughout the caretaker period to the day prior to the Territory election (16 October 2020). This allowed the committee to continue to scrutinise the government's use of its emergency powers. The committee tabled its final report out of session, on 13 October 2020.

By the commencement of the Tenth Assembly, in-person committee hearings and private meetings had resumed. To accomplish this, committees operated in accordance with distancing requirements, room capacity limits, cleaning and hygiene measures, and face mask requirements.

Reporting highlights

Among the 39 reports tabled by committees during the reporting period, selected highlights include reports for the following inquiries:

- Inquiry into Building Quality (Ninth Assembly)
- Inquiry into ACT Emergency Services Responses to the 2019-20 Bushfire Season (Ninth Assembly)
- Inquiry into Youth Mental Health in the ACT (Ninth Assembly)
- Inquiry into the COVID-19 pandemic response (Ninth Assembly)
- Inquiry into COVID-19 Emergency Response Legislation Amendment Bill 2020 (No 3) (Tenth Assembly), and
- Review of Standing Orders for the Tenth Assembly (Tenth Assembly).

Standing Committee on Administration and Procedure

The Standing Committee on Administration and Procedure met on 18 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. In addition, considerable time was devoted to discussing the changes required to allow the Assembly to function safely throughout the COVID-19 pandemic.

The committee presented five reports on the following matters: two reports from the Commissioner for Standards in relation to alleged breaches of the code of conduct, a review of standing orders of for the Tenth Assembly; a review of the code of conduct and declaration of Members interests; and a referral to the Commissioner for Standards.

Other matters discussed by the committee concerned the impact on the Assembly and its operations of the ongoing effects of the COVID-19 pandemic, including more permanent modifications to the Chamber and business resumption strategies.

Of significance was the introduction of a Ngunnawal language acknowledgement of the traditional custodians which commenced on 30 July 2020 and is undertaken every sitting day.

On 8 April 2021, the committee resolved to undertake a review of the committee support function within the Office of the Legislative Assembly. The committee engaged Dr Rosemary Laing, former Clerk of the Australian Senate and one of Australia's leading experts on parliamentary practice, procedure and administration to conduct the review.

The terms of reference of the review were to assess:

- the adequacy of the Office’s current arrangements for supporting Assembly committees to undertake committee inquiries (including complex inquiries) and perform their core legislative, representative, scrutiny and community participation functions
- options or proposals relating to any additional steps that might be taken, or training or resources applied, to optimise the Office’s capacity to provide a committee support function that meets the needs of Assembly committees and their members—flexibly and collaboratively—over the short and longer terms and under a variety of circumstances, and
- any other relevant matter.

Dr Laing invited submissions from MLAs (current and former), management and staff of the Office, former committee staff, and users of the Assembly committee system and is due to report to the committee during the next reporting period.

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 13 occasions. The committee issued 12 reports and considered:

- 29 bills
- 312 items of subordinate legislation
- one statement, pursuant to standing order 246A
- 30 government responses
- one private member’s response
- seven regulatory impact statements
- amendments to five bills, and
- two national regulations.

Standing committee inquiries into annual and financial reports 2019-2020 and estimates 2020-2021

Under the resolution of establishment for committees of the Tenth Assembly, standing committees have responsibility for conducting inquiries into and reporting on annual and financial reports and budget estimates. This is new, as the role of examining budget estimates has historically fallen to a select committee which was established each financial year for this purpose.

The presentation of the annual reports for 2019-2020 and the ACT budget 2020-2021 was deferred until February 2021, as a result of both the COVID-19 pandemic and the timing of the ACT election in 2020. This circumstance led standing committees to conduct inquiries into the 2019-2020 annual and financial reports and the 2020-2021 ACT budget simultaneously.

Public hearings were held over 11 days, with committees hearing evidence from:

- ministers of the ACT government
- officers of Territory-owned corporations
- the Speaker and parliamentary officers, including the Clerk of the Assembly, and
- ACT statutory officers, including Officers of the Legislative Assembly (the Auditor-General, the Electoral Commission, the Ombudsman and the Integrity Commissioner).

Questions on notice and questions taken on notice are an important part of the Assembly's estimates process, and 610 questions and answers were published on the Assembly website.

Committees tabled their final estimates reports in the Assembly between 30 March 2021 and 9 April 2021.

Procedural digest

Parliamentary Partnership Agreement with Prince Edward Island legislature—renaming of committee room

Following the Parliamentary Partnership Agreement signed in December 2019 between the Speakers of the Legislative Assemblies for the Australian Capital Territory and Prince Edward Island, Canada, one of the Assembly's two committee rooms was renamed the Prince Edward Island Room (previously Committee Room 1). The Assembly now has two committee rooms named to reflect international relationships—the Kiribati Room and the Prince Edward Island Room.

Imputation and reflection on impartiality of Speaker—actions taken

Following the posting of a video on a member's social media account containing footage taken inside the building that was being used for electioneering purposes, and a subsequent post from the same member that reflected on and questioned the impartiality of the Chair, on 2 July 2020 the Speaker made a statement asking the member to withdraw any imputation and to delete the videos that breached the Assembly's broadcasting guidelines.

The member withdrew the imputation but indicated that he would seek advice before deleting the videos.

Later, the member apologised for breaching the broadcasting guidelines and advised the Assembly that he had deleted one of the videos but was still waiting on advice concerning the second. The Speaker indicated that he must delete both videos and named the member, suspending him from the Assembly for three sitting hours. The second video was deleted before the member re-entered the chamber at the conclusion of his suspension period.

Report of Ethics and Integrity Adviser

On 2 July 2020, the Speaker presented the annual report of the Assembly's Ethics and Integrity Adviser. The report indicated that during 2019-2020 his advice was sought by five members on 18 issues, including:

- interaction between members and the ACT Integrity Commission, both generally and as members of the Assembly's Standing Committee on the Integrity Commission; and interaction between the duties of members' staff and their private activities, external appointments and applications for government assistance
- accepting an appointment to the board of a community-based organisation
- disclosure of hospitality extended to a member's spouse when accompanied by the member
- requirements for inclusion of matters in a minister's publicly released diary
- involvement in, and providing support for, community organisations
- providing support to constituents
- handling of ministerial decisions that affect public office holders with whom the minister otherwise deals or that might be seen to have indirect implications for family members
- discussions with a constituent wishing to complain about actions of officers within a minister's portfolio responsibilities
- use of Assembly resources, and
- personal conduct.

Sexuality and Gender Identity Conversion Practices Bill 2020

On 13 August 2020, the Minister for Social Inclusion and Equality and the Minister for Justice, Consumer Affairs and Road Safety, as co-sponsors, introduced the Sexuality and Gender Inclusion Conversion Practices Bill 2020. The purpose of the bill was to prohibit certain practices aimed at changing a person's sexuality or gender identity (conversion practices) with a view to protecting vulnerable people from harm.

On 27 August 2020 (the last scheduled day of sitting for the Ninth Assembly), the Leader of the Opposition moved that the bill be referred to the Chief Minister of the Tenth Assembly for referral to an appropriate committee for inquiry and report. That motion was negatived. A number of opposition amendments were then negatived and one government amendment was agreed to, before the amended bill passed the Assembly.

Report of Standing Committee on Administration and Procedure—possible structures of the committee system for the Tenth Assembly

On 20 August 2020, the Speaker (as Chair) presented report No 17 of the Standing Committee on Administration and Procedure, entitled *Inquiry into possible structures of the Committee system for the Tenth Legislative Assembly*. The report contained nine recommendations, including that:

- all bills presented to the Assembly be automatically referred to the relevant committee for inquiry and report within two but not later than six months, with the proviso that the committee could decide not to undertake an inquiry
- extra resources should be provided to committees if all bills are referred
- as a general rule, MLAs should not serve on more than two committees, no more than eight standing committees should be established, only one select committee should operate at any one time, and there is a presumption that matters referred by the Assembly be referred to standing committees, not select committees, and that there be no subcommittees established
- the 2020-2021 budget be referred to standing committees as a trial (to be reviewed at the completion of that process) and no select committee on estimates be established, and
- the Standing Committee on Public Accounts concentrate solely on Auditor-General reports (the committee identified that only four out of some 40 Auditor-General reports were reported on by the PAC in the Ninth Assembly).

The Tenth Assembly adopted most of the committee recommendations when it established general purpose standing committees on 2 December 2020.

Assembly sets reporting date for select committee

On 2 April 2020, the Assembly established a Select Committee on the COVID-19 pandemic response, which was chaired by the Leader of the Opposition. Although standing orders require that a reporting date be set when establishing a select committee, no date was set. On 27 August 2020 (the last scheduled sitting day of the Ninth Assembly), the Assembly resolved a reporting date of no later than 16 October 2020 (the day before the Territory election).

During the life of the committee, it received more than 20 submissions, held 21 public hearings and heard from 188 witnesses. Its four interim reports made over 100 recommendations. The committee delivered its final report to the Speaker on 13 October 2020, with no additional recommendations.

On 2 November 2020, the Speaker of the Tenth Assembly presented the final report to the Assembly.

Specialist advice to Assembly committee

As part of its inquiry into matters concerning Child and Youth Protection Services in the ACT under the *Children and Young People Act 2008*, the Standing Committee on Health, Ageing and Community Services sought the Speaker's assistance in gaining advice from Professor Richard Herr OAM, pursuant to standing order 238. The advice sought to determine:

- if the committee was obliged to comply with the secrecy provisions of the Act relating to protected and sensitive information
- if the committee was exempt due to the separation of powers and parliamentary privilege, what is the extent of immunity (with consideration that the committee would not unduly wish to trample on the law and would also wish to respect a healthy upholding of expected norms), and
- whether the Assembly can waive implicitly its parliamentary privilege by the legislation it passes on a specific matter.

The advice was appended to the committee's report tabled in the Assembly on 27 August 2020.

Revised budget protocols tabled

On 27 August 2020, the Speaker tabled revised budget protocols between the Speaker and the Chief Minister on budget and funding arrangements for the Office of the Legislative Assembly and Officers of the Legislative Assembly. The revised protocols included Officers of the Assembly—the Integrity Commissioner, the Electoral Commission, the Ombudsman (who is also the Inspector of the Integrity Commission) and the Auditor-General.

Public Interest Disclosure Amendment Bill 2020

On 27 August 2020, the Legislative Assembly passed the Public Interest Disclosure Amendment Bill 2020.

Upon commencement, the Act gives the ACT Integrity Commission functions for investigating public interest disclosures.

Significantly, a positive change under the revised arrangements is that the Clerk of the Assembly is no longer responsible for investigating public interest disclosures that relate to members and their staff, this now being the responsibility of the Integrity Commission.

New offence for misleading advertising established

On 27 August 2020, the Assembly passed the Electoral Amendment Bill 2018. One of the amendments made was a new offence for misleading electoral advertising, based on a similar provision that has operated in South Australia since 1985. The explanatory statement for the amendment sets out how it is envisaged that the new provision will operate:

This amendment is not designed to stamp out political debate. Further, it relates only to statements of fact that are inaccurate and misleading to a material extent. For example, if a political candidate claimed that they were the kindest person in the world, or their opponent the nastiest, such a statement would not fall foul of this provision. However, if a candidate claimed that their opponent wanted to introduce a specific policy or tax, when there was no evidence that their opponent had ever indicated they would, then they would breach this proposed new offence.

This amendment applies only to electoral material that is already required to be authorised, and not to publications that are not authorised political advertising.

As per the normal requirements for electoral authorisation, the offence is intended to apply only to people or political entities who post an advertisement, not the publisher.

Proposed new section 297A establishes an offence for misleading political advertising. Importantly, it also provides the Electoral Commissioner with the power to request that the person who placed the advertisement:

- does not disseminate the advertisement again, and/ or
- publishes a retraction in stated terms and in a stated way.

For example, the commissioner could request that an ad posted on a particular social media platform be retracted on the same platform.

Highest number of women elected

On 3 November 2020, the 25 members elected at the Territory election on 17 October 2020 were sworn in before the Chief Justice of the Australian Capital Territory. Of the 25 MLAs elected, 14 (56 per cent) were women.

First sitting of the Tenth Assembly

The first sitting day of the Tenth Assembly was 3 November 2020.

Due to COVID-19 requirements, only the eight newly elected members were allowed to bring guests into the chamber to witness the swearing-in ceremony. Returning MLAs and other guests watched proceedings on TVs in the building or on the internet.

Ms Joy Burch MLA was elected unopposed as Speaker. The Assembly then elected Mr Andrew Barr MLA (ALP) as the Chief Minister.

Ms Elizabeth Lee MLA was appointed as Leader of the Opposition, with her consent, and subsequently announced that Mrs Giulia Jones MLA would fill the role of Deputy Leader of the Opposition. This is the first time that the roles of Leader of the Opposition and Deputy Leader of the Opposition have both been filled by women.

Shortened and altered sitting pattern adopted for 2021

On 2 December 2020, the Assembly adopted its sitting pattern for the 2021 calendar year. The pattern was notable for two reasons:

- it made provision for only 34 sitting days (five fewer days than the sitting pattern that had normally been adopted over previous years), and
- instead of sitting for the usual three days a week (Tuesdays, Wednesdays and Thursdays), it made provision for four weeks during which the Assembly will sit for two days, and two weeks where it will sit for four days (including, unusually for the Assembly, Fridays), and three days for the remainder.

Amended standing orders for the Tenth Assembly

On 29 March 2021, the Assembly adopted report No 4 of the Standing Committee on Administration and Procedure, which proposed new standing orders for the Tenth Assembly. The main changes included:

- removing the time allotted for crossbench executive members' business
- discontinuing the matters of public importance debate
- making provision for private members' business to be debated each sitting day after question time and the presentation of papers, instead of the full day (Wednesday) that was previously allocated to this item of business, and
- changing the period for reviewing the implementation of the Latimer House Principles from once an Assembly to once every two Assemblies.

First report on bill automatically referred to committee

In establishing the Assembly's seven general purpose standing committees through the resolution of appointment on 2 December 2020, the Assembly included a provision requiring that all bills, upon presentation, are to be automatically referred to the relevant standing committee for inquiry and report.

Under the resolution, the committee must advise the relevant minister and the Assembly within two weeks if it wishes to undertake an inquiry. Where the committee decides to undertake an inquiry, it has two months from the date of presentation to report.

On 2 December 2020, the COVID-19 Emergency Response Legislation Amendment Bill 2020 (No 3) was introduced in the Assembly. It was subsequently referred to the relevant committee, which resolved to undertake an inquiry. The committee was required to report by 2 February, and it presented its report to the Speaker out of session on 1 February, with the Chair presenting the report to the Assembly on 9 February 2021.

