

OFFICE OF THE LEGISLATIVE ASSEMBLY

ANNUAL REPORT

2017–2018

PEACE • ORDER • GOOD GOVERNMENT

ISSN 2209-1246 (Print)

ISSN 2209-1254 (Online)

© Office of the Legislative Assembly

This publication is subject to copyright. Except as permitted under the *Copyright Amendment (Parallel Importation) Act 2003*, no part of it may in any form or by any means (electronic, mechanical, microcopying,

photocopying, recording or otherwise) be reproduced, stored in a retrieval system or transmitted without prior written permission.

Inquiries should be addressed to the publishers. First published October 2018

Published in Australia by the Office of the Legislative Assembly

Office of the Legislative Assembly 196 London Circuit

Canberra ACT 2601 Australia

Telephone 6205 0439

Facsimile 6205 3109

Email [OLA@parliament.act.gov.au](mailto:OLA@parliament.act.gov.au) Web [www.parliament.act.gov.au](http://www.parliament.act.gov.au/)

Twitter @ACT\_Assembly Facebook @ACTAssembly

Produced by: ACT Government Publishing Services Publication No 18/1045 Printed on 100% recycled paper

### TRANSMITTAL CERTIFICATE

**Joy Burch MLA Speaker**

**Legislative Assembly for the ACT Civic Square**

**London Circuit Canberra ACT 2601**

Dear Madam Speaker

I am pleased to submit for your information and presentation to the Legislative Assembly for the ACT this annual report of the Office of the Legislative Assembly (the Office) for the year ended 30 June 2018.

Pursuant to section 7B of the [*Annual Reports (Government Agencies) Act 2004*](https://www.legislation.act.gov.au/a/2004-8/), the Office is required to prepare a report that includes an account of the management of the Office during the reporting year. You will be aware, however, that the Office is not required to comply with an annual report direction made by the minister in accordance with section 8 of the Act.

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



**Tom Duncan**

CLERK

Legislative Assembly for the ACT October 2018

CONTENTS

[Transmittal certificate 3](#_bookmark0)

[The clerk’s overview 2017-2018 6](#_bookmark1)

[2017-2018 at a glance 7](#_bookmark2)

[Legislation 7](#_bookmark2)

[Questioning the executive 7](#_bookmark2)

[Revised standing orders for the Ninth Assembly . 7](#_bookmark2)

[Redevelopment of Procedural Information](#_bookmark2) [Production System (PIPS) 7](#_bookmark2)

[Committees 7](#_bookmark2)

[Rollout of tablets to non-executive members. . . 7](#_bookmark2) [Hansard 7](#_bookmark2)

[Facility management 7](#_bookmark2)

[Protective security policy framework 8](#_bookmark3)

[Assembly library 8](#_bookmark3)

[Construction of the Constitution Place](#_bookmark3) [development–monitoring impact 8](#_bookmark3)

[Digital display screen 8](#_bookmark3)

[Strategic plan review 8](#_bookmark3)

[The year ahead 9](#_bookmark4)

[Hansard 9](#_bookmark4)

[Library 9](#_bookmark4)

[Facility management 9](#_bookmark4)

[Assembly archival project 9](#_bookmark4)

[Digitisation of existing workflows 9](#_bookmark4)

[SECTION A](#_bookmark5)

[PERFORMANCE](#_bookmark5)

[REPORTING 11](#_bookmark5)

[The organisation 12](#_bookmark6)

[Accountability 12](#_bookmark6)

[The Office’s approach 12](#_bookmark6)

[The Office’s objectives 13](#_bookmark7)

[Values 13](#_bookmark7)

[The Office’s relationships 14](#_bookmark8)

[Structure of the Office 14](#_bookmark8)

[Assembly proceedings 16](#_bookmark9)

[Chamber proceedings 16](#_bookmark9)

[Assembly committees 16](#_bookmark9)

[Procedural digest 20](#_bookmark10)

[Interparliamentary activities 25](#_bookmark11)

[The ACT register of lobbyists 26](#_bookmark12)

[Analysis of the Office’s performance 27](#_bookmark13)

[SECTION B](#_bookmark14)

###### [CONSULTATION AND](#_bookmark14)

###### [SCRUTINY REPORTING 35](#_bookmark14)

[**Internal and external scrutiny** 36](#_bookmark15)

[Legislative Assembly committee](#_bookmark15)

[recommendations 36](#_bookmark15)

[SECTION C](#_bookmark16)

###### [LEGISLATIVE AND POLICY](#_bookmark16)

###### [BASED REPORTING 37](#_bookmark16)

[**Risk management and internal audit** 38](#_bookmark17)

[Risk management 38](#_bookmark17)

[Internal audit 38](#_bookmark17)

[**Fraud and corruption prevention** 39](#_bookmark18)

[**Public interest disclosure** 39](#_bookmark18)

[**Freedom of information (FOI)** 39](#_bookmark18)

[Internal accountability 41](#_bookmark19)

[Human resource performance 42](#_bookmark20)

[Strategic asset management 47](#_bookmark21)

[Capital upgrade funding and expenditure . . . 48](#_bookmark22) [Territory records 50](#_bookmark23)

[Human Rights Act 52](#_bookmark24)

[Sustainability reporting 52](#_bookmark24)

###### [APPENDICES 57](#_bookmark25)

[**Appendix 1** – Sitting days 58](#_bookmark26)

[**Appendix 2** – Proceedings 59](#_bookmark27)

[**Appendix 3** – Minutes of proceedings 60](#_bookmark28)

[**Appendix 4** – Bills and amendments 2017-2018 . 61](#_bookmark29)

[**Appendix 5** – Bills presented 62](#_bookmark30)

[**Appendix 6** – Questions with and without notice 63](#_bookmark31)

[**Appendix 7** – Committee statistics 64](#_bookmark32)

[**Appendix 8** – Broadcasting and website](#_bookmark33)

[management 68](#_bookmark33)

[**Appendix 9** – Library and reference services . . 69](#_bookmark34) [**Appendix 10** – Members of the Ninth Assembly. 71](#_bookmark35) [**Appendix 11** – Office holders of the Ninth](#_bookmark36)

[Assembly 72](#_bookmark36)

[**Appendix 12** – Ministers as at 30 June 2018 . . 73](#_bookmark37)

[**Appendix 13** – Remuneration of MLAs 74](#_bookmark38)

[**Appendix 14** – Non-executive members’ staff](#_bookmark39)

[employment 75](#_bookmark39)

[**Appendix 15** – Visits by members and](#_bookmark40)

[parliamentary officers from](#_bookmark40) [other legislatures, delegations](#_bookmark40)

[and others 77](#_bookmark40)

[**Appendix 16** – Administrative support for](#_bookmark41)

[the Assembly Branch of the](#_bookmark41) [Commonwealth Parliamentary](#_bookmark41) [Association 2017-2018 78](#_bookmark41)

[**Appendix 17** – Education program 79](#_bookmark42)

[**Appendix 18** – Office of the Legislative Assembly](#_bookmark43)

[financial statements and](#_bookmark43) [management discussion](#_bookmark43)

[and analysis 80](#_bookmark43)

[Management discussion and analysis 2017-2018 80](#_bookmark43)

[Legislative overview 80](#_bookmark43)

[Risk management 80](#_bookmark43)

[Reporting entities 80](#_bookmark43)

[Controlled financial performance 80](#_bookmark43)

[Controlled financial position 82](#_bookmark44)

[Territorial statement of income and expenses 84](#_bookmark45)

[Total expenditure 84](#_bookmark45)

[Territorial financial position 85](#_bookmark46)

### THE CLERK’S OVERVIEW 2017-2018

The reporting period has seen a number of considerable changes and achievements for the Office of the Legislative Assembly.

Following the introduction of a new corporate structure in late 2016 to better align with the Office’s statutory functions, in 2017-2018 the Office continued to consolidate accountability and reporting arrangements within the Office of the Clerk, the Parliamentary Support Branch, and the Business Support Branch.

Following a series of staff-led workshops, the Office adopted a strategic plan for 2018-2021. The plan identifies three interrelated objectives: (1) support the Assembly as a democratic institution; (2) support and advise members of the Legislative Assembly; and (3) maintain and build internal organisational capabilities. The Office aims to achieve these objectives by:

* providing procedural stewardship;
* providing good governance;
* removing barriers and promoting and communicating;
* providing safe and functional precincts;
* fostering staff learning and development;
* harnessing technology; and
* sharing knowledge and information.

Assembly committees perform critical scrutiny, accountability and public engagement functions. During the year, the Office supported more Assembly committees than at any time since self-government.

The Office introduced new performance and development arrangements for Office staff, established a standalone protective security committee and developed a 10-year life cycle plan for the Assembly building.

The Office’s focus for 2018-2019 includes a number of business improvement projects to ensure that the services and advice provided by the Office remain effective and efficient. The Office will also provide support to the Standing Committee on Administration and Procedure in its major review of standing orders and resolutions of continuing effect.

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

### 2017-2018 AT A GLANCE

##### Legislation

The Office facilitated the presentation of 54 executive bills, nine private members’ bills and one Assembly bill in the Legislative Assembly, and arranged for the notification of 52 passed bills. The Office also processed the tabling of 409 items of subordinate legislation.

##### Questioning the executive

The Office supported members in their scrutiny of the executive, processing 1,207 questions on notice. During the reporting period, 1,826 questions without notice were asked (this figure includes supplementary questions without notice).

##### Revised standing orders for the Ninth Assembly

The Standing Committee on Administration and Procedure announced a major review of the standing orders. The Office made a comprehensive submission to the inquiry. The committee is due to report in the next reporting period.

##### Redevelopment of Procedural Information Production System (PIPS)

The project to redevelop the IT system used to produce daily procedural documents for Assembly sittings continued to experience delays but user acceptance testing had commenced by the end of the reporting period. The new system is now expected to be in production in the next reporting period.

##### Committees

During the reporting period, the Office supported nine standing committees and seven select committees, which tabled 36 reports. Committees received 898 submissions during the reporting period, with the Select Committee on End of Life Choices in the ACT, alone, receiving 487 submissions.

Four select committees tabled their reports and were dissolved during the reporting period, while three select committees continued their inquiries as at 30 June.

##### Rollout of tablets to non-executive members

The Assembly adoped new arrangements for the distribution of documents in the chamber and to committees. To facilitate these arrangements, all non-executive members were allocated a tablet device with wi-fi connectivity. The Office has observed a steep decline in paper consumption during the period.

##### Hansard

Increased committee activity during the reporting period, together with a significant proliferation in the number of questions on notice, has resulted in a greater workload for Hansard and escalating costs for transcription and editing.

##### Facility management

During the reporting period, an expert consultant was engaged to conduct an assessment of the Assembly building’s various elements and to develop a 10-year life cycle plan. This review was used to support the case for a baseline increase in recurrent capital upgrade funding, although this funding was not agreed to by budget cabinet.

##### Protective security policy framework

During the year, the Office established a dedicated protective security committee to oversee and plan the Office’s compliance with the Territory’s protective security policy framework. The committee oversaw the development of a protective security plan and an associated implementation schedule.

##### Assembly library

In July 2017 the Assembly library opened its new digital repository to users. The repository enables the capture of electronic documents into a searchable database, structured to create searchable collections of ACT media releases, media clips, reports and articles.

##### Construction of the Constitution Place development–monitoring impact

During 2017-2018 construction commenced on the Constitution Place development, on land adjacent to the Assembly building. The Office continues to work closely with developers and other key stakeholders to minimise the impact of these disruptions on Assembly building occupants.

##### Digital display screen

In May the Office installed a digital display screen on the ground floor of the Assembly building, facing the vehicular and foot traffic on London Circuit. The screen projects general welcome information, as well as details on how to contact members and find out about Assembly proceedings.

##### Strategic plan review

During the reporting period, the Office completed a wide-ranging review of its strategic direction and adopted a new plan for 2018-2021. The plan recognises the role the Office plays in the governance of the ACT and sets out its objectives for the next three years.

### THE YEAR AHEAD

##### Hansard

Hansard will be investigating and trialling new technologies with a view to reducing committee transcription costs and streamlining the production of committee transcripts.

##### Library

The Assembly library will focus on addressing recommendations made as part of an internal audit. This will include reviewing all library policies and procedures to ensure that they are up to date.

##### Facility management

The Office will continue to pursue additional capital funding, particularly to complete an upgrade of the Assembly building’s heating, ventilation and cooling system, which was partly upgraded in 2015-2016 and which has some components that are nearly 25 years old.

##### Assembly archival project

During the coming year, using funding provided in the 2018-2019 budget, the Office will begin examining its collection of archived records that date back to the commencement of selfgovernment in 1989. This process aims to inform a digitisation strategy for those records, to remove contaminants from the collection and to repack some records that are not currently stored in ideal conditions. These measures will prolong the life of most of these paper records, delaying the need for digitisation.

##### Digitisation of existing workflows

The Office received funding in the 2018-2019 budget to build on work undertaken in 2017-2018 that explored digitisation opportunities in various Assembly business processes. The project will review processes and seek a technical solution that enables a digital workflow. The project will also explore the development of databases that improve access to historical procedural information.

SECTION A **PERFORMANCE REPORTING**

OFFICE OF THE LEGISLATIVE ASSEMBLY **ANNUAL REPORT** 2017–2018 11

### THE ORGANISATION

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

These responsibilities are concisely expressed in section 6 of the [*Legislative Assembly (Office of the Legislative*](http://www.legislation.act.gov.au/a/2012-26/default.asp)[*Assembly) Act 2012*](http://www.legislation.act.gov.au/a/2012-26/default.asp) (the Act), which establishes the function of the Office as being to:

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

The Office is established as an independent statutory agency under the Act. Section 6 states that the Office’s function is to provide 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 Precincts Act, providing security services); and
* providing public education about the function of the Assembly and committees.

The Office has functions under other legislation, including the [*Legislative Assembly (Broadcasting) Act 2001*](http://www.legislation.act.gov.au/a/2001-69/default.asp)and the [*Legislative Assembly Precincts Act 2001*](http://www.legislation.act.gov.au/a/2001-85/default.asp). The Clerk and staff of the Office also perform a wide range of core parliamentary roles arising from the Assembly’s standing orders and continuing resolutions and parliamentary practice and procedure.

##### Accountability

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

##### The Office’s approach

During the reporting period, the Office finalised its strategic plan for 2018-2021. The new plan sets out the Office’s values, the factors that are likely to impact on its performance, its 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 of its professional relationships.
* The Office is conscientious, knowledgeable and prudent in the way that it goes about doing its work.

***Independence***

* The Office vales its independence from the executive.
* The Office values the checks and balances embodied by the ACT’s form of government, established in the [*Australian Capital Territory (Self-Government) Act 1988*](https://www.legislation.act.gov.au/a/db_6271/e_appointment.asp?dispmode=all), in which there are three separate and distinct branches of government (the Legislature, the Executive and the Judiciary).
* The Office values the principles and guidelines embodied in the Latimer House Principles as a clear statement of the best practice operation of, and relationship between, the three branches of government.

***Honesty and Integrity***

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

***Impartiality***

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

***Transparency***

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

##### The Office’s relationships

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

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

##### Structure of the Office

The Office is organised into three branches.

***The Office of the Clerk***

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

***Parliamentary Support Branch***

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

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

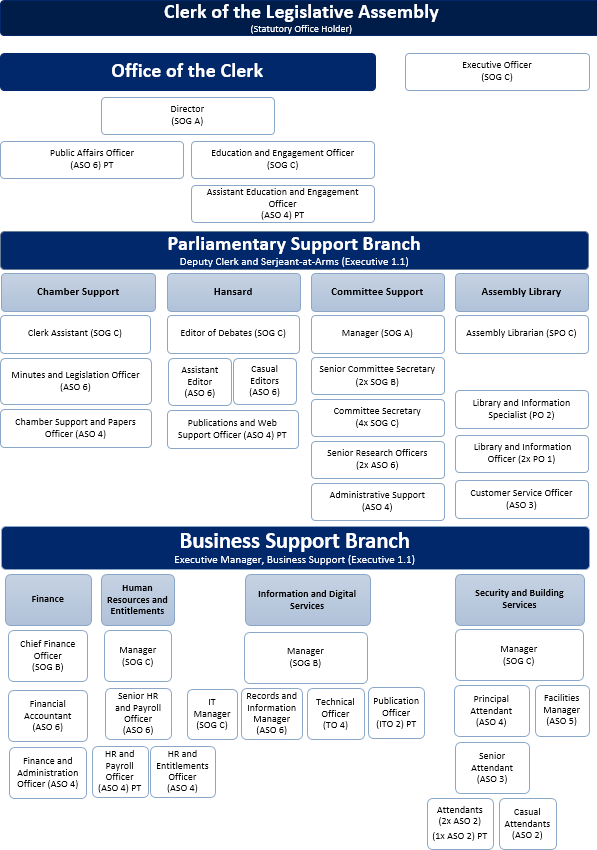
***Business Support Branch***

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;
* **Broadcasting, information and technology**—ICT, records management and broadcasting services; and
* **Security and building services**—security, facilities and building management services.

The Office’s executive management committee (EMC) is responsible for the overall governance of the Office: financial management, strategic direction and policy. It is composed of: the Clerk; the Deputy Clerk and Serjeant-at-Arms; the Executive Manager; the Director, Office of the Clerk; and the Chief Finance Officer.

**FIGURE 1.** *Organisational structure of the Office of the Legislative Assembly as at 30 June 2018*

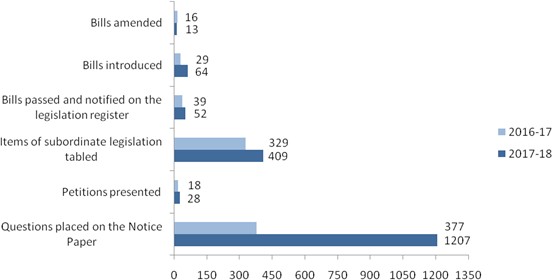


### ASSEMBLY PROCEEDINGS

##### Chamber proceedings

In 2017-2018 the Office provided procedural services to members and their staff, facilitating the efficient functioning of the business of the Assembly on 42 sitting days. The following chart compares the chamber activity in 2016-2017 with 2017-2018. It is worth noting that 2016-2017 was an election year, with reduced sittings.

**FIGURE 2.** *Chamber activity*



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

##### Assembly committees

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

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

The Office has supported eight standing committees, established on 13 December 2016:

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

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

* Select Committee on the 2016 ACT Election and Electoral Act, established 15 December 2016, which presented its report to the Assembly on 30 November 2017;
* Select Committee on Estimates 2017–2018, established 16 February 2017, which presented its report to the Assembly on 1 August 2017;
* Select Committee on an Independent Integrity Commission, established 15 December 2016, which presented its report to the Assembly on 31 October 2017;
* Select Committee on Privileges 2018, established 12 April 2018, which presented its report to the Assembly on 20 June 2018; and
* three select committees that, although established in the reporting period, are not due to present their findings to the Assembly during this period:
  + Select Committee on Estimates 2018–2019, established 22 March 2018;
  + Select Committee on End of Life Choices in the ACT, established 30 November 2017; and
  + Select Committee on an Independent Integrity Commission 2018, established 6 June 2018.

[Detailed information about Assembly committees](https://www.parliament.act.gov.au/in-committees).

***Committee membership***

The composition of all committees is a reflection of the party configuration of the Assembly, as required by standing order 221.

Prior to the Eighth Assembly, most committees of previous Assemblies had three members. The Eighth Assembly passed a resolution on 27 November 2012 to establish standing committees made up of four members: two members from each of the two major parties represented in the Assembly.

The Ninth Assembly passed a resolution on 13 December 2016 that six of the new standing committees would have four members: two members from each of the two major parties represented in the Assembly.

A further two standing committees would have a fifth member, an ACT Greens MLA. Most select committees have also had five members, with the inclusion of an ACT Greens MLA.

***Statutory responsibilities of committees***

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

The Standing Committee on Justice and Community Safety (in its legislative scrutiny role) is required to examine all bills and subordinate legislation to ensure that legislation does not unduly trespass on individual rights and liberties and complies with the Territory’s *Human* [*Rights*](https://www.legislation.act.gov.au/a/2004-5/) *Act 2004*.

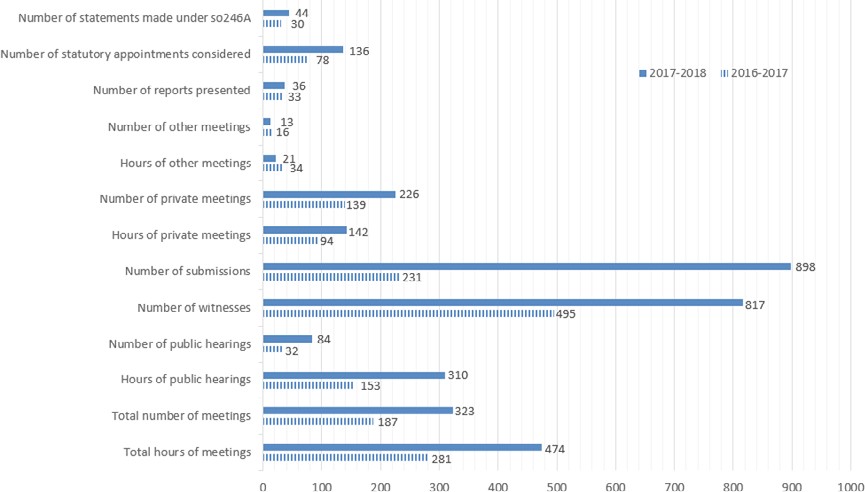
The Standing Committee on Planning and Urban Renewal is required to examine all draft variations to the Territory Plan referred by the Minister for Planning and Land Management. The [*Planning and Development*](http://www.legislation.act.gov.au/a/2017-30/default.asp)[*Amendment Act 2017*](http://www.legislation.act.gov.au/a/2017-30/default.asp) removed the minister’s power to decide whether to refer a draft variation. All draft variations must now be referred to the committee.

The Standing Committee on Public Accounts, under its resolution of appointment, examines all reports of the Auditor-General which have been presented to the Assembly. It monitors reportable contracts of ACT government agencies and has a range of roles and responsibilities under the [*AuditorGeneral Act 1996*](https://www.legislation.act.gov.au/a/1996-23/).

***Committee activity***

In the period 1 July 2017 to 30 June 2018, the Office supported meetings of standing and select committees on 323 occasions. Committees held 84 public hearings and tabled 36 reports in the Legislative Assembly.

This figure gives a snapshot of overall committee activity.

**FIGURE 3.** *Committee activity*

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

***Government responses to committee reports***

The Office monitors the receipt of government responses to committee reports. During the reporting period, 24 responses were received.

Of the reports received, 92 per cent (22 reports) received government responses within four months. Two responses were received after four months.

Standing order 254A empowers committee chairs to seek an explanation from the relevant minister if a government response is not tabled within four months of a report being tabled.

***Consideration of statutory appointments***

Section 228 of the [*Legislation Act 2001*](https://www.legislation.act.gov.au/a/2001-14/) requires all ministers to consult with Legislative 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 136 statutory appointments to a wide range of government bodies. Under continuing resolution 5A, committees are to table a schedule listing the appointments a committee has considered during the applicable period. For each proposed appointment, the schedule must include the date the request for consideration was received from the responsible minister and the date the committee’s response and comment, if any, was provided.

***Committee highlights***

INCREASED PUBLIC ENGAGEMENT

Committees held some high-profile inquiries during the reporting period that attracted significant engagement from the ACT public. The Select Committee on End of Life Choices received 487 submissions, an Assembly record. The inquiry by the Standing Committee on Health, Ageing and Community Services into the implementation, performance and governance of the National Disability Insurance Scheme in the ACT received 70 submissions. The Standing Committee on Justice and Community Safety continued its inquiry into domestic and family violence—policy approaches and responses.

These three inquiries have all led to public hearings that have attracted public and media attention. The subject matter at these hearings has involved emotional and, at times, confronting material. The Office is creating a vulnerable witness protocol for use in similar inquiries in the future.

The Standing Committee on the Environment and Transport and City Services used a number of approaches to encourage engagement with its inquiry into a proposal for a mammal emblem for the ACT. Information packs were sent to schools to encourage student engagement. Site visits by the committee to Mulligan’s Flat Woodland Sanctuary and Tidbinbilla Nature Reserve were filmed and the footage edited for publication on the Assembly’s website. An online poll was run, attracting 3,514 votes. The Office supported these efforts and is assessing what lessons can be learned from these innovations.

SELECT COMMITTEE ON PRIVILEGES 2018

A Select Committee on Privileges was formed on 12 April 2018 to establish whether certain members had committed a contempt by directing people to a website not run by the committee secretariat, in order to make submissions to a committee inquiry. The committee reported on 20 June 2018 and found that no member had committed a contempt. The committee recommended that guidelines be developed for the use of third-party websites in the preparation of submissions to Assembly inquiries.

STANDING COMMITTEE ON ADMINISTRATION AND PROCEDURE

The Standing Committee on Administration and Procedure met on 20 occasions. The committee’s main task was to set the program for private members’, executive members’ and Assembly business.

The committee conducted four new inquiries, presented two reports and made two 246A statements during the reporting period.

Three of the new inquiries were referred by the Assembly and related to: the operation of estimates inquiries; a review of continuing resolution 9, which relates to the election of ACT Senators; and the standing orders relating to contempt. The committee also commenced an inquiry into the operation of standing orders and continuing resolutions of the Assembly, pursuant to standing order 16. This inquiry is ongoing.

Reports presented related to continuing resolution 9, and models for estimates inquiries.

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

The Select Committee on Justice and Community Safety, in performing its legislative scrutiny role, met on 14 occasions (a total of 10 hrs 48 min). The committee issued 12 reports and considered:

* 61 bills;
* 398 items of subordinate legislation;
* 41 government responses;
* eight regulatory impact statements;
* government amendments to two Executive bills;
* eight national regulations; and
* one national law.

SELECT COMMITTEE ON ESTIMATES 2017-2018

The Select Committee on Estimates 2017-2018 was established by the Assembly on 16 February 2017.

The Select Committee on Estimates was created to examine both the Appropriation Bill 2017-2018 and the Appropriation (Office of the Legislative Assembly) Bill 2017-2018.

The committee engaged expert technical assistance to conduct an economic and financial analysis of the budget. Following a process for expressions of interest, Pegasus Economics was selected to assist the committee. Pegasus Economics provided the committee with its *Review of the ACT Budget 2017-18*.

The committee held public hearings over 12 days, hearing evidence from:

* community groups and organisations;
* ministers of the ACT government;
* officers of Territory-owned corporations;
* the Speaker of the Assembly and parliamentary officers, including the Clerk of the Assembly; and
* ACT statutory officers, including Officers of the Legislative Assembly.

As part of its deliberations, the committee sought community views on the budget and heard from 10 community groups on the first day of public hearings.

Questions on notice and questions taken on notice are an important part of the Assembly’s estimates process, and the 667 questions and answers were published on the Assembly website.

The committee tabled its [final report](https://www.parliament.act.gov.au/in-committees/select_committees/estimates-2017-18/inquiry-into-appropriation-bill-2017-2018%2C-appropriation-office-of-the-legislative-assembly-bill-2017-2018) in the Assembly on 1 August 2017.

##### Procedural digest

***Proposed motion to establish a privileges committee defeated***

On 2 August 2017, the Speaker advised the Assembly of a letter she had received from a government member of the Standing Committee on Public Accounts, alleging an unauthorised disclosure of the private deliberations of that committee. The Speaker outlined action she had taken in response to the letter and advised that she would give precedence to a motion to establish a select committee on privileges to examine the matter. The government member subsequently moved the motion, which, after debate, was defeated when the crossbench voted with the opposition.

***Code of conduct for members—amendment and reaffirmation***

On 3 August the Assembly adopted, with a few amendments, recommendations on the code of conduct for members, which had been reported on by the Standing Committee on Administration and Procedure during the previous period. Among the agreed changes was a requirement for MLAs filling casual vacancies to affirm their commitment to the code before making their inaugural speech.

Following adoption of the revised code of conduct, all existing members then reaffirmed their commitment to the code’s principles, obligations and aspirations.

***Commissioner for Standards referral process—revised procedures***

On 3 August, the Assembly adopted revised procedures for referring alleged breaches of the members’ code of conduct, for investigation by the Commissioner for Standards. The revised procedures mean the Speaker (or Deputy Speaker) no longer makes the initial decision on whether a matter should be referred to the Commissioner. Allegations are now to be submitted to the Clerk, for referral directly to the Commissioner.

***Legislative Assembly Legislation Amendment Bill 2017***

In September, the Speaker introduced a bill to amend a number of Territory laws relating to the Assembly, the Clerk and other officers, and Officers of the Assembly (ie Auditor-General, Electoral Commissioner and Ombudsman). Issues included the appointment processes for the Clerk and Officers of the Assembly, the tenure of the Auditor-General, administrative support for the Speaker in relation to Officers of the Assembly, removal of a requirement under the [Financial Management Act](https://www.legislation.act.gov.au/a/1996-22/) for the Clerk to manage the Office in a way “not inconsistent with the policies of the government”, and updates to the [Precincts Act](https://www.legislation.act.gov.au/a/2001-85/) to reflect contemporary arrangements. The bill was passed in November.

***Members speaking in languages other than English***

During debate on a motion on mother languages on 13 September, two members spoke briefly in Korean and Tongan. The Speaker later reminded the Assembly of the practice that speeches should be delivered in English to ensure that all members could follow the debate. While acknowledging that there were occasions when the use of a language other than English was appropriate, she asked that in future the chair be provided with a copy of the translation in advance.

***Order for the production of documents held by the executive—amendments to standing order***

Standing order 213A sets out the procedure for the Assembly to request executive documents. If a claim of executive privilege is made and the claim disputed, there are procedures for the claim to be evaluated by an independent arbiter.

In September the Speaker successfully moved a motion to make a number of amendments to the standing order. Among them were: a requirement for notice to be given to use the standing order; clarification of time lines; the ability for members to make submissions on the matter and for those submissions to be provided to the arbiter; and authority to publish any documents produced.

***Death of sitting member***

On 24 October, Steve Doszpot OAM, MLA made a valedictory statement to the Assembly advising of his intention to resign as a member on 5 December as a result of illness.

On 25 November 2017, Mr Doszpot passed away. A condolence motion was moved on 28 November and a state funeral was held on 1 December. In January 2018, Mr Doszpot was posthumously awarded an OAM in the Australia Day honours.

***Assembly comprises 56 per cent women MLAs***

A countback was held on 11 December to fill the casual vacancy created by the death of Steve Doszpot OAM. Candice Burch was declared elected on 13 December and was sworn in to the Legislative Assembly on 13 February 2018.

This took the female membership of the Assembly to 14 of 25 members, or 56 per cent—the highest rate of female membership of any parliament in Australia.

***Motion of no confidence in the Chief Minister***

On 25 October, the Leader of the Opposition lodged a motion of no confidence in the Chief Minister. Pursuant to standing order 103, receipt of the notice was then reported to the Assembly.

Motions expressing want of confidence in the Chief Minister are relatively rare (11 instances since self- government in 1989). Given the serious nature of this motion, it is the practice of the Assembly to adjourn until the motion can be debated: the [Self Government Act](https://www.legislation.gov.au/Details/C2016C00802) requires seven days from when the motion is moved.

Breaking with convention for the second time in the Assembly’s history (the other occasion was in 1990),

the government declined to move the motions necessary to amend the sitting pattern, and sittings continued as usual.

The no confidence motion was debated and defeated on 2 November.

***Independent Integrity Commission—report of select committee***

On 31 October, the Select Committee on an Independent Integrity Commission presented its report. The committee, chaired by a minister, recommended that an ACT anti-corruption and integrity commission be established by the end of 2018. The model proposed is based on state models and would be overseen by an Assembly committee.

***Senator for the ACT—procedures for appointment to fill casual vacancy***

Continuing resolution 9 sets out procedures to be followed by the Assembly in the event of a casual vacancy occurring in an ACT Senate seat.

Given the section 44 eligibility developments in the Commonwealth Parliament, and doubts surrounding the citizenship status of the ACT’s Senator Gallagher, on 30 November the Assembly referred continuing resolution 9 to the Standing Committee on Administration and Procedure for review and report by March 2018.

Prior to this, a member had written to the Speaker alleging that Senator Gallagher’s 2015 statutory declaration attesting to her eligibility during the Assembly’s appointment process was inaccurate, and therefore a possible breach of privilege. The Speaker advised the Assembly on 28 November that she had considered the matter but would not give precedence to a motion to establish a privileges committee to examine the matter. The member sought leave to move such a motion, but leave was refused.

***Report on procedures for election of a Territory senator***

On 15 February 2018, the Standing Committee on Administration and Procedure reported on its review of continuing resolution 9—Senator for the Australian Capital Territory—Procedures for Election. This followed the High Court decision that led to the disqualification and resignations of a number of senators and members of the Australian Parliament due to their ineligibility to serve under clause 44 of the Australian Constitution.

The committee noted that the Assembly has robust procedures to select a senator, when compared to practices in other state and territory legislatures. It also found that the requirement for a statutory declaration to be presented to the Legislative Assembly when choosing a senator mirrors the requirement for a candidate to declare that they are qualified at a general federal election. The committee noted that individuals and parties involved could undertake more rigorous checks before a declaration is made—at either the casual vacancy or general election stage.

The committee recommended that the Assembly:

* note the difficulties posed by the requirements of the [*Parliamentary Privileges Act 1987 (Cwlth)*](http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/cth/consol_act/ppa1987273/) and the need for conformity between the Legislative Assembly and the Senate;
* note that the matter of the eligibility of an ACT senator is before the High Court of Australia; and
* consider the findings of the High Court in the upcoming review of standing orders, including the Assembly’s continuing resolutions, by the Standing Committee on Administration and Procedure.

***Private interests of members—amendment of declaration requirements***

Continuing resolution 6 requires members to declare their private interests, and those of their immediate family, and to update those interests as necessary. The declarations are published on the Assembly’s website.

On 30 November, the Assembly passed a number of amendments to continuing resolution 6. These included requirements to notify alterations to interests within 60 days and for the Clerk to retain declarations for seven years after a member has ceased membership of the Assembly. Other changes included: combining hospitality and gifts in the one declaration; increasing the threshold for declaring gifts to $200, and a cumulative threshold of $500 for multiple gifts from the same benefactor; and removal of the need to declare frequent flyer points, flight upgrades, superannuation and self-managed superannuation fund entitlements.

***Affirmation of code of conduct by new member elected in a countback***

The Assembly’s code of conduct requires that before a member makes their inaugural speech they must affirm that they will abide by the code of conduct. On 13 February 2018, after being sworn in before a judge of the Supreme Court, Candice Burch affirmed her commitment to the principles, obligations and aspirations of the members’ code of conduct.

Candice Burch is the first member elected in a countback to make the affirmation under the new arrangements.

***Models for examining estimates***

On 15 February, the Assembly referred the question of the best model to examine the annual budget to the Standing Committee on Administration and Procedure. This followed the previous year’s estimates committee report being tabled with 158 recommendations in a 287-page report.

On 22 February, the Standing Committee on Administration and Procedure reported on the matter, noting that it had also been examined in the Seventh Assembly. The committee resolved to leave the matter in the hands of the Assembly. To assist, the report included a paper showing estimates practices in legislatures across Australia and New Zealand and an options paper prepared in 2010.

The Assembly subsequently established a five member Select Committee on Estimates (two government MLAs, two opposition MLAs and one crossbench MLA, with the chair to be an opposition MLA) to report by the last day in July 2018.

***Proposed censure of Chief Minister***

On 20 March, the Leader of the Opposition moved a motion that the Assembly censure the Chief Minister for expressing hatred of journalists and contempt for seniors. The Greens moved an amendment to the motion and lengthy debate took place, with contributions from members on all sides. Ultimately, the opposition motion was defeated and the amended motion passed, which noted with concern the comments made by the Chief Minister regarding a communications strategy and the role of the media.

***Protocols for the operation of pairs to encourage and support members who are nursing mothers or who have carer responsibilities***

On 20 March, the Speaker presented protocols for the Ninth Assembly for the operation of pairs to encourage and support members who are nursing mothers or who have carer responsibilities. The document had been signed by the government, opposition and crossbench whips.

***Leave of absence for member for six months for maternity leave***

On 21 March, the Assembly granted a member six months absence for maternity leave.

***Proposed privileges committee to examine alleged threats by the Chief Minister towards a chair of a standing committee***

A motion was moved by the opposition to establish a privileges committee to examine whether there was improper influence of a member, in relation to threats made by the Chief Minister during a public hearing of the Standing Committee on Economic Development and Tourism on 6 November 2017 and any other relevant matters. The motion was amended twice and debate was suspended on two occasions.

The Assembly subsequently resolved that the Chief Minister was in breach of the standing orders. The matter was referred to the Standing Committee on Administration and Procedure to consider any further action on the matter.

On 12 April, the chair of the committee (the Speaker) made a statement to the Assembly pursuant to standing order 246A that, having considered the matter, the committee had resolved that no further action be taken. The committee would consider relevant matters in the context of the upcoming review of standing orders.

***Privileges committee established to examine use of third-party websites and actions of two MLAs in an inquiry by Standing Committee on Public Accounts***

On 10 April, the Speaker, having received a letter from an MLA alleging a breach of privilege, granted precedence for a motion to be moved to established a Select Committee on Privileges 2018 to examine certain aspects of the conduct of two MLAs, as well as the use of a Liberal Party website to transmit submissions to a Standing Committee on Public Accounts inquiry. On 12 April 2018, the Assembly established a three-member privileges committee, which comprised a government MLA, an opposition MLA and a crossbench MLA, with the crossbench MLA (a minister) being elected as chair.

On 20 June, the committee reported out of session, finding that there had been no contempt but recommending that the Standing Committee on Administration and Procedure, in consultation with committee chairs, develop guidelines for the use of third-party websites in the preparation of submissions to Assembly inquiries.

***Acknowledgement of traditional owners every sitting day—change to standing order 30***

On 10 May, the Minister for Aboriginal and Torres Strait Islander Affairs moved a motion to alter standing order 30 so that the acknowledgement of country, which had previously been made at the beginning of each sitting period, would occur at the start of every sitting day.

The change to the standing order was made with the support of all parties.

***Leader of the Opposition presents* Anti-Corruption and Integrity Bill 2018*—the bill and government’s draft legislation referred to a select committee***

On 6 June, the Leader of the Opposition presented a bill to establish an anti-corruption and integrity commission. Subsequently, the Chief Minister moved a motion to establish a five-member select committee on an Independent Integrity Commission 2018 to examine a draft government bill and the Leader of the Opposition’s bill. The committee is chaired by the Greens minister and is required to report by 31 October 2018.

##### Interparliamentary activities

***Commonwealth Parliamentary Association***

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

During the reporting period, this included making arrangements for:

* the attendance of two members at the Commonwealth Women Parliamentarians (CWP) Conference in Melbourne in August 2017;
* the ‘Celebrating Women’ event, hosted by the Speaker and the CWP in October 2017;
* the attendance of two branch delegates and the Australian Regional Secretary at the CPA Australian and Pacific Regional Conference in Sydney, NSW, in October 2017;
* the attendance of two branch delegates and the Australian Regional Secretary at the regional hot topic seminar entitled ‘Deliberating climate change—the role of parliaments and parliamentarians’ in Sydney, NSW, in October 2017;
* the attendance of the Speaker, Joy Burch MLA, at the CPA small branches strategy meeting in Malta in October 2017;
* the attendance of a branch delegate, as well as the CPA Treasurer\* and the Australian Regional Secretary\* at the 63rd Commonwealth Parliamentary Conference in Bangladesh in November 2017;
* the attendance of an ACT representative at the ninth Commonwealth Youth Parliament, held in Jersey, Channel Islands, in February 2018;
* the attendance of the Speaker, High Commissioners and representatives from 12 Commonwealth countries, and principals, teachers and students from five ACT schools, at Commonwealth Day celebrations, hosted by the ACT Legislative Assembly in March 2018;
* the attendance of the Speaker and the Clerk at the CPA Post-Election Seminar in Mombasa, Kenya, in March 2018, and the CPA’s benchmarking workshop in London in June 2018; and
* activities of the CWP within the branch.

\* The branch provided financial and administrative support to Vicki Dunne MLA in her role as Treasurer of the Commonwealth Parliamentary Association. The Clerk performed the roles of Branch Secretary and CPA Australian Regional Secretary during the period.

***Kiribati twinning arrangement***

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

* The Speaker and the Clerk of the Kiribati Parliament visited the ACT Legislative Assembly from 30 October to 2 November 2017. During the visit the Speaker and Clerk were briefed on all aspects of the Assembly’s operations, and meetings were conducted with the Speaker and the acting Clerk of the Assembly.
  + During the visit the Kiribati Speaker was presented with a cheque for $450 for a Kiribati charity, which was raised by the Office of the Legislative Assembly Social Club. This continues a practice where the Office’s social club regularly supports charities in Kiribati.
* On 24 November 2017, the chair of the Kiribati Public Accounts Committee visited the Assembly as part of a delegation of Deputy Speakers of Pacific Parliaments. The visit was part of the Commonwealth Parliaments Inter-Parliamentary Study Program.
* Ongoing procedural advice was sought and provided during the year by the former Clerk of the Assembly, Mark McRae OAM, and other officers of the Assembly.

***Australasian Study of Parliament Group (ASPG)***

The Office has continued to work with the Department of the Senate, the Department of the House of Representatives and, from March 2018, the Department of Parliamentary Services to support the ACT chapter of the ASPG.

On 15 March 2018, the Assembly hosted an event to discuss the representation of women in parliaments and why the ACT, with a strong history of representation of women, is different from other jurisdictions. The event was facilitated by Virginia Haussegger AM and featured three MLAs: Tara Cheyne, Giulia Jones, and Caroline Le Couteur.

Three staff attended the 2018 ASPG annual conference (27-29 September 2017) in Brisbane, which explored the theme of ‘Trust in Parliament in a post-truth world’.

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

The Office will contribute to the organisation of the 2019 ASPG conference, to be hosted in Canberra.

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

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

ANZACATT also organises an annual professional development seminar. Two staff from the Office attended the January 2018 seminar in Perth, hosted by the Western Australian Parliament. The theme of the seminar was ‘Futureproofing the Parliament: staying relevant, defending parliamentary rights, and managing challenges and opportunities in the digital age’. The program explored the challenges faced by legislatures with the introduction of new technologies and media platforms and how these may impact the work of parliaments. The seminar was attended by staff from all Australian parliaments, as well as parliamentary staff from New Zealand, Canada, the United Kingdom and the United States.

##### Paper presented at inter-parliamentary event

At the 48th Presiding Officers and Clerks Conference, Sydney, 2-7 July 2017:

* ‘Decoding the code: applying the CPA code of conduct benchmarks to the Legislative Assembly for the ACT’—Tom Duncan, Clerk of the Legislative Assembly

##### The ACT register of lobbyists

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

As at 30 June 2018, the register had 40 registrations: 34 companies and six natural persons, with no partnerships registered. Following requests from registrants, eight registrations were removed from the register during the reporting period, with no lobbyists being required to be removed from the register for failing to provide the required change notification or confirmation documents.

##### Analysis of the Office’s performance

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

* members’ assessment of Office performance;
* parliamentary advice and support;
* business administration and support; and
* community and parliamentary engagement.

***Members’ assessment of Office performance***

Member assessments are conducted once every two years. The next survey of members will be in 2019.

***Parliamentary advice and support***

QUESTIONS

A 25-member Assembly has seen a significant increase in questions on notice being lodged, from 326 in 2015-2016 (the last 17-member Assembly) to 1,207 in 2017-2018.

PETITIONS

The number of petitions again increased this year, with 28 petitions being presented to the Assembly.

Of these, 10 were e-petitions, 10 petitions were referred to Assembly committees for consideration in accordance with standing order 99A, and two petitions were referred for inquiry and report in accordance with standing order 99. Three e-petitions were still open for signatures at the end of the reporting period.

Website issues identified last year have now been remedied.

REVISED STANDING ORDERS FOR THE NINTH ASSEMBLY

In February 2018, the Speaker, as chair of the Standing Committee on Administration and Procedure, advised the Assembly that the committee would conduct a review of the standing orders.

Standing order 16 requires the committee to inquire into and report on the operation of the standing orders and continuing resolutions of the Assembly during each term, to ensure that the Assembly’s practices and procedures remain relevant.

The Office made a comprehensive submission to the inquiry.

This is the fourth substantial review of the standing orders, with previous reviews occurring during the Fifth Assembly, the Sixth Assembly, and earlier in the Ninth Assembly (with a focus on the expanded 25-member Assembly).

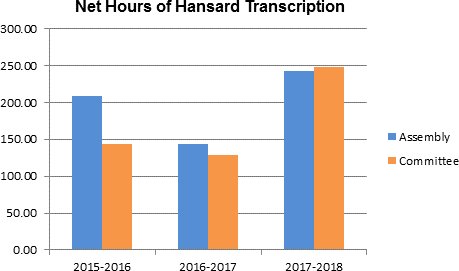
HANSARD

In 2017-2018 Hansard transcribed, edited and published 242 hours of Assembly proceedings and 249 hours of committee hearings. This is an increase of 68 and 92 per cent respectively from the 2016-2017 reporting period. It is worth noting that 2016-2017 was an election year, when committee activity is typically lower.

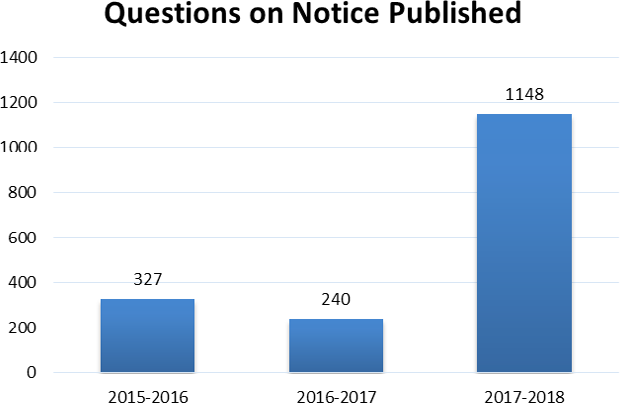
During the past year, Hansard processed and published 1,148 questions on notice, an increase of 908, or 378 per cent, on the previous reporting period.

Hansard continued to meet its key performance targets in the preparation, distribution and publication of transcripts.

**FIGURE 4.** *Net hours of Hansard transcription*



**FIGURE 5.** *Questions on notice published*



***Assembly library***

In July 2017, the Assembly library opened its new digital repository. The repository enables the capture of electronic documents in a searchable database, structured to create collections of ACT media releases, media clips, and other publications. This has improved the research capacity for users and library staff.

The library reviewed its current awareness service in early 2017 and commenced a newsletter service in place of RSS feeds in May 2017. This service continues, with a reduction in publications from ten to seven.

The library was also subject to internal audit review during the reporting period. Recommendations will be addressed in the following reporting period.

***Business administration and support***

A key priority for the 2017-2018 year was the provision of business support services to an expanded Assembly membership—the first full year of the Assembly’s expanded membership of 25. The Office provided support across a number of functions, including:

* information technology and information management;
* security;
* building services;
* human resource and entitlements administration; and
* financial management.

WEB ACCESSIBILITY

The Office is continuing to improve usability and accessibility of the Legislative Assembly’s website. Following an external audit, priority was given to developing a new site search and improving accessibility of the site’s high-use and significant webpages, Word and PDF documents, based on Web Content Accessibility Guidelines. A project to develop new templates is planned for the next reporting period, to ensure the accessibility of future documents published by the Office.

IMPLEMENTATION AND OPERATION OF THE TERRITORY’S PROTECTIVE SECURITY POLICY

On 21 July 2017, the Office’s executive management committee (EMC) agreed to establish a dedicated protective security committee to oversee the implementation and operation of the territory’s protective security policy framework within the Office and the Assembly. Until that time, the EMC had served as the Office’s protective security committee.

The dedicated committee met for the first time in July, and on six further occasions during the year. One of the key bodies of work that the committee oversaw was the development of a protective security plan and an associated implementation schedule, both of which were endorsed by the EMC in March 2018.

In addition to identifying relevant governance structures and resources that support protective security delivery, the protective security plan sets out six key strategies. The implementation schedule identifies a series of actions that address those strategies. Actions undertaken up to 30 June 2018 include:

* revisions to the [*Legislative Assembly Precincts Act 2001*](https://www.legislation.act.gov.au/a/2001-85/) and to delegations made under that Act; and
* raising protective security awareness within the Assembly building through improved induction material.

The implementation of the plan will continue in the coming year, including a review of the design and layout of the entrances to the Assembly building to improve access control arrangements and management of visitors.

INSTALLATION OF DOUBLE GLAZING

An initial phase of double glazing was installed or retrofitted to windows in the Assembly building to address a number of longstanding building design issues. The double glazing aimed to reduce heat loss in winter and heat gain in summer and provide acoustic insulation. The priority areas were the southern side of the building and the office suites of members and ministers. In the year ahead, the Office plans to complete the remainder of the externally facing windows.

INSTALLATION OF LED LIGHTING

During the year, approximately 700 fluorescent light tubes in the suites of members, ministers and Office staff in the Assembly building were replaced with equivalent LED lighting tubes. These LED tubes will reduce the amount of energy used to provide lighting and, due to their much longer life, will also minimise the maintenance costs of replacing lighting tubes.

PROVISION OF TABLETS TO NON-EXECUTIVE MEMBERS

In late 2017, the Assembly adopted new arrangements for the distribution of certain documents tabled in the chamber and provided to committees. Under these revised arrangements, submissions to committees (most of which were already being received in digital form) are captured and distributed digitally. The new arrangements have reduced the amount of printed material being copied and distributed.

To facilitate these new arrangements and other changes made to the distribution of documents tabled in the chamber, and to enable members to view documentation in both the chamber and the committee rooms, the Office supplied each non-executive member with a tablet with wi-fi connection.

UPGRADE OF INTERNAL RETICULATION BROADCASTING SERVICES

In late 2017, following increasing performance issues with the internal reticulation of proceedings in the Assembly chamber and committee hearings, the Office identified that the coaxial cable used to support the reticulation service needed to be replaced. This cable was originally installed in 1994, when the Assembly building was extensively refurbished to house the Assembly. The upgrade, completed in three weeks, cost $0.057m and resolved the issues with the reticulation system.

DEVELOPMENT OF AN INFORMATION COMMUNICATIONS TECHNOLOGY MANAGEMENT PLAN (ICT)

Consistent with a recommendation of the Office’s internal audit committee, an information communications technology management plan was developed during the year. The plan identifies the various business systems the Office uses and seeks to provide a basis for decision-making on the procurement, management, use and disposal of ICT assets in accordance with the business and strategic needs of the Assembly and the Office. It is intended that the plan will be reviewed annually.