Since the automatic referral of bills to Assembly committee commenced, 22 bills (excluding the appropriation bills) have been so referred. Of those, committees have decided not to inquire into 18 and inquiries have subsequently been undertaken in relation to four bills. All the Assembly's standing committees considered the Appropriation Bill 2020-2021 and Appropriation (Office of the Legislative Assembly) Bill 2020-2021.

In addition, the Assembly established a select committee to specifically consider one further bill.

Review of Assembly's code of conduct and motion agreeing to commit to the new code passed by the Assembly

On 30 March 2021, the Speaker tabled report No 3 of the Standing Committee on Administration and Procedure, on the members' code of conduct and the declaration of members' interests form.

The committee report considered the findings of a review of these matters undertaken by the Assembly's Ethics and Integrity Adviser. The committee's report recommended several changes to the code of conduct, which were subsequently agreed to by the Assembly. The Speaker also tabled a new streamlined declaration of interests form which was also adopted.

Later that day, the Deputy Speaker moved:

That we, the members of the Tenth Assembly for the Australian Capital Territory, having adopted a code of conduct for Members, reaffirm our commitment to the principle, obligations, and aspirations of the code.

The question was put and passed without debate.

Breach of the code of conduct—apology by member

On 9 February 2021, the Speaker presented report No 2 of the Standing Committee on Administration and Procedure, concerning the conduct of an MLA.

The committee found that the conduct at issue, which had been investigated by the Assembly's Commissioner for Standards (the Hon Ken Crispin QC), amounted to a breach of the *Code of Conduct for all Members of the Legislative Assembly for the ACT* and the Assembly accepted the committee's recommendation that the member apologise in writing to the Speaker.

On 30 March 2021, the Speaker tabled the letter of apology (the member had resigned from the Assembly on 12 March 2021 due to unrelated matters).

Territory rights—co-sponsorship of a motion by three members

On 31 March 2021, the Assembly considered a motion which had been co-sponsored by three members—the Minister for Human Rights, the Attorney-General (who is an ACT Greens MLA) and the Leader of the Opposition—on the issue of Territory rights and the current restrictions within the *Australian Capital Territory (Self-Government) Act* on legislating in relation to voluntary assisted dying.

This is the second motion co-sponsored by representatives of all three-party groupings in the Assembly. The motion, which was passed, invited the leaders of the respective parties in the Assembly, responsible spokespersons and any other interested members to sign a letter to all members and senators of the Federal Parliament by the end of the sitting week.

Approval of new Integrity Commissioner by two-thirds majority

Following the resignation of the ACT's first Integrity Commissioner, the Speaker, on 22 April 2021, moved that the Assembly approve the appointment of the Hon Michael Adams QC as ACT Integrity Commissioner.

Before the Speaker makes an appointment to the position, the *Integrity Commission Act 2018* requires that a motion approving the appointment, passed by a two-thirds majority, be passed in the Assembly.

The result of the votes was ayes 23, noes 0.

Interparliamentary activities

Commonwealth Parliamentary Association

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

The cancellation of almost all international activities of the CPA during the reporting period led to a significant downturn in the seminars and conferences available for members to attend in person. However, it also resulted in greater access to a wider range of online activities. The participation of members in all of these events was not monitored.

During the reporting period, the Office facilitated arrangements for:

- ACT branch annual general meeting, 30 November 2020
- 69th Westminster seminar, London (virtual)
- UK Commonwealth Parliamentary Forum on Climate Change (virtual)
- visit to Tasmanian and Northern Territory parliaments, April 2021, and
- activities of the Commonwealth Women Parliamentarians (CWP) network within the branch.

The branch provided administrative support to the branch president, Ms Joy Burch MLA, in her role as Acting Chair, Small Branches Committee, from February 2021 and as a member of the CPA Executive Committee from 19 March 2021.

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.

There were no exchanges of members and staff that would normally occur between legislatures, as a result of the global pandemic. It is expected that an ACT delegation will visit Kiribati during the Tenth Assembly (before October 2024), once overseas travel resumes and at a time that suits both legislatures.

The Clerk and other officers of the Assembly continue to provide detailed procedural advice to our parliamentary counterparts in Kiribati.

Australasian Study of Parliament Group (ASPG)

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

The Office's Chief Finance Officer continued to serve as Treasurer of the national ASPG.

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

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

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

A highlight of each year is the annual ANZACATT professional development seminar, which is rotated between parliaments. The 2021 seminar was hosted by the Parliament of South Australia in a wholly virtual format. This new form of presentation allowed a larger number of staff to participate in the various workshops and seminars.

The association also delivers an annual parliamentary law, practice and procedure course, which normally comprises a five-day face-to-face program at the University of Tasmania in June each year, followed by the pursuit of individual research topics. The course was conducted virtually in June 2021 with the Office nominating one staff member to participate.

Staff also contribute to the administration of ANZACATT: the Clerk Assistant is the secretary for the association and a member of the executive committee, and the Deputy Clerk and Serjeant-at-Arms is a member of ANZACATT's education committee and professional development committee.

Papers presented, Presiding Officers and Clerks Conference

No Presiding Officers and Clerks Conference was held, due to the COVID-19 pandemic.

The ACT Register of Lobbyists

The ACT Register of Lobbyists has been in place since 1 January 2015. As at 30 June 2021, the register had 54 registrations: 49 companies, three natural persons and two partnerships.

Following requests from registrants, eight 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

The next members' survey, undertaken by the Office to gain feedback on advocacy, timeliness and the efficacy of services provided to the Assembly, committees and MLAs, is planned for 2022.

Parliamentary advice and support

Questions

There were 492 questions placed on the *Questions on Notice Paper* in 2020-2021.

Petitions

During the reporting period, 33 petitions were presented to the Assembly (including 17 e-petitions).

A total of 24 petitions were referred to committees for consideration. Twenty-one of those met the terms of standing order 99A, which automatically refers petitions and e-petitions with more than 500 signatures to the relevant standing committee for consideration. The remaining three petitions were referred to committees by the Assembly in accordance with standing order 99.

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

Hansard

During the reporting period, Hansard transcribed, edited and published 141.12 hours of Assembly proceedings and 104.06 hours of committee hearings. This was a reduction from last financial year, as neither the Assembly nor its committees sat over the election period. Hansard processed and published 546 answers to questions on notice, which was a six per cent increase from the previous year. Hansard published the 2020 bound volumes ahead of time, due to reduced Assembly sittings in 2020. Hansard continued to meet its key performance targets in the preparation, distribution and publication of transcripts.

Table 1: Net hours of Hansard transcription in 2020-2021 compared with two previous reporting periods

Proceeding type	2018-2019	2019-2020	2020-2021
Assembly	229.36	177.46	141.12
Committee	278.16	176.53	104.06

Table 2: Answers to questions on notice published in 2020-2021 compared with two previous reporting periods

2018-2019	2019-2020	2020-2021
1127	517	546

Assembly library

During the reporting period, the Office undertook significant work in identifying gaps in electronic collections, with special focus on the MLA media release collection. A road map was developed to address the historical cataloguing backlog for electronic publications. The Office also deselected several hundred physical volumes from the circulating collection; this work will continue in 2021-2022.

In preparation for the incoming MLAs and their staff, the library reviewed all services, updated the services brochure and had new bookmarks printed. Several inductions were provided to incoming members' staff.

Two new policy databases were trialled and acquired, based on positive feedback from both library staff and clients. The library also added subscriptions to two electronic journals.

The library has been an active participant in the newly re-formed ACT Government Libraries Group, which has proven to be a rich source for information sharing and stakeholder engagement.

Business administration and support

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

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

Support of COVID-19 response

The Office continued to devote significant effort to responding to a range of health, safety and business continuity challenges arising from the COVID-19 pandemic.

This included the development of a COVID-safe plan, and liaison with the Assembly's health and safety committee and the Standing Committee on Administration and Procedure about the range of risk control measures to be adopted.

Administration of official travel

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

Community and parliamentary engagement

Social media and website

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

The Office continues to use Twitter (@ACT_Assembly) and Facebook (@ACTAssembly) to increase public awareness of Assembly business by publishing content on proceedings and general news.

During the reporting period, the Office activated the Assembly's Instagram page, which had been created some time ago to hold the name (@ACTAssembly) but never used due to a focus on other social media platforms. Followers to the Instagram page have increased dramatically (836 followers, based on seven posts). The reason for these high follower numbers is unknown.

During the reporting period, the Office:

- published 206 tweets and gained 392 new followers (a total of 3,762 twitter followers as at 30 June 2021)
- published 119 Facebook posts and gained 287 new followers (a total of 887 followers as at 30 June 2021), and
- published seven Instagram posts and closed the reporting period with 836 followers.

The Assembly's primary website (parliament.act.gov.au) had 200,902 user sessions during the reporting period. All usage figures relating to the Assembly's three websites are provided in [Appendix 8](#) of this report.

Parliamentary education

Throughout the reporting period, 869 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 40 occasions of member involvement in education-related activities.

The Assembly's education and engagement program was suspended in 2020 due to the COVID-19 pandemic. The education team recommenced outreach visits to schools in September 2020 and regular visitor programs and public tours in January 2021, with group limits introduced in line with COVID restrictions. Reduced group sizes have continued for all Assembly programs conducted during the reporting period to 30 June 2021.

Detailed statistics on education programs are included at [Appendix 17](#).

ACT Schools Constitutional Convention

The ACT Schools Constitutional Convention is a collaborative venture undertaken by the Legislative Assembly, the Australian and ACT Electoral Commissions, the Museum of Australian Democracy, the National Archives of Australia, the Education Directorate and the ANU College of Law. Due to the ongoing COVID-19 pandemic, this event was unable to be held in 2020.

Work experience and internships

Work experience and internship placements in members' offices were undertaken by 12 students from high schools, colleges, the University of Canberra and the Australian National University during the reporting period.

Interschool parliamentary debates program

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

Three interschool parliamentary debates programs were held in 2021, with a modified format to meet COVID-19 restrictions. This year, 147 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 and Assistant Speakers presided over the debates and provided feedback to students on debating technique.

School and college visits and outreach activities

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

During the reporting period, 215 students participated in these activities at the Assembly and 341 students participated in these activities at their schools during an incursion program conducted by the parliamentary educators. 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 15 people from a range of community groups engaged with the Assembly. Groups included migrant women's groups and art organisations.

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

No citizenship evenings were held in the reporting period due to COVID-19 restrictions.

Delegations

Due to the COVID-19 pandemic, only one tour of the chamber was held for a visiting interparliamentary delegation in this reporting period. See [Appendix 15](#) for details of this visiting delegation.

Building tours

The Office conducts weekly public tours of the Assembly building, as well as tours for new staff and for visitors upon request by members. Tours start in the chamber 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, 62 people participated in these tours during the first part of the reporting period. Tours recommenced in January 2021 after the pause due to the COVID-19 pandemic.

Public sector

Six 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. Two Teacher Quality Institute (TQI) accredited programs were also conducted for ACT teachers during the reporting period. Together, these seminars had 75 participants.

Legislative Assembly art advisory committee

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

The committee, chaired by the Speaker, comprises three MLAs (one each from the government, opposition and crossbench), three ACT arts community representatives, a curatorial adviser, and representatives of the Office. MLA representatives from the three parties in the Assembly changed after the 17 October 2020 election.

The committee met on two occasions in 2020-2021, once online and once in person, and the following artworks were purchased:

- Richard Blackwell—*Cycling down ANZAC Parade*, 2019—Kauri pine and automotive paint
- Julian Laffan—from the 'More than Human' series, 2020—*Return of the Wattlebird (After the fire)*, 2020, gouache and pencil on birch and *Return of the Wattlebird (After the fire)*, 2020, four-colour relief print
- John R Walker—*After the Fire, Bombay Picnic Ground I*, 2020—archival oil on polyester

- Karyn Fearnside—*Climate Grief Hanky Project*, 2020—five-minute video: stitched handkerchiefs translated into video using a textile simulator, in collaboration with 3D digital expert Duncan Bean (architectural visualisation artist) unique version
- Wendy Teakel—*Earth Basket VII*, 2021—wood, rusted wire, paint, pastel
- Annika Romeyn—*Undergrowth (Stockyard Spur)*, 2020—watercolour monotype on paper
- Katie Hayne—*'If only housing provided us with curtains'*, 2019—oil on board, and
- Sharon Peoples—*Bogong Moth: Single Glove*, 2020 and *Cabbage Moth: Single Glove*, 2020—machine embroidery, cotton, rayon polyester thread.

The following gift was accepted by the committee during the reporting period:

- Frederick (Fred) Charles Ward—two armchairs, University House, ANU—designed for the Australian National University c. 1960.

Legislative Assembly prizes for art

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

The recipients of the 2020 prizes were Greta Cooper (*Life after the wildfires*, 2020, ink, acrylic screen print and monotype on paper) and David Liu (*Lotus Cabinet*, 2019, Tasmanian oak, misc. veneers, Raden technique).

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

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

Consultation and scrutiny reporting



Internal and external scrutiny

Committee recommendations

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

Table 3: Committee recommendations

Recommendations	Speaker’s response
<p>Standing Committee on Public Accounts—Inquiry into annual and financial reports 2019-2020, Appropriation Bill 2020-2021, and Appropriation (Office of the Legislative Assembly) Bill 2020-2021</p>	
<p>Recommendation 24</p>	
<p>The Committee recommends that the Office of the Legislative Assembly increase staffing for the committee secretariat within Committee Support.</p>	<p>These recommendations are noted. The committee’s report does not appear to set out any evidence on which these two recommendations are based. Nevertheless, the Assembly’s Standing Committee on Administration and Procedure recently considered this issue, has resolved to conduct a review which will be completed by August 2021. On Thursday 22 April 2021, [the Speaker] made a statement to the Assembly under Standing Order 246A about this review and it is clear to [the Speaker] that the review will enable these recommendations to be taken into account.</p>
<p>Recommendation 25</p>	
<p>The Committee recommends that the Office of the Legislative Assembly provide Committee Secretaries with additional administrative support for each of the committees that they work to.</p>	<p>These recommendations are noted. The committee’s report does not appear to set out any evidence on which these two recommendations are based. Nevertheless, the Assembly’s Standing Committee on Administration and Procedure recently considered this issue, has resolved to conduct a review which will be completed by August 2021. On Thursday 22 April 2021, [the Speaker] made a statement to the Assembly under Standing Order 246A about this review and it is clear to [the Speaker] that the review will enable these recommendations to be taken into account.</p>
<p>Recommendation 26</p>	
<p>The Committee recommends that the Office of the Legislative Assembly consider, in addition to a bullying and harassment policy, measures that can be taken so as to ensure the Legislative Assembly is a safe working environment.</p>	<p>The recommendation is noted. [The Speaker] notes that the recommendation implies that the Legislative Assembly is not a safe working environment, which is not reflected in data and evidence. For a significant number of years, the Assembly has enjoyed being assigned the lowest possible workers’ compensation premium rate, reflecting its relatively low rate of workplace injury.</p> <p>As will always arise, there have been some cases of minor incidents and injuries and work safety issues identified/ reported - but no cases of major illness or injury or significant work safety issues.</p> <p>[The Speaker] also observed that directing this recommendation at the Office of the Legislative Assembly assumes that the Office has control over all work safety issues across the Assembly. It is worth noting that while the Office has control of the building and building services – which makes it responsible for issues such as heating, ventilation and cooling; cleaning; and security – many issues that contribute to a safe working environment across the Legislative Assembly are the responsibility of members and their staff.</p>

The Assembly's Health and Safety Committee - which was reformed late in the last Assembly to include a larger number of work groups and to better reflect the statutory duties that members and the Clerk have for workplace safety- will continue the effective work it has done to consider work safety risks and to develop strategies, policies and measures to address those.