INFORMATION HANDLING AND SECURITY POLICY

The Office creates, holds and receives a wide range of information on behalf of the Assembly and the community, some of which may be confidential or sensitive in nature. All information must be protected from unauthorised or accidental use, modification, loss or release by implementing security measures that match the information’s value, classification and sensitivity. During the year, the Office developed an information handling and security policy which outlines the responsibility of all Office staff to maintain the security of the information within their control.

ADMINISTRATION OF OFFICIAL TRAVEL

Across 2018-2019 the Office provided travel management support for 56 official travel events. The associated costs are reported on the Assembly website and are updated every six months.

***Community and parliamentary engagement***

SOCIAL MEDIA AND WEBSITE

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

The Office has continued to use Twitter (@ACT\_Assembly) to increase public awareness of the business of the Assembly by publishing tweets on Assembly proceedings and general news. At the end of the reporting period, the Office had approximately 2,900 twitter subscribers, 400 more than at the same time in 2017, and had published approximately 280 tweets.

The Office’s Facebook page (@ACTAssembly) is still developing its presence. Used in tandem with Twitter, the Facebook page broadens the Office’s capacity to provide content on proceedings and provides another option for accessing Assembly information.

Trend client usage of the website (parliament.act.gov.au) shows that visitor numbers from the period were 150,685, compared to 127,772 in 2016-2017. More website usage details are provided in Appendix 8 of this report.

PARLIAMENTARY EDUCATION

Throughout the reporting period, 2,741 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 160 occasions of member involvement in education related activities.

Detailed statistics on education programs are included at Appendix 17.

ACT Schools Constitutional Convention (28 July 2017)

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

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

The topic for the 2017 convention was ‘Should the Commonwealth Parliament have specific powers to legislate for the environment?’ Eighty-two students and teachers from nine ACT government and non-government schools participated in the event. Five ACT students were selected to participate in the National Schools Constitutional Convention, held at the Museum of Australian Democracy in 2018.

The two-day event, held at the National Archives, the Museum of Australian Democracy and the

ACT Legislative Assembly, featured role plays, discussion groups, viewing of the original constitutional documents and presentations on the powers of the Constitution and the means by which changes to the Constitution can be brought about. Student leaders from ACT schools (year 12 students) who attended the National Schools Constitutional Convention in 2017 also provided assistance.

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

Work experience students/internships

Work experience and internship placements in members’ offices were undertaken by 23 students from high schools, colleges, Canberra Institute of Technology 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 practice parliamentary debating skills in the Assembly chamber.

Five interschool parliamentary debates programs were held throughout the year. This year, 341 students and accompanying teachers from government and non-government schools participated in the programs. Some schools attended on more than one occasion.

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

School/college visits and outreach activities

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

During the reporting period, 1,009 students participated in these activities. Teachers completed assessments of the program and, as in previous years, feedback indicated that the materials provided were relevant and that the programs supported the related curricula.

Community groups

During the reporting period, 697 people from a range of community groups engaged with the Assembly.

Education and engagement programs at the Assembly had 240 participants. Groups included Probus clubs, adult education classes from the CIT and universities, Girl Guides, Scouts, National Seniors and University of the Third Age. Commonwealth Day was also celebrated, with the Speaker hosting a function at which the Queen’s Commonwealth Day message was read by a year 12 student. Education staff also support the Advocate program, a youth engagement initiative aimed at empowering young people (18-30 years) through quarterly meetings with their members.

The Speaker, with the endorsement of the Standing Committee on Administration and Procedure, continued to host community engagement events. The 146 people attending these events came from community groups including:

* Men’s Sheds;
* subcontinent business community; and
* guests at an International Women’s Day event.

Staff also attended the Council of the Ageing Seniors Expo to promote the Assembly and provided information to 311 seniors living in the ACT.

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

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

The evenings provide new citizens with an introduction to the workings of the ACT Legislative Assembly. Guests have the opportunity to meet MLAs, undertake a tour of the building and participate in a question and answer session with the Speaker and MLAs in the chamber. This year, 122 new citizens participated in these events.

Delegations

Throughout the year, tours of the chamber and visits to question time were held for Australian and overseas parliamentary delegations, with 87 people taking part. See Appendix 15 for details of visiting delegations.

Building tours

The Office conducts weekly public tours of the Assembly building, as well as tours for new staff and for visitors on request by members. Tours start in the chamber and committee rooms before proceeding to the rest of the building. Participants learn about self-government in the ACT, the unique features of our parliament, what happens on a sitting day, our committees, how to get involved in our democratic processes, and Assembly artworks. This year 96 people participated in these tours.

Public service seminars

Five major seminars for ACT public sector members were held during the reporting period. The topics covered in the seminars included the role of the Assembly, the budget process, the importance of Assembly committees, and the legislative process. Three of the seminars were conducted for newly recruited graduates to the ACT public sector. These seminars had 246 participants.

Legislative Assembly art advisory committee

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

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

The committee met on three occasions during 2017-2018.

The following artworks were purchased during the reporting period:

* Sally Blake – *Held Mysteries* 2016-17 – copper wire, eucalyptus dyed wool, silk and hemp;
* Byrd (aka Dan Maginnity) – *Into coherence (still, life)* 2017 – house paint and enamel spray paint on reclaimed form-ply;
* Holly Grace – *Gavels Hut—Billy I* – blown glass with glass paint and powder, red gold gilding and steel wire;
* Nigel Hinder – *The Last One* 2015 – screen print on plywood, black and white ink;
* Gregory Hodge – *Spectator and the Pit* 2017 – acrylic on canvas;
* Chelsea Lemon – *Callistemon Seed Pod* 2016 – blackbutt, spotted gum and red ironbark veneers, mdf
* Chelsea Lemon – *Casuarina Seed Pod* 2016 – casuarina, blackbutt and red ironbark veneers, mdf;
* Arone Meeks – *Bomalli a go, go 30th* 2017 – lithograph ed. 6/8;
* John Pratt – *Kerb 1* 2017 – woodcut, edition of 10;
* Hannah Quinlivan – *Let it go* 2016 – acrylic on Belgian linen; and
* Robin White – *Sainimele goes fishing* 1995 – woodcut (4 pictures).

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

* Studio Hacienda (Blanche Tilden and Phoebe Porter) – *General Assembly—Canberra* 2007 – suite of three brooches: 102, 003, 082, anodized aluminium, titanium, stainless steel, pressed borosilicate glass. Graphic design – Ty Buckewitsch.

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

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 ANU School of Art. This enables the winning students to purchase art supplies and materials. They are also offered the opportunity to display their winning work in the Assembly building for 12 months. The recipients of the 2017 prizes were Mahala Hill (*Chemical Waste* 2017 – ceramic shards, bone china, burn outs, porcelain, glaze) and Alex Lundy (*Relative duration space blanket* 2017 – acrylic screen print on paper, glue, stepper motor, aluminium tube, MDF, hardware and electronics).

**IMAGE 1.** *Chamber staff*



Chamber staff L-R: new Deputy Clerk and Serjeant-at-Arms Julia Agostino, with Anne Shannon, Hannah Pearce, Janice Rafferty, and Celeste Italiano.

SECTION B **CONSULTATION AND SCRUTINY REPORTING**

OFFICE OF THE LEGISLATIVE ASSEMBLY **ANNUAL REPORT** 2017–2018 35

### INTERNAL AND EXTERNAL SCRUTINY

During the reporting period, the Office was subject to scrutiny by its internal audit committee and by the Auditor-General.

There was one report by the Audit Office, *2016-17 Financial Audits—Computer Information Systems*, with three recommendations for the Office:

* remove all generic (shared) user accounts and assign all users with a unique user name and password;
* require passwords for generic (shared) user accounts to be changed every 90 days in accordance with the ACT government’s password standard; and
* implement alternative secure network logon methods (in consultation with Shared Services ICT) that facilitate fast access to systems, where such access is required. This may include, for example, swipe card or biometric (e.g. fingerprint or facial recognition) readers.

In response to these recommendations, the Office deactivated or reallocated several accounts. The Office also put in place a number of controls to prevent unauthorised access, including locking accounts to dedicated machines located in secure areas and restricting network access to specific applications.

##### Legislative Assembly committee recommendations

During the reporting period, the report of the Select Committee on Estimates 2017-2018 made one recommendation in relation to the Office.

Recommendation 14 was that the Standing Committee on Administration and Procedure clarify, by way of a publicly available document distributed to all members of the Legislative Assembly, precisely what is considered appropriate use of the Office support allowance.

The Standing Committee on Administration and Procedure examined this matter and agreed to a set of guidelines in relation to the discretionary office allocation, which was circulated to members.

SECTION C **LEGISLATIVE AND POLICY BASED REPORTING**

OFFICE OF THE LEGISLATIVE ASSEMBLY **ANNUAL REPORT** 2017–2018 37

### 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 31000:2009, 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 the Office’s directors and staff.

##### Internal audit

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

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

The committee commissioned two audits during the reporting period: an audit of travel entitlements and an audit of library services. The audit committee also reviewed and updated the internal audit committee charter and the charter for the performance of the internal audit function.

**TABLE 1.** *Internal audit committee members and meetings*

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Service** | **No. of meetings** |
| Will Laurie | independent chair | From 1 January 2016 | 3 |
| David Skinner | member | From 29 August 2016 | 3 |
| Hamish Finlay | member | From 22 July 2015 | 3 |
| Emma Rogers | member | From 14 November 2015 | 3 |

### FRAUD AND CORRUPTION PREVENTION

The Office has a fraud and corruption framework in place outlining the Office’s policies and procedures for preventing, identifying and investigating fraud. The Office also maintains a register of risks associated with fraud and corruption risks which is reviewed annually.

### PUBLIC INTEREST DISCLOSURE

The Office has policies and procedures in place for receiving and investigating public interest disclosures. The details of the procedures are available at both the members and public entrances of the Assembly building, as well as on the Assembly’s website. These procedures were under review at the end of the reporting period.

The Office’s disclosure officers are:

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

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

### FREEDOM OF INFORMATION (FOI)

During the reporting period, two different FOI legislative frameworks were in place.

From 1 July 2017 to 31 December 2017 the [*Freedom of Information Act 1989*](https://www.legislation.act.gov.au/a/alt_a1989-46co/) was in effect and from 1 January 2018 to 30 June 2018 the [*Freedom of Information Act 2016*](https://www.legislation.act.gov.au/a/2016-55/) was in effect.

***Reporting under the FOI Act 1989***

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*](https://www.legislation.act.gov.au/a/2012-26/). Under section 10 of the Act, the Clerk is responsible for the management of the Office.

The Clerk has all the powers of a director-general 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*](https://www.legislation.act.gov.au/a/1994-37/).

POWERS

Certain Office staff can exercise powers delegated by the Speaker pursuant to section 9(5) of the [*Legislative*](https://www.legislation.act.gov.au/a/2001-85/)[*Assembly Precincts Act 2001*](https://www.legislation.act.gov.au/a/2001-85/).

The Clerk also has powers under the [*Legislative Assembly (Broadcasting) Act 2001*](https://www.legislation.act.gov.au/a/2001-69/) in relation to the broadcasting of proceedings, including the approval of electronic access to the proceedings of the Assembly and the withdrawal of access.

ARRANGEMENTS FOR PUBLIC PARTICIPATION

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

FREEDOM OF INFORMATION (FOI) PROCEDURES AND CONTACT POINTS

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

Legislative Assembly for the ACT

GPO Box 1020

Canberra ACT 2601

Location: 196 London Circuit, Canberra City, ACT 2601 Business hours: 8:30 am to 5:00 pm Monday to Friday General inquiries: (02) 6205 0439

Committee inquiries: (02) 6205 0127

Hansard inquiries: (02) 6205 0422

Legislation inquiries: (02) 6205 0440

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

[FOI fact sheets and procedures](https://www.parliament.act.gov.au/Publications/freedom-of-information) are available on the Assembly website.

SECTION 8 STATEMENT

Section 8 of the [*Freedom of Information Act 1989*](https://www.legislation.act.gov.au/a/alt_a1989-46co/) applies to documents that are provided by the agency for the use of, or are used by, the agency or its officers in making decisions or recommendations for the purposes of an enactment or scheme administered by the agency, with respect to rights, privileges or

benefits, or to obligations, penalties or other detriments, to which persons are or may be entitled or subject.

The Office has three documents that would fall under this definition:

* [Guidelines for Broadcasting the Public Proceedings of the Legislative Assembly and its Committees](https://www.parliament.act.gov.au/Publications/Broadcasting-guidelines).
* [Privacy Policy 2015](https://www.parliament.act.gov.au/__data/assets/pdf_file/0006/727071/Office-of-the-Legislative-Assembly-Privacy-Policy-2015.pdf)
* [Public Interest Disclosure Procedure 2017](https://www.parliament.act.gov.au/__data/assets/pdf_file/0018/1092303/ACCESSIBLE-Public-Interest-Disclosure-Procedure-2017.pdf)

SECTION 79 STATEMENT

During the period 1 July 2017 to 31 December 2017, the Office received no applications for information pursuant to the FOI legislation.

No application was made during the reporting year for an internal review of a decision under section 59.

No application was made during the reporting year to the ACT Civil and Administrative Tribunal for a review of decisions.

No charges and application fees were levied and no requests were received to amend records under section 48.

***Reporting under the FOI Act 2016***

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

The decision to provide the information was made within 40 days and all information requested was given. No fees or charges were collected during the period. No applications were made to the Ombudsman or the ACAT under sections 74 and 84 of the FOI Act 2016.

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

DOCUMENTS AVAILABLE

The Office maintains a [list of open access information](https://www.parliament.act.gov.au/Publications/open-access) on its website.

Other documents that may be available under the [*Freedom of Information Act 2016*](https://www.legislation.act.gov.au/a/2016-55/) are general files and administrative records; however, some documents are exempt if disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.

##### Internal accountability

The Office is headed by the Clerk (pursuant to section 10 of the [*Legislative Assembly (Office of the Legislative*](https://www.legislation.act.gov.au/a/2012-26/)[*Assembly) Act 2012*](https://www.legislation.act.gov.au/a/2012-26/). The Clerk is supported by an executive management committee made up of:

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

The Office prepares an action plan each year setting out a program of work for the organisation. During the reporting period, the Office also finalised its strategic plan for 2018-2021.

The executive management committee meets monthly to make decisions relating to:

* the delivery of the Office’s functions and services;
* budgeting and finances;
* workplace health and safety;
* risk management; and
* internal governance and accountability initiatives.

All members of the executive management committee are subject to performance agreements with the Clerk. 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);
* an internal audit committee; and
* a joint union management 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*](https://www.legislation.act.gov.au/a/1995-55/).

##### Human resource performance

An organisation chart, current at 30 June 2018, is shown in section A.

***Staffing Profile***

**TABLE 2.** *Full-time staff equivalent (FTE) and headcount*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Full-time staff** | **equivalent** | **Female** | **Male** | **Total** |
| FTE by gender | | 30.5 | 18.2 | **48.7** |
| Headcount by gender | | 39 | 24 | **63** |
| Percentage of workforce (headcount) | | 62% | 38% | **100%** |

The following tables present staffing profile information based on headcount.

**TABLE 3.** *Classifications*

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification** | **Female** | **Male** | **Total** |
| Clerk | 0 | 1 | **1** |
| Executive | 1 | 1 | **2** |
| SOGA | 0 | 4 | **4** |
| SOGB | 2 | 1 | **3** |
| SOGC | 10 | 2 | **12** |
| SPOC | 1 | 0 | **1** |
| ASO6 | 13 | 2 | **15** |
| PO2 | 1 | 0 | **1** |
| ITO2 | 0 | 1 | **1** |
| TO4 | 0 | 1 | **1** |
| ASO5 | 1 | 1 | **2** |
| PO1 | 1 | 0 | **1** |
| ASO4 | 8 | 1 | **9** |
| ASO3 | 0 | 1 | **1** |
| ASO2 | 1 | 8 | **9** |
| **Total** | **39** | **24** | **63** |

**TABLE 4.** *Employment category by gender*

|  |  |  |  |
| --- | --- | --- | --- |
| **Employment category** | **Female** | **Male** | **Total** |
| Permanent full-time | 20 | 14 | **34** |
| Permanent part-time | 10 | 4 | **14** |
| Temporary full-time | 1 | 0 | **1** |
| Temporary part-time | 1 | 0 | **1** |
| Casual | 7 | 6 | **13** |
| **Total** | **39** | **24** | **63** |

**TABLE 5.** *Average length of service by age group and gender*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Average length of service (years)** | **Male pre-baby boomer** | **Male baby boomer 1946-1964** | **Female baby boomer 1946-1964** | **Male gen X 1965-1979** | **Female gen X 1965-1979** | **Male gen Y 1980-1993** | **Female gen Y 1980-1993** | **Total** |
| 0-2 | 0 | 3 | 1 | 1 | 7 | 2 | 4 | **18** |
| 3-4 | 0 | 0 | 1 | 1 | 2 | 2 | 1 | **7** |
| 5-6 | 0 | 3 | 1 | 0 | 4 | 0 | 0 | **8** |
| 7-8 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | **3** |
| 9-10 | 0 | 1 | 1 | 1 | 3 | 0 | 1 | **7** |
| 11-12 | 0 | 0 | 4 | 1 | 0 | 0 | 0 | **5** |
| 13-14 | 1 | 1 | 2 | 0 | 1 | 0 | 0 | **5** |
| 14+ | 0 | 4 | 3 | 1 | 1 | 0 | 1 | **10** |
| **Total** | **1** | **14** | **13** | **5** | **19** | **4** | **7** | **63** |

**TABLE 6.** *Total average length of service by gender*

|  |  |
| --- | --- |
| **Gender** | **Average length of service** |
| Female | 10.6 |
| Male | 10.5 |
| **Total** | **10.6** |

**TABLE 7.** *Age profile*

|  |  |  |  |
| --- | --- | --- | --- |
| **Age** | **Female** | **Male** | **Total** |
| <20 | 0 | 0 | **0** |
| 20-24 | 0 | 0 | **0** |
| 25-29 | 1 | 1 | **2** |
| 30-34 | 3 | 0 | **3** |
| 35-39 | 4 | 3 | **7** |
| 40-44 | 4 | 2 | **6** |
| 45-49 | 6 | 1 | **7** |
| 50-54 | 8 | 3 | **11** |
| 55-59 | 6 | 6 | **12** |
| 60-64 | 3 | 3 | **6** |
| 65-69 | 2 | 1 | **3** |
| 70+ | 2 | 4 | **6** |
| **Total** | **39** | **24** | **63** |

NOTE: numbers include temporary employees and staff on extended leave.

***Staff selection processes***

The Office undertook 10 staff selection processes during the year. On average, the number of days between advertising and appointment of the successful candidate was 43, which is a decrease from 51 days in 2016-2017.

A total of seven staff left the Office during the year, representing a turnover of 10.4 per cent.

**TABLE 8.** *Reasons for staff departures*

|  |  |  |
| --- | --- | --- |
| **Reason for departure** | **Number** | **ofdepartures** |
| Promotion/transfer to an ACTPS agency | 3 | |
| Promotion/transfer to a Commonwealth agency | 1 | |
| Resignation (including retirement) | 2 | |
| End of temporary transfer | 1 | |
| End of temporary employment contract | 0 | |

In January 2018, two senior executive positions were established to head the Parliamentary Support and Business Support branches of the Office. This brought the positions into line with arrangements that broadly apply in other parliamentary jurisdictions, recognised the work value associated with the roles and achieved positive attraction and retention outcomes.

***Members’ staff employment***

A significant element of the Office’s human resource management effort relates to its role in the administration of employment of staff, and the engagement of contractors, by non-executive members under the [*Legislative Assembly (Members’ Staff) Act 1989*](https://www.legislation.act.gov.au/a/1989-19/) (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 109 employment agreements were administered by the Office over the reporting period. This compares with a total of 118 for the 2016-2017 year, which included the new agreements that are required at the commencement of a new Assembly and the expansion of the Assembly from 17 to 25 members.

Members may also engage external contractors throughout the financial year, provided they use funds from their staff salary allocation. In the 2017-2018 financial year, three members engaged eight external contractors to perform various pieces of work.

Another element of the Office’s administration of staff salary allocations for non-executive members relates to the pledging of allocations from one member to another. Under the staff salary allocation arrangements for non-executive members, a member may pledge part of their staff salary allocation to another member. Appendix 14 summarises the staff salary allocation of each non-executive member and the total amounts pledged or received by, or from, other members.

From time to time, non-executive members will seek to engage volunteers in their offices, in accordance with guidelines that are in place for such arrangements. The Office’s role is to assess the volunteer agreements for compliance with the relevant guidelines, which includes ensuring that there is an appropriate volunteer agreement in place and that there is appropriate insurance coverage. During the reporting period, ten volunteer agreements were processed, which was an increase from six volunteer agreements in 2016-2017.

***Learning and development***

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

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

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

The Office’s learning and development strategy takes an integrated and coherent approach to building on the collective knowledge and experience of staff. It provides individuals with opportunities to acquire, practise and adopt new knowledge and experience, thereby enhancing individual, team and organisational performance and capability.

During the reporting period, 36 staff participated in 25 learning and development activities, which involved expenditure of approximately $67,800 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

* inter-parliamentary conferences and seminars;
* information technology skills;
* information and records management;
* document and web accessibility;
* work safety, including emergency preparedness;
* strategic thinking;
* essential and advanced Excel skills;
* manager development training; and
* job specific training.

***Members’ staff***

During the reporting period, 25 members’ staff participated in 11 learning and development activities, which involved expenditure of approximately $11,000 (including associated travel costs). This provided learning and development activities in a broad range of areas, including:

* inter-parliamentary conferences and seminars;
* supervision and management skills;
* organisation and time management skills;
* computer skills (Access, Excel and Photoshop) skills;
* social media skills; and
* communication skills.

***Workplace health and safety***

The Office is committed to promoting and maintaining a high standard of health and safety and wellbeing for all staff, members, contractors and visitors. The Assembly is also a unique workplace in relation to workplace health and safety, with each member and the Clerk having employer responsibilities in relation to their respective employees.

The Ninth 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*](https://www.legislation.act.gov.au/a/2011-35/); that is, to provide and maintain a safe workplace and safe systems of work for all workers.

The Assembly workplace has a health and safety committee that met on three occasions during the reporting period. Membership of the committee includes three management representatives, five workplace representatives covering the Office and members’ staff, the health and safety representative, and one union representative.

There was one workers compensation claim made during the reporting period, which required the injured worker to take some time off work. In spite of this minor claim, the workers compensation premium rates set for both the non-executive and the Office cost centres continued to be at the minimum rate of 0.70 per cent.

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

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

During the reporting period:

* the Assembly had one accident or dangerous occurrence that required the issuing of a notice under part 3, section 38, of the [*Work Health and Safety Act 2011*](https://www.legislation.act.gov.au/a/2011-35/). The incident occurred when a data cabling contractor performing work in a roof space touched a metal ceiling grid that was in in contact with a live electrical wire. The contractor received a minor electric shock, causing a minor burn to their thumb. Work was immediately suspended, the contractor was provided with first aid, and a licensed electrician was immediately engaged to terminate and cap the live wire before undertaking a thorough safety inspection of the area. The site was subsequently assessed as safe. No further action was required;
* there were no notices of non-compliance given to the Clerk in accordance with part 10 of the [*Work Health and Safety Act 2011*](https://www.legislation.act.gov.au/a/2011-35/); and
* all plant and equipment was regularly checked, in line with statutory requirements.

***Workplace relations***

The [*ACT Public Sector: Office of the Legislative Assembly Enterprise Agreement 2013-2017*](https://www.parliament.act.gov.au/__data/assets/pdf_file/0003/604830/OLA-EA-2013-2017-Varied.pdf) makes provision for the operation of a consultative committee. Membership of the committee includes representatives from Office management and staff and relevant workplace unions. In 2017-2018, committee meetings focused on the staff consultation process for the proposed enterprise agreement.

ATTRACTION AND RETENTION INCENTIVES

Throughout the reporting period, the Office utilised attraction and retention incentives under the terms of the enterprise agreement to address specialist requirements and prevailing market forces. At the start of 2017-2018, two attraction and retention incentives were in place for two senior officer grade A positions. Due to restructuring within the Office, one of them was discontinued during the year. One remained in place at 30 June 2018.

##### Strategic asset management

***The Assembly building***

The asset management strategy for the Assembly building 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.

As part of its strategic asset management obligations, the Office engaged an expert consultant during the year to conduct an assessment of the Assembly building’s various elements, including major plant and equipment, to consider their condition and expected remaining life and to provide a forecast 10-year life cycle plan. The results of this review were used as the foundation for a business case for the 2018-2019 budget seeking a baseline increase in recurrent capital upgrade funding—although budget cabinet did not agree to fund any increase. The Office will continue to pursue additional capital funding, particularly to complete an upgrade of the Assembly building’s heating, ventilation and cooling system that was partly upgraded in 2015-2016 and which still has some elements that are nearly 25 years old.

##### Capital upgrade funding and expenditure

In 2017-2018, the Office received $0.144m in capital funding for its recurrent capital upgrade program. These funds were used to:

* continue the program of progressively upgrading selected kitchenettes in the suites of ministers and members and selected ensuites in the suites of ministers and office holders; and
* upgrading fluorescent lights in office suites to LED tubes.

In addition, the Office also received separate capital funding of $0.390m to commence a program of installing double-glazed windows on selected windows around the Assembly Building, focusing initially on southern facing windows and external windows of members’ and ministers’ offices. Further capital funding to complete the double glazing of all external windows is scheduled to occur in 2018-2019.

***Asset maintenance and repairs***

During the year, the Office’s expenditure on building management was $0.829m. The main components of this overall expenditure were cleaning ($0.239m) and scheduled maintenance ($0.184m). The scheduled maintenance expenditure included servicing of mechanical building systems (eg heating, ventilation and cooling systems, fire systems, lifts, auto doors), maintenance of security and access control systems, and maintenance of the courtyard gardens. Approximately $0.174m was expended on unscheduled maintenance and repairs, with a major part of this being the repair to the internal television distribution hardware and cabling in the Assembly building that was 25 years old and causing regular performance issues.

The external contractor engaged to provide specialised services for the maintenance of the building’s mechanical systems provided, as part of that contract, annual condition audits and reports, which are used to inform and assist in the management and planning of future maintenance and capital upgrades.

***Office accommodation***

The gross building area for the Assembly building is 7,437m2and the net lettable area for building valuation purposes is 6,834m2. However, significant parts of the net lettable area include floor space that is used only on a periodic or occasional basis or is not occupied by staff. These areas include the Assembly chamber, two committee rooms and a number of function rooms. For the purposes of establishing a rate of office space utilisation, an area of 5,182m2 has been identified as the area that the Office, members and staff ordinarily occupy. In terms of the number of people who occupy the space, it was recognised that some fluctuation occurs, due primarily to the sitting patterns of the Assembly (ie when additional staff are engaged) and that the peak number was approximately 165.

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

**TABLE 9.** *Value and quantity of assets as at 30 June 2018*

|  |  |  |
| --- | --- | --- |
| **Asset class** | **Value** | **Quantity** |
| Assembly building (Territorial budget) | $24.099m | 1 |
| Land (Territorial budget) | $4.650m | 1 |
| Assembly art collection (Controlled budget) | $0.719m | Various |
| Assembly library collection (Controlled budget) | $0.667m | Various |
| Other collectables (Controlled budget) | $0.036m | Various |
| Plant and equipment (Controlled budget) | $0.953m | Various |
| Leasehold improvements (Controlled budget) | $1.047m | 1 |
| Intangibles (software) (Controlled budget) | $0.231m | 2 |

***Additions and deletions***

**TABLE 10.** *Assets that were added or removed from the assets register during 2017-2018*

|  |  |  |
| --- | --- | --- |
| **Asset class** | **Value of additions** | **Value of disposals** |
| Assembly building (Territorial budget) | $0.784m | Nil |
| Assembly art collection (Controlled budget) | $0.030m | Nil |
| Assembly library collection (Controlled budget) | $0.005m | Nil |
| Plant and equipment (Controlled budget) | $0.128m | $0.003m |
| Leasehold improvements (Controlled budget) | Nil | Nil |
| Intangible assets (Controlled budget) | $0.019m | Nil |

***Contractors***

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

The Office adhered to the relevant provisions of the [*Government Procurement Act 2001*](https://www.legislation.act.gov.au/a/2001-28/) and the [*Government*](https://www.legislation.act.gov.au/sl/2007-29/)[*Procurement Regulation 2007*](https://www.legislation.act.gov.au/sl/2007-29/).

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

**TABLE 11.** *Contracts summary*

|  |  |  |
| --- | --- | --- |
| **Name of contractor or consultant** | **Comments** | **Amount (GST inclusive)** |
| Argument, Stephen | Legal advice to scrutiny committee | $52,463 |
| Built Pty Ltd | Kitchen and bathroom upgrades | $393,711 |
| Eglaze Australia Pty Ltd | Double glazing of the Assembly building windows | $428,785 |
| Fredon Security Pty Ltd | Security maintenance | $37,072 |
| EPIQ Australia Pty Ltd | Recording and transcription | $192,595 |
| iCognition Pty Ltd | Procedural Information Production System | $82,133 |
| Integrated Technical Management Pty Ltd | Building maintenance | $255,568 |
| Jones Lang LaSalle Public Sector Valuations Pty Ltd | Asset valuations | $27,500 |
| Kaz Electronics Pty Ltd | Repairs and maintenance | $82,916 |
| Millennium Hi-Tech Group Pty Ltd | Cleaning services | $232,217 |
| SAI Global Limited | Standards online subscription | $89,588 |
| Sand Consulting Pty Ltd | Broadcasting system maintenance | $78,443 |
| Stewart, Daniel | Legal advice to scrutiny committee | $76,444 |
| Videocraft Equipment Pty Ltd | Broadcasting system upgrade | $56,412 |

##### Territory records

***Records management program***

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

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

The Office’s records management program, policy and procedures are currently under review. The review is due for completion by the end of 2018.

***Training and advice***

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

With the upgrade of records management software, a training program for staff called ‘Getting more out of OLARIS’ began in June 2018. This training focused on the improved integration options between Microsoft Office applications and the updated software for easier electronic record keeping.

The ‘Tip of the month’ all staff email program continued to promote ongoing awareness of key record- keeping requirements and obligations.

***Preservation and access***

In accordance with the [*Territory Records Act 2002*](https://www.legislation.act.gov.au/a/2002-18/), the Office has procedures in place to ensure that records containing information that will allow people to establish links with their Aboriginal or Torres Strait Islander heritage are identified and preserved. The Office does not expect that any of its records will contain such information; however, if such a record is identified, the Office will retain the records permanently.

The Act also provides for public access to records over 20 years old. One request for public access was received via Archives ACT during the reporting period.

***Activities***

File creations increased by 9.2 per cent on the previous reporting period, with most being captured digitally in OLARIS.

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

**TABLE 12.** *Records disposal schedules used by the Office*

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

##### Human Rights Act

The Legislative Assembly plays an important role in the operation of the [*Human Rights Act 2004*](https://www.legislation.act.gov.au/a/2004-5/) 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.

##### Sustainability reporting

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

***GreenPower purchased for 2017-2018***

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

The ACT Government purchased an estimated 7,600 MWh (megawatt hours) of GreenPower, representing an indicative 5 per cent of electricity consumption for 2017-2018.

ENVIRONMENTAL SUSTAINABILITY PERFORMANCE STATISTICS

**TABLE 13.** *General*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Total occupancy – all building occupants | Numeric (FTE) | 146.00 | 167.60 | 166.50 | -1.10 | -0.66% |
| Non-executive occupancy – Office of the Legislative Assembly, non-executive members and staff | Numeric (FTE) | 92.80 | 114.30 | 114.30 | 0.00 | 0.00% |
| Total area floor space – net lettable area | Square metres (m2) | 7436.94 | 7436.94 | 7436.94 | 0.00 | 0.00% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Electricity use | Megajoules | 2,950,873 | 3,293,959 | 3,157,840 | -136,118 | -4.13% |
| Electricity use | kWh | 819,687 | 914,988 | 877,177 | -37,810 | -4.13% |
| Gas use | Megajoules | 1,529,491 | 2,366,485 | 1,942,529 | -423,956 | -17.92% |
| Total office energy use (gas+electricity) | Megajoules | 4,480,364 | 5,660,444 | 5,100,369 | -560,075 | -9.89% |
| Total office energy use (gas+electricity) | Gigajoules | 4,480 | 5,660 | 5,100 | -560 | -9.89% |

**TABLE 15.** *Energy intensities*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Energy intensity per person | Megajoules  / FTE | 30687.43 | 33773.54 | 30632.85 | -3140.69 | -9.30% |
| Energy intensity per area of total floor space | Megajoules  / m2 | 602.45 | 761.13 | 685.82 | -75.31 | -9.89% |

**TABLE 16.** *Transport energy*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Total number of vehicles | Numeric | 5.00 | 1.00 | 1.00 | 0.00 | 0.00% |
| Transport fuel (petrol) | Litres | 2862.32 | 0.00 | 0.00 | 0.00 | - |
| Transport fuel (diesel) | Litres | 2535.16 | 1109.00 | 1174.00 | 65.00 | 5.86% |
| Transport fuel - petrol (conversion) | Megajoules | 97891.34 | 0.00 | 0.00 | 0.00 | - |
| Transport fuel - diesel (conversion) | Megajoules | 97350.14 | 42585.60 | 45081.60 | 2496.00 | 5.86% |
| Total transport energy use (sum of above) | Megajoules | 195241.49 | 42585.60 | 45081.60 | 2496.00 | 5.86% |
| Total transport energy use (conversion) | Gigajoules | 195.24 | 42.59 | 45.08 | 2.50 | 5.86% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Total office water use | Kilolitres | 3980.96 | 2511.52 | 2878.56 | 367.04 | 14.61% |

**TABLE 18.** *Water intensities*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Water use per person | Kilolitres/ FTE | 27.27 | 14.99 | 17.29 | 2.30 | 15.37% |
| Water use per area of total floor space | Kilolitres/ m2 | 0.54 | 0.34 | 0.39 | 0.05 | 14.61% |

**TABLE 19.** *Waste*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Total reams of paper purchased | Reams | 1479.00 | 1535.00 | 398.00 | -1137.00 | -74.07 |
| Estimate of paper recycled | Cubic metres | 71.28 | 76.32 | 56.88 | -19.44 | -25.47% |
| Estimate of mixed recycling | Cubic metres | 106.00 | 194.70 | 163.90 | -30.80 | -15.82% |
| Estimate of organic waste | Cubic metres | 3.00 | 12.24 | 12.96 | 0.72 | 5.88% |
| Estimate of waste to landfill | Cubic metres | 57.20 | 66.00 | 57.20 | -8.80 | -13.33% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Office paper used per person (Office and non-executive) | Reams / FTE | 15.94 | 13.43 | 3.48 | -9.95 | -74.07% |
| Estimate of cardboard recycled per person | m3 / FTE | 0.34 | 0.00 | 0.00 | 0.00 | 0.00 |
| Estimate of paper recycled per person | m3 / FTE | 0.49 | 0.46 | 0.34 | -0.11 | -24.98% |
| Estimate of mixed recycling per person | m3 / FTE | 0.73 | 1.16 | 0.98 | -0.18 | -15.26% |
| Estimate of organic waste per person | m3 / FTE | 0.0730 | 0.0730 | 0.0778 | 0.0048 | 6.58% |
| Estimate of landfill waste per person | m3 / FTE | 0.39 | 0.39 | 0.34 | -0.05 | -12.76% |

**TABLE 21.** *Greenhouse gas emissions*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Office greenhouse gas emissions (electricity  + gas) | Tonnes CO2e | 711.13 | 646.79 | 542.50 | -104.29 | -16.12% |
| Greenhouse gas emissions from fleet | Tonnes CO2e | 14.40 | 3.01 | 3.19 | 0.18 | 6.10% |
| Total greenhouse gas emissions (electricity  + gas + fleet) | Tonnes CO2e | 725.53 | 649.80 | 545.69 | -104.11 | -16.02% |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Indicator** | **Unit** | **2015-2016**  **result** | **2016-2017**  **result** | **2017-2018**  **result** | **Variance between 2016-2017**  **and 2017-2018** | **Percentage variance between 2016-2017**  **and 2017-2018** |
| Total emissions per person (electricity  + gas) | Tonnes CO2e / FTE | 4.87 | 3.86 | 3.26 | -0.60 | -15.57% |
| Building energy emissions per office area | Tonnes CO2e / m2 | 0.0956 | 0.0870 | 0.0729 | -0.0140 | -16.12% |
| Building energy emissions per total floor space | Tonnes CO2e / m2 | 0.0956 | 0.0870 | 0.0729 | -0.0140 | -16.12% |
| Transport emissions per vehicle | Tonnes CO2e / vehicle | 2.88 | 3.01 | 3.19 | 0.18 | 6.10% |
| Total emissions per person (electricity + gas + fleet) | Tonnes CO2e / FTE | 4.97 | 3.88 | 3.28 | -0.60 | -15.47% |
| Direct emissions (scope 1) | Tonnes CO2e | 62.09 | 100.12 | 100.10 | -0.02 | -0.02% |
| Indirect emissions (scope 2) | Tonnes CO2e | 609.03 | 474.99 | 399.12 | -75.87 | -15.97% |
| Other indirect emissions (scope 3) | Tonnes CO2e | 40.01 | 46.58 | 43.29 | -3.29 | -7.06% |
| Total emissions | Tonnes CO2e | 711.13 | 621.69 | 542.51 | -79.18 | -12.74% |

EXPLANATORY NOTES

***Historical data***

Differences between enterprise sustainability platform sourced data in the previous financial year (2016-2017) and data in the original 2016-2017 report are due to changes such as updates to agency occupancy and historical consumption data, and annual adjustments to ACT specific electricity emissions factors.

***2016-2017 election year***

2016-2017 was an election year. This has impacted on some of the data for that period.

***Variance between 2016-2017 and 2017-2018 total office water use***

At the time of reporting, 99.99 per cent of the required data was available and a pro-rated figure has been included (this figure will be updated in next year’s annual report)

***Greenhouse gas emissions in 2016-2017 and 2017-2018***

Emissions reported for stationary energy and transport fuels include scope 1 and scope 2 emissions only.

Emission factors used to calculate natural gas and fleet fuel are based on the latest national greenhouse accounts (NGA) factors.

Greenhouse gas emissions for electricity consumption have been calculated using the following emissions factors based on the latest (May 2018) ACT electricity emissions factor report:

* A factor of 0.667 kilogram (kg) CO2-e / kilowatt hour (kWh) or 0.667 tonne (t) CO2-e / megawatt hour (MWh) has been used to calculate electricity emissions (scope 2) for the 2016-2017 period. It is based on actual historical data and is a retrospective adjustment of the original 0.525 factor (scope 2) used for 2016-2017 annual reporting.
* A factor of 0.455 kilogram (kg) CO2-e / kilowatt hour (kWh) or 0.455 tonne (t) CO2-e / megawatt hour (MWh) has been used to calculate electricity emissions (scope 2) for the 2017-2018 period.

The emissions factors include total GreenPower purchases for the ACT calculated in the third quarter of the respective financial years and are specific to the ACT. These emissions factors (scope 2) reflect the increasing contribution of renewable electricity generated under the ACT’s 100 per cent renewable energy target (RET). Consequently they are lower than those reported in the latest national greenhouse accounts (NGA) factors.

### APPENDICES

OFFICE OF THE LEGISLATIVE ASSEMBLY **ANNUAL REPORT** 2017–2018 57

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial year** | **No. of sitting**  **days** | **No. of hours\*** | **Average hours**  **per day\*** | **Sittings after**  **10pm** | **Average time of rising** |
| 1988-1989 | 10 | 55 | 6 | 1 | Tues 6:12 pm  Wed/Thurs 4:12 pm |
| 1989-1990 | 54 | 353 | 7 | 8 | Tues 9:00 pm  Wed/Thurs 5:10 pm |
| 1990-1991 | 49 | 338 | 7 | 8 | Tues 9:00 pm  Wed/Thurs 5:45 pm |
| 1991-1992 | 48 | 354 | 7 | 12 | Tues10:00 pm Wed/Thurs 5:42 pm |
| 1992-1993 | 51 | 356 | 7 | 10 | Tues 9:55 pm  Wed/Thurs 6:48 pm |
| 1993-1994 | 46 | 324 | 7 | 5 | Tues 9:36 pm  Wed/Thurs 5:30 pm |
| 1994-1995 | 34 | 249 | 7 | 5 | Tues 9:32 pm  Wed/Thurs 5:42 pm |
| 1995-1996 | 45 | 314 | 7 | 2 | 5:33 pm |
| 1996-1997 | 39 | 315 | 8 | 3 | 6:34 pm |
| 1997-1998 | 34 | 278 | 8 | 1 | 6:32 pm |
| 1998-1999 | 40 | 317 | 8 | 6 | 6:43 pm |
| 1999-2000 | 41 | 344 | 8 | 8 | 7:11 pm |
| 2000-2001 | 37 | 306 | 8 | 9 | 6:46 pm |
| 2001-2002 | 34 | 275 | 9 | 4 | 6:22 pm |
| 2002-2003 | 40 | 346 | 9 | 10 | 7:08 pm |
| 2003-2004 | 43 | 414 | 10 | 16 | 8:08 pm |
| 2004-2005 | 36 | 290 | 8 | 5 | 6:38 pm |
| 2005-2006 | 41 | 312 | 8 | 2 | 6:04 pm |
| 2006-2007 | 38 | 292 | 8 | 1 | 6:11 pm |
| 2007-2008 | 40 | 347 | 9 | 7 | 7:10 pm |
| 2008-2009 | 38 | 323 | 9 | 5 | 6:40 pm |
| 2009-2010 | 41 | 350 | 9 | 2 | 6:32 pm |
| 2010-2011 | 44 | 397 | 9 | 6 | 7:01 pm |
| 2011-2012 | 42 | 359 | 9 | 1 | 6:38 pm |
| 2012-2013 | 29 | 222 | 8 | 2 | 5:40 pm |
| 2013-2014 | 36 | 288 | 8 | - | 5:59 pm |
| 2014-2015 | 44 | 335 | 8 | - | 5.37 pm |
| 2015-2016 | 36 | 292 | 8 | - | 6.07 pm |
| 2016-2017 | 25 | 201 | 8 | 2 | 6.02 pm |
| 2017-2018 | 42 | 329 | 8 | - | 5.48 pm |

\*Includes time expended in suspensions and meal breaks.

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Number of pages** | **Number of sittings** | **Average number ofpages per sitting** |
| 1988-1989 | 40 | 10 | 4 |
| 1989-1990 | 226 | 54 | 4 |
| 1990-1991 | 215 | 49 | 4 |
| 1991-1992 | 292 | 48 | 6 |
| 1992-1993 | 295 | 51 | 6 |
| 1993-1994 | 389 | 46 | 9 |
| 1994-1995 | 269 | 34 | 8 |
| 1995-1996 | 302 | 45 | 7 |
| 1996-1997 | 322 | 39 | 8 |
| 1997-1998 | 342 | 34 | 10 |
| 1998-1999 | 342 | 40 | 9 |
| 1999-2000 | 480 | 41 | 12 |
| 2000-2001 | 590 | 37 | 16 |
| 2001-2002 | 606 | 34 | 18 |
| 2002-2003 | 575 | 40 | 14 |
| 2003-2004 | 704 | 43 | 16 |
| 2004-2005 | 463 | 36 | 13 |
| 2005-2006 | 471 | 41 | 12 |
| 2006-2007 | 301 | 38 | 8 |
| 2007-2008 | 484 | 40 | 12 |
| 2008-2009 | 491 | 38 | 13 |
| 2009-2010 | 473 | 41 | 12 |
| 2010-2011 | 610 | 44 | 14 |
| 2011-2012 | 593 | 42 | 14 |
| 2012-2013 | 342 | 29 | 12 |
| 2013-2014 | 390 | 36 | 11 |
| 2014-2015 | 524 | 44 | 12 |
| 2015-2016 | 410 | 36 | 11 |
| 2016-2017 | 376 | 25 | 15 |
| 2017-2018 | 572 | 42 | 14 |

###### Bills

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Executive** | **Executive members** | **Private members** | **Assembly** | **Total** |
| Introduced | 54 | - | 9 | 1 | **64** |
| Discharged | - | - | 1 | - | **1** |
| Withdrawn | - | - | - | - | **-** |
| Not agreed in principle | - | - | 1 | - | **1** |
| Negatived | - | - | - | - | **-** |
| Passed | 48 | - | 3 | 1 | **52** |
| Amended | 9 | - | 3 | 1 | **13** |
| Still before the Assembly | 10 | - | 6 | - | **16** |

**Amendments circulated**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Number of motions** | **Number of 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** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial year** | **Executive** | **Executive members\*** | **Private members** | **Assembly** | **Total** |
| 1988-1989 | 9 | - | 1 | - | **10** |
| 1989-1990 | 48 | - | 11 | - | **59** |
| 1990-1991 | 71 | - | 15 | - | **86** |
| 1991-1992 | 106 | - | 26 | - | **132** |
| 1992-1993 | 95 | - | 25 | - | **120** |
| 1993-1994 | 94 | - | 15 | - | **109** |
| 1994-1995 | 72 | - | 14 | - | **86** |
| 1995-1996 | 77 | - | 15 | - | **92** |
| 1996-1997 | 91 | - | 22 | - | **113** |
| 1997-1998 | 108 | - | 26 | - | **134** |
| 1998-1999 | 68 | 2 | 31 | - | **101** |
| 1999-2000 | 98 | 4 | 33 | - | **135** |
| 2000-2001 | 87 | - | 24 | - | **111** |
| 2001-2002 | 47 | - | 22 | - | **69** |
| 2002-2003 | 67 | - | 26 | - | **93** |
| 2003-2004 | 79 | - | 27 | - | **106** |
| 2004-2005 | 64 | - | 11 | - | **75** |
| 2005-2006 | 47 | - | 11 | - | **58** |
| 2006-2007 | 52 | - | 8 | - | **60** |
| 2007-2008 | 47 | - | 19 | - | **66** |
| 2008-2009 | 44 | - | 19 | - | **63** |
| 2009-2010 | 55 | - | 17 | - | **72** |
| 2010-2011 | 63 | - | 11 | - | **74** |
| 2011-2012 | 61 | - | 22 | 1# | **84** |
| 2012-2013 | 41 | 4 | 3 | - | **48** |
| 2013-2014 | 56 | 2 | - | - | **58** |
| 2014-2015 | 54 | 1 | 1 | - | **56** |
| 2015-2016 | 71 | 2 | 5 | - | **78** |
| 2016-2017 | 27 | - | 2 | - | **29** |
| 2017-2018 | 54 | - | 9 | 1 | **64** |

\* In 1998, Assembly standing orders were amended to make provision for executive members’ business. At the conclusion of the Fourth Assembly, this provision lapsed. In November 2012, the standing orders were again amended to accommodate executive members’ business.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial year** | **Questions on notice** | **Questions without notice** | **Supplementary** | **Avg no. asked per sitting\*** |
| 1988-1989 | 9 | 131 | 34 | 17.4 |
| 1989-1990 | 187 | 684 | 207 | 16.5 |
| 1990-1991 | 241 | 685 | 176 | 14.5 |
| 1991-1992 | 448 | 490 | 188 | 14 |
| 1992-1993 | 582 | 510 | 163 | 13.2 |
| 1993-1994 | 520 | 407 | 173 | 12.6 |
| 1994-1995 | 247 | 376 | 206 | 17 |
| 1995-1996 | 210 | 514 | 371 | 19.7 |
| 1996-1997 | 163 | 398 | 293 | 17.7 |
| 1997-1998 | 68 | 363 | 284 | 11 |
| 1998-1999 | 141 | 352 | 327 | 17 |
| 1999-2000 | 108 | 406 | 332 | 18 |
| 2000-2001 | 122 | 352 | 278 | 17 |
| 2001-2002 | 268 | 370 | 302 | 19.7 |
| 2002-2003 | 575 | 425 | 330 | 18.8 |
| 2003-2004 | 820 | 410 | 347 | 17.6 |
| 2004-2005 | 608 | 356 | 283 | 17.8 |
| 2005-2006 | 712 | 399 | 314 | 17.4 |
| 2006-2007 | 455 | 366 | 296 | 17.4 |
| 2007-2008 | 519 | 378 | 299 | 16.9 |
| 2008-2009 | 351 | 401 | 330 | 19.2 |
| 2009-2010 | 751 | 417 | 1008# | 34.7 |
| 2010-2011 | 697 | 445 | 1257# | 38.7 |
| 2011-2012@ | 725 | 457 | 1329# | 42.5 |
| 2012-2013 | 154 | 258 | 764# | 35 |
| 2013-2014 | 172 | 381 | 1117# | 42 |
| 2014-2015 | 140 | 388 | 1148# | 35 |
| 2015-2016 | 326 | 326 | 971 | 36 |
| 2016-2017 | 377 | 321 | 693 | 40.6 |
| 2017-2018 | 1207 | 616 | 1210# | 43.5 |

\* Includes supplementary questions.