Recommendation 27

The Committee recommends that the Office of the Legislative Assembly implement an anonymous reporting portal for Members of the Legislative Assembly and [all building] staff... who wish to report bullying and harassment

The recommendation is noted. While it is recognised that an anonymous reporting portal may contribute to a greater willingness of individuals to report inappropriate behaviour, the investigation and resolution of such matters are very difficult to achieve if reporters remain anonymous. A better approach may be to encourage individuals to report and to identify themselves but for them to be assured they will receive appropriate support.

It must also be noted that, under current administrative arrangements – which are long standing and I expect will endure – the Office is not in a position to manage reporting of bullying and harassment involving ministers and their staff- unless those reports involved non-Executive members, their staff or Office staff.

Recommendation 28

The Committee recommends that the Office of the Legislative Assembly consider implementing a data collection and reporting mechanism to document the occurrence of bullying and harassment in the ACT Legislative Assembly.

The recommendation is partly accepted. The Office already collects data on any reports it receives of bullying and harassment but it will consider an appropriate reporting process.

Just like the previous recommendation, the Office is not in a position to manage reporting of bullying and harassment involving ministers and their staff- unless those reports involved non-Executive members, their staff or Office staff.

Recommendation 29

The Committee recommends that the Office of the Legislative Assembly finalise the Legislative Assembly Questions on Notice (QoN) database.

The recommendation is accepted. The Office's schedule to finalise the database has been delayed slightly and it is expected to be finalised by mid-2021.

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

Internal audit

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

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

The committee finalised an audit in relation to the transition to a new payroll system.

Table 4: Internal audit committee members and meetings

Name	Position	Service	No of meetings
Will Laurie	Independent chair	From 1 January 2016	3
David Skinner	Member	From 29 August 2016	3
Marcus Clough	Member	From 6 March 2020	3
Celeste Italiano	Member	1 July 2020	2

Table 5: Summary of internal audit recommendations

Organisation	Nature of recommendations	Management response
Audit of the Transition to the New Payroll System (Aurion)	<ol style="list-style-type: none"> 1. Develop formal policies and procedures for all key payroll functions and processes. 2. Adopt a formal pay approval process as a mechanism to assign accountability to payroll accuracy. 3. Review each privileged user profile and ensure they adopt system enforced segregation of duties for the pay processing cycle. 4. Regularly and independently monitor Aurion privileged user activity for high-risk transactions. 5. Require the Aurion software vendor to submit an appropriate form of periodic assurance over their system security and continuity arrangements. 6. Consider implementing additional measures to secure and restrict the Aurion generated bank file and network directory path. 7. Review and agree suitable Aurion exception reports to identify risks to payroll accuracy. Exception reporting should require documented reasons for any significant variances and be independently verified. 8. Consider undertaking further analysis to gain additional comfort over the accuracy of employment history in support of future and current long service leave accrual balances. 	<p>The Office agreed to all recommendations.</p> <p>As at 30 June 2021, seven of the eight recommendations had been implemented. The remaining recommendation (relating to systems documentation) was scheduled for completion by December 2021.</p>

Fraud and corruption prevention

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

The framework also addresses requirements arising under the *Integrity Commission Act 2018* and the newly established Integrity Commission.

The Office maintains a register of risks associated with fraud and corruption, which will be reviewed and updated, where appropriate, early in next reporting period.

Public interest disclosure

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

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

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

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

Disclosable conduct is not:

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

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

Who can make a public interest disclosure?

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

What happens to public interest disclosures relating to the Assembly?

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

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

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

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

Action must be taken

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

Protections for disclosers

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

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

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

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

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

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

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

Making a public interest disclosure

A report of disclosable conduct may be made:

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

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

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

Clerk of the Legislative Assembly
GPO Box 1020
Canberra ACT 2601
Email: tom.duncan@parliament.act.gov.au
Phone: (02) 6205 0191

Auditor-General
PO Box 275
Civic Square ACT 2608
Email: actauditorgeneral@act.gov.au
Phone: (02) 6207 0833

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

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

More information

The ACT Legislation Register

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

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

The Assembly's disclosure officers

Julia Agostino
Deputy Clerk and Serjeant-at-Arms
Email: Julia.agostino@parliament.act.gov.au
Phone: (02) 6205 0171

David Skinner
Senior Director, Office of the Clerk
Email: david.skinner@parliament.act.gov.au
Phone: (02) 6205 0018

Public interest disclosures during the period

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

Freedom of information

Organisation

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

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

Powers

Certain Office staff can exercise powers delegated by the Speaker pursuant to section 9(5) of the *Legislative Assembly Precincts Act 2001*.

The Clerk also has powers under the *Legislative Assembly (Broadcasting) Act 2001* in relation to the broadcasting of proceedings, including the approval of electronic access to the proceedings of the Assembly and the withdrawal of access.

Arrangements for public participation

Avenues for public participation include submissions to committee inquiries, access to public hearings of committee inquiries and Assembly meetings, citizen's right of reply, petitions and access to administrative records and general files through freedom of information (FOI) requests.

Freedom of information (FOI) procedures and contact points

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

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

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

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

Reporting under the FOI Act 2016

The Office received three requests that related to the Assembly. Of these, one was accepted and two were declined. There were no requests for amendment of personal information under section 59 of the FOI Act during the period 1 July 2020 to 30 June 2021.

The Office also received three requests that were not related to the Assembly and they were transferred to the appropriate directorates.

Table 6: Operations undertaken during 2020-2021 under the *Freedom of Information Act 2016*

Activities	Quantity
Decisions to publish open access information under section 24(1)	487
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	6
Access applications decided within the time to decide under section 40	6
Access applications not decided within the time to decide under section 40	0
Access applications where access to all information requested was given	1
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, documents are exempt if disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.

Internal accountability

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

- Tom Duncan, Clerk
- Julia Agostino, Deputy Clerk and Serjeant-at-Arms
- Ian Duckworth, Executive Manager
- David Skinner, Senior Director, Office of the Clerk, and
- 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.

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 as at 30 June 2021, is shown in Figure 1.

Staffing profile

Table 7: Full-time equivalent (FTE) and headcount by section

Section	FTE	Headcount
Statutory office holder and senior executives	3	3
Office of the Clerk	3.6	5
Parliamentary Support	25.8	34
Business Support	22.6	26
Total	55	68

Table 8: Full-time equivalent (FTE) and headcount by gender

	Female	Male	Total
FTE by gender	30.8	24.3	55.1
Headcount by gender	39	29	68
% of headcount	57%	43%	100%

Table 9: Headcount by classification and gender

Classification	Female	Male	Total
Administrative Services Officer Class 2	1	4	5
Administrative Services Officer Class 3	-	3	3
Administrative Services Officer Class 4	6	2	8
Administrative Services Officer Class 5	3	1	4
Administrative Services Officer Class 6	10	4	14
Senior Officer Grade C	13	5	18
Senior Officer Grade B	2	2	4
Senior Officer Grade A	-	2	2
Information Technology Officer Class 2	-	1	1
Technical Officer Level 2	-	1	1
Technical Officer Level 4	-	1	1
Professional Officer Class 1	-	1	1
Professional Officer Class 2	2	-	2
Senior Professional Officer Grade C	1	-	1
Senior Executive Officer Level 1.2	1	1	2
Statutory Office Holder	-	1	1
Total	39	29	68

Table 10: Headcount by employment category and gender

Employment category	Female	Male	Total
Casual	8	6	14
Permanent full-time	21	17	38
Permanent part-time	6	1	7
Temporary full-time	2	3	5
Temporary part-time	2	2	4
Total	39	29	68

Table 11: Headcount by age group and gender

Age group	Female	Male	Total
Under 20	-	-	-
20-24	1	2	3
25-29	-	1	1
30-34	3	1	4
35-39	3	-	3
40-44	2	4	6
45-49	5	3	8
50-54	11	1	12
55-59	8	8	16
60-64	1	5	6
65-69	4	2	6
70+	1	2	3
Total	39	29	68

Table 12: Average length of service by gender

Length of service	Female	Male	Total
Average years of service	10.4	7.6	9.2

Staff selection processes

The Office undertook 12 staff selection processes during the reporting period (including temporary and casual vacancies). On average, the number of days between advertising and the appointment of the successful candidate was 55, which is an increase from 45 days in 2019-2020 due to recruitment activities conducted over the Christmas/New Year period.

Table 13: Recruitment and separation rates by classification group

Classification group	Recruitment rate	Separation rate
Senior Officer Grade A	1.51	-
Senior Officer Grade C	1.51	1.51
Administrative Services Officer Class 6	3.02	-
Administrative Services Officer Class 4	1.51	-
Administrative Services Officer Class 3	1.51	1.51
Total	10.58%	3.02%

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

Members' staff employment

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

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

A total of 151 employment agreements were administered by the Office over the reporting period. This compares with 120 for the 2019-2020 year.

Members may also engage external contractors throughout the financial year, provided that they use funds from their staff salary allocation. In the 2020-2021 financial year, seven members engaged a total of nine external contractors to perform various pieces of work.

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

Table 14: Use of staff salary allocation by non-executive members, including pledges made or received in the Ninth Assembly

Member	Rollover	Allocation	Pledges received	Pledges made	Staff expenses	Contractor expenses	No of contractors	Unused allocation	Total unspent
Burch C	16,800	55,941	-	-	68,712	-	-	4,029	4,029
Burch J	7,927	80,319	-	-	77,399	-	-	10,847	10,847
Cheyne	8,835	59,951	-	-	63,273	-	-	5,513	5,513
Cody	18,221	55,941	-	-	59,129	-	-	15,033	15,033
Coe	66,727	207,656	202	11,954	215,935	15,000	1	31,696	31,696
Dunne	-	55,941	11,954	202	51,552	-	-	6,140	6,140
Gupta	17,170	55,941	-	-	72,417	-	-	694	694
Hanson	249	55,941	-	-	56,013	-	-	178	178
Jones	18,221	55,941	-	-	70,539	-	-	3,623	3,623
Kikkert	2,648	55,941	-	-	58,371	-	-	218	218
Lawder	13,170	62,254	-	-	74,366	-	-	1,058	1,058
Le Couteur	16,219	112,114	-	-	119,632	-	-	8,700	8,700
Lee	18,221	55,941	-	-	73,709	-	-	453	453
Milligan	2,249	55,941	-	-	55,035	-	-	3,154	3,154
Parton	18,221	55,941	-	-	34,490	24,000	1	15,672	15,672
Pettersson	9,944	55,941	-	-	64,081	-	-	1,804	1,804
Wall	1,612	59,951	-	-	61,210	-	-	353	353
TOTAL	236,434	1,197,596	12,156	12,156	1,275,863	39,000	2	109,165	109,165

Table 15: Use of staff salary allocation by non-executive members, including pledges made or received in the Tenth Assembly

Member	Allocation	Pledges received	Pledges made	Staff expenses	Contractor expenses	No of contractors	Future rollover	Unused allocation	Total unspent
Braddock	134,301	-	25,278	97,466	-	-	11,557	-	11,557
Burch	179,267	-	-	157,259	-	-	17,927	4,081	22,008
Cain	125,511	10,800	-	95,530	23,500	1	12,551	4,729	17,280
Castley	125,511	-	-	90,415	-	-	12,551	22,544	35,095
Clay	125,511	14,376	10,902	116,108	-	-	12,551	326	12,877
Coe	69,569	-	-	32,622	8,800	1	-	28,147	28,147
Davis	125,511	21,804	-	131,102	-	-	12,551	3,662	16,213
Hanson	134,301	-	35,000	80,775	-	-	13,440	5,188	18,628
Jones	146,667	-	13,900	79,393	10,000	1	14,667	28,707	43,374
Kikkert	125,511	2,400	-	114,468	-	-	12,551	892	13,443
Lawder	125,511	-	2,000	95,624	20,000	1	7,887	-	7,887
Lee	485,814	37,000	-	405,876	47,200	3	48,581	21,157	69,738
Milligan	48,770	700	-	39,772	-	-	4,877	4,821	9,698
Orr	132,201	-	-	110,675	-	-	13,220	8,306	21,526
Parton	125,511	-	-	105,331	-	-	12,551	7,629	20,180
Paterson	125,511	-	-	105,486	-	-	12,551	7,474	20,025
Pettersson	125,511	-	-	100,192	-	-	12,551	12,767	25,318
Total	2,460,489	87,080	87,080	1,958,094	109,500	7	232,564	160,430	392,994

From time to time, non-executive members will seek to engage volunteers in their offices, in accordance with guidelines that are in place for such arrangements. The Office assesses volunteer agreements for compliance with the relevant guidelines, which includes ensuring that there is an appropriate volunteer agreement in place and that there is appropriate insurance coverage. During the reporting period, one volunteer agreement was processed, which was a decrease from 11 volunteer agreements in 2019-2020.

Learning and development

In recognition of the need to develop and maintain a skilled and flexible workforce, the Office endorsed a new learning and development strategy in May 2021. This strategy not only provides an integrated approach to enhancing organisational knowledge and performance but also recognises the recent challenges impacting the workplace.

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

During the reporting period, 30 staff participated in learning and development activities, which involved expenditure of approximately \$35,400 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

- interparliamentary conferences and seminars
- information technology skills
- performance management, and
- job specific training.

Members' staff learning and development

During the reporting period, 10 members' staff participated in learning and development activities, which involved expenditure of approximately \$2,137 (including associated travel costs). This provided learning and development activities in:

- communications training, and
- information technology 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. Each MLA and the Clerk are Persons Conducting a Business or Undertaking under the *Work Health and Safety Act 2011* (WHS Act).