# Includes further supplementary questions per standing order 113B.

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

###### Summary of committee statistics 1989-2018

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Financial year** | **Meetings** | **Meetings supported by Chamber**  **Support** | **Total number of meetings** | **Public hearings** | **Reports** | **Reports produced by Chamber**  **Support** | **Total reports** |
| 1989-1990 | 165 | 45 | 210 | 57 | 18 | 11 | 29 |
| 1990-1991 | 185 | 54 | 239 | 45 | 16 | 24 | 40 |
| 1991-1992 | 90 | 29 | 119 | 23 | 12 | 12 | 24 |
| 1992-1993 | 141 | 52 | 193 | 34 | 18 | 28 | 46 |
| 1993-1994 | 144 | 48 | 192 | 53 | 3 | 31 | 34 |
| 1994-1995 | 126 | 37 | 163 | 36 | 16 | 18 | 34 |
| 1995-1996 | 113 | 48 | 161 | 61 | 12 | 25 | 37 |
| 1996-1997 | 129 | 40 | 169 | 59 | 11 | 21 | 32 |
| 1997-1998 | 109 | 45 | 154 | 45 | 35 | 19 | 54 |
| 1998-1999 | - | - | 327 | - | 61 | 20 | 81 |
| 1999-2000 | - | - | 293 | - | 57 | 21 | 78 |
| 2000-2001 | - | - | 228 | - | 41 | 15 | 56 |
| 2001-2002 | - | - | 126 | - | 38 | 19 | 57 |
| 2002-2003 | 230 | 38 | 268 | 81 | 31 | 19 | 50 |
| 2003-2004 | 222 | 41 | 263 | 62 | 40 | 20 | 60 |
| 2004-2005 | 152 | 35 | 187 | 38 | 27 | 20 | 47 |
| 2005-2006 | 231 | 34 | 265 | 61 | 18 | 15 | 33 |
| 2006-2007 | 232 | 36 | 268 | 69 | 21 | 16 | 37 |
| 2007-2008 | 206 | 36 | 242 | 59 | 15 | 17 | 32 |
| 2008-2009 | 221 | 31 | 252 | 61 | 23 | 13 | 36 |
| 2009-2010 | 264 | 47 | 311 | 74 | 21 | 20 | 41 |
| 2010-2011 | 230 | 37 | 267 | 57 | 25 | 16 | 41 |
| 2011-2012 | 287 | 46 | 333 | 95 | 23 | 16 | 39 |
| 2012-2013 | 182 | 28 | 210 | 54 | 21 | 11 | 32 |
| 2013-2014 | 191 | 32 | 223 | 57 | 13 | 14 | 27 |
| 2014-2015 | 178 | 34 | 212 | 60 | 17 | 19 | 36 |
| 2015-2016 | 159 | 29 | 188 | 47 | 26 | 14 | 40 |
| 2016-2017 | 161 | 26 | 187 | 32 | 16 | 17 | 36 |
| 2017-2018 | 289 | 34 | 323 | 84 | 22 | 14 | 36 |

**Consolidated committee statistics 2017-2018**

***Types of meetings – activity***

|  |  |
| --- | --- |
| **Consolidated statistical return** | **Total** |
| Total number of meetings | **323** |
| Number of private meetings | **226** |
| Number of private meetings with full attendance by committee members | **158** |
| Number of public hearings | **84** |
| Number of public hearings with full attendance by committee members | **59** |
| Number of site visits/study tours | **12** |
| Number of other kinds of meetings (briefings, round tables, workshops) | **1** |

***Hours of meetings***

|  |  |
| --- | --- |
| **Consolidated statistical return** | **Total** |
| Hours of committee meetings [total] | **474:31** |
| Hours of private meetings | **142:22** |
| Hours of public hearings | **310:31** |
| Hours of site visits/study tours | **19:47** |
| Hours of other kinds of meetings | **1:51** |

***Inquiry outcomes***

|  |  |
| --- | --- |
| **Consolidated statistical return** | **Total** |
| Number of witnesses | **817** |
| Number of submissions | **898** |
| Number of referrals | **29** |
| Number of reports presented | **36** |
| Number of statements made under SO246A | **44** |
| Number of statutory appointments considered | **136** |
| Number of bills considered | **61** |
| Items of subordinate legislation considered | **398** |

***Standing Committees***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Administration**  **and Procedure\*** | **Economic Development and Tourism** | **Education, Employment and Youth**  **Affairs** | **Environment**  **and Transport and City Services** | **Health, Ageing and Community Services** | **Justice and Community**  **Safety (JACS)** | **JACS**  **(legislative scrutiny role)\*** | **Planning**  **and Urban Renewal** | **Public Accounts** |
| Number of committee meetings (total) | 20 | 19 | 27 | 29 | 23 | 38 | 14 | 30 | 38 |
| Number of private meetings | 20 | 13 | 21 | 21 | 14 | 23 | 14 | 23 | 23 |
| Number of public hearings | 0 | 6 | 6 | 6 | 9 | 11 | 0 | 7 | 14 |
| Number of site visits/study tours | 0 | 0 | 0 | 2 | 0 | 4 | 0 | 0 | 0 |
| Number of other kinds of meetings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| Hours of committee meetings (total) | 9:43 | 19:46 | 28:46 | 30:23 | 37:45 | 45:17 | 10:48 | 47:11 | 54:42 |
| Hours of private meetings | 9:43 | 4:47 | 5:29 | 10:59 | 7:58 | 9:52 | 10:48 | 21:42 | 15:13 |
| Hours of public hearings | 0 | 14:59 | 23:17 | 17:14 | 29:47 | 30:33 | 0 | 25:29 | 37:38 |
| Hours of site visits/study tours | 0 | 0 | 0 | 2:10 | 0 | 4:52 | 0 | 0 | 0 |
| Hours of other kinds of meetings | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1:51 |
| Number of witnesses | 0 | 34 | 74 | 44 | 82 | 80 | 0 | 57 | 81 |
| Number of submissions | 11 | 5 | 39 | 45 | 87 | 32 | 0 | 36 | 100 |
| Number of referrals | 3 | 2 | 3 | 5 | 3 | 2 | 0 | 5 | 3 |
| Number of reports presented | 2 | 2 | 2 | 4 | 2 | 1 | 12 | 4 | 2 |
| Number of statements made under SO246A | 2 | 4 | 8 | 7 | 5 | 5 | 0 | 11 | 2 |
| Number of statutory appointments considered | 0 | 3 | 33 | 24 | 3 | 59 | 0 | 1 | 13 |
| Number of bills considered | 0 | 0 | 0 | 0 | 0 | 0 | 61 | 0 | 0 |
| Items of subordinate legislation considered | 0 | 0 | 0 | 0 | 0 | 0 | 398 | 0 | 0 |

\* Committees supported by Chamber Support.

***Select Committees***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **2016 ACT**  **Election and Electoral Act** | **Estimates 2017-2018** | **Estimates 2018-2019** | **Independent**  **Integrity Commission** | **Independent**  **Integrity Commission**  **2018** | **Privileges**  **2018#** |
| Number of committee meetings (total) | 13 | 20 | 7 | 20 | 18 | 2 |
| Number of private meetings | 7 | 11 | 6 | 11 | 14 | 2 |
| Number of public hearings | 3 | 6 | 1 | 11 | 4 | 0 |
| Number of site visits/study tours | 3 | 3 | 0 | 0 | 0 | 0 |
| Number of other kinds of meetings | 0 | 0 | 0 | 0 | 0 | 0 |
| Hours of committee meetings [total] | 21:46 | 44:04 | 8:55 | 88:00 | 23:24 | 0:33 |
| Hours of private meetings | 8:31 | 6:16 | 8:24 | 3:59 | 14:40 | 0:33 |
| Hours of public hearings | 9:25 | 28:53 | 0:31 | 84:01 | 8:44 | 0 |
| Hours of site visits/study tours | 3:50 | 8:55 | 0 | 0 | 0 | 0 |
| Hours of other kinds of meetings | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of witnesses | 30 | 70 | 4 | 234 | 24 | 0 |
| Number of submissions | 24 | 487 | 0 | 16 | 8 | 0 |
| Number of referrals | 0 | 1 | 0 | 0 | 1 | 1 |
| Number of reports presented | 1 | 1 | 1 | 1 | 0 | 0 |
| Number of statements made under SO246A | 0 | 0 | 0 | 0 | 0 | 0 |
| Number of statutory appointments considered | 0 | 0 | 0 | 0 | 0 | 0 |

\* Committees supported by Chamber Support.

# Privileges 2018 report circulated out of session.

**APPENDIX 8 – BROADCASTING AND WEBSITE MANAGEMENT**

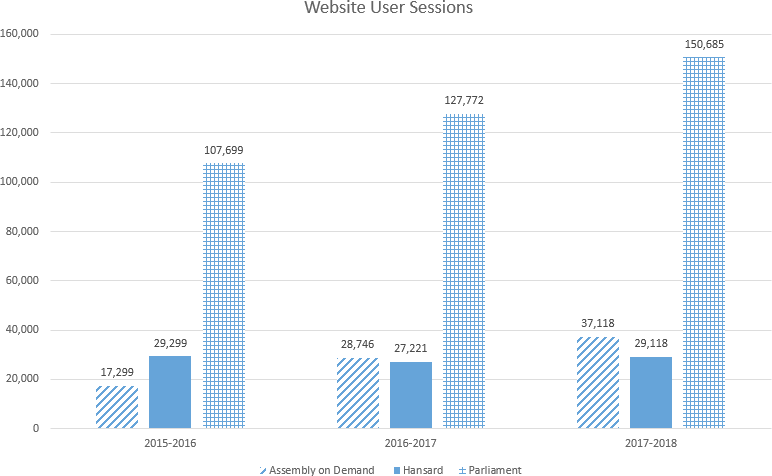
###### Internet related activity

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

The Assembly on Demand site, introduced in 2016, provides a single portal for viewing all Assembly and committee proceedings. As a result, page views for Assembly and committee proceedings are now provided as a combined figure.

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

**FIGURE 6.** *Website user sessions for Assembly websites*



###### Library services

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **2015-2016** | **2016-2017** | **2017-2018** |
| Number of publications catalogued | 260 | 377 | 617 |
| Number of journals received from publishers | 113 | 102 | 74 |
| Number of interlibrary loan requests | 78 | 61 | 55 |

**Reference and information services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **2015-2016** | **2016-2017** | **2017-2018** |
| Number of reference requests for information—Assembly clients | 242 | 176 | 222 |
| Number of reference requests for information—ACT government clients | 78 | 51 | 66 |
| Number of reference requests for information—other clients | 56 | 39 | 40 |
| Urgent simple inquiry: percentage resolved within one hour (target 90%) | 100% | 100% | 91.75% |
| Simple inquiry: percentage resolved within agreed time frame (target 90%) | 99% | 100% | 99.25% |
| Complex inquiry: percentage resolved within agreed time frame (target 90 per cent) | 100% | 100% | 100% |

**Other services**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **2015-2016** | **2016-2017** | **2017-2018** |
| Visits to library intranet (visits) | 53,816 | 87,869 | n/a1 |
| Visits to library intranet (hits) | n/a | n/a | 15,1171 |
| TV and radio files accessed by users | 422 | 318 | n/a2 |
| Interstate press articles accessed by users | 2,411 | 3,641 | No longer produced |
| Visits to interstate media releases RSS feeds | 31,306 | 33,742 | n/a2 |
| Visits to current awareness RSS feeds (discontinued April 2017) | 91,203 | 49,522 | - |
| Visits to current awareness newsletters (commenced April 2017) | n/a | n/a | 3,4703 |

1. In July 2017, the library changed intranet content management systems. The previous system, Squiz, measured visits to the intranet site. The current system, SharePoint, measures hits to the intranet site.
2. This service is still provided, but statistics are not available through the new intranet content management system (SharePoint). 3 In April 2017, the library changed from subject based RSS feeds to opt-in newsletters. This has changed the way figures are

collected, compared with previous years.

BARR, Mr Andrew BERRY, Ms Yvette

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

CHEYNE, Ms Tara CODY, Ms Bec COE, Mr Alistair

DOSZPOT, Mr Steve (deceased 25 November 2017) DUNNE, Mrs Vicki

FITZHARRIS, Ms Meegan GENTLEMAN, Mr Mick

HANSON, Mr Jeremy CSC JONES, Mrs Giulia KIKKERT, Mrs Elizabeth LAWDER, Ms Nicole

LE COUTEUR, Ms Caroline LEE, Ms Elizabeth MILLIGAN, Mr James ORR, Ms Suzanne PARTON, Mr Mark PETTERSSON, Mr Michael RAMSAY, Mr Gordon RATTENBURY, Mr Shane

STEEL, Mr Chris

STEPHEN-SMITH, Ms Rachel

WALL, Mr Andrew

|  |  |
| --- | --- |
| **Office** | **Holder** |
| SPEAKER | Ms Joy Burch |
| DEPUTY SPEAKER | Mrs Vicki Dunne1 |
| ASSISTANT SPEAKER | Ms Bec Cody2 |
| ASSISTANT SPEAKER | Ms Elizabeth Lee3 |
| ASSISTANT SPEAKER | Mr Chris Steel4 |

1. Acting Speaker 17-20 July 2017, 1 August 2017, 14-18 August 2017, 23-28 September 2017, 1422 October 2017, 15-16 March

2018, 30 May-1 June 2018 and 16-27 June 2018.

1. Acting Speaker 11-12 January 2018.
2. Acting Speaker 2-3 June 2018.
3. Acting Speaker 8-9 August 2017 and 13-21 January 2018.

###### Eighth Barr Ministry

|  |  |
| --- | --- |
| **Minister** | **Ministry** |
| Andrew Barr | Chief Minister Treasurer  Minister for Economic Development Minister for Tourism and Major Events |
| Yvette Berry | Deputy Chief Minister  Minister for Education and Early Childhood Development Minister for Housing and Suburban Development  Minister for the Prevention of Domestic and Family Violence Minister for Women  Minister for Sport and Recreation |
| Meegan Fitzharris | Minister for Health and Wellbeing Minister for Transport and City Services  Minister for Higher Education, Training and Research |
| Mick Gentleman | Minister for Police and Emergency Services Minister for the Environment and Heritage Minister for Planning and Land Management Minister for Urban Renewal |
| Gordon Ramsay | Attorney-General  Minister for Regulatory Services  Minister for the Arts and Community Events Minister for Veterans and Seniors |
| Shane Rattenbury | Minister for Climate Change and Sustainability Minister for Justice, Consumer Affairs and Road Safety Minister for Corrections  Minister for Mental Health |
| Rachel Stephen-Smith | Minister for Community Services and Social Inclusion Minister for Disability, Children and Youth  Minister for Aboriginal and Torres Strait Islander Affairs Minister for Multicultural Affairs  Minister for Workplace Safety and Industrial Relations |

ACT Remuneration Tribunal determination No 2 of 2017, which commenced on 1 July 2017, provided that the base rate of salary for all members of the Legislative Assembly shall be $160,373 per annum.

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

###### Remuneration of MLAs

|  |  |
| --- | --- |
| **Position** | **Remuneration** |
| Chief Minister | $176,410 |
| Deputy Chief Minister | $128,298 |
| Minister | $112,261 |
| Leader of the Opposition | $112,261 |
| Presiding Officer | $88,205 |
| Deputy Leader of the Opposition | $32,075 |
| Deputy Presiding Officer | $24,056 |
| Government Whip | $16,037 |
| Opposition Whip | $16,037 |
| Presiding member of a committee which is concerned with public affairs rather than domestic affairs of the Legislative Assembly | $16,037 |

**Number of staff employment agreements processed**

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **No. of LAMS contracts** | **No. of non-executive members** | **Average contracts/member** |
| 1999-2000 | 63 | 12 | 5.25 |
| 2000-2001 | 50 | 12 | 4.17 |
| 2001-2002 (pre-election) | 47 | 12 | 3.92 |
| 2001-2002 (post-election) | 67 | 13 | 5.15 |
| 2001-2002 total | 114 | 12.5 | 9.12 |
| 2002-2003 | 149 | 12.5 | 11.92 |
| 2003-2004 (prior to new staff structure) | 61 | 12 | 5.08 |
| 2003-2004 (translation to new staff structure) | 33 | 12 | 2.75 |
| 2003-2004 (following new staff structure) | 50 | 12 | 4.17 |
| 2003-2004 total | 144 | 12 | 12.00 |
| 2005-2006 | 87 | 12 | 7.25 |
| 2006-2007 | 120 | 12 | 10.0 |
| 2007-2008 | 102 | 12 | 8.5 |
| 2008-2009 (pre-election) | 16 | 12 | 1.33 |
| 2008-2009 (post-election) | 98 | 12 | 8.17 |
| 2008-2009 total | 114 | 12 | 9.5 |
| 2009-2010 | 71 | 12 | 5.91 |
| 2010-2011 | 79 | 131 | 6.08 |
| 2011-2012 | 59 | 121 | 4.92 |
| 2012-2013 (pre-election) | 12 | 12 | 1.00 |
| 2012-2013 (post-election) | 91 | 12 | 7.58 |
| 2013-2014 | 66 | 12 | 5.50 |
| 2014-2015 | 77 | 11 | 7.00 |
| 2015-2016 | 62 | 102 | 5.17 |
| 2016-2017 (pre-election) | 17 | 11 | 1.55 |
| 2016-2017 (post-election) | 101 | 18 | 5.61 |
| 2017-2018 | 109 | 18 | 6.06 |

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.

###### Number of non-executive MLA staff employed at each classification at 30 June 2018

|  |  |  |
| --- | --- | --- |
| **Classification** | **Number of staff** | **Full-timeequivalent** |
| Senior Adviser Level 2 | 2 | 1.80 |
| Senior Adviser Level 1 | 8 | 7.10 |
| Adviser Level 2 | 13 | 11.50 |
| Adviser Level 1 (upper) | 10 | 7.94 |
| Adviser Level 1 (lower) | 35 | 19.24 |
| **TOTAL** | **68** | **47.58** |

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

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Member** | **Rollover** | **Other income** | **Annual allocation** | **Pledge received** | **Pledge made** | **Staff expenses** | **Future rollover** | **Unused allocation** |
| Wall | 11,498 | 0 | 170,710 | 0 | 0 | 167,088 | 15,120 | 0 |
| Steel | 5,058 | 0 | 170,710 | 0 | 0 | 171,597 | 4,171 | 0 |
| Pettersson | 11,498 | 0 | 170,710 | 0 | 0 | 172,292 | 9,916 | 0 |
| Parton | 9,287 | 0 | 170,710 | 0 | 0 | 164,762 | 15,235 | 0 |
| Orr | 11,147 | 0 | 170,710 | 0 | 0 | 171,260 | 10,597 | 0 |
| Milligan | 11,498 | 0 | 170,710 | 0 | 0 | 175,333 | 6,875 | 0 |
| Lee | 406 | 0 | 170,710 | 0 | 0 | 166,755 | 4,361 | 0 |
| Le Couteur | 23,043 | 0 | 342,063 | 0 | 0 | 331,103 | 34,003 | 0 |
| Lawder | 12,708 | 0 | 189,975 | 0 | 0 | 156,688 | 18,998 | 26,997 |
| Kikkert | 7,668 | 0 | 170,710 | 0 | 0 | 170,632 | 7,746 | 0 |
| Jones | 11,498 | 0 | 170,710 | 0 | 0 | 165,533 | 16,675 | 0 |
| Hanson | 6,703 | 0 | 170,710 | 0 | 0 | 172,204 | 5,209 | 0 |
| Dunne | 7,606 | 0 | 170,710 | 40,000 | 0 | 209,761 | 8,555 | 0 |
| Doszpot | 5,611 | 0 | 72,223 | 0 | 0 | 71,044 | 6,790 | 0 |
| Coe | 42,328 | 0 | 633,568 | 0 | 40,000 | 565,506 | 63,357 | 7,033 |
| Cody | 10,143 | 0 | 170,710 | 0 | 0 | 179,394 | 1,459 | 0 |
| Cheyne | 11,498 | 4,263 | 170,710 | 0 | 0 | 176,771 | 9,700 | 0 |
| Burch J | 11,879 | 0 | 260,626 | 0 | 0 | 220,935 | 26,063 | 25,507 |
| Burch | 0 | 0 | 93,234 | 0 | 0 | 55,444 | 9,323 | 28,467 |
| **TOTAL** | **211,077** | **4,263** | **3,810,919** | **40,000** | **40,000** | **3,664,102** | **274,153** | **88,004** |

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

|  |  |  |
| --- | --- | --- |
| **Date** | **Name** | **Place oforigin** |
| 25 and 27 October 2017 | Hon Peter Watson MLA, Speaker of the Legislative Assembly, Parliament of Western Australia,  and Dr Isla Macphail, Serjeant-at-Arms | Western Australia |
| 31 October – 2 November 2017 | Mr Tebuai Uaai, Speaker, Parliament of Kiribati, and Mr Eni Tekanene, Clerk | Kiribati |
| 24 November 2017 | Inter-Parliamentary Study Program, Pacific Deputy Speakers | Various |
| 29 January 2018 | Mon Democracy and Peace Forum | Myanmar |
| 2 February 2018 | Teen Diplomatic Envoy | Taiwan |
| 15 June 2018 | Inter-Parliamentary Study Program, Parliamentary Staff | Various |

**APPENDIX 16 – ADMINISTRATIVE SUPPORT FOR THE ASSEMBLY BRANCH OF THE COMMONWEALTH PARLIAMENTARY ASSOCIATION 2017-2018**

The Australian Capital Territory Legislative Assembly branch of the Commonwealth Parliamentary Association (CPA) did not meet during the year. However, a number of matters of interest were communicated to members through email and correspondence. Correspondence from the CPA headquarters and the Australian region was regularly circulated to members. The issues raised included twinning arrangements with the Parliament of Kiribati, proposed agenda items for future conferences, and invitations to events, conferences and seminars. ‘Celebrating Women’, a Commonwealth Women Parliamentarians (CWP) event hosted by the Speaker, was held on 23 October 2017. It was a gathering of young women and MLAs to mark the first anniversary of being the first parliament in Australia to have majority female representation.

The Deputy Speaker, Vicki Dunne MLA, was appointed to the position of Treasurer of the CPA in December 2016, for a period of three years. The Clerk also held the position of Australian Regional Secretary for the reporting period. The Office provided support to the Deputy Speaker and the Clerk for these roles.

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

* CWP Conference in Melbourne in August 2017;
* CPA Australia/Pacific Regional Conference in Sydney in October 2017;
* Regional hot topic seminar in Sydney in October 2017;
* CPA small branches strategy meeting in Malta in October 2017;
* 63rd Commonwealth Parliamentary Association Conference in Bangladesh in November 2017;
* CPA Regional Management Committees;
* Meetings of the CPA Executive Committee;
* Ninth Commonwealth Youth Parliament, Channel Islands, in February 2018;
* CPA post-election seminar, Mombasa, Kenya in March 2018; and
* CPA benchmarks workshop, London, in June 2018.

On the resolution of the ACT branch of the association it was agreed that the expenditure incurred from the Assembly’s budget for each CPA conference and seminar be included in the Assembly’s annual report. Direct net expenditure associated with the seminars and conferences attended during 2017-2018 was as follows:

* CPA Regional Management Committee—Sydney, July 2017—Vicki Dunne MLA (CPA Treasurer) ($nil);
* CPA executive meeting—London, August 2017—Vicki Dunne MLA (CPA Treasurer) ($563);
* CWP Conference—Melbourne, August 2017—Tara Cheyne MLA ($1,380), Giulia Jones MLA ($1,290);
* CPA Australia/Pacific Regional Conference and regional hot topic seminar—Sydney, 2226 October 2017— Michael Pettersson MLA ($901), James Milligan MLA ($632);
* CPA small branches strategy meeting—Malta, 18-21 October 2017—Joy Burch MLA ($4,878);
* 63rd Commonwealth Parliamentary Association Conference—Bangladesh, 1-8 November 2017—Chris Steel MLA ($2,960), Vicki Dunne MLA (CPA Treasurer) ($1,212);
* Ninth Commonwealth Youth Parliament—Jersey, Channel Islands, 25 February-1 March, 2018—Max Burke (ACT Branch nominee) ($126);
* CPA mid-year international executive committee meeting—Mauritius, 20-24 March 2018—Vicki Dunne MLA (CPA Treasurer) ($357);
* CPA status working group—London, June 2018—Vicki Dunne MLA (CPA Treasurer) ($707); and
* CPA benchmarks workshop—London, 18-20 June 2018—Joy Burch MLA ($4,765).

In addition, the association membership subscription for the branch for the year was $13,755.03.

#### APPENDIX 17 – EDUCATION PROGRAM

###### Visitors to the Assembly

|  |  |  |  |
| --- | --- | --- | --- |
| **Visitors by group** | **Number of participants 2015-2016** | **Number of participants 2016-2017** | **Number of participants 2017-2018** |
| Community groups | 372 | 327 | 697 |
| Delegations | 47 | 32 | 87 |
| Speaker’s citizenship evening | 248 | 183 | 122 |
| Public service seminar/tour; includes teacher professional development | 223 | 275 | 246 |
| Seminars and conventions; Assembly Open Day | 382 | 0 | 38 |
| Work experience/internship | 7 | 12 | 23 |
| School students (from individual school visits) | 234 | 805 | 1,009 |
| School students (outreach visits to schools) | 50 | 0 | 0 |
| School students (school debates) | 530 | 527 | 341 |
| School students (constitutional convention) | 77 | 66 | 82 |
| Tours | n/a | 64 | 96 |
| Youth parliament | 64 | 0 | 0 |
| **TOTAL** | **2,234** | **2,291** | **2,741** |

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

**Management discussion and analysis 2017-2018**

***Legislative overview***

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.

The functions of the Office are codified in section 6 of the Act. Section 6 provides that the Office’s function is 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/NZS ISO 31000. The Office’s internal audit committee continues to play an important role in regularly reviewing the risk management program of the organisation, providing assurance to the Clerk of the Assembly in relation to a number of governance functions and contributing to the maintenance of an effective internal control framework across the Office.

***Reporting entities***

The 2017-18 financial statements relate to the Controlled and Territorial entities administered by the Office. The financial information is based on financial statements for 2016-17 and 2017-18, and the forward estimates contained in the Budget Papers for 2018-19.

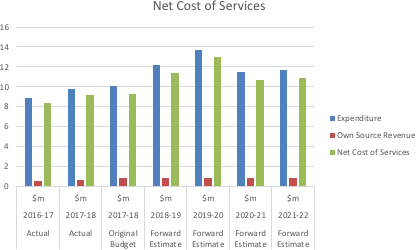
***Controlled financial performance***

NET COST OF SERVICES

The Net Cost of Services is the total expenditure of the Office less Total Own Source Revenue. It is summarised in the chart below. The majority of the Office’s Own Source Revenue relates to Resources Received Free of Charge.

Comparison to Original Budget

**FIGURE 7.** *Net cost of services*



The Net Cost of Services for 2017-18 of $9.158m was largely consistent with the budget of $9.267m.

Comparison to 2016-17 Net Cost of Services

The Net Cost of Services for 2017-18 of $9.158m was higher than the prior year of $8.335m largely reflecting the full year impact of increasing expenditure in running the expanded Assembly.

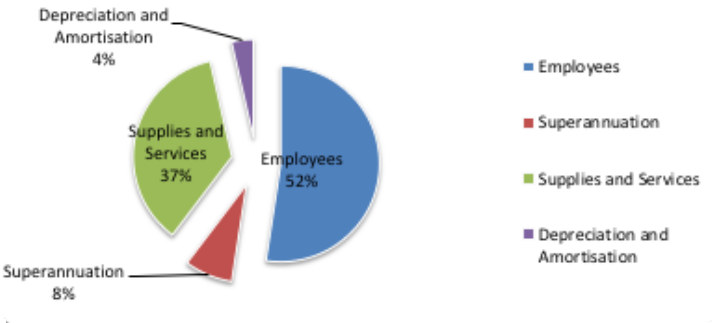
Future Trends

The Office’s expenditure is budgeted to increase in 2018-19 as additional funding has been provided to enable the Office to commence work associated with digitising the Assembly’s historical records and to investigate the digitisation of some of its existing work practices.

TOTAL EXPENDITURE

The components of the 2017-18 expenditure are shown in the following chart.

**FIGURE 8.** *Components of 2017-18 expenditure*



Employee expenses including superannuation expenses ($5.885m: 60.0 percent) and supplies and services expenses ($3.528m: 37.0 percent) represent 97.0 percent of the Office’s total expenditure.

In line with previous results, the largest components of supplies and services expenditure were:

* building management ($0.829m: 23.5 percent); and
* information technology running costs ($0.770m: 21.8 percent)
* accommodation rental ($0.509m: 14.4 percent).

Comparison to Original Budget

Total expenditure of $9.771m was $0.284m (2.8 per cent) lower than originally budgeted, with small underspends across the major expense line items of employee, superannuation and supplies and services.

Comparison to 2016-17 Expenditure

Total expenditure of $9.771m was $0.943m (10.68 percent) higher than in 2016-17 mainly due to full year impact of running the expanded Assembly.

Future Trends

This is discussed previously above in ‘2017-18 Net Cost of Services – Future Trends’.

TOTAL OWN SOURCE REVENUE

The most significant component is Resources Received Free of Charge from other ACT entities ($0.513m:

83.6 percent). In 2017-18, these were:

* the value of accommodation rent ($0.255m: 49.7 percent) relating to the proportion of space within the Legislative Assembly building occupied by Office staff;
* legislative drafting services provided by the Parliamentary Counsel’s Office to non-Executive MLAs and one Executive MLA ($0.232m: 45.2 percent); and
* legal services provided by the ACT Government Solicitor’s Office ($0.026m: 5.1 percent).

Comparison to Budget and 2016-17 Own Source Revenue

The Office’s ‘Own Source Revenue’ in 2017-18 was $0.175m (22.2 percent) less than budget but $0.125m (25.6 percent) higher than the prior year.

Accommodation rent was lower than budgeted as the majority of Office staff were moved to rental accommodation in the North Building for which the Office now pays rent.

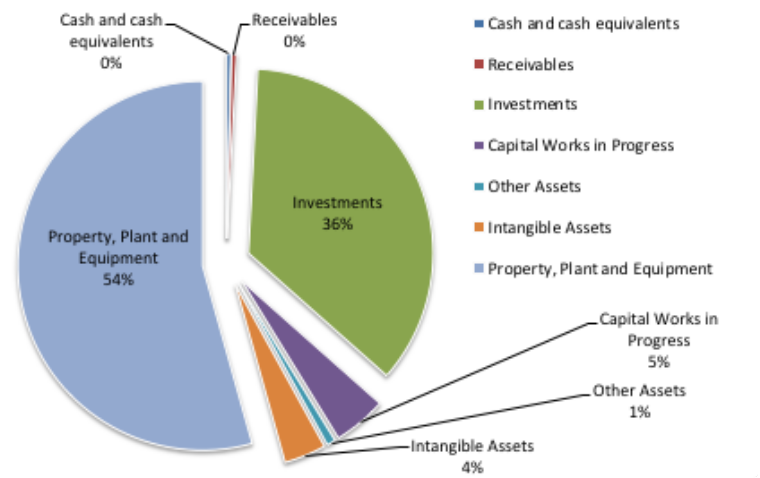
The value of legislative drafting services in 2017-18 was considerably higher than the previous year. This balance is not predictable and varies from year to year based on the need for these services.

***Controlled financial position***

TOTAL ASSETS

Total assets at 30 June 2018 of $6.298m are shown in the following chart with the two main components being property, plant and equipment ($3.422m: 54.3 percent) and investments ($2.251m: 35.7 percent).

**FIGURE 9.** *Total assets at 30 June 2018*



Comparison to Budget

Total assets of $6.298m at 30 June 2018 were $0.953m (17.8 percent) higher than budget mainly due a higher than anticipated investment balance ($1.037m: 85.4 percent) and property, plant and equipment ($0.806m:

* 1. percent) both which were not anticipated in the budget.

The investment balance was higher throughout the year due to savings achieved by the Office in its expenditure budget. These savings were placed in the investment account to earn a higher rate of return rather than leaving them in the cash operating account.

The property, plant and equipment budget was prepared before the result of the 30 June 2017 revaluation increase of $0.313m was known.

Comparison to 30 June 2017

Total assets of $6.298m at 30 June 2018 were largely consistent with the prior year of $6.417m.

Future Trends

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

TOTAL LIABILITIES

The Office’s total liabilities of $2.390m at 30 June 2018 consist of current and non-current employee benefit liabilities ($2.102m: 87.9 percent) and payables ($0.288m: 12.1 percent).

Comparison to Budget and 30 June 2017

Total liabilities at 30 June 2018 of $2.390m were consistent with the budget of $2.300m.

Total liabilities at 30 June 2018 of $2.390m were slightly lower than the prior year ($2.579m) because a large value quarterly invoice for information technology running costs was paid prior to 30 June 2018 when it was a payable in 2016-17.

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***

TOTAL INCOME

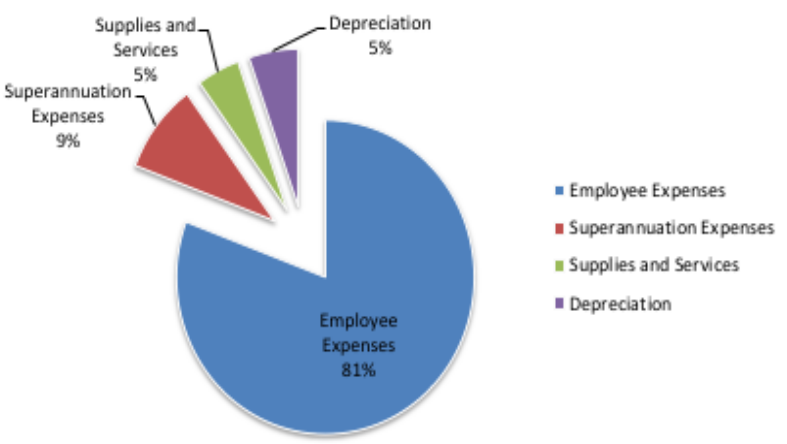
Territorial income is almost entirely in the form of a Payment for Expenses on Behalf of the Territory to meet the cost of salaries and related employment entitlements for non-Executive members and their staff.

The Payment for Expenses on Behalf of the Territory in 2017-18 of $9.027m was $0.896m (9.0 percent) less than originally budgeted mainly due to non-Executive members not spending their full staff salary allocations as well as there being fewer leave payouts than expected.

***Total expenditure***

Total Territorial expenditure for 2017-18 was $10.012m as shown in the chart below.

**FIGURE 10***. Total Territorial expenditure 2017-18*



Comparison to 2017-18 Budget

Total expenditure was $1.681m (14.4 percent) less than budgeted. Employee and superannuation expenses were lower than budget by $1.138m (11.2 percent) as discussed above in ‘Total Income’. Depreciation expense was $0.549m (50.6 percent) less than budget as the building asset was revalued downwards at

30 June 2017 which was not known when the budget was prepared.

Comparison to 2016-17 Expenditure

Total expenditure of $10.012m was $0.587m (6.2 percent) higher than the previous financial year ($9.425m). The major factor was higher employee and superannuation expenses of $0.853m (10.5 percent) representing the full year impact of the enlargement of the Assembly to 25 members.

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***

TOTAL ASSETS

Comparison to Budget and 30 June 2017

Total assets of $28.857m at 30 June 2018 were less than budget by $4.290m (12.94 percent) due to the revaluation decrement in the value of Assembly building at 30 June 2017 not being anticipated in the budget.

Total assets of $28.857m at 30 June 2018 were consistent with the prior year of $28.545m.

Future trends

The value of Territorial assets are expected to increase with the capital funding for the double glazing of the windows in the Assembly building and annual capital expenditure from Better Infrastructure Funding.

TOTAL LIABILITIES

Comparison to Budget and 30 June 2017

Total liabilities of $0.532m at 30 June 2018 were less than budget by $0.331m (38.4 percent) mainly because employee benefit liabilities were lower than expected.

Total liabilities of $0.532m at 30 June 2018 were higher than prior year by $0.111m (26.4 percent) mainly due to higher employee entitlements representing the full year impact of the enlargement of the Assembly to 25 Members.

Future Trends

It is likely that there will be an increase in Territorial employee benefit liabilities once all non-Executive members recruit their full complement of staff for their offices.



**INDEPENDENT AUDIT REPORT OFFICE OF THE LEGISLATIVE ASSEMBLY**

**To the Members of the ACT Legislative Assembly Audit opinion**

I am providing an **unqualified audit opinion** on the financial statements of the Office of the

Legislative Assembly for the year ended 30 June 2018. These comprise the following financial statements and accompanying notes:

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

In my opinion, the financial statements:

1. are presented in accordance with the *Financial Management Act 1996*, Australian Accounting Standards and other mandatory financial reporting requirements in Australia; and
2. present fairly the financial position of the Office of the Legislative Assembly and results of its operations and cash flows.

**Basis for the audit opinion**

The audit was conducted in accordance with the Australian Auditing Standards. I have complied with the requirements of the Accounting Professional and Ethical Standards 110 *Code of Ethics for Professional Accountants*.

I believe that sufficient evidence was obtained during the audit to provide a basis for the audit opinion.

**Responsibility for preparing and fairly presenting 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 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.

**Responsibility 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 audit opinion on the financial statements of the Office of the Legislative Assembly.

As required by Australian Auditing Standards, the auditors:

* + - applied professional judgement and maintained scepticism;
    - identified and assessed the risks of material misstatements due to error or fraud and implemented procedures to address these risks so that sufficient evidence was obtained to form an audit opinion. The risk of not detecting material misstatements due to fraud is higher than the risk due to error, as fraud may involve collusion, forgery, intentional omissions or misrepresentations or the override of internal controls;
    - obtained an understanding of internal controls to design audit procedures for forming an audit opinion;
    - evaluated accounting policies and estimates used to prepare the financial statements and disclosures made in the financial statements;
    - evaluated the overall presentation and content of the financial statements, including whether they present the underlying transactions and events in a manner that achieves fair presentation;
    - reported the scope and timing of the audit and any significant deficiencies in internal controls identified during the audit to the Clerk of the Legislative Assembly; and
    - assessed the going concern\* basis of accounting used in the preparation of the financial statements.

(\*Where the auditor concludes that a material uncertainty exists which cast significant doubt on the appropriateness of using the going concern basis of accounting, the auditor is required to draw attention in the audit report to the relevant disclosures in the financial statements or, if such disclosures are inadequate, the audit opinion is to be modified. The auditor’s conclusions on the going concern basis of accounting are based on the audit evidence obtained up to the date of this audit report. However, future events or conditions may cause the entity to cease to continue as a going concern.)

**Limitations on the scope of the audit**

An audit provides a high level of assurance about whether the financial statements are free from material misstatements, whether due to fraud or error. However, an audit cannot provide a guarantee that no material misstatements exist due to the use of selective testing, limitations of internal control, persuasive rather than conclusive nature of audit evidence and use of professional judgement in gathering and evaluating evidence.

An audit does not provide assurance on the:



* + - reasonableness of budget information included in the financial statements;
    - prudence of decisions made by the Office of the Legislative Assembly;
    - adequacy of controls implemented by the Office of the Legislative Assembly; or
    - integrity of audited financial statements presented electronically or information hyperlinked to or from the financial statements. Assurance can only be provided for the printed copy of the audited financial statements.

Ajay Sharma

Acting Auditor-General 13 August 2018

# OFFICE OF THE LEGISLATIVE ASSEMBLY

**CONTROLLED FINANCIAL STATEMENTS**

## FOR THE YEAR ENDED 30 JUNE 2018

**Office of the Legislative Assembly Financial Statements**

**For the Year Ended 30 June 2018**

**Statement of Responsibility**

In my opinion, the financial statements are in agreement 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 2018 and the financial position on that date.

Office of the Legislative Assembly Controlled Financial Statements for the year ended 30 June 2018

Tom Duncan

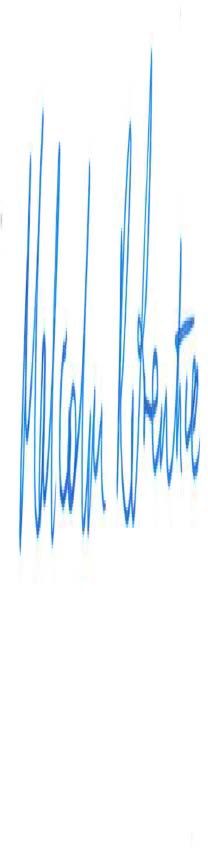
Clerk of the Legislative Assembly 10 August 2018

**Office of the Legislative Assembly Financial Statements**

**For the Year Ended 30 June 2018**

**Statement by the Chief Finance Officer**

In my opinion, the financial statements have been prepared in accordance with the Australian Accounting Standards, and are in agreement 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 2018 and the financial position on that date.



Malcolm Prentice Chief Finance Officer

Office of the Legislative Assembly

10 August 2018

**Operating Statement**

**For the Year Ended 30 June 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Actual** | **Original**  **Budget** | **Actual** |
| **Note**  **No.** | **2018**  **$’000** | **2018**  **$’000** | **2017**  **$’000** |
| **Income** |  |  |  |  |
| *Revenue* |  |  |  |  |
| Controlled Recurrent Payments | 3 | 9,090 | 8,900 | 8,649 |
| Interest |  | 2 | 2 | 2 |
| Distribution from Investments with the Territory Banking Account |  | 54 | 38 | 53 |
| Resources Received Free of Charge | 4 | 513 | 704 | 402 |
| Other Revenue | | 44 44 31 | | |
| *Total Revenue* | | **9,703 9,688 9,137** | | |
| *Gains* | |  | | |
| Other Gains | | - - 5 | | |
| *Total Gains* | | **- - 5** | | |
| **Total Income** | | **9,703 9,688 9,142** | | |
| **Expenses** |  |  |  |  |
| Employee Expenses | 5 | 5,114 | 5,230 | 4,695 |
| Superannuation Expenses | 6 | 771 | 844 | 695 |
| Supplies and Services | 7 | 3,528 | 3,648 | 3,216 |
| Depreciation and Amortisation | 8 | 348 | 326 | 212 |
| Other Expenses |  | 10 | 7 | 10 |
| **Total Expenses** | | **9,771 10,055 8,828** | | |
| **Operating (Deficit)/Surplus** | | **(68) (367) 314** | | |
| **Other Comprehensive (Deficit)/Income** | |  | | |
| *Items that will not be reclassified subsequently to profit*  *or loss* | |  | | |
| (Decrease)/Increase in the Asset Revaluation Surplus | (11) - 313 | | | |
| Other Comprehensive Income | - 46 - | | | |
| **Total Other Comprehensive (Deficit)/Income** | **(11) 46 313** | | | |
| **Total Comprehensive (Deficit)/Surplus** | | **(79)** | **(321)** | **627** |

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

**Balance Sheet As at 30 June 2018**

|  |  |  |
| --- | --- | --- |
|  |  | **Original**  **Actual Budget Actual** |
| **Note**  **No.** | **2018 2018 2017**  **$’000 $’000 $’000** |
| **Current Assets** |  |  |
| Cash and Cash Equivalents | 10 | 24 232 85 |
| Investments | 11 | 2,251 1,214 2,058 |
| Receivables | 12 | 27 78 69 |
| Capital Works in Progress | 15 | - 473 - |
| Other Assets |  | 48 70 92 |
| **Total Current Assets** |  | **2,350 2,067 2,304** |
| **Non-Current Assets** |  |  |
| Property, Plant and Equipment | 13 | 3,422 2,616 3,564 |
| Intangible Assets | 14 | 231 662 269 |
| Capital Works in Progress | 15 | 295 - 280 |
| **Total Non-Current Assets** |  | **3,948 3,278 4,113** |
| **Total Assets** |  | **6,298 5,345 6,417** |
| **Current Liabilities** |  |  |
| Payables | 16 | 288 341 546 |
| Employee Benefits | 17 | 2,012 1,570 1,946 |
| Other Liabilities |  | - 112 - |
| **Total Current Liabilities** |  | **2,300 2,023 2,492** |
| **Non-Current Liabilities** |  |  |
| Employee Benefits | 17 | 90 277 87 |
| **Total Non-Current Liabilities** |  | **90 277 87** |
| **Total Liabilities** |  | **2,390 2,300 2,579** |
| **Net Assets** |  | **3,908 3,045 3,838** |
| **Equity** |  |  |
| Accumulated Funds |  | 2,674 2,113 2,593 |
| Asset Revaluation Surplus |  | 1,234 932 1,245 |
| **Total Equity** |  | **3,908 3,045 3,838** |

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

##### Statement of Changes in Equity For the Year Ended 30 June 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accumulated**  **Funds Actual** | | **Asset**  **Revaluation**  **Surplus Actual** | **Total Equity Actual** | **Original Budget** |
| **2018** | | **2018** | **2018** | **2018** |
| **$’000** | | **$’000** | **$’000** | **$’000** |
| **Balance at 1 July 2017** | **2,593 1,245 3,838 3,361** | | | |
| **Comprehensive Income** |  | | | |
| Operating (Deficit) | (68) - (68) (367) | | | |
| (Decrease) in Asset Revaluation Surplus | - (11) (11) - | | | |
| Other Comprehensive Income | - - - 46 | | | |
| **Total Comprehensive (Deficit)** | **(68) (11) (79) (321)** | | | |
| **Transactions Involving Owners** |  | | | |

**Affecting Accumulated Funds**

Capital Injections 149 - 149 5

**Total Transactions Involving Owners**

**Affecting Accumulated Funds 149 - 149 5**

**Balance at 30 June 2018 2,674 1,234 3,908 3,045**

**Accumulated**

**Funds Actual 2017**

**$’000**

**Asset Revaluation**

**Surplus Actual 2017**

**$’000**

**Total Equity Actual 2017**

**$’000**

**Balance at 1 July 2016 1,638 932 2,570**

**Comprehensive Income**

Operating Surplus 314 - 314

Increase in Asset Revaluation Surplus - 313 313

**Total Comprehensive Surplus 314 313 627**

**Transactions Involving Owners Affecting Accumulated Funds**

|  |  |
| --- | --- |
| Capital Injections | 641 - 641 |
| **Total Transactions Involving Owners Affecting Accumulated Funds** | **641 - 641** |

**Balance at 30 June 2017 2,593 1,245 3,838**

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

##### Cash Flow Statement

**For the Year Ended 30 June 2018**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Actual** | **Original**  **Budget** | **Actual** |
| **Note** | **2018** | **2018** | **2017** |
| **No.** | **$’000** | **$’000** | **$’000** |
| **Cash Flows from Operating Activities** |  |  |  |  |
| **Receipts** |  |  |  |  |
| Controlled Recurrent Payments |  | 9,090 | 8,900 | 8,649 |
| Interest Received |  | 2 | 2 | 2 |
| Distribution from Investments with the Territory |  |  |  |  |
| Banking Account |  | 52 | 38 | 53 |
| Goods and Services Tax Input Tax Credits from the |  |  |  |  |
| Australian Taxation Office | 335 | | - 306 | |
| Goods and Services Tax Collected from Customers | 4 | | - 3 | |
| Other 45 288 31 | | | | |
| **Total Receipts from Operating Activities** | **9,528** | | **9,228** | **9,044** |
| **Payments** |  | |  |  |
| Employees | 4,998 | | 4,882 | 4,796 |
| Superannuation | 771 | | 786 | 692 |
| Supplies and Services | 3,263 | | 3,459 | 2,612 |
| Goods and Services Tax Paid to Suppliers | 341 | | - | 311 |
| Other |  | - 230 - | | |
| **Total Payments from Operating Activities** |  | **9,373 9,357 8,411** | | |
| **Net Cash Inflows/(Outflows) from Operating Activities** | 20 | **155 (129) 633** | | |

**Cash Flows from Investing Activities Receipts**

Proceeds from the Sale of Property, Plant and

|  |  |
| --- | --- |
| Equipment | - - 2 |
| Proceeds from the Sale/Maturity of Investments | 2,015 1,844 1,760 |
| **Total Receipts from Investing Activities** | **2,015 1,844 1,762** |
| **Payments**  Purchase of Property, Plant and Equipment | 165 75 673 |
| Purchase of Investments | 2,215 1,645 2,510 |
| **Total Payments from Investing Activities** | **2,380 1,720 3,183** |
| **Net Cash (Outflows)/Inflows from Investing Activities** | **(365) 124 (1,421)** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Flow Statement – Continued**  **For the Year Ended 30 June 2018**  **Actual** | | **Original Budget** | **Actual** |
| **Note 2018** | | **2018** | **2017** |
| **No. $’000** | | **$’000** | **$’000** |
| **Cash Flows from Financing Activities** | |  |  |
| **Receipts** | |  |  |
| Capital Injections | 149 5 641 | | |
| **Total Receipts from Financing Activities** | **149 5 641** | | |
| **Net Cash Inflows from Financing Activities** | **149 5 641** | | |
| **Net (Decrease) in Cash and Cash Equivalents** | **(61) - (147)** | | |
| Cash and Cash Equivalents at the Beginning of the  Reporting Period | 85 232 232 | | |

**Cash and Cash Equivalents at the End of the**

**Reporting Period** 20 **24 232 85**

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

##### Controlled Statement of Appropriation For the Year Ended 30 June 2018

|  |  |  |  |
| --- | --- | --- | --- |
| **Original**  **Budget** | **Total**  **Appropriated** | **Appropriation**  **Drawn** | **Appropriation**  **Drawn** |
| **2018** | **2018** | **2018** | **2017** |
| **$’000** | **$’000** | **$’000** | **$’000** |
| 8,900 | 9,090 | 9,090 | 8,649 |

Controlled Recurrent Payments

Capital Injections 5 201 149 641

**Total Controlled Appropriation 8,905 9,291 9,239 9,290**

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

**Column Heading Explanations**

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

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

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

**Variances between ‘Original Budget’, ‘Total Appropriated’ and ‘Appropriation Drawn’.**

|  |  |  |
| --- | --- | --- |
| **Reconciliation of Appropriation for 2017-18** | **Controlled Recurrent**  **Payments** | **Capital Injections** |
|  | **$’000** | **$’000** |
| Original Appropriation for 2017-18 | 8,900 | 5 |
| Transfer of Appropriations (FMA s.14 and s.14B)1 | 190 | 30 |
| Rollover of Undispersed Appropriation (FMA s.16B)2 | - 166 | |
| Total Appropriated | 9,090 201 | |
| Budget Rollovers3 | - (52) | |
| Controlled Appropriation/Capital Injections Drawn | 9,090 149 | |

1 The total appropriated for controlled recurrent payments was $190,000 higher than the original budget due to the receipt of $220,000 from the Territorial entity relating to administrative on-costs that was incorrectly included in Expenses on Behalf of the Territory, partially offset by $30,000 transferred to capital injections for artwork acquisitions. These transfers of funds were approved by the Treasurer and processed under Section 14 and Section 14B of the *Financial Management Act 1996* (FMA) respectively.

2 The total appropriated for capital injections was $166,000 higher than the original budget due to the carryover of funding from 2016-17 of $122,000 for the Procedural Document Production System and

$44,000 for the Upgrade and Expansion of the Audio System approved by the Treasurer under Section 16B of the FMA.

3 The appropriation drawn for capital injections was $52,000 less than the total appropriated due to ongoing delays with the development and testing of the Procedural Document Production System.

##### Controlled Note Index of the Financial Statements For the Year Ended 30 June 2018

Note 1 Objectives of the Office of the Legislative Assembly

Note 2 Basis of Preparation of the Financial Statements

**Income Notes**

Note 3 Controlled Recurrent Payments

Note 4 Resources Received Free of Charge

**Expense Notes**

Note 5 Employee Expenses

Note 6 Superannuation Expenses

Note 7 Supplies and Services

Note 8 Depreciation and Amortisation

Note 9 Auditor’s Remuneration

**Asset Notes**

Note 10 Cash and Cash Equivalents

Note 11 Investments

Note 12 Receivables

Note 13 Property, Plant and Equipment

Note 14 Intangible Assets

Note 15 Capital Works in Progress

**Liability Notes**

Note 16 Payables

Note 17 Employee Benefits

**Other Notes**

Note 18 Financial Instruments

Note 19 Commitments

Note 20 Cash Flow Reconciliation

Note 21 Budgetary Reporting

Note 22 Related Party Disclosures

###### 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, including by:

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

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

1. an Operating Statement for the year;
2. a Balance Sheet as at the end of the year;
3. a Statement of Changes in Equity for the year;
4. a Cash Flow Statement for the year;
5. a Statement of Appropriation for the year;
6. the significant accounting policies adopted for the year; and
7. other statements as necessary to fairly reflect the financial operations of the Office during the year and its financial position at the end of the year.