The Tenth Assembly leadership group (the Speaker, the Chief Minister, the Leader of the Opposition, the Leader of the ACT Greens, and the Clerk of the Legislative Assembly) endorsed the Workplace Injury Prevention Policy Statement to demonstrate their commitment to the broad legislative requirements that apply to the Assembly workplace under the *Work Health and Safety Act 2011*; that is, to provide and maintain a safe workplace and safe systems of work for all workers.

In accordance with section 55(2) of the WHS Act, the number and composition of work groups to be represented were decided, new health and safety representatives were elected, and a new committee was established to reflect new membership of the Tenth Assembly.

The Office—in consultation with the health and safety committee—embarked on a process of reviewing the Assembly’s Respect in the Workplace Policy. The new policy reinforces zero tolerance for disrespectful behaviour, including bullying and harassment. It reflects the findings and recommendations of the *Anti-Harassment Policy Guidelines* developed by the Commonwealth Women Parliamentarians and considered matters reported in the Australian Human Rights Commission *Respect@Work: Sexual Harassment National Injury Report 2020*.

During the reporting period:

- there were 11 minor incidents reported (nine reports relating to the same incident); no workers compensation claims were accepted 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
- the workers compensation premium rates set for both the non-executive and the Office continued to be at the minimum rate of 0.70 per cent
- 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.

Asset management

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

Table 16: Value and quantity of assets as at 30 June 2021

Asset	Value	Quantity
Assembly building (territorial budget)	\$30.519m	1
Land (territorial budget)	\$5.000m	1
Assembly art and collectables collection (controlled budget)	\$0.852m	various
Assembly library collection (controlled budget)	\$0.447m	various
Plant and equipment (controlled budget)	\$0.748m	various
Leasehold improvements (controlled budget)	\$0.663m	1
Intangibles (software) (controlled budget)	\$0.267m	2

Capital works

Table 17 shows the summary of capital works. In addition to the capital funding for building works, the Office's controlled entity receives ongoing capital funding for acquisitions to the Assembly's artwork and library collections. The annual budgets are \$30,000 and \$5,000 respectively and are fully expended each financial year.

Table 17: Summary of capital works

Project	Works type	Financing received	Amount spent	Estimated completion	Actual completion	Status
Members' entrance redesign project	New	\$0.900m	\$0.900m	October 2020	February 2021	Complete
Heating, ventilation, and cooling upgrade	New	\$0.832m	\$0.832m	February 2021	February 2021	Complete
Fire protection upgrade	New	\$0.082m	\$0.082m	December 2020	December 2020	Complete
Courtyard/landscaping upgrade	New	\$0.087m	\$0.087m	June 2021	June 2021	Complete
Protective security upgrade	New	\$0.078m	\$0.078m	June 2021	June 2021	Complete
Other capital upgrades to facilities	New	\$0.038m	\$0.038m	June 2021	June 2021	Complete

Additions and deletions

Table 18: Assets that were added or removed from the assets register during 2020-2021

Asset class	Value of additions	Value of disposals
Assembly building (territorial budget)	\$2.014m	Nil
Assembly art collection (controlled budget)	\$0.030m	Nil
Assembly library collection (controlled budget)	\$0.005m	Nil
Plant and equipment (controlled budget)	\$0.180m	Nil
Intangibles (software) (controlled budget)	Nil	Nil

Asset maintenance and repairs

During the year, the Office's expenditure on building management was \$0.798 million. The main components of this overall expenditure were cleaning (\$0.271 million) and scheduled maintenance (\$0.129 million).

The scheduled maintenance expenditure included servicing of mechanical building systems (e.g. heating, ventilation and cooling systems, fire systems, lifts and automatic doors), maintenance of security and access control systems, and maintenance of the courtyard gardens. Approximately \$0.148 million was expended on unscheduled maintenance and repairs, with electrics, lighting and plumbing being the major areas where unscheduled works occurred.

Office accommodation

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

An estimate for the Assembly building of the total office area occupied as at 30 June 2021 is 5,112 m², with the average area occupied by members and staff, based on the Assembly building's 199 workstations, being 25.6 m². The Office's North Building tenancy, which is managed by ACT Property Group under an MOU, has a total usable floor space of 624 m², with the average area occupied by OLA staff, based on the office's 35 workstations, being 17.8 m².

Contracting and procurement

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

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

The Office acknowledges the ACT Government's ATSI Procurement Policy and in 2020-2021, following a procurement process, selected an ATSI enterprise to provide goods and services to the Office (see ARA Indigenous Services Pty Ltd in Table 19).

Table 19 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 19: Contracts summary

Name of contractor or consultant	Comments	Amount incl GST
Adcorp Australia Pty Ltd	Recruitment advertising on behalf of the Speaker	\$28,591
All Seasons Horticultural Services Pty Ltd	Courtyard upgrade	\$49,800
Apple Pty Ltd	Supply of new iPads	\$48,448
ARA Indigenous Services Pty Ltd	Protective security upgrade	\$61,069
Argument, Stephen	Legal advice to the scrutiny committee	\$55,425
Aurion Corporation Pty Ltd	Payroll system support	\$39,780
Bevan, F.J. & M.J.	Carpet replacement and laying	\$32,142
Built Pty Ltd	Building modifications	\$43,063
Carton Associates	Consultancy services for members	\$52,500 ¹
Construction Control Australia Pty Ltd	Members' entrance redesign project	\$573,115
Control & Electrical Pty Ltd	Heating, ventilation, and cooling project	\$48,158
A.G. Coombs (NSW) Pty Ltd	Heating, ventilation, and cooling project	\$606,444
Dimeo Cleaning Services	Cleaning services	\$379,677
EPIQ Australia Pty Ltd	Recording and transcription	\$78,628
Ford Kelly Executive Connection Pty Ltd	Executive recruitment on behalf of the Speaker	\$56,100
Fredon Security Pty Ltd	Security maintenance	\$30,114
Grosvenor Engineering Group Pty Ltd	Fire protection upgrade	\$55,933
Guida Moseley Brown Pty Ltd	Consulting architects	\$42,050
Laser Plumbing Central	Plumbing maintenance	\$47,243
NovaWorks Group Pty Ltd	Parliamentary software development	\$69,905
Programmed Property Services Pty Ltd	Building maintenance	\$32,083
Sand Consulting Pty Ltd	Broadcasting system maintenance	\$91,301
SG Fleet Australia Pty Ltd	Executive vehicles	\$40,125
Skehill, Stephen	Ethics and Integrity Adviser	\$31,358
Sound Advice Australia Pty Ltd	Chamber audio expansion	\$37,381
Stewart, Daniel	Legal advice to the scrutiny committee	\$82,117
Tarsier Consulting Pty Ltd	Consultancy services for members	\$26,180 ²
Wilson Security Pty Ltd	Mobile patrol services	\$30,850

¹ Multiple members employed this consultant. No individual contract exceeded \$25,000.

² One member employed this consultant, using two separate contracts. No individual contract exceeded \$25,000.

Territory records

Records management program

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

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

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

The Office continues to move towards a digital environment and is committed to improving its records management capabilities. A project to assess archived records to remove contaminants, repack records to ensure that they are stored in an ideal manner and digitise those in poor condition is well underway.

Archive preservation project

During the reporting period, the Office continued to examine its collection of archived paper records that must be retained in perpetuity. This project includes the development of a digitisation strategy for these records and has focused on the removal of contaminants from the collection and the repacking of 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 to determine the best preservation requirements was continued and consultation with professional agencies was sought as each unique issue was discovered, with the treatment methodology updated for reference.

Sustainability reporting

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

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

- the replacement of approximately 70 older fluorescent lights with new energy efficient LED lights
- the installation of a new, more energy efficient HVAC system for the ground floor of the Assembly building
- the digitisation of the Office's HR systems and processes, eliminating the need for paper-based processes, and
- papers tabled in the chamber during Assembly sittings are now distributed to members' offices electronically, as opposed to in hard copy as was past practice.

The Office has improved its data accuracy in relation to its sustainable performance and has identified that some measures were inadvertently misreported in 2019-2020. In the table below, the following errors have been corrected:

- natural gas use was 1,501,854
- parcels of paper were incorrectly reported, rather than reams, and
- co-mingled material recycling is now being measured more accurately by our waste removal contractor per pick-up

Table20: Sustainable development performance: current and previous financial year

Indicator as at 30 June	Unit	Current FY	Previous FY	% change
Stationary energy use				
Electricity use	Kilowatt hours	559,516	652,722	14% ▲
Natural gas use (non-transport)	Megajoules	1,591,760	1,501,854	6% ▲
Diesel use (non-transport)	Kilolitres	-	-	-
Transport fuel usage				
Electric vehicles	Number	-	-	-
Hybrid vehicles	Number	-	-	-
Hydrogen vehicles	Number	-	-	-
Total number of vehicles	Number	2	2	0
Fuel use – petrol	Kilolitres	2.689	3.134	-14% ▼
Fuel use – diesel	Kilolitres	-	-	-
Fuel use – liquid petroleum gas (LPG)	Kilolitres	-	-	-
Fuel use – compressed natural gas (CNG)	Gigajoules	-	-	-
Water usage				
Water use	Kilolitres	1,389.09	2,304.00	-39% ▼
Resource efficiency and waste				
Reams of paper purchased	Reams	625.5	1040	-39.86% ▼
Recycled content of paper purchased	Percentage	96%	100%	31.58% ▲
Waste to landfill	Cubic metres	115.00	102.00	12.75% ▲
Co-mingled material recycled	Cubic metres	39.70	157.3	N/A
Paper and cardboard recycled (including secure paper)	Cubic metres	9.85	5.79	70.12% ▲
Greenhouse gas emissions				
Emissions from electricity use	Tonnes CO ₂ -e	0	0	-
Emissions from natural gas use (non-transport)	Tonnes CO ₂ -e	82	77.2	6.2% ▲
Emissions from diesel use (non-transport)	Tonnes CO ₂ -e	-	-	-
Emissions from transport fuel use	Tonnes CO ₂ -e	6.4	6.5	-9.72% ▼
Total emissions	Tonnes CO₂-e	88.4	66.5	5.62% ▲

Appendices



Appendix 1: Sitting days

Table 21: Sitting days

Year ¹	Total sitting days	Total sitting hours ²	Average sitting hours per day	Sittings after 10pm	Average time of rising
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
2019-2020	32	242	8	-	5:34pm
2020-2021	26	193	7	-	5:23 pm

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

² Includes time expended in suspensions and meal breaks

Appendix 2: Proceedings

Table 22: Proceedings

Year	Sittings with an adjournment debate	Sittings without an adjournment debate	Petitions referred to ministers	Votes	Closure of questions agreed to	Matters of public importance discussed
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
2019-2020	28	4	24	45	-	13
2020-2021	25	1	32	42	-	¹

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

Appendix 3: Minutes of proceedings

Table 23: Minutes of proceedings

Year	No of pages	No of sittings	Average No of pages per sitting
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
2019-2020	472	32	15
2020-2021	383	26	15

Appendix 4: Bills and amendments

Table 24: Bills for the 2020-2021 financial year

Bills	Executive	Crossbench executive	Private members	Assembly	Total
Introduced	31	-	4	-	35
Discharged	-	-	-	-	-
Withdrawn	-	-	-	-	-
Not agreed in principle	-	-	-	-	-
Negatived	-	-	-	-	-
Passed	41	-	1	-	42
Amended	13	-	1	-	14
Still before the Assembly	4	-	4	-	8

Table 25: Amendments circulated

Financial year	No of amendments to motions	No 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
2019-2020	75	198	273
2020-2021	53	149	202

Appendix 5: Bills presented

Table 26: Bills presented

Year	Executive	Crossbench executive ¹	Private members	Assembly	Total
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 ²	84
2012-2013	41	4	3	-	48
2013-2014	56	2	-	-	58
2014-2015	54	1	1	-	56
2015-2016	71	2	5	-	78
2016-2017	27	-	2	-	29
2017-2018	54	-	9	1	64
2018-2019	49	-	6	-	55
2019-2020	52	-	7	-	59
2020-2021	31	-	4	-	35

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

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

Appendix 6: Questions with and without notice

Table 27: Questions with and without notice

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

¹ Includes supplementary questions.

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

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

Appendix 7: Committee statistics

Summary of committee activity

Table 28: Summary of committee statistics from 2000-2001 to 2020-2021

Year	Meetings	Meetings supported by Chamber Support	Total No of meetings	Public hearings	Reports	Reports produced by Chamber Support	Total
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
2019-2020	254	34	288	65	31	18	49
2020-2021	226	31	257	40	21	18	39

Consolidated committee statistics

Table 29: Types of committee meetings

Type of meeting	Total
Private meetings	215
– with full attendance by committee members	166
Public hearings	40
– with full attendance by committee members	35
Site visits and study tours	0
Other types of meetings (e.g. briefings, roundtables, workshops)	2

Table 30: Hours of committee meetings

Hours of meetings held	Total
Hours of private meetings	137:52
Hours of public hearings	124:53
Hours of site visits or study tours	0
Hours of other kinds of meetings	1:47
Total hours of committee meetings	264:32

Table 31: Inquiry outcomes

Inquiry outcome	Total
Number of witnesses	415
Number of submissions	251
Number of petitions	14
Number of bills referred (from Tenth Assembly)	21
Number of referrals	28
Number of reports presented	39
Number of statements made under SO 246A	35
Number of statutory appointments considered	88
Numbers of bills considered	29
Items of subordinate legislation considered	312

Activity by standing committee

Table 32: Activity and outputs by standing committees of the Ninth Assembly

Key to committee names

A&P – Administration and Procedure*

EDT – Economic Development and Tourism

EEYA – Education, Employment and Youth Affairs

ETCS – Environment and Transport and City Services

HACS – Health, Ageing and Community Services

IC – Integrity Commission

JCS – Justice and Community Safety

Scrut. – Justice and Community Safety (legislative scrutiny role)*

PUR – Planning and Urban Renewal

PA – Public Accounts

*Committee supported by Chamber Support

Activity or output	A&P	EDT	EEYA	ETCS	HACS	IC	JCS	Scrut.	PUR	PA
Number of private meetings	5	4	2	4	8	4	4	6	4	6
Number of public hearings	0	0	1	0	0	0	4	N/A	0	0
Number of site visits/study tours	0	0	0	0	0	0	0	N/A	0	0
Number of other kinds of meetings	0	0	1	0	0	0	0	N/A	0	0
Total number of meetings	5	4	4	4	8	4	8	6	4	6
Hours of private meetings	1:51	2:17	1:44	0:16	4:22	1:17	1:55	3:59	2:18	5:44
Hours of public hearings	0:00	0:00	0:31	0:00	0:00	0:00	7:18	N/A	0:00	0:00
Hours of site visits and study tours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	N/A	0:00	0:00
Hours of other kinds of meetings	0:00	0:00	1:30	0:00	0:00	0:00	0:00	N/A	0:00	0:00
Total hours of meetings	1:51	2:17	3:45	0:16	4:22	1:17	9:13	3:59	2:18	5:44
Number of witnesses	0	0	5	0	0	0	17	N/A	0	0
Number of submissions	0	0	0	0	0	0	15	N/A	0	0
Number of petitions	N/A	0	0	2	0	0	0	N/A	1	0
Number of referrals	0	0	0	0	0	0	0	N/A	0	0
Number of reports presented	1	1	1	0	2	0	2	6	2	1

Activity or output	A&P	EDT	EEYA	ETCS	HACS	IC	JCS	Scrut.	PUR	PA
Number of statements under SO 246A	1	2	2	0	2	1	1	N/A	3	1
Number of statutory appointments considered	N/A	2	2	2	0	0	0	N/A	3	2
Number of bills considered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	11	N/A	N/A
Items of subordinate legislation considered	N/A	N/A	N/A	N/A	N/A	N/A	N/A	119	N/A	N/A

Table 33: Activity and outputs by standing committees of the Tenth Assembly

Key to committee names

A&P Administration and Procedure*

EGEE Economy and Gender and Economic Equality

ECI Education and Community Inclusion

ECCB Environment, Climate Change, and Biodiversity

HCW Health and Community Wellbeing

JCS Justice and Community Safety

Scrut. Justice and Community Safety (legislative scrutiny role)*

PTCS Planning, Transport, and City Services

PA Public Accounts Committee

*Committee supported by Chamber Support

Activity or output	A&P	EGEE	ECI	ECCB	HCW	JCS	Scrut.	PTCS	PA
Number of private meetings	13	17	16	13	15	23	7	19	23
Number of public hearings	0	2	6	5	2	4	N/A	4	5
Number of site visits and study tours	0	0	0	0	0	0	N/A	0	0
Number of other kinds of meetings	0	1	0	0	0	0	N/A	0	0
Total number of meetings	13	20	22	18	17	27	7	23	28
Hours of private meetings	10:37	8:02	9:20	6:00	5:13	15:04	6:14	12:56	20:46
Hours of public hearings	0:00	15:13	16:08	15:11	11:34	16:48	0:00	10:04	14:48
Hours of site visits and study tours	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Hours of other kinds of meetings	0:00	0:17	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Total hours of meetings	10:37	23:32	25:28	21:11	16:47	31:52	6:14	23:00	35:34

Activity or output	A&P	EGEE	ECI	ECCB	HCW	JCS	Scrut.	PTCS	PA
Number of witnesses	0	62	49	46	34	59	N/A	51	35
Number of submissions	0	5	23	24	0	29	0	90	2
Number of petitions	N/A	1	0	0	1	1	N/A	8	0
Number of bills referred	N/A	3	1	0	2	7	N/A	7	1
Number of referrals	2	4	2	2	3	2	N/A	6	6
Number of reports presented	5	3	1	1	1	1	6	1	1
Number of statements made under SO 246A	1	4	2	1	3	2	1	2	5
Number of statutory appointments considered	N/A	1	16	8	19	19	N/A	0	14
Number of bills considered	N/A	N/A	N/A	N/A	N/A	N/A	18	N/A	N/A
Items of subordinate legislation considered	N/A	N/A	N/A	N/A	N/A	N/A	193	N/A	N/A

Activity by select committee

Table 34: Activity and outputs by select committees of the Ninth Assembly

Key to committee names	
PRC	Covid-19 pandemic response committee

Activity or output	PRC
Number of private meetings	11
Number of public hearings	7
Number of site visits/study tours	0
Number of other kinds of meetings	0
Total number of meetings	18
Hours of private meetings	2:03
Hours of public hearings	17:18
Hours of site visits/study tours	0:00
Hours of other kinds of meetings	0:00
Total hours of meetings	19:21
Number of witnesses	39
Number of submissions	10
Number of petitions	N/A
Number of referrals	0
Number of reports presented	3
Number of statements made under SO 246A	0
Number of statutory appointments considered	N/A

Table 35: Activity and outputs by select committees of the Tenth Assembly

Key to committee names

DOD Drugs of Dependence (Personal Use) Amendment Bill committee

Activity or output	DOD
Number of private meetings	11
Number of public hearings	0
Number of site visits/study tours	0
Number of other kinds of meetings	0
Total number of meetings	11
Hours of private meetings	15:54
Hours of public hearings	0:00
Hours of site visits/study tours	0:00
Hours of other kinds of meetings	0:00
Total hours of meetings	15:54
Number of witnesses	18
Number of submissions	53
Number of petitions	N/A
Number of bills referred	N/A
Number of referrals	1
Number of reports presented	0
Number of statements made under SO 246A	1
Number of statutory appointments considered	N/A

Appendix 8: Broadcasting and web management

Internet-related activity

This graph compares visitor statistics for the three Assembly websites:

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

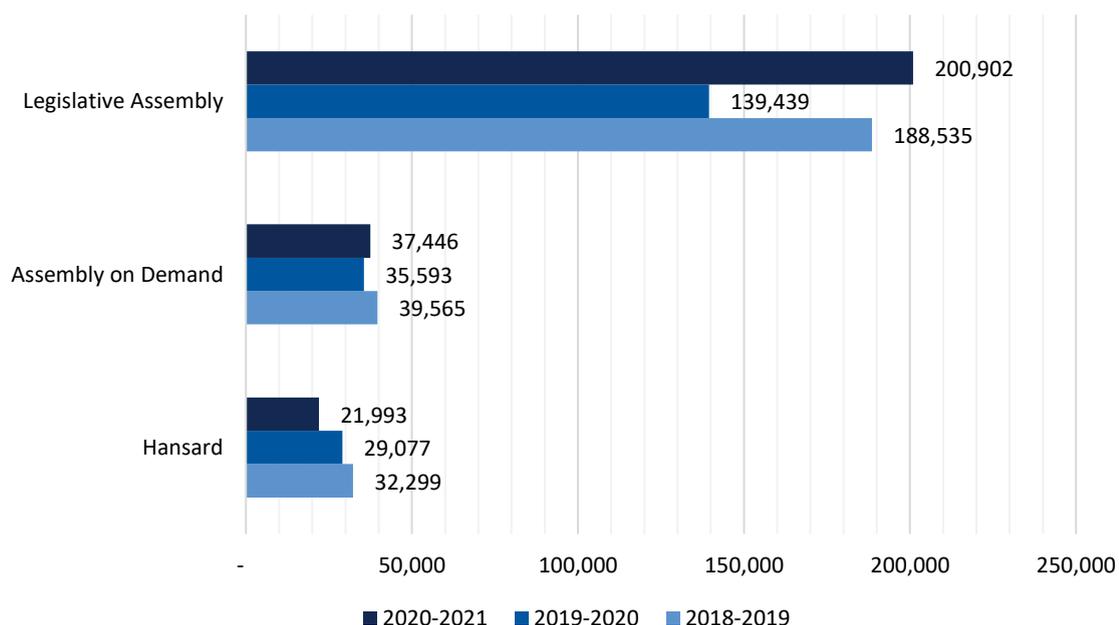
The Assembly on Demand site provides a single portal for viewing all Assembly and committee proceedings either live via web streaming or later via a video on demand service.

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

Legislative Assembly website: reduced session numbers 2019-2020. A technical issue with deployment of the new website resulted in no statistics being recorded from 26 April - 30 June 2020.

Hansard website: reduced session numbers 2020-2021. A technical issue with enhancements to the website resulted in no statistics being recorded from 29 May - 30 June 2021. Hansard figures in last year's annual report were incorrect and have been corrected in this report.

Figure 5: Website user sessions for Assembly websites



Appendix 9: Library and reference services

Table 36: Collection services

Service	2018-2019	2019-2020	2020-2021
Library collection			
New records created	-	350	781
New holdings added	-	95	501
Total	427	445	1,282
Digital collections			
New items uploaded to MLA media release collection	-	-	844
New items uploaded to ACT press clipping collection	-	-	8,065

Table 37: Reference and information services

Service	2018-2019	2019-2020	2020-2021
Number of reference requests for information—Assembly clients	169	152	215
Number of reference requests for information—ACT government clients	48	76	62
Number of reference requests for information—other clients	49	43	45
Number of interlibrary loan requests	84	40 ¹	34

Table 38: Other services

Service	2018-2019	2019-2020	2020-2021
Visits to library intranet	10,824	1,693 ²	3,924

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

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

Appendix 10: Members of the Assembly

Members of the Ninth Assembly (2016-2020)

- 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 (resigned 8 July 2019)
- GENTLEMAN, Mr Mick
- GUPTA, Mr Deepak-Raj (declared elected on 23 July 2019, to fill a casual vacancy)
- 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
- PETERSSON, Mr Michael
- RAMSAY, Mr Gordon
- RATTENBURY, Mr Shane
- STEEL, Mr Chris
- STEPHEN-SMITH, Ms Rachel
- WALL, Mr Andrew

Members of the Tenth Assembly (from October 2020)

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

Appendix 11: Office holders

Office holders of the Ninth Assembly

Table 39: Office holders of the Ninth Assembly

Office	Office holder	Nomination date	Revocation date
Speaker	Ms Joy Burch	13 October 2016	-
Deputy Speaker	Mrs Vicki Dunne ¹	13 October 2016	-
Assistant Speaker	Ms Bec Cody	13 December 2016	-
Assistant Speaker	Ms Elizabeth Lee	13 December 2016	-
Assistant Speaker	Mr Chris Steel	13 December 2016	3 September 2018
Assistant Speaker	Ms Suzanne Orr	3 September 2018	9 September 2019
Assistant Speaker	Mr Mark Parton ²	16 May 2019	-
Assistant Speaker	Mr Michael Pettersson ³	9 September 2019	-

¹ Acting Speaker 8-12 July 2019, 7-8 August 2019, 28 October-1 November 2019, 6-21 November 2019, 17 January 2020, 20-21 January 2020, and 26 January-5 February 2020.

² Acting Speaker 30 August-7 September 2019 and 18-19 January 2020.

³ Acting Speaker 30 September-5 October 2019.

Office holders of the Tenth Assembly

Table 40: Office holders of the Tenth Assembly

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

¹ Acting Speaker 11-15 November 2020, 14-18 December 2020, and 10-16 April 2021.

Appendix 12: Ministers as at 30 June 2021

Table 41: Fourteenth Barr Ministry

Minister	Portfolios
Andrew Barr	<ul style="list-style-type: none"> Chief Minister Treasurer Minister for Climate Action Minister for Economic Development Minister for Tourism
Yvette Berry	<ul style="list-style-type: none"> Deputy Chief Minister Minister for Early Childhood Development Minister for Education and Youth Affairs Minister for Housing and Suburban Development Minister for Women Minister for the Prevention of Domestic and Family Violence Minister for Sport and Recreation
Mick Gentleman	<ul style="list-style-type: none"> Manager of Government Business Minister for Planning and Land Management Minister for Police and Emergency Services Minister for Corrections Minister for Industrial Relations and Workplace Safety
Shane Rattenbury	<ul style="list-style-type: none"> Attorney-General Minister for Consumer Affairs Minister for Water, Energy, and Emissions Reduction Minister for Gaming
Rachel Stephen-Smith	<ul style="list-style-type: none"> Minister for Health Minister for Families and Community Services Minister for Aboriginal and Torres Strait Islander Affairs
Chris Steel	<ul style="list-style-type: none"> Minister for Transport and City Services Minister for Skills Special Minister of State
Tara Cheyne	<ul style="list-style-type: none"> Assistant Minister for Economic Development Minister for the Arts Minister for Business and Better Regulation Minister for Human Rights Minister for Multicultural Affairs

Rebecca Vassarotti

Minister for the Environment
Minister for Heritage
Minister for Homelessness and Housing Services
Minister for Sustainable Building and Construction

Emma Davidson

Assistant Minister for Seniors, Veterans, Families and Community Services
Minister for Disability
Minister for Justice Health
Minister for Mental Health

Appendix 13: Remuneration of MLAs

ACT Remuneration Tribunal determination No 1 of 2020, which commenced on 1 July 2020, provided that the base rate salary for all members of the Legislative Assembly shall be \$168,492 per annum.

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

Table 42: Remuneration of members of the Legislative Assembly by position held

Position	Remuneration
Chief Minister	185,341
Deputy Chief Minister	134,793
Minister	117,944
Leader of the Opposition	117,944
Presiding Officer	92,670
Deputy Leader of the Opposition	33,698
Deputy Presiding Officer	25,274
Government Whip	16,849
Opposition Whip	16,849
Presiding member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly	16,849

Appendix 14: Non-executive members' staff

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

Year	Number of LAMS contracts	Number of non-executive members	Average contracts per member
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	10.00
2007-2008	102	12	8.50
2008-2009 (pre-election)	16	12	1.33
2008-2009 (post-election)	98	12	8.17
2008-2009 total	114	12	9.50
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	8.58
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	4	4

2017-2018	109	17 ³	6.06
2018-2019	125	17	7.35
2019-2020	120	17	7.10
2020-2021 (pre-election)	13	17	0.76
2020-2021 (post-election)	138	16	8.63
2020-2021 total	151	16.5	9.15

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

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

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

⁴ Figures not provided due to increase in Assembly from 17 to 25 members.

Table 44: Number of non-executive members' staff employed at each classification as at 30 June 2021

Classification	Number of staff	Full-time equivalent (FTE)
Senior Adviser Level 2	3	3
Senior Adviser Level 1	6	5.6
Adviser Level 2	4	2.4
Adviser Level 1 (upper)	9	7.9
Adviser Level 1 (lower)	42	22.6
Total	64	41.5

Appendix 15: Parliamentary visitors and delegations

Table 45: Visitors from other jurisdictions

Date	Name	Place of origin
15 July 2020	Hon David Lambourne, Judge of the High Court of Kiribati H.E. David Yardley, Australian High Commissioner-designate to the Republic of Kiribati	Republic of Kiribati

Appendix 16: Assembly branch of the Commonwealth Parliamentary Association

The Australian Capital Territory Legislative Assembly branch of the Commonwealth Parliamentary Association (CPA) held its annual general meeting on 30 November 2021. Correspondence from the CPA headquarters and the Australian region was regularly circulated to members. The issues raised included twinning arrangements with the Parliament of Kiribati; proposed agenda items for future conferences; and invitations to events, conferences, webinars, seminars, and online activities. Members were advised of a number of webinars and other online resources that had been developed by the CPA to assist members during the COVID-19 pandemic crisis as face-to-face meetings, conferences, workshops and seminars were cancelled and future plans put on hold. The range of activities available to members has increased due to online offerings; however, their participation is not monitored.