These general-purpose financial statements have been prepared to comply with Australian Accounting Standards as required by the FMA. Accordingly, these financial statements have been prepared in accordance with:

1. Australian Accounting Standards; and
2. ACT Accounting and Disclosure Policies.

**ACCRUAL ACCOUNTING**

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

**CURRENCY**

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

**INDIVIDUAL REPORTING ENTITY**

The Office is an individual reporting entity.

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

**CONTROLLED AND TERRITORIAL ITEMS**

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

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

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

**REPORTING PERIOD**

These financial statements state the financial performance, changes in equity and cash flows of the Office for the year ending 30 June 2018 together with the financial position of the Office at 30 June 2018.

**COMPARATIVE FIGURES**

1. Budget Figures

To facilitate a comparison with the Budget Papers, as required by the FMA, budget information for 2017-18 has been presented in the financial statements. Budget numbers in the financial statements are the original budget numbers that appear in the Budget Papers.

1. 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.

1. 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.

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

**GOING CONCERN**

At 30 June 2018, the Office’s Territorial current liabilities ($532,000) exceeded its Territorial current assets ($108,000) by $424,000. However, this is not considered a liquidity risk as its cash needs are funded through appropriation by the ACT Government on a cash-needs basis. This is consistent with the whole-of- Government cash management regime, which requires excess cash balances to be held centrally rather than within individual agency bank accounts.

The 2017-18 financial statements have been prepared on a going concern basis as the Office has been funded in the 2018-19 Budget and the Budget Papers include forward estimates for the Office.

In addition, most of the Office’s liabilities relate to staff leave entitlements and only a portion of these entitlements are paid each year. Nevertheless, to specifically address the unlikely possibility that a large amount of these liabilities became payable and exceed the value of current assets available, the Office would seek further appropriation under the relevant provisions of the FMA.

**ASSETS – CURRENT AND NON-CURRENT**

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

**LIABILITIES – CURRENT AND NON-CURRENT**

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

###### NOTE 3. CONTROLLED RECURRENT PAYMENTS

Controlled Recurrent Payments are recognised as revenue when the Office gains control over the funding. Control over appropriated funds is normally obtained upon receipt of cash.

**Revenue from the ACT Government**

**2018**

**$’000**

**2017**

**$’000**

Controlled Recurrent Payments a 9,090 8,649

**Total Recurrent Controlled Payments 9,090 8,649**

a) The increase in Controlled Recurrent Payments of $441,000 was mainly due to the full year impact of the additional administrative resources provided to the Office following the expansion of the Assembly from 17 to 25 members.

###### NOTE 4. RESOURCES RECEIVED FREE OF CHARGE

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

Resources provided free of charge are recorded at their fair value in the expense line items to which they relate.

*Significant Accounting Judgements and Estimates – Resources Received Free of Charge*

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

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

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2017** |
| **$’000** | **$’000** |
| **Revenue from ACT Government Entities**  Legislative Drafting Services a | 232 | 127 |
| Legal Services | 26 | 26 |

Accommodation Rental 255 249

**Total Resources Received Free of Charge 513 402**

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

###### NOTE 4. RESOURCES RECEIVED FREE OF CHARGE – CONTINUED

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

**2018**

**$’000**

**2017**

**$’000**

**Recipient**

|  |  |  |
| --- | --- | --- |
| Mr Coe | 145 | 9 |
| Mr Hanson | 21 | 51 |
| Mrs Jones | 2 | - |
| Mrs Kikkert | 2 | 2 |
| Ms Lawder | - | 5 |
| Ms Le Couteur | 28 | 37 |
| Ms Lee | 1 | - |
| Mr Milligan | - | 3 |
| Mr Parton | 1 | 1 |
| Mr Pettersson | 3 | - |
| Mr Rattenbury | - | 11 |
| Mr Wall | 8 | - |

Office of the Legislative Assembly 21 8

**Total 232 127**

###### NOTE 5. 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 17: Employee Benefits for accrued wages and salaries, and annual and long service leave).

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2017** |
| Wages and Salaries a | **$’000**  4,507 | **$’000**  4,092 |
| Annual Leave Expense | 380 | 445 |
| Long Service Leave Expense b | 138 | 65 |
| Workers’ Compensation Insurance Premium | 28 | 32 |

Other Employee Benefits and On-Costs 61 61

**Total Employee Expenses 5,114 4,695**

1. The increase in wages and salaries was mainly due to the full year impact of the additional administrative resources provided to the Office following the expansion of the Assembly from 17 to 25 members.
2. The increase in the long service leave expense is largely due to the recruitment of staff members with significant long service leave balances from prior service with other Government organisations.

###### NOTE 6. SUPERANNUATION EXPENSES

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

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

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

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

*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.

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2017** |
| Superannuation Contributions to the Territory Banking Account a | **$’000**  416 | **$’000**  364 |
| Productivity Benefit | 58 | 46 |
| Superannuation Payments for the PSSAP | 34 | 34 |

Superannuation to External Providers 263 251

**Total Superannuation Expenses 771 695**

a) The increase in Superannuation Contributions to the Territory Banking Account was mainly due to the recruitment of staff members who were members of defined benefit superannuation schemes from prior service with other Government organisations.

###### NOTE 7. SUPPLIES AND SERVICES

*Insurance*

Major risks are insured through the ACT Insurance Authority. The excess payable, under this arrangement, 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.

*Operating Leases*

Operating lease payments are recorded as an expense in the Operating Statement on a straight-line basis over the term of the lease.

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2017** |
| Information Technology Running Costs a | **$’000**  770 | **$’000**  751 |
| Building Management b | 829 | 774 |
| Accommodation Rental c | 509 | 498 |
| Consultants, Contractors and Professional Services | 268 | 218 |
| Printing and Stationery | 114 | 118 |
| Legal Services and Legislative Drafting d | 258 | 153 |
| Staff Training and Services e | 104 | 69 |
| Recording and Transcription f | 170 | 86 |
| Library Materials | 90 | 87 |
| Insurance Premium | 65 | 77 |
| Travel g | 68 | 115 |
| Telephone | 53 | 35 |
| Hospitality and Functions | 24 | 26 |
| Internal and External Audit Fees h | 71 | 55 |
| Advertising | 11 | 27 |
| Assembly Broadcasting | 53 | 53 |

Other 71 74

**Total Supplies and Services 3,528 3,216**

1. Information technology running costs have increased largely due to the upgrade of the Office’s information technology equipment to provide more flexibility for members and staff.
2. Building management expenses increased largely due to unscheduled maintenance on the system which provides vision of Assembly and Committee proceedings in the Assembly building.
3. Accommodation rental consists of resources received free of charge from the Territorial entity for Office staff being accommodated in the Assembly building and the rent of the North Building from the ACT Property Group.
4. Legislative drafting services are received free of charge from the Justice and Community Safety Directorate. The services received in 2017-18 increased significantly. This service is demand driven by members of the Assembly and fluctuates from year to year (See Note 4 *- Resources Received Free of Charge*).
5. Staff training and services increased due to the provision of training in excel, leadership and website accessibility.
6. Recording and transcription services increased significantly due to additional committee hearings in 2017-18 stemming from the expanded committee system under the Ninth Assembly.
7. Members were required to travel less on non-committee related business during 2017-18 compared to the prior year.
8. External audit fees paid to the ACT Audit Office are disclosed in Note 9 *Auditor’s Remuneration*.

###### NOTE 8. DEPRECIATION AND AMORTISATION

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

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

All depreciation is calculated after first deducting any residual values which remain for each asset. Depreciation/amortisation for non-current assets is shown in the table below.

**Class of Asset Depreciation/Amortisation Method Useful Life (Years)**

Plant and Equipment Leasehold Improvements

Intangibles - Computer Software

Straight Line Straight Line Straight Line

2-20

10

5

**Depreciation**

**2018**

**$’000**

**2017**

**$’000**

Plant and Equipment a 141 44

Leasehold Improvements 150 157

**Total Depreciation 291 201**

**Amortisation**

Intangible Assets a 57 11

**Total Amortisation 57 11**

**Total Depreciation and Amortisation 348 212**

a) The increase in depreciation on plant and equipment and amortisation of intangible assets is due to the addition of new assets to these balances.

###### NOTE 9. AUDITOR’S REMUNERATION

Auditor’s remuneration consists of financial audit services provided to the Office by the ACT Audit Office.

**2018**

**$’000**

**2017**

**$’000**

|  |  |
| --- | --- |
| **Audit Services**  Audit Fees Paid or Payable to the ACT Audit Office | 43 42 |
| **Total Audit Fees** | **43 42** |
| No other services were provided by the ACT Audit Office.  **NOTE 10. CASH AND CASH EQUIVALENTS** |  |

Cash includes cash at bank and cash on hand. Cash equivalents are short-term, highly liquid investments that are readily convertible to known amounts of cash and which are subject to an insignificant risk of changes in value. The Office holds one bank account (for the Controlled entity) with the Westpac Bank as part of the whole-of-government banking arrangements.

**2018**

**$’000**

**2017**

**$’000**

Cash at Bank a 23 84

Cash on Hand 1 1

|  |  |  |
| --- | --- | --- |
| **Total Cash and Cash Equivalents** | **24** | **85** |
| *Weighted Average Interest rate* | *2.35%* | *2.37%* |

a) Cash at bank that was not required for immediate operational requirements was placed into investments to maximise the return to the Office.

###### NOTE 11. INVESTMENTS

Short-term investments are held with the Territory Banking Account in a unit trust called the Cash Enhanced Fund. The price of units in the unit trust fluctuates in value. The net gain or loss on investments consists of the fluctuation in price of the unit trust between the end of the last reporting period and the end of this reporting period. As well, any profit on the sale of units in the unit trust (the profit being the difference between the price at the end of last reporting period and the sale price). The net gains or losses do not include interest or dividend income.

These short-term investments are measured at fair value with any adjustments to the carrying amount recorded in the Operating Statement. Fair value is based on an underlying pool of investments which have quoted market prices at the reporting date.

**Current Investments**

**2018**

**$’000**

**2017**

**$’000**

Investments with the Territory Banking Account - Cash Enhanced Fund a 2,251 2,058

**Total Current Investments 2,251 2,058**

**Total Investments 2,251 2,058**

1. The Office has fully funded its employee benefit liabilities by increasing the balance in its investment account.

###### NOTE 12. RECEIVABLES

*Accounts Receivables*

Accounts receivable (including trade receivables and other receivables) are initially recognised at fair value and are subsequently measured at amortised cost, with any adjustments to the carrying amount being recorded in the Operating Statement.

*Impairment Loss - Receivables*

The allowance for impairment losses represents the amount of trade receivables the Office estimates will not be repaid. The allowance for impairment losses is based on objective evidence and a review of overdue balances. The Office considers the following is objective evidence of impairment:

* 1. becoming aware of financial difficulties of debtors;
  2. default payments; or
  3. debts more than 90 days overdue.

The amount of the allowance is recognised in the Operating Statement. The allowance for impairment losses are written off against the allowance account when the Office ceases action to collect the debt when the cost to recover the debt is more than the debt is worth.

**Current Receivables**

**2018**

**$’000**

**2017**

**$’000**

Trade Receivables 1 3

Accrued Revenue 26 23

Goods and Services Tax Receivable - 43

**Total Current Receivables 27 69**

**Total Receivables 27 69**

**Classification of ACT Government/Non-ACT Government Receivables Receivables with ACT Government Entities**

**2018**

**$’000**

**2017**

**$’000**

Net Trade Receivables - 2

Accrued Revenue 26 23

**Total Receivables with ACT Government Entities 26 25**

**Receivables with Non-ACT Government Entities**

Net Trade Receivables 1 1

Goods and Services Tax Receivable - 43

**Total Receivables with Non-ACT Government Entities 1 44**

**Total Receivables 27 69**

At 30 June 2018, no receivables were overdue or impaired. This was also the case at 30 June 2017.

###### NOTE 13. PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment include the following classes of assets - plant and equipment, heritage assets and leasehold improvements.

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

*Acquisition and Recognition of Property, Plant and Equipment*

Property, plant and equipment are initially recorded at cost.

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

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

*Measurement of Property, 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 below in *Significant Accounting Judgements and Estimates – Fair Value of Assets*.

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

*Significant Accounting Judgements and Estimates – Useful Lives of Property, Plant and Equipment*

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

For disclosures concerning an assets useful life, see Note 8: Depreciation and Amortisation.

*Significant Accounting Judgements and Estimates – Impairment of Assets*

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

Any resulting impairment losses are recognised as a decrease in the Asset Revaluation Surplus relating to these classes of assets. Where the impairment loss is greater than the balance in the Asset Revaluation Surplus for the relevant class of asset, the difference is expensed in the Operating Statement.

|  |  |
| --- | --- |
| **NOTE 13. PROPERTY, PLANT AND EQUIPMENT – CONTINUED** |  |
|  | **2018 2017**  **$’000 $’000** |
| **Plant and Equipment** |  |
| Plant and Equipment at Fair Value | 966 975 |
| Less: Accumulated Depreciation | (141) - |
|  | 825 975 |
| Plant and Equipment at Cost | 128 - |
|  | **953 975** |
| Leasehold improvements at Fair Value | 1,197 1,197 |
| Less: Accumulated Depreciation | (150) - |
|  | **1,047 1,197** |
| **Total Written Down Value of Plant and Equipment** | **2,000 2,172** |
| **Heritage Assets** |  |
| Artwork at Fair Value | 719 694 |
| Library Collection at Fair Value | 667 662 |
| Other Collectables at Fair Value | 36 36 |
| **Total Written Down Value of Heritage Assets** | **1,422 1,392** |
| **Total Written Down Value of Property, Plant and Equipment** | **3,422 3,564** |
| **Valuation of Non-Current Assets** |  |

Jones Lang LaSalle Public Sector Valuations Pty Ltd performed revaluations of the Office’s assets. All members of the valuation team are Certified Practising Valuers of the Australian Property Institute. The latest valuation of plant and equipment including leasehold improvements and heritage assets was performed as at 30 June 2017.

**Reconciliation of Property, Plant and Equipment**

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

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

###### NOTE 13. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

**Reconciliation of Property, Plant and Equipment**

The following table shows the movement of Property, Plant and Equipment during 2016-17.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Plant and**  **Equipment** | **Leasehold**  **Improvements** | **Heritage**  **Assets** | **Total** |
|  | **$’000** | **$’000** | **$’000** | **$’000** |
| Carrying Amount at the Beginning of the Reporting Period | 399 | 1,413 | 1,126 | 2,938 |
| Additions | 481 | 3 | 39 | 523 |
| Disposals | (9) | - | - | (9) |
| Revaluation Increment/(Decrement) | 148 | (62) | 227 | 313 |
| Depreciation | (44) (157) - (201) | | | |
| **Carrying Amount at the End of the Reporting** |  | | | |
| **Period** | **975 1,197 1,392 3,564** | | | |

**Fair Value Hierarchy**

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

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

Details of the Office’s property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 30 June 2018 are shown below.

**Classification According to the Fair Value Hierarchy**

**2018**

**Property, Plant and Equipment at Fair Value**

**Level 1**

**$’000**

**Level 2**

**$’000**

**Level 3**

**$’000**

**Total**

**$’000**

|  |  |
| --- | --- |
| Plant and Equipment | - 697 128 825 |
| Leasehold Improvements | - - 1,047 1,047 |
| Heritage Assets | - 755 667 1,422 |
|  | **- 1,452 1,842 3,294** |

**Classification According to the Fair Value Hierarchy**

**2017**

**Property, Plant and Equipment at Fair Value**

**Level 1**

**$’000**

**Level 2**

**$’000**

**Level 3**

**$’000**

**Total**

**$’000**

|  |  |
| --- | --- |
| Plant and Equipment | - 752 223 975 |
| Leasehold Improvements | - - 1,197 1,197 |
| Heritage Assets | - 730 662 1,392 |
|  | **- 1,482 2,082 3,564** |
| **Transfers Between Categories** |  |

Some plant and equipment assets were reclassified from Level 3 to Level 2 following the revaluation undertaken as at 30 June 2017. No assets have been reclassified in 2017-18.

**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: The valuation technique used to value the heritage assets – (artworks and other collectables) is the market approach that reflects recent transaction prices for similar artworks and other collectables comparable sales in an active market.

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

Valuation Technique: Plant and Equipment – (furniture and certain plant and equipment) were measured using the market approach that reflects recent transaction prices for similar assets and comparable sales in active second hand equipment markets.

Inputs: Prices and other relevant information generated by market transactions involving comparable furniture and plant and equipment assets from national markets were considered.

Changes were made to the valuation techniques used for some of the assets in the plant and equipment asset class. During the revaluation process at 30 June 2017, the market approach was considered more appropriate for those assets than the depreciated replacement cost approach.

###### NOTE 13. PROPERTY, PLANT AND EQUIPMENT – CONTINUED

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

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

Significant Unobservable Inputs: Heritage Assets – 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 - 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.

During the course of the revaluation performed at 30 June 2017, comparable market evidence was identified for some plant and equipment assets. These assets were previously classified as Level 3 and have been transferred to Level 2.

**Fair Value Measurements using Significant Unobservable Inputs (Level 3)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Plant and**  **Equipment** | **Leasehold**  **Improvements** | **Heritage**  **Assets** | **Total** |
| **2018** | **$’000** | **$’000** | **$’000** | **$’000** |
| Fair Value at the Beginning of the Reporting Period | 223 | 1,197 | 662 | 2,082 |
| Additions | - | - | 5 | 5 |

Revaluation (Decrement) (6) - - (6)

Depreciation (89) (150) - (239)

**Fair Value at the End of the Reporting Period 128 1,047 667 1,842**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Plant and**  **Equipment** | **Leasehold**  **Improvements** | **Heritage**  **Assets** | **Total** |
| **2017** | **$’000** | **$’000** | **$’000** | **$’000** |
| Fair Value at the Beginning of the Reporting Period | 399 | - | 466 | 865 |
| Additions | 481 | 1,416 | 5 | 1,902 |
| Disposals | (9) | - | - | (9) |
| Revaluation Increment/(Decrement) | 148 | (62) | 191 | 277 |
| Depreciation | (44) | (157) | - | (201) |
| Transfer from Level 3 to Level 2 (752) - - (752) | | | | |
| **Fair Value at the End of the Reporting Period** | **223** | **1,197** | **662** | **2,082** |

###### NOTE 14. INTANGIBLE ASSETS

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

1. it is probable that the expected future economic benefits that are attributable to the software will flow to the Office;
2. the cost of the software can be measured reliably; and
3. the acquisition cost is equal to or exceeds $50,000.

Internally generated software is recognised when it meets the general recognition criteria outlined above and where it also meets the specific recognition criteria relating to intangible assets arising from the development phase of an internal project.

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

Intangible Assets are measured at cost.

|  |  |  |
| --- | --- | --- |
|  | **2018** | **2017** |
| **$’000** | **$’000** |
| **Computer Software**  *Externally Purchased Software*  Computer Software at Cost | 337 | 318 |
| Less: Accumulated Amortisation | (106) (49) | |
| *Total Externally Purchased Software* | 231 269 | |
| **Total Computer Software** | **231 269** | |
| **Total Intangible Assets** | **231 269** | |

###### NOTE 14. INTANGIBLE ASSETS – CONTINUED

**Reconciliation of Intangible Assets**

The following table shows the movement of the Intangible Assets during 2017-18.

|  |  |  |
| --- | --- | --- |
|  | **Externally**  **Purchased Software** | **Total** |
| **$’000** | **$’000** |
| Carrying Amount at the Beginning of the Reporting Period | 269 | 269 |
| Additions | 19 | 68 |

Amortisation (57) (106)

**Carrying Amount at the End of the Reporting Period 231 231**

**Reconciliation of Intangible Assets**

The following table shows the movement of the Intangible Assets during 2016-17.

|  |  |  |
| --- | --- | --- |
|  | **Externally**  **Purchased Software** | **Total** |
| **$’000** | **$’000** |
| Carrying Amount at the Beginning of the Reporting Period | 14 | 14 |
| Additions | 266 | 266 |

Amortisation (11) (11)

**Carrying Amount at the End of the Reporting Period 269 269**

|  |  |  |
| --- | --- | --- |
| **NOTE 15. CAPITAL WORKS IN PROGRESS** |  | |
| Assets under construction includes audio equipment and software. |
|  | **2018**  **$’000** | **2017**  **$’000** |
| Procedural Document Production System a | 295 | 235 |

Upgrade and Expansion of Audio System - 45

**Total Capital Works in Progress 295 280**

a) There have been ongoing delays with the development and testing of the Procedural Document Production System. The Office is working with all parties to seek a resolution to finalise the project.

**Reconciliation Capital Works in Progress**

The following table shows the movement of the Capital Works in Progress during 2017-18.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Procedural** | **Upgrade**  **and** |  |
| **Document Production**  **System** | **Expansion of Audio System** | **Total** |
| **$’000** | **$’000** | **$’000** |
| **Carrying Amount at the Beginning of the Reporting Period** | **235** | **45** | **280** |
| Additions | 60 | 59 | 119 |
| Transfers to Property, Plant and Equipment and Intangibles | - | (104) | (104) |
| **Carrying Amount at the End of** |  |  |  |

**the Reporting Period 295 - 295**

###### NOTE 15. CAPITAL WORKS IN PROGRESS – CONTINUED

**Reconciliation Capital Works in Progress**

The following table shows the movement of the Capital Works in Progress during 2016-17.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Broadcasting** | **Procedural** | **Upgrade**  **and** |  | |
| **Infrastructure and Audio Visual Systems** | **Document Production**  **System** | **Expansion of Audio System** | **Artworks** | **Total** |
| **$’000** | **$’000** | **$’000** | **$‘000** | **$’000** |
| **Carrying Amount at the Beginning of the Reporting Period** | **317** | **144** | **10** | **3** | **474** |
| Additions | 29 | 91 | 245 | - | 365 |
| Transfers to Property, Plant and Equipment and Intangibles | (346) | - | (210) | (3) | (559) |
| **Carrying Amount at the End of** |  |  |  |  |  |

**the Reporting Period - 235 45 - 280**

###### NOTE 16. PAYABLES

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

|  |  |
| --- | --- |
|  | **2018 2017** |
| **$’000 $’000** |
| **Current Payables**  Trade Payables a | 162 405 |
| Accrued Expenses | 126 141 |
| **Total Current Payables** | **288 546** |
| **Total Payables** | **288 546** |
| **Payables are aged as follows:** |  |
| Not Overdue | 288 546 |
| **Total Payables** | **288 546** |

1. Trade payables were lower than the previous year mainly due to the payment of the final quarterly invoice from the supplier of information technology running costs before year-end.

**Classification of ACT Government/Non-ACT Government Payables Payables with ACT Government Entities**

Trade Payables 2 267

Accrued Expenses 55 80

**Total Payables with ACT Government Entities 57 347**

|  |  |
| --- | --- |
| **NOTE 16. PAYABLES – CONTINUED** |  |
| **Payables with Non-ACT Government Entities** | **2018 2017**  **$’000 $’000** |
| Trade Payables | 160 138 |
| Accrued Expenses | 71 61 |
| **Total Payables with Non-ACT Government Entities** | **231 199** |
| **Total Payables** | **288 546** |
| **NOTE 17. 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 2017-18, the rate used to estimate the present value of future:

* + Annual leave payments is 99.7% (99.8% in 2016-17); and
  + Payments for long service leave is 100.9% (103.4% in 2016-17).

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

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

###### NOTE 17. EMPLOYEE BENEFITS – CONTINUED

*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 May 2014. The assessment by an actuary is performed every 5 years. However it may be performed more frequently if there is a significant contextual change in the parameters underlying the 2014 report. The next actuarial review is expected to be undertaken by May 2019.

|  |  |
| --- | --- |
| **Current Employee Benefits** | **2018 2017**  **$’000 $’000** |
| Annual Leave | 556 610 |
| Long Service Leave a | 1,393 1,295 |
| Accrued Salaries | 63 41 |
| **Total Current Employee Benefits** | **2,012 1,946** |
| **Non-Current Employee Benefits** |  |
| Long Service Leave | 90 87 |
| **Total Non-Current Employee Benefits** | **90 87** |
| **Total Employee Benefits** | **2,102 2,033** |

a) The increase in the long service leave is largely due to the recruitment of staff members with significant long service leave balances from prior service with other Government organisations.

|  |  |
| --- | --- |
| **Estimate of when Leave is Payable**  **Estimated Amount Payable within 12 Months** | **2018 2017**  **$’000 $’000** |
| Annual Leave | 407 342 |
| Long Service Leave | 258 327 |
| Accrued Salaries | 63 41 |
| **Total Employee Benefits Payable within 12 Months** | **728 710** |
| **Estimated Amount Payable after 12 Months**  Annual Leave | 149 268 |
| Long Service Leave | 1,225 1,055 |
| **Total Employee Benefits Payable after 12 Months** | **1,374 1,323** |
| **Total Employee Benefits** | **2,102 2,033** |

At 30 June 2018, the Office employed 49.8 full time equivalent (FTE) staff (49.8 FTE staff at 30 June 2017).