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

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

- 69th Westminster Seminar, London (virtual)
- UK Commonwealth Parliamentary Forum on Climate Change (virtual)
- Discussions with Tasmanian and Northern Territory parliaments relating to CPA Small Branches business—10-16 April 2021—Ms Burch accompanied by the Clerk, and
- activities of the Commonwealth Women Parliamentarians (CWP) network within the branch.

On the resolution of the ACT branch of the association, it was agreed that the expenditure incurred from the Assembly's budget for each CPA conference and seminar be included in the Assembly's annual report. There was no cost associated with participation in any events during the reporting period.

- Direct net expenditure associated with the Speaker's and Clerk's visit to Tasmania and the Northern Territory in April 2021—Ms Burch (\$4,388).

The association membership subscription for the branch for the year was \$14,098.60.

Appendix 17: Education program

Table 46: Visitors to the Assembly in 2020-2021, compared with two previous reporting periods

Visitors by group	Number of visitors during 2018-2019	Number of visitors during 2019-2020	Number of visitors during 2020-2021
Community groups	353	61	15
Community outreach	0	201	0
Inbound delegations	76	11	2
Speaker's citizenship evenings	109	77	0
Public sector seminars and tours, including teacher professional development	205	260	75
Seminars and conventions	31	0	0
Work experience and internships	27	20	12
School outreach	0	0	341
School students (from individual school visits)	1,092	868	215
School students (school debates program)	364	90	147
School students (constitutional convention program)	67	96	0
Public tours	104	164	62
Open day	287	0	0
Ceremonial sitting and possum-skin cloak unveiling	125	0	0
Total visitors	2,840	1,848	869

Appendix 18: Financial statements and management discussion and analysis

Legislative overview

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

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

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

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

Risk management

The Office maintains an ongoing program of risk assessment, treatment and review in accordance with the principles embodied in AS ISO 31000:2018. The Office's internal audit committee continues to play a role in regularly reviewing the risk management 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 2020-21 financial statements relate to the Controlled and Territorial entities administered by the Office. The financial information is based on the audited financial statements for 2019-20 and 2020-21, and the 2020-21 Budget and forward estimates contained in the budget papers.

Controlled Financial Performance

1. Net Cost of Services

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

Comparison to budget

	Actual 2019-20 \$m	Original budget 2020-21 \$m	Actual 2020-21 \$m	Forward estimate 2021-22 \$m ¹	Forward estimate 2022-23 \$m ¹	Forward estimate 2023-24 \$m ¹
Expenditure	10.791	11.433	11.285	11.556	11.725	11.893
Own source revenue	0.599	0.606	0.689	0.607	0.609	0.610
Net cost of services	10.192	10.827	10.596	10.949	11.116	11.283

¹ Forward estimates are based on the 2020-2021 Budget tabled on 9 February 2021.

The Office's Net Cost of Services of \$10.596m was largely consistent with the budget of \$10.827m (2.1 per cent variance).

Comparison to prior year

The Net Cost of Services of \$10.596m was higher than the prior year result of \$10.192m (4.0 per cent variance). Increases were reported in employee expenses including superannuation as the Office chose to fund several key positions from its own funds. In addition, supplies and services increased over the prior year due to higher:

- information technology running costs as the Office continues to develop digital solutions to its workflows in the Parliamentary and Business Support branches
- cleaning costs due to the impact of the COVID-19 global pandemic, and
- repairs and maintenance expenses due to faults in some of the major plant and equipment in the Assembly building.

Future trends

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

2. Total Expenditure

Employee expenses including superannuation (\$6.888m: 61.0 per cent) and supplies and services (\$3.923m: 34.8 per cent) represent 95.8 per cent of the Office's total expenditure.

The largest components of supplies and services were:

- information technology running costs (\$0.995m: 25.4 per cent);
- building management (\$0.981m: 25.0 per cent);
- accommodation rental (\$0.532m: 13.6 per cent); and
- legal services and legislative drafting (\$0.382m: 9.7 per cent).

Comparison to budget

Total expenditure of \$11.285m was largely consistent with the budget of \$11.433m (1.3 per cent variance) as outlined previously in 'Net Cost of Services – Comparison to Budget'.

Comparison to prior year

Total expenditure of \$11.285m was higher than the prior year of \$10.791m as discussed above in 'Net Cost of Services – Comparison to Prior Year'.

Future trends

The Office has committed to completing the development of digital solutions to its workflows in the Parliamentary and Business Support branches. In addition, it is also committed to funding staffing positions it considers vital to its business continuity framework. The Office did seek Budget funding for these vital positions, however, this was not provided necessitating the Office to fund these positions from its own resources. The Office plans to resubmit its Budget funding proposal in a future financial year.

3. Own source revenue

The most significant component of 'Own Source Revenue' is Grants and Contributions from other ACT entities (\$0.643m: 93.3 per cent). The major categories were:

- legislative drafting services provided by the Parliamentary Counsel's Office to non-Executive MLAs and one Executive MLA (\$0.304m: 47.3 per cent); and
- the value of accommodation rental (\$0.261m: 40.6 per cent) relating to the proportion of space within the Legislative Assembly building occupied by Office staff.

Comparison to budget and prior year

The Office's 'Own Source Revenue' was higher than the budget (\$0.083m: 13.7 per cent) and prior year (\$0.090m: 15.0 per cent) due to additional legislative drafting services provided free of charge by the Parliamentary Counsel's Office. The value of the legislative drafting services is demand driven and is difficult to predict.

Controlled financial position

1. Total assets

Total assets of \$6.326m consist mainly of cash and cash equivalents (\$3.246m: 51.3 per cent) and plant and equipment (\$2.710m: 42.8 per cent).

Comparison to budget and prior year

Total assets of \$6.326m were largely comparable with the budget (\$6.171m) and the prior year (\$6.301m).

Future trends

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

2. Total liabilities

The Office's total liabilities of \$2.760m consist mostly of current and non-current employee benefit liabilities (\$2.353m: 85.3 per cent) and payables (\$0.345m: 12.5 per cent).

Comparison to budget and prior year

Total liabilities of \$2.760m were higher than the budget (\$2.594m) and prior year (\$2.431m) due mainly to the timing of the payment cycle at the end of the financial year. The payment cycle fell on 1 July 2021 which meant a significant number of invoices were still outstanding at 30 June 2021. In addition, some large accruals were recorded late in the financial year where suppliers had not provided an invoice for work completed.

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

1. Income

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

Payment for Expenses on Behalf of the Territory of \$9.743m was \$0.290m (2.9 per cent) less than originally budgeted mainly due to lower than anticipated employee expenses discussed below in 'Expenditure – Comparison to Budget'.

2. Expenditure

Territorial expenditure is largely employee expenses and superannuation (\$9.327m: 86.8 per cent).

Comparison to budget

Total expenditure was \$1.216m (10.2 per cent) less than budgeted. Employee expenses were lower than budget by \$0.914m (8.9 per cent) mainly due to:

- the significant number of staff who ceased employment following the October 2020 ACT election;
- new non-Executive Members taking some time to fill staffing positions; and
- a higher use of consultants instead of staff in 2020-21.

Depreciation expense was \$0.556m (44.4 per cent) less than budget. The budget assumed that a higher level of assets would be depreciated for the full financial year. This did not eventuate as building improvement projects were not completed until near the end of the financial year.

Comparison to prior year

Total expenditure of \$10.748m was higher than the prior year (\$10.465m) largely due to an increase in employee expenses and building management expenses. Employee expenses rose overall due to the significant amount of termination payments following the October 2020 ACT Election.

The Territorial entity's share of building management expenses increased due mainly to higher cleaning costs stemming from the COVID-19 global pandemic and additional unscheduled maintenance.

Future trends

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

Territorial financial position

1. Total assets

Comparison to budget and prior year

Total assets of \$35.658m were higher than budget (\$35.006m) and the prior year (\$34.830m) due to the addition of completed building improvements.

Future trends

The value of Territorial assets is expected to remain consistent for the next few financial years. The next major capital funding project is expected to be the redesign of the public entrance of the Assembly building.

2. Total liabilities

Comparison to budget and prior year

Total liabilities of \$0.564m were less than the budget (\$0.941m) and the prior year (\$0.765m) due to the higher than forecast payout of leave liabilities following the October 2020 ACT Election.

Future trends

Employee leave liabilities are expected to rise over the next few years in line with wage price indexation as Members' offices maintain consistent staffing levels in the 10th Assembly.

INDEPENDENT AUDITOR'S REPORT**To the Members of the ACT Legislative Assembly****Opinion**

I have audited the financial statements of the Office of the Legislative Assembly for the year ended 30 June 2021 which comprise the:

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

In my opinion, the financial statements:

- i. present fairly, in all material respects, the Office of the Legislative Assembly's financial position as at 30 June 2021, and its financial performance and cash flows for the year then ended; and
- ii. are presented in accordance with the *Financial Management Act 1996* and comply with Australian Accounting Standards.

Basis for opinion

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

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

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

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

The Clerk of the Legislative Assembly is responsible for:

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

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Auditor's responsibilities for the audit of the financial statements

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

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

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

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

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

I 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
25 August 2021

Office of the Legislative Assembly

Financial statements

For the year ended 30 June 2021

**Office of the Legislative Assembly
Financial statements
For the year ended 30 June 2021**

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 2021 and the financial position on that date.



Tom Duncan
Clerk of the Legislative Assembly
24 August 2021

**Office of the Legislative Assembly
Financial statements
for the year ended 30 June 2021**

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 2021 and the financial position on that date.



Malcolm Prentice
Chief Finance Officer
Office of the Legislative Assembly
24 August 2021

Office of the Legislative Assembly

Controlled financial statements

For the year ended 30 June 2021

Office of the Legislative Assembly
Operating statement
For the year ended 30 June 2021

	Note No.	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
Income				
<i>Revenue</i>				
Controlled Recurrent Payments		10,272	10,425	10,291
Investment Revenue		33	41	36
Grants and Contributions	3	643	520	533
Other Revenue		13	45	30
Total Revenue		10,961	11,031	10,890
Total Income		10,961	11,031	10,890
Expenses				
Employee Expenses	4	5,837	5,991	5,759
Superannuation Expenses	5	1,051	1,294	964
Supplies and Services	6	3,923	3,776	3,620
Depreciation and Amortisation	7	474	367	447
Other Expenses		-	5	1
Total Expenses		11,285	11,433	10,791
Operating (Deficit)/Surplus		(324)	(402)	99
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Decrease in the Asset Revaluation Surplus		(15)	-	(239)
Other Comprehensive Income		-	75	-
Total Other Comprehensive Income		(15)	75	(239)
Total Comprehensive (Deficit)		(339)	(327)	(140)

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

Office of the Legislative Assembly
Balance sheet
As at 30 June 2021

	Note No.	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
Current Assets				
Cash and Cash Equivalents	8	3,246	2,953	2,963
Receivables		26	18	22
Other Assets		77	63	66
Total Current Assets		3,349	3,034	3,051
Non-Current Assets				
Plant and Equipment	9	2,710	2,817	2,856
Intangible Assets	10	267	320	394
Total Non-Current Assets		2,977	3,137	3,250
Total Assets		6,326	6,171	6,301
Current Liabilities				
Payables	11	345	129	146
Employee Benefits	12	2,297	2,328	2,157
Lease Liabilities		62	26	26
Total Current Liabilities		2,704	2,483	2,329
Non-Current Liabilities				
Employee Benefits	12	56	111	102
Total Non-Current Liabilities		56	111	102
Total Liabilities		2,760	2,594	2,431
Net Assets		3,566	3,577	3,870
Equity				
Accumulated Funds		2,586	2,582	2,875
Asset Revaluation Surplus		980	995	995
Total Equity		3,566	3,577	3,870

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 2021**

	Accumulated Funds Actual 2021 \$'000	Asset Revaluation Surplus Actual 2021 \$'000	Total Equity Actual 2021 \$'000	Original Budget 2021 \$'000
Balance at 1 July 2020	2,875	995	3,870	3,869
Comprehensive Income				
Operating (Deficit)	(324)	-	(324)	(402)
Other Comprehensive Income	-	-	-	75
Decrease in Asset Revaluation Surplus	-	(15)	(15)	-
Total Comprehensive (Deficit)	(324)	(15)	(339)	(327)
Transactions Involving Owners Affecting Accumulated Funds				
Capital Injections	35	-	35	35
Total Transactions Involving Owners Affecting Accumulated Funds	35	-	35	35
Balance at 30 June 2021	2,586	980	3,566	3,577

	Accumulated Funds Actual 2020 \$'000	Asset Revaluation Surplus Actual 2020 \$'000	Total Equity Actual 2020 \$'000
Balance at 1 July 2019	2,741	1,234	3,975
Comprehensive Income			
Operating Surplus	99	-	99
Decrease in Asset Revaluation Surplus	-	(239)	(239)
Total Comprehensive Surplus/(Deficit)	99	(239)	(140)
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	35	-	35
Total Transactions Involving Owners Affecting Accumulated Funds	35	-	35
Balance at 30 June 2020	2,875	995	3,870

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

Office of the Legislative Assembly
Statement of cash flows
For the year ended 30 June 2021

	Note No.	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
Cash Flows from Operating Activities				
Receipts				
Controlled Recurrent Payments		10,272	10,425	10,291
Interest Received		32	41	36
Goods and Services Tax Credits		284	407	340
Other		32	-	35
Total Receipts from Operating Activities		10,620	10,873	10,702
Payments				
Employees		5,674	5,662	5,559
Superannuation		1,111	1,194	945
Supplies and Services		3,143	3,771	3,347
Goods and Services Tax Paid to Suppliers		280	228	344
Total Payments from Operating Activities		10,208	10,855	10,195
Net Cash Inflows from Operating Activities	15	412	18	507
Cash Flows from Investing Activities				
Payments				
Purchase of Plant and Equipment		128	35	116
Total Payments from Investing Activities		128	35	116
Net Cash (Outflows) from Investing Activities		(128)	(35)	(116)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		35	35	35
Total Receipts from Financing Activities		35	35	35
Payments				
Repayment of Finance Lease Liabilities		36	29	38
Total Payments from Financing Activities		36	29	38
Net Cash (Outflows)/Inflows from Financing Activities		(1)	6	(3)
Net Increase/(Decrease) in Cash		283	(11)	388
Cash and Cash Equivalents at the Beginning of the Reporting Period		2,963	2,964	2,575
Cash and Cash Equivalents at the End of the Reporting Period	15	3,246	2,953	2,963

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

Office of the Legislative Assembly
Controlled statement of appropriation
For the year ended 30 June 2021

	Original Budget 2021 \$'000	Total Appropriated 2021 \$'000	Appropriation Drawn 2021 \$'000	Appropriation Drawn 2020 \$'000
Controlled Recurrent Payments	10,425	10,425	10,272 ^a	10,291
Capital Injections	35	35	35	35
Total Controlled Appropriation	10,460	10,460	10,307	10,326

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

Accounting Policy for Appropriations

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

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

Column Heading Explanations

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

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

The *Appropriation Drawn* is the total amount of appropriation received by the Office during the year. This amount appears in the Statement of Cash Flows.

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

- a) Appropriation provided for the purpose of employer superannuation contributions that was not required for this purpose cannot be drawn down or used for a different purpose. As a result, the appropriation drawn in 2020-21 for controlled recurrent payments was \$153,000 less than the amount appropriated.

Office of the Legislative Assembly
Controlled note index of the financial statements
For the year ended 30 June 2021

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

Income Notes

Note 3	Grants and Contributions
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Expense Notes

Note 4	Employee Expenses
Note 5	Superannuation Expenses
Note 6	Supplies and Services
Note 7	Depreciation and Amortisation

Asset Notes

Note 8	Cash and Cash Equivalents
Note 9	Plant and Equipment
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Liability Notes

Note 11	Payables
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Note 13	Financial Instruments
Note 14	Commitments
Note 15	Cash Flow Reconciliation
Note 16	Budgetary Reporting
Note 17	Related Party Disclosures

Office of the Legislative Assembly

Notes to and forming part of the Financial Statements

For the year ended 30 June 2021

NOTE 1. OBJECTIVES OF THE OFFICE OF THE LEGISLATIVE ASSEMBLY

Operations and Principal Activities

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

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

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

NOTE 2. BASIS OF PREPARATION OF THE FINANCIAL STATEMENTS

LEGISLATIVE REQUIREMENT

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

- (i) an Operating Statement for the year;
- (ii) a Balance Sheet as at the end of the year;
- (iii) a Statement of Changes in Equity for the year;
- (iv) a Statement of Cash Flows for the year;
- (v) a Statement of Appropriation for the year;
- (vi) the 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 in accordance with:

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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

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

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

Controlled financial results

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

Territorial financial results

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

IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

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

Impact of Accounting Standards Issued But Yet To Be Applied

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

These standards and interpretations are applicable to future reporting periods. The Office does not intend to adopt these standards and interpretations early. Where applicable these Australian Accounting Standards will be adopted from their application date.

CONTROLLED AND TERRITORIAL ITEMS

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

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

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

ACCRUAL ACCOUNTING

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

CURRENCY

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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

INDIVIDUAL NOT-FOR-PROFIT REPORTING ENTITY

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

REPORTING PERIOD

These financial statements state the financial performance, changes in equity and cash flows of the Office for the year ended 30 June 2021 together with the financial position of the Office as at 30 June 2021.

COMPARATIVE FIGURES

(a) Budget Figures

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2020-21 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

(b) Prior Year Comparatives

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

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

(c) Rounding

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

ASSETS – CURRENT AND NON-CURRENT

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

LIABILITIES – CURRENT AND NON-CURRENT

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 3. GRANTS AND CONTRIBUTIONS

Accounting Policy for Grants and Contributions

Goods and services received free of charge from ACT Government agencies are recorded as revenue and an expense in the Operating Statement at fair value. The revenue is separately disclosed under grants and contributions, with the expense being recorded in the line item to which it relates. Services that are received free of charge are only recorded in the Operating Statement if they can be reliably measured and would have been purchased if not provided to the Office free of charge.

Significant Accounting Judgements and Estimates – Grants and Contributions

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

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

	2021	2020
	\$'000	\$'000
Revenue from ACT Government Entities		
Legislative Drafting Services ^a	304	235
Legal Services ^b	78	37
Accommodation Rental	261	261
Total Gains and Contributions	643	533

- a) Legislative drafting services are demand driven and are not predictable from year to year as they depend on the number of requests predominately made by Members to the ACT Parliamentary Counsel's Office.
- b) Legal services are demand driven and depend on the number of requests for legal advice to the ACT Government Solicitor's Office.

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 3. GRANTS AND CONTRIBUTIONS - CONTINUED

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

Recipient	2021 \$'000	2020 \$'000
Mr Braddock	10	-
Ms Cheyne	-	23
Ms Clay	44	-
Mr Coe	11	18
Mrs Jones	-	42
Mrs Kikkert	31	-
Ms Le Couteur	23	71
Ms Lee	20	9
Ms Orr	36	-
Dr Paterson	23	-
Mr Pettersson	21	30
Mr Rattenbury	4	4
Madam Speaker	55	-
Other Members	4	24
Office of the Legislative Assembly	22	14
Total	304	235

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).

	2021 \$'000	2020 \$'000
Wages and Salaries	5,184	5,028
Annual Leave Expense	490	431
Long Service Leave Expense	67	216
Workers' Compensation Insurance Premium	38	29
Other Employee Benefits and On-Costs	58	55
Total Employee Expenses	5,837	5,759

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 5. SUPERANNUATION EXPENSES

Accounting Policy for Superannuation

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.

	2021	2020
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account ^a	612	536
Productivity Benefit	63	58
Superannuation Payments for the PSSAP	30	29
Superannuation to External Providers	346	341
Total Superannuation Expenses	1,051	964

a) The increase is largely attributable to the higher salaries of staff who are members of the PSS defined benefit scheme in 2020-21.

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 6. SUPPLIES AND SERVICES

Accounting Policy for Supplies and Services

Insurance

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

Repairs and Maintenance

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

Rental Expenses

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

	2021	2020
	\$'000	\$'000
Information Technology Running Costs ^a	995	884
Building Management ^b	981	798
Rental Expenses	532	526
Consultants, Contractors and Professional Services	269	292
Printing and Stationery	104	102
Legal Services and Legislative Drafting ^c	382	272
Staff Training and Services	80	69
Recording and Transcription ^d	93	130
Library Materials	86	69
Insurance Premium	54	55
Travel ^e	12	122
Telephone	57	51
Hospitality and Functions ^e	3	16
Internal and External Audit Fees ^f	103	65
Advertising	35	31
Assembly Broadcasting	61	61
Other	76	77
Total Supplies and Services	3,923	3,620

- a) Information technology running costs increased with the ongoing development of digital solutions to its workflows in the Parliamentary Services and Business Support branches. The Office implemented new human resources systems during 2020-21 as part of this development.
- b) Building management costs increased due to additional cleaning requirements caused by the COVID-19 global pandemic and several major repair and maintenance works required on plant and equipment in the Assembly building.
- c) Legal services and legislative drafting services are received free of charge from the Justice and Community Safety Directorate. The services are demand driven and fluctuate from year to year (See Note 3 – *Grants and Contributions*).

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 6. SUPPLIES AND SERVICES - CONTINUED

- d) Recording and transcription services decreased in 2020-21 largely because of the caretaker period before the October 2020 ACT Election and the period after the election when there were no sittings and committee hearings.
- e) A lower expense was incurred in 2020-21 as the ability to undertake travel and hold functions was significantly affected by the COVID-19 global pandemic.
- f) External audit fees paid to the ACT Audit Office for the financial statements were \$52,500 (\$45,571 in 2019-20). No other services were provided by the ACT Audit Office. The cost of internal audits undertaken in 2020-21 increased due to the complexity of the subject matter being reviewed.

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 7. DEPRECIATION AND AMORTISATION

Accounting Policy for Depreciation and Amortisation

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

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

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

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

Class of asset	Depreciation/amortisation method	Useful life (years)
Plant and equipment	Straight line	2–20
Right-of-use plant and equipment	Straight line	2
Leasehold improvements	Straight line	10
Intangibles – Computer software	Straight line	5

	2021	2020
	\$'000	\$'000
Depreciation		
Plant and Equipment	145	132
Right-of-Use Plant and Equipment	36	38
Leasehold Improvements	166	150
Total Depreciation	347	320
Amortisation		
Intangible Assets	127	127
Total Amortisation	127	127
Total Depreciation and Amortisation	474	447

NOTE 8. CASH AND CASH EQUIVALENTS

Cash and cash equivalents includes cash at bank and cash on hand.

	2021	2020
	\$'000	\$'000
Cash at Bank ^a	3,245	2,962
Cash on Hand	1	1
Total Cash	3,246	2,963
<i>Weighted Average Interest rate – Cash at Bank</i>	<i>1.0%</i>	<i>1.52%</i>

a) The increase in cash at bank is due to the Office recording a net cash inflow from operations.

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 9. PLANT AND EQUIPMENT

Accounting Policy for Plant and Equipment

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

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

Acquisition and Recognition of Plant and Equipment

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

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

Measurement of Plant and Equipment After Initial Recognition

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

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

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

Significant Accounting Judgements and Estimates – Fair Value of Assets

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

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

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

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

Valuation of Non-Current Assets

Jones Lang LaSalle Advisory Services Pty Ltd performed revaluations of the Office's land and building. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest valuation was performed as at 30 June 2020.

	2021	2020
	\$'000	\$'000
Plant and Equipment		
Plant and Equipment at Fair Value	829	738
Less: Accumulated Depreciation	(143)	-
	<u>686</u>	<u>738</u>
Right-of-Use Plant and Equipment at Cost	73	64
Less: Accumulated Depreciation	(11)	(38)
	<u>62</u>	<u>26</u>
Total Plant and Equipment	<u>748</u>	<u>764</u>
Leasehold Improvements		
Leasehold improvements at Fair Value	829	829
Less: Accumulated Depreciation	(166)	-
Total Leasehold Improvement	<u>663</u>	<u>829</u>
Heritage Assets		
Artwork and Other Collectables at Fair Value	852	821
Library Collection at Fair Value	447	442
Total Heritage Assets	<u>1,299</u>	<u>1,263</u>
Total Plant and Equipment	<u>2,710</u>	<u>2,856</u>

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

Reconciliation of Plant and Equipment

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

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying amount at the beginning of the reporting period	764	829	1,263	2,856
Additions	180	-	36	216
Depreciation	(181)	(166)	-	(347)
Revaluation (Decrement)	(15)	-	-	(15)
Carrying amount at the end of the reporting period	748	663	1,299	2,710

Reconciliation of Plant and Equipment

The following table shows the movement of Plant and Equipment during 2019-20.

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
Carrying amount at the beginning of the reporting period	855	898	1,456	3,209
Additions	171	-	35	206
Depreciation	(170)	(150)	-	(320)
Revaluation (Decrement)/Increment	(92)	81	(228)	(239)
Carrying amount at the end of the reporting period	764	829	1,263	2,856

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 2021 are shown in the following table.

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

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

	Classification According to the Fair Value Hierarchy			Total \$'000
	Level 1 \$'000	Level 2 \$'000	Level 3 \$'000	
2020				
Plant and Equipment at Fair Value				
Plant and Equipment	-	677	61	738
Leasehold Improvements	-	-	829	829
Heritage Assets	-	821	442	1,263
	-	1,498	1,332	2,830

Transfers Between Categories

No assets have been reclassified in 2020-21.

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

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 9. PLANT AND EQUIPMENT – CONTINUED

Level 3 Valuation Techniques and Significant Unobservable Inputs

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

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

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

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

Fair Value Measurements using Significant Unobservable Inputs (Level 3)

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
2021				
Fair value at the beginning of the reporting period	61	829	442	1,332
Additions	-	-	5	5
Depreciation	(45)	(166)	-	(211)
Fair value at the end of the reporting period	16	663	447	1,126

	Plant and Equipment \$'000	Leasehold Improvements \$'000	Heritage Assets \$'000	Total \$'000
2020				
Fair value at the beginning of the reporting period	111	898	672	1,681
Additions	-	-	5	5
Depreciation	(8)	(150)	-	(158)
Revaluation (Decrement)/Increment	(42)	81	(235)	(196)
Fair value at the end of the reporting period	61	829	442	1,332

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 10. INTANGIBLE ASSETS

Accounting Policy for Intangible Assets

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

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

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

	2021	2020
	\$'000	\$'000
Computer Software		
<i>Externally Purchased Software</i>		
Computer Software at Cost	684	684
Less: Accumulated Amortisation	(417)	(290)
<i>Total Externally Purchased Software</i>	267	394
Total Computer Software	267	394
Total Intangible Assets	267	394

Reconciliation of Intangible Assets

The following table shows the movement of the Intangible Assets.

	2021	2020
	\$'000	\$'000
Carrying Amount at the Beginning of the Reporting Period	394	521
Amortisation	(127)	(127)
Carrying Amount at the End of the Reporting Period	267	394

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 11. PAYABLES

Accounting Policy for Payables

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

	2021	2020
	\$'000	\$'000
Current Payables		
Trade Payables ^a	195	51
Accrued Expenses ^a	150	95
Total Current Payables	345	146
Total Payables	345	146

- a) Trade payables and accrued expenses were higher than the previous year mainly due to the timing of the payment cycle at the end of the financial year. The payment date fell on 1 July 2021 which meant a significant number of invoices were still outstanding at 30 June 2021. Some large accruals were also recorded late in the financial year where the supplier had not provided an invoice for work completed.

Classification of ACT Government/Non-ACT Government Payables

	2021	2020
	\$'000	\$'000
Payables with ACT Government Entities		
Trade Payables	48	11
Accrued Expenses	101	66
Total Payables with ACT Government Entities	149	77
Payables with Non-ACT Government Entities		
Trade Payables	146	40
Accrued Expenses	50	29
Total Payables with Non-ACT Government Entities	196	69
Total Payables	345	146

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 12. EMPLOYEE BENEFITS

Accounting Policy for 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 2020-21, the rate used to estimate the present value of future:

- Payments for annual leave is 100.2% (100.9% in 2019-20); and
- Payments for long service leave is 108.7% (113.6% in 2019-20).

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

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

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

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 2021

NOTE 12. EMPLOYEE BENEFITS – CONTINUED

	2021	2020
	\$'000	\$'000
Current Employee Benefits		
Annual Leave	652	599
Long Service Leave	1,520	1,465
Accrued Salaries	125	93
Total Current Employee Benefits	2,297	2,157
Non-Current Employee Benefits		
Long Service Leave	56	102
Total Non-Current Employee Benefits	56	102
Total Employee Benefits	2,353	2,259
	2021	2020
	\$'000	\$'000
Estimate of when Leave is Payable		
Estimated Amount Payable within 12 Months		
Annual Leave	375	345
Long Service Leave	202	160
Accrued Salaries	125	93
Total Employee Benefits Payable within 12 Months	702	598
Estimated Amount Payable after 12 Months		
Annual Leave	277	254
Long Service Leave	1,374	1,407
Total Employee Benefits Payable after 12 Months	1,651	1,661
Total Employee Benefits	2,353	2,259

At 30 June 2021, the Office employed 55.1 full time equivalent (FTE) staff (54.6 FTE staff at 30 June 2020).

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 13. FINANCIAL INSTRUMENTS

Interest Rate Risk

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

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

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

Sensitivity Analysis

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

Credit Risk

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

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

Liquidity Risk

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

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

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

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 14. COMMITMENTS

Other Commitments

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

	2021	2020
	\$'000	\$'000
Within one year	791	750
Later than one year but not later than five years ^a	837	242
Total Other Commitments	1,628	992

- a) Commitments have risen in 2020-21 following the signing of agreements with the Commissioner for Standards, Ethics and Integrity Advisor and legal advisers for the period of the 10th Assembly. In addition, longer-term commitments have also been entered into for the development of and operation of corporate systems in the Parliamentary Support and Business Support branches.

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 15. CASH FLOW RECONCILIATION

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

	2021	2020
	\$'000	\$'000
Total Cash and Cash Equivalents Recorded in the Balance Sheet	3,246	2,963
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement of Cash Flows	3,246	2,963

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

	2021	2020
	\$'000	\$'000
Operating (Deficit)/Surplus	(324)	99
Add/(Less) Non-Cash Items		
Depreciation of Plant and Equipment	347	320
Amortisation of Intangible Assets	127	127
Add/(Less) Items Classified as Investing or Financing		
Derecognition of Non-Current Assets	(16)	-
Cash Before Changes in Operating Assets and Liabilities	134	546
Changes in Operating Assets and Liabilities		
(Increase)/Decrease in Receivables	(4)	10
(Increase) in Other Assets	(11)	(5)
Increase/(Decrease) in Payables	199	(236)
Increase in Employee Benefits	94	192
Net Changes in Operating Assets and Liabilities	278	(39)
Net Cash Inflows from Operating Activities	412	507

c) Non-Cash Financing and Investing Activities

Acquisition of motor vehicles by means of lease	36	26
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Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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 (-) 2.5% and \$500,000 of the budget for the financial statement line item.

Cash flow statement line items	Actual 2020-21 \$'000	Original budget ¹ 2020-21 \$'000	Variance \$'000	Variance %	Variance explanation
Supplies and services	3,143	3,771	(628)	(16.7)	The timing of the payment cycle meant that payments were made on 1 July 2021 rather than in June 2021. As a result, the payables balance was significantly higher at 30 June 2021 and the cash payments for supplies and services below budgeted result.

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

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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 in the table below.

	2021	2020
	\$'000	\$'00
Short-term employee benefits	953	912
Post-employment benefits	212	194
Other long-term benefits†	(11)	36
Total compensation to key management personal paid by the Office	1,154	1,142

† Other long-term benefits were negative due to the reduction in the present value of future long service leave payments. See *Note 12 – Employee Benefits*.

(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 2021

Office of the Legislative Assembly
Statement of Income and Expenses on behalf of the Territory
For the year ended 30 June 2021

	Note No.	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
Income				
<i>Revenue</i>				
Payment for Expenses on Behalf of the Territory		9,743	10,033	9,345
Grants and Contributions		544	441	437
Total Revenue		10,287	10,474	9,782
Total Income		10,287	10,474	9,782
Expenses				
Employee Expenses	19	8,400	9,309	8,378
Superannuation Expenses	20	927	932	1,006
Supplies and Services	21	726	472	477
Depreciation		695	1,251	604
Total Expenses		10,748	11,964	10,465
Operating (Deficit)		(461)	(1,490)	(683)
Other Comprehensive Income				
<i>Items that will not be reclassified subsequently to profit or loss</i>				
Increase in the Asset Revaluation Surplus		-	-	5,190
Total Other Comprehensive Income		-	-	5,190
Total Comprehensive (Deficit)/Surplus		(461)	(1,490)	4,507

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 2021

	Note No.	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
Current Assets				
Cash and Cash Equivalents		120	108	81
Receivables		19	26	26
Total Current Assets		139	134	107
Non-Current Assets				
Property, Plant and Equipment	22	35,519	34,349	34,200
Capital Works in Progress		-	523	523
Total Non-Current Assets		35,519	34,872	34,723
Total Assets		35,658	35,006	34,830
Current Liabilities				
Payables		95	10	10
Employee Benefits	23	469	931	755
Total Liabilities		564	941	765
Net Assets		35,094	34,065	34,065
Equity				
Accumulated Funds		16,986	15,957	15,957
Asset Revaluation Surplus		18,108	18,108	18,108
Total Equity		35,094	34,065	34,065

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 2021

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

	Accumulated Funds Actual 2020 \$'000	Asset Revaluation Surplus Actual 2020 \$'000	Total Equity Actual 2020 \$'000
Balance at 1 July 2019	15,747	12,918	28,665
Comprehensive Income			
Operating (Deficit)	(683)	-	(683)
Increase in Asset Revaluation Surplus	-	5,190	5,190
Total Comprehensive (Deficit)/Surplus	(683)	5,190	4,507
Transactions Involving Owners Affecting Accumulated Funds			
Capital Injections	893	-	893
Total Transactions Involving Owners Affecting Accumulated Funds	893	-	893
Balance at 30 June 2020	15,957	18,108	34,065

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

Office of the Legislative Assembly
Statement of Cash Flows on behalf of the Territory
For the year ended 30 June 2021

	Note No.	Actual 2021 \$'000	Original Budget 2021 \$'000	Actual 2020 \$'000
Cash Flows from Operating Activities				
Receipts				
Cash from Government for Expenses on Behalf of the Territory		9,743	10,033	9,345
Goods and Services Tax Credits		163	30	71
Total Receipts from Operating Activities		9,906	10,063	9,416
Payments				
Employees		8,643	9,464	8,247
Superannuation		974	521	995
Supplies and Services		142	47	60
Goods and Services Tax Paid to Suppliers		151	5	94
Total Payments from Operating Activities		9,910	10,037	9,396
Net Cash (Outflows)/Inflows from Operating Activities	25	(4)	26	20
Cash Flows from Investing Activities				
Payments				
Purchase of Property, Plant and Equipment		1,447	1,490	907
Total Payments from Investing Activities		1,447	1,490	907
Net Cash (Outflows) from Investing Activities		(1,447)	(1,490)	(907)
Cash Flows from Financing Activities				
Receipts				
Capital Injections		1,490	1,490	893
Total Receipts from Financing Activities		1,490	1,490	893
Net Cash Inflows from Financing Activities		1,490	1,490	893
Net Increase in Cash and Cash Equivalents		39	26	6
Cash and Cash Equivalents at the Beginning of the Reporting Period		81	82	75
Cash and Cash Equivalents at the End of the Reporting Period	25	120	108	81

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

**Office of the Legislative Assembly
Territorial Statement of Appropriation
For the year ended 30 June 2021**

	Original Budget 2021 \$'000	Total Appropriated 2021 \$'000	Appropriation Drawn 2021 \$'000	Appropriation Drawn 2020 \$'000
Expenses on Behalf of the Territory	10,033	10,033	9,743 ^a	9,345
Capital Injections	1,490	1,490	1,490 ^b	893
Total Territorial Appropriation	11,523	11,523	11,233	10,238

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

Accounting Policy for Appropriations

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

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

Column Heading Explanations

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

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

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

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

- a) The appropriation drawn for Expenses on Behalf of the Territory was \$398,000 more than the prior year due mainly to the quantum of termination payments made to non-Executive members and their staff not returning following the October 2020 ACT Election.
- b) The appropriation drawn for Capital Injections was \$597,000 more than the prior year due mainly to the delays associated with the Members Entrance Redesign project. This funding was transferred to the 2020-21 financial year as part of the budget process.

Office of the Legislative Assembly
Territorial note index of the Financial Statements
For the year ended 30 June 2021

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 Employee Benefits – Territorial

Other Notes

Note 24 Financial Instruments – Territorial
Note 25 Cash Flow Reconciliation – Territorial
Note 26 Budgetary Reporting – Territorial

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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 *Grants and Contributions* to Note 16 *Budgetary Reporting* apply equally to the Controlled and Territorial financial statements.

GOING CONCERN

The 2020-21 Territorial financial statements have been prepared on a going concern basis as the ongoing functions and activities of the Office's Territorial entity have been funded in 2021-22 under section 7 of the *Financial Management Act 1996*. The 2021-22 Budget, including forward estimates, will be presented in the Legislative Assembly on 6 October 2021 and will be debated subsequent to the certification of these financial statements.

NOTE 19. EMPLOYEE EXPENSES – TERRITORIAL

	2021	2020
	\$'000	\$'000
Wages and Salaries ^a	7,210	7,825
Annual Leave Expense	256	348
Long Service Leave Expense	81	97
Workers' Compensation Insurance	32	24
Termination Expense ^b	790	48
Other Employee Benefits and On-Costs	31	36
Total Employee Expenses	8,400	8,378

- a) Wages and salaries were lower than the prior year because of the significant number of staff who ceased employment following the October 2020 ACT Election. Combined with new non-Executive Members taking some time to fill staffing positions, this resulted in a lower expense in 2020-21. There was also a higher use of consultants instead of staff in 2020-21. See *Note 21 Supplies and Services – Territorial*.
- b) Under a Remuneration Tribunal determination, all Members are entitled to a resettlement allowance if they retire, resign, or stand for re-election and are unsuccessful. At the October 2020 ACT Election two non-Executive Members retired and five stood for re-election but were unsuccessful. In addition, another non-Executive Member resigned from the Assembly after the election. Following the significant changes in membership in the Assembly, many staff were not re-employed. As a result, termination payments were payable under the relevant Enterprise Agreement to those staff who ceased employment. In the prior year there were only two termination payments.

NOTE 20. SUPERANNUATION EXPENSES – TERRITORIAL

	2021	2020
	\$'000	\$'000
Superannuation Contributions to the Territory Banking Account	85	127
Productivity Benefit	6	7
Superannuation Contributions paid to External Providers	836	872
Total Superannuation Expenses	927	1,006

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

NOTE 21. SUPPLIES AND SERVICES – TERRITORIAL

	2021	2020
	\$'000	\$'000
Consultants, Contractors and Professional Services ^a	182	40
Building Management ^b	544	437
Total Supplies and Services	726	477

- a) The increase in Consultants, Contractors and Professional Services is because some non-Executive Members chose to employ consultants rather than staff to undertake specific projects within their offices.
- b) The corresponding amount appears as grants and contributions in the Statement of Income and Expenses on Behalf of the Territory.

NOTE 22. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL

Accounting Policy for 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 Advisory Services Pty Ltd performed revaluations of the Office's land and building. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest valuation was performed as at 30 June 2020.

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	42
Building improvements	Straight line	25

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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

	2021 \$'000	2020 \$'000
Land and Building		
Land at Fair Value	5,000	5,000
Total Land Assets	5,000	5,000
Building at Fair Value	29,200	29,200
Less: Accumulated Depreciation	(695)	-
	<u>28,505</u>	<u>29,200</u>
Building Improvements at Cost	2,014	-
Less: Accumulated Depreciation	-	-
	<u>2,014</u>	<u>-</u>
Total Building	30,519	29,200
Total Land and Building	35,519	34,200
Total Property, Plant and Equipment	35,519	34,200

2020-21 Reconciliation of Property, Plant and Equipment

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

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

2019-20 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	24,596	29,246
Revaluation Increment	350	4,840	5,190
Additions	-	368	368
Depreciation	-	(604)	(604)
Carrying Amount at the End of the Reporting Period	5,000	29,200	34,200

Office of the Legislative Assembly
Notes to and forming part of the Financial Statements
For the year ended 30 June 2021

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

Fair Value Hierarchy

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

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

Transfers Between Categories

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

Level 2 Valuation Techniques and Inputs

Valuation Technique: The capitalisation approach, discounted cash flow and market approach have been utilised to determine fair value. The capitalisation approach and discounted cash flow converts future cash flows to a single current amount through an appropriate discount rate having regard to current market expectations about those future amounts. The market approach considered transactions and pricing data that has occurred in the principal market in arriving at fair value. The valuation considers any known market impacts of COVID-19 global pandemic. There has not been a material impact on the fair value of assets.

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

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

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NOTE 23. EMPLOYEE BENEFITS – TERRITORIAL

Accounting Policy for 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 2018-2021*. 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 2018-2021* 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.

	2021	2020
	\$’000	\$’000
Current Employee Benefits		
Annual Leave ^a	269	531
Long Service Leave ^a	40	82
Accrued Salaries	160	142
Total Current Employee Benefits	469	755
Total Employee Benefits	469	755

a) The value of annual and long service leave liabilities fell in 2020-21 because leave entitlements were paid out to staff who were not re-employed following the October 2020 ACT Election. See *Note 19 Employee Expenses – Territorial*.

All employee leave entitlements and accrued salaries are payable within 12 months.

At 30 June 2021, the Office’s Territorial entity employed 41.5 full time equivalent (FTE) staff (46.7 FTE at 30 June 2020).

NOTE 24. FINANCIAL INSTRUMENTS – TERRITORIAL

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

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

Liquidity Risk

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

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

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

Office of the Legislative Assembly
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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 Statement of Cash Flows on Behalf of the Territory to the Related Items in the Statement of Assets and Liabilities on Behalf of the Territory

	2021	2020
	\$'000	\$'000
Total Cash and Cash Equivalents Disclosed on the Statement of Assets and Liabilities on Behalf of the Territory	120	81
Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Statement of Cash Flows on Behalf of the Territory	120	81

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

	2021	2020
	\$'000	\$'000
Operating (Deficit)	(461)	(683)
Add/(Less) Non-Cash Items		
Depreciation of Property, Plant and Equipment	695	604
Cash Before Changes in Operating Assets and Liabilities	234	(79)
Changes in Operating Assets and Liabilities		
Decrease/(Increase) in Receivables	10	(26)
Increase/(Decrease) in Payables	38	(33)
(Decrease)/Increase in Employee Benefits	(286)	158
Net Changes in Operating Assets and Liabilities	(238)	99
Net Cash (Outflows)/Inflows from Operating Activities	(4)	20

Office of the Legislative Assembly
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For the year ended 30 June 2021

NOTE 26. 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 2020-21 \$'000	Original budget ¹ 2020-21 \$'000	Variance \$'000	Variance %	Variance explanation
Employee Expenses	8,400	9,309	(909)	(9.8%)	Employee expenses were less than budget due to the significant number of staff that terminated after the October 2020 ACT Election. In addition, the higher number of new Members to the Assembly resulted in extra time being taken to set up their offices and have staff employed.
Statement of Assets and Liabilities on behalf of the Territory line items					
Property, Plant and Equipment	35,519	34,349	1,170	3.4%	The value of completed capital works relating to the Members Entrance and the Heating, Ventilation and Air-Conditioning Upgrades were higher than expected when the budget was prepared.
Statement of Cash Flows on behalf of the Territory line items					
Employee Expenses	8,643	9,464	(821)	(8.7%)	See explanation above.

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