###### NOTE 18. 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.

A small portion of 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 and investments are held with high credit quality financial institutions. Cash at bank is held with the Westpac Bank and cash not immediately required for operations is invested with the Territory Banking Account. The Territory Banking Account coordinates the investment of this money with various fund managers. These fund managers have the discretion to invest this money in a variety of different investments, within certain parameters.

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. In addition to the receipt of fortnightly appropriation drawdown, the Office also maintains a short-term investment in the Cash Enhanced Fund of the Territory Banking Account and can call on these funds to meet any short-term obligations. The Office manages its liquidity risk through forecasting appropriation drawdown requirements to enable payment of anticipated obligations.

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

**Price Risk**

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

The only price risk which the Office is exposed to results from its investment in the Cash Enhanced Fund. The Office has units in the Cash Enhanced Fund that fluctuate in value. The price fluctuations in the units of the Fund are caused by movements in the underlying investments of the Fund. The underlying investments are managed by an external fund manager who invests in a variety of different bonds, including bonds issued by the Commonwealth Government, the State Government guaranteed treasury corporations and semi-government authorities, as well as investment-grade corporate issues. To limit price risk, all bonds that make up the underlying investments of the Cash Enhanced Fund must have a long term credit rating of BBB- or greater. Anything rated BBB- or greater is considered ‘investment grade’.

The Office’s exposure to price risk and the management of this risk has not changed since the last reporting period.

*Sensitivity Analysis*

A sensitivity analysis has not been undertaken for the price risk of the Office as it has been determined that the possible impact on profit and loss or total equity from fluctuations in price is immaterial.

**Fair Value of Financial Assets and Liabilities**

The carrying amounts and fair values of financial assets and liabilities at the end of the reporting period are shown below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Carrying**  **Amount** | **Fair Value** | **Carrying**  **Amount** | **Fair Value** |
| **2018**  **$’000** | **2018**  **$’000** | **2017**  **$’000** | **2017**  **$’000** |
| **Financial Assets** |  |  |  |  |
| Cash and Cash Equivalents | 24 | 24 | 85 | 85 |
| Investments with the Territory |  |  |  |  |
| Banking Account | 2,251 | 2,251 | 2,058 | 2,058 |
| Receivables | 27 27 26 26 | | | |
| **Total Financial Assets** | **2,302 2,302 2,169 2,169** | | | |
| **Financial Liabilities** |  | | | |
| Payables | 288 288 546 546 | | | |
| **Total Financial Liabilities** | **288 288 546 546** | | | |

**Fair Value Hierarchy**

The carrying amount of financial assets measured at fair value, as well as the methods used to estimate the fair value, are summarised in the table below. All other financial assets and liabilities are measured, subsequent to initial recognition, at amortised cost and as such are not included in the table below.

**2018**

**Classification According to the Fair Value Hierarchy**

**Financial Assets**

Financial Assets at Fair Value through the Profit and Loss

Investments with the Territory Banking

**Level 1**

**$’000**

**Level 2**

**$’000**

**Level 3**

**$’000**

**Total**

**$’000**

Account - Cash Enhanced Fund - 2,251 - 2,251

**- 2,251 - 2,251**

**2017**

**Classification According to the Fair Value Hierarchy**

**Financial Assets**

Financial Assets at Fair Value through the Profit and Loss

Investments with the Territory Banking

**Level 1**

**$’000**

**Level 2**

**$’000**

**Level 3**

**$’000**

**Total**

**$’000**

Account - Cash Enhanced Fund - 2,058 - 2,058

**- 2,058 - 2,058**

**Transfer Between Categories**

There have been no transfers of financial assets or financial liabilities between Level 1 and Level 2 during the current and previous reporting period.

**Maturity Analysis and Exposure to Interest Rates**

The following table sets out the Office’s maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 30 June 2018. All financial assets and liabilities which have a floating interest rate or are non-interest bearing will mature in 1 year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

**Fixed Interest Maturing In:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Note No.** | **Weighted**  **Average Interest**  **Rate** | **Floating Interest**  **Rate** | **1**  **Year or Less** | **Over 1 Year to 5 Years** | **Over 5 Years** | **Non- Interest Bearing** | **Total** |
|  |  | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** |
| 10 | 2.35% | 23 | - | - | - | 1 | 24 |
| 11 |  | - | - | - | - | 2,251 | 2,251 |

**2018**

**Financial Instruments Financial Assets**

Cash and Cash Equivalents

Investments

|  |  |  |
| --- | --- | --- |
| Receivables | 12 | - - - - 27 27 |
| **Total Financial Assets** |  | **23 - - - 2,279 2,302** |
| **Financial Liabilities** |  |  |
| Payables | 16 | - - - - 288 288 |
| **Total Financial Liabilities** |  | **- - - - 288 288** |
| **Net Financial Assets** |  | **23 - - - 1,991 2,014** |

**Maturity Analysis and Exposure to Interest Rates – Continued**

The following table sets out the Office’s maturity analysis for financial assets and liabilities as well as the exposure to interest rates, including the weighted average interest rates by maturity period as at 30 June 2017. All financial assets and liabilities which have a floating interest rate or are non-interest bearing will mature in 1 year or less. All amounts appearing in the following maturity analysis are shown on an undiscounted cash flow basis.

**Fixed Interest Maturing In:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Note No.** | **Weighted**  **Average Interest**  **Rate** | **Floating Interest**  **Rate** | **1**  **Year or Less** | **Over 1 Year to 5 Years** | **Over 5 Years** | **Non- Interest Bearing** | **Total** |
|  |  | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** |
| 10 | 2.37% | 84 | - | - | - | 1 | 85 |
| 11 |  | - | - | - | - | 2,058 | 2,058 |

**2017**

**Financial Instruments Financial Assets**

Cash and Cash Equivalents

Investments

|  |  |  |
| --- | --- | --- |
| Receivables | 12 | - - - - 26 26 |
| **Total Financial Assets** |  | **84 - - - 2,085 2,169** |
| **Financial Liabilities** |  |  |
| Payables | 16 | - - - - 546 546 |
| **Total Financial Liabilities** |  | **- - - - 546 546** |
| **Net Financial Assets** |  | **84 - - - 1,539 1,623** |

|  |  |  |
| --- | --- | --- |
| **Carrying Amount of Each Category of Financial Asset and Financial Liability** |  | |
|  | **2018**  **$’000** | **2017**  **$’000** |
| **Financial Assets** |  |  |
| Financial Assets at Fair Value through the Profit and Loss Designated upon Initial Recognition | 2,251 | 2,058 |
| Loans and Receivables Measured at Amortised Cost | 27 | 26 |
| **Financial Liabilities** |  |  |
| Financial Liabilities Measured at Amortised Cost | 288 | 546 |

The Office does not have any financial assets in the ‘Available for Sale’ category or the ‘Held to Maturity’ category and, as such, these categories are not included above. Also, the Office does not have any financial liabilities in the ‘Financial Liabilities at Fair Value through Profit and Loss’ category and, as such, this category is not included above.

**(Losses) on Each Category of Financial Asset and Financial Liability (Losses) on Financial Assets**

Financial Assets at Fair Value through the Profit and Loss Designated

upon Initial Recognition (7) -

###### NOTE 19. COMMITMENTS

**Capital Commitments**

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

**2018**

**$’000**

**2017**

**$’000**

Within one year 19 81

Later than one year but not later than five years - -

**Total Capital Commitments a 19 81**

**Other Commitments**

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

|  |  |
| --- | --- |
| Within one year | 576 681 |
| Later than one year but not later than five years | 367 674 |
| **Total Other Commitments b** | **943 1,355** |

**Operating Lease Commitments**

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

|  |  |
| --- | --- |
| Within one year | 327 364 |
| Later than one year but not later than five years | 1,178 1,294 |
| Later than five years | 527 803 |
| **Total Operating Lease Commitments** | **2,032 2,461** |

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

1. Capital commitments have decreased as there is only one payment left relating to the Procedural Document Production System project.
2. Other commitments have decreased with major contracts for maintenance and cleaning only have one year or less before they need to be re-tendered.

###### NOTE 20. CASH FLOW RECONCILIATION

1. **Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Cash Flow Statement to the Equivalent Items in the Balance Sheet.**

**2018**

**$’000**

**2017**

**$’000**

|  |  |
| --- | --- |
| Total Cash and Cash Equivalents Recorded in the Balance Sheet | 24 85 |
| **Cash and Cash Equivalents at the End of the Reporting Period as Recorded in the Cash Flow Statement** | **24 85** |

1. **Reconciliation of Operating Surplus/(Deficit) to Net Cash Inflows from Operating Activities**

|  |  |  |
| --- | --- | --- |
| Operating (Deficit)/Surplus | (68) | 314 |
| **Add/(Less) Non-Cash Items**  Depreciation of Property, Plant and Equipment | 291 | 201 |
| Amortisation of Intangible Assets | 57 | 11 |
| Write-off of Irrecoverable Debts | - | 2 |
| **Add/(Less) Items Classified as Investing or Financing**  Net Loss on Disposal of Non-Current Assets | 3 | 1 |

Unrealised Loss on Investments 7 -

**Cash Before Changes in Operating Assets and Liabilities 290 529**

|  |  |  |
| --- | --- | --- |
| **Changes in Operating Assets and Liabilities** |  | |
| Decrease in Receivables | 42 | 10 |
| Decrease/(Increase) in Other Assets | 44 | (21) |
| (Decrease)/Increase in Payables | (290) | 239 |
| Increase in Employee Benefits | 69 | 1 |

(Decrease)/Increase in Other Liabilities - (125)

**Net Changes in Operating Assets and Liabilities (135) 104**

**Net Cash Inflows from Operating Activities 155 633**

###### NOTE 21. BUDGETARY REPORTING

*Significant Judgements and Estimates – Budgetary Reporting*

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Balance Sheet Line Items** | **Actual 2017-18**  **$’000** | **Original Budget** 1  **2017-18**  **$’000** | **Variance**  **$’000** | **Variance**  **%** | **Variance Explanation** |
| Investments | 2,251 | 1,214 | 1,037 | 85.4 | A higher balance was available  to invest during the year due to savings achieved in some expense categories. |
| Property, Plant and Equipment | 3,422 | 2,616 | 806 | 30.8 | The budget did not anticipate the level of the increase in the asset revaluation surplus in the prior year. |
| Asset Revaluation Surplus | 1,234 | 932 | 302 | 32.4 |  |
| Payables | 288 | 341 | (53) | (15.5) | Payables were less than budget largely because the Office received a credit from a major supplier in June when it was budgeted as a payable at year-end. |
| Employee Benefits (current) | 2,012 | 1,570 | 442 | 28.2 | Employee benefits exceeded budget because annual leave balances were higher than expected across the Office and some staff were recruited with pre-existing long service leave balances which was not expected in the budget. |

1 Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2017-18 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

###### NOTE 21. BUDGETARY REPORTING – CONTINUED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Balance Sheet Line Items** | **Actual 2017-18**  **$’000** | **Original Budget** 1  **2017-18**  **$’000** | **Variance**  **$’000** | **Variance**  **%** | **Variance Explanation** |
| Accumulated Funds | 2,674 | 2,113 | 561 | 26.5 | The budget did not anticipate the level of the prior year surplus. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cash Flow Statement** | **Actual** | **Original** | **Variance** | **Variance** | **Variance Explanation** |
| **Line Items** | **2017-18** | **Budget** 1 | **$’000** | **%** |  |
|  | **$’000** | **2017-18** |  |  |  |
|  |  | **$’000** |  |  |  |
| Purchase of Investments | 2,215 | 1,645 | 570 | 34.7 | More funds were invested than expected in the budget due to positive cash flows from operations. Cash flows from operations were positive mainly due to savings in supplies and services. |
| Capital Injections | 149 | 5 | 144 | 2,880 | Capital injections were higher than budget due to the carryover of unspent funds from the previous financial year. |

1 Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2017-18 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

###### NOTE 22. 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, and 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.

1. ***Key Management Personnel***

(i) Details of compensation

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

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

|  |  |
| --- | --- |
| **2018** | **2017** |
| **$’000** | **$’000** |
| Short-term employee benefits 840 | 896 |
| Post-employment benefits 138 | 130 |
| Other long-term benefits 112 | 22 |
| **Total Compensation to Key Management Personnel paid by the Office 1,090** | **1,048** |
| (ii) Transactions with KMP of the Office (i.e. the Clerk and other staff designated as KMP) |  |

The Office’s financial statements are required to contain disclosures necessary to draw attention to the possibility that its financial results may have been affected by the existence of related parties and by transactions with such parties.

It is not the role of these disclosures to disclose conflicts of interest of KMP. Any such conflicts are managed in accordance with administrative procedures.

In line with the accounting standards, this note does not include typical citizen transactions between the KMP and the Office that occur on terms and conditions no different to those applying to the general public.

Information was sought from the Office’s KMP on any related party transactions during the financial year. In accordance with the *Information Privacy Act 2014* and the *Human Rights Act 2004*, the provision of related party transactions information is on a voluntary basis.

There were no material 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 in relation to the Office’s financial statements.

1. ***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 2018

##### Statement of Income and Expenses on Behalf of the Territory For the Year Ended 30 June 2018

|  |  |  |
| --- | --- | --- |
|  |  | **Original**  **Actual Budget Actual** |
| **Note** | **2018 2018 2017** |
| **No.** | **$’000 $’000 $’000** |
| **Income** |  |  |
| *Revenue* |  |  |
| Payment for Expenses on Behalf of the Territory | 24 | 9,027 9,923 8,125 |
| Resources Received Free of Charge | 25 | 402 441 389 |
| *Total Revenue* |  | **9,429 10,364 8,514** |
| **Total Income** |  | **9,429 10,364 8,514** |
| **Expenses** |  |  |
| Employee Expenses | 26 | 8,083 9,170 7,327 |
| Superannuation Expenses | 27 | 928 979 831 |
| Supplies and Services | 28 | 466 460 507 |
| Depreciation |  | 535 1,084 760 |
| **Total Expenses** |  | **10,012 11,693 9,425** |
| **Operating (Deficit)** |  | **(583) (1,329) (911)** |
| **Other Comprehensive Income** |  |  |
| *Items that will not be reclassified subsequently to profit or loss* |  |  |
| (Decrease) in the Asset Revaluation Surplus |  | - - (5,291) |
| **Total Other Comprehensive (Deficit)** |  | **- - (5,291)** |
| **Total Comprehensive (Deficit)** |  | **(583) (1,329) (6,202)** |

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

##### Statement of Assets and Liabilities on Behalf of the Territory As at 30 June 2018

|  |  |  |
| --- | --- | --- |
|  |  | **Original**  **Actual Budget Actual** |
| **Note**  **No.** | **2018 2018 2017**  **$’000 $’000 $’000** |
| **Current Assets** |  |  |
| Cash and Cash Equivalents | 29 | 102 436 41 |
| Receivables |  | 6 41 4 |
| **Total Current Assets** |  | **108 477 45** |
| **Non-Current Assets** |  |  |
| Property, Plant and Equipment | 30 | 28,749 32,670 28,500 |
| **Total Non-Current Assets** |  | **28,749 32,670 28,500** |
| **Total Assets** |  | **28,857 33,147 28,545** |
| **Current Liabilities** |  |  |
| Payables | 31 | 101 39 84 |
| Employee Benefits | 32 | 431 815 337 |
| **Total Current Liabilities** |  | **532 854 421** |
| **Non-Current Liabilities** |  |  |
| Employee Benefits | 32 | - 9 - |
| **Total Non-Current Liabilities** |  | **- 9 -** |
| **Total Liabilities** |  | **532 863 421** |
| **Net Assets** |  | **28,325 32,284 28,124** |
| **Equity** |  |  |
| Accumulated Funds |  | 15,407 14,076 15,206 |
| Asset Revaluation Surplus |  | 12,918 18,208 12,918 |
| **Total Equity** |  | **28,325 32,284 28,124** |

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

##### Statement of Changes in Equity on Behalf of the Territory For the Year Ended 30 June 2018

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accumulated**  **Funds Actual** | | **Asset**  **Revaluation**  **Surplus Actual** | **Total Equity Actual** | **Original Budget** |
| **2018** | | **2018** | **2018** | **2018** |
| **$’000** | | **$’000** | **$’000** | **$’000** |
| **Balance at 1 July 2017** | **15,206 12,918 28,124 33,469** | | | |
| **Comprehensive Income** |  | | | |
| Operating (Deficit) | (583) - (583) (1,329) | | | |
| **Total Comprehensive (Deficit)** | **(583) - (583) (1,329)** | | | |
| **Transactions Involving Owners Affecting Accumulated Funds** |  | | | |
| Capital Injections | 784 - 784 144 | | | |
| **Total Transactions Involving Owners Affecting Accumulated Funds** | **784 - 784 144** | | | |
| **Balance at 30 June 2018** | **15,407** | **12,918** | **28,325 32,284** | |
|  |  | **Asset** |  | |
|  | **Accumulated**  **Funds** | **Revaluation**  **Surplus** | **Total**  **Equity** | |
|  | **Actual** | **Actual** | **Actual** | |
|  | **2017**  **$’000** | **2017**  **$’000** | **2017**  **$’000** | |
| **Balance at 1 July 2016** | **15,465 18,208 33,673** | | | |
| **Comprehensive Income** |  | | | |
| Operating (Deficit) | (911) - (911) | | | |
| (Decrease) in Asset Revaluation Surplus | - (5,291) (5,291) | | | |
| **Total Comprehensive (Deficit)** | **(911) (5,291) (6,202)** | | | |
| **Transactions Involving Owners Affecting Accumulated Funds** |  | | | |
| Capital Injections | 652 - 652 | | | |
| **Total Transactions Involving Owners Affecting Accumulated Funds** | **652 - 652** | | | |

**Balance at 30 June 2017 15,206 12,918 28,124**

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

##### Cash Flow Statement on Behalf of the Territory For the Year Ended 30 June 2018

**Cash Flows from Operating Activities Receipts**

Cash from Government for Expenses on Behalf of the

**Note No.**

**Actual 2018**

**$’000**

**Original Budget 2018**

**$’000**

**Actual 2017**

**$’000**

Territory 9,027 9,923 8,125

Goods and Services Tax Input Credits from the

|  |  |  |
| --- | --- | --- |
| Australian Taxation Office  Goods and Services Tax Collected from Customers |  | 63 - 90  - - - |
| Other |  | - 30 - |
| **Total Receipts from Operating Activities** |  | **9,090 9,953 8,215** |
| **Payments** |  |  |
| Employees |  | 8,017 9,229 7,440 |
| Superannuation |  | 930 588 820 |
| Supplies and Services |  | 51 35 81 |
| Goods and Services Tax Paid to Suppliers |  | 62 - 72 |
| Other |  | - 5 - |
| **Total Payments from Operating Activities** |  | **9,060 9,857 8,413** |
| **Net Cash Inflows/(Outflows) from Operating Activities** | 33 | **30 96 (198)** |
| **Cash Flows from Investing Activities** |  |  |
| **Payments** |  |  |
| Purchase of Property, Plant and Equipment |  | 753 144 657 |
| **Total Payments from Investing Activities** |  | **753 144 657** |
| **Net Cash (Outflows) from Investing Activities** |  | **(753) (144) (657)** |
| **Cash Flows from Financing Activities** |  |  |
| **Receipts** |  |  |
| Capital Injections |  | 784 144 652 |
| **Total Receipts from Financing Activities** |  | **784 144 652** |
| **Net Cash Inflows from Financing Activities** |  | **784 144 652** |
| **Net Increase/(Decrease) in Cash and Cash Equivalents** |  | **61 96 (203)** |
| Cash and Cash Equivalents at the Beginning of the  Reporting Period |  | 41 340 244 |

**Cash and Cash Equivalents at the End of the**

**Reporting Period** 33 **102 436 41**

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

##### Territorial Statement of Appropriation For the Year Ended 30 June 2018

|  |  |  |  |
| --- | --- | --- | --- |
| **Original**  **Budget** | **Total**  **Appropriated** | **Appropriation**  **Drawn** | **Appropriation**  **Drawn** |
| **2018** | **2018** | **2018** | **2017** |
| **$’000** | **$’000** | **$’000** | **$’000** |
| 9,923 | 9,703 | 9,027 | 8,125 |

Expenses on Behalf of the Territory

Capital Injections 144 784 784 652

**Total Territorial Appropriation 10,067 10,487 9,811 8,777**

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

**Column Heading Explanations**

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

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

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

**Variances between ‘Original Budget’, ‘Total Appropriated’ and ‘Appropriation Drawn’.**

The total appropriated for Expenses on Behalf of the Territory was $220,000 less than the original budget due to the transfer of funds to the Controlled entity that should have been included in controlled recurrent payments. This transfer of funds was approved by the Treasurer and processed under Section 14 of the FMA.

The total appropriated for capital injections was $640,000 higher than the original budget due to the carryover of funding from 2016-17 of $250,000 in Better Infrastructure Funding for bathroom and kitchenette upgrades and the receipt of $390,000 in the 2nd Appropriation to commence the double glazing of the Assembly building. The carryover of the Better Infrastructure Funding was approved by the Treasurer under Section 16B of the FMA.

The appropriation drawn for Expenses on Behalf of the Territory was $676,000 less than the total appropriated due mainly to employee expenses not being as high as anticipated. This resulted from non-Executive members employing staff at lower classifications and less leave payouts than originally budgeted.

##### Territorial Note Index of the Financial Statements For the Year Ended 30 June 2018

Note 23 Basis of Preparation of the Financial Statements – Territorial

**Income Notes**

Note 24 Payment for Expenses on Behalf of the Territory – Territorial

Note 25 Resources Received Free of Charge – Territorial

**Expenses Notes**

Note 26 Employee Expenses – Territorial

Note 27 Superannuation Expenses – Territorial

Note 28 Supplies and Services – Territorial

**Assets Notes**

Note 29 Cash and Cash Equivalents – Territorial

Note 30 Property, Plant and Equipment – Territorial

**Liabilities Notes**

Note 31 Payables – Territorial

Note 32 Employee Benefits – Territorial

**Other Notes**

Note 33 Cash Flow Reconciliation – Territorial

Note 34 Financial Instruments – Territorial

Note 35 Budgetary Reporting – Territorial

###### NOTE 23. 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 *Controlled Recurrent Payments* to Note 21 *Budgetary Reporting* apply equally to the Controlled and Territorial financial statements.

###### NOTE 24. PAYMENT FOR EXPENSES ON BEHALF OF THE TERRITORY – TERRITORIAL

Under the *Financial Management Act 1996*, the Office receives this appropriation to fund a number of expenses incurred on behalf of the Territory, the main one being the payment of remuneration and related entitlements to non-Executive Members and their staff (See Notes 26 and 27 *Employee Expenses – Territorial* and *Superannuation Expenses - Territorial*).

**2018**

**$’000**

**2017**

**$’000**

Payment for Expenses on Behalf of the Territory 9,027 8,125

**Total Payment for Expenses on Behalf of the Territory a 9,027 8,125**

a) The increase of $902,000 in Payment for Expenses on Behalf of the Territory is the full year impact of the increased members and members’ staffing costs resulting from the expansion of the Assembly from 17 to 25 members.

###### NOTE 25. RESOURCES RECEIVED FREE OF CHARGE – TERRITORIAL

Resources received free of charge relate to goods and services being provided free of charge from the Office’s Controlled operations.

**Resources Received Free of Charge**

**2018**

**$’000**

**2017**

**$’000**

Building Management 402 389

|  |  |  |
| --- | --- | --- |
| **Total Resources Received Free of Charge** | **402** | **389** |
| **NOTE 26. EMPLOYEE EXPENSES – TERRITORIAL** |  |  |
|  | **2018**  **$’000** | **2017**  **$’000** |
| Wages and Salaries a | 7,565 | 6,713 |
| Annual Leave Expense | 328 | 264 |
| Long Service Leave Expense | 88 | 83 |
| Workers’ Compensation Insurance | 15 | 27 |
| Termination Expense b | 47 | 209 |

Other Employee Benefits and On-Costs 40 31

**Total Employee Expenses 8,083 7,327**

1. The increase in wages and salaries is the full year impact of the increased members and members’ staffing costs resulting from the expansion of the Assembly from 17 to 25 members.
2. One termination payment was made in 2017-18, whereas in 2016-17 several termination payments were paid to non-Executive members and staff who were not re-employed following the October 2016 election.

|  |  |  |
| --- | --- | --- |
| **NOTE 27. SUPERANNUATION EXPENSES – TERRITORIAL** |  |  |
|  | **2018**  **$’000** | **2017**  **$’000** |
| Superannuation Contributions to the Territory Banking Account | 96 | 115 |
| Productivity Benefit | 7 | 10 |

Superannuation Contributions paid to External Providers a 825 706

**Total Superannuation Expenses 928 831**

a) Superannuation contributions paid to external providers increased as the majority of new staff have the choice to select their own external superannuation providers.

|  |  |  |
| --- | --- | --- |
| **NOTE 28. SUPPLIES AND SERVICES – TERRITORIAL** |  | |
|  | **2018**  **$’000** | **2017**  **$’000** |
| Consultants, Contractors and Professional Services a | 64 | 118 |

Building Management 402 389

**Total Supplies and Services 466 507**

a) The use of consultants by non-Executive members fell in 2017-18 in lieu of employing additional staff in their offices.

###### NOTE 29. CASH AND CASH EQUIVALENTS – TERRITORIAL

The Office holds one bank account for the Territorial entity with the Westpac Bank as part of the whole-of-government banking arrangements. Under whole-of-government banking arrangements, interest is not earned on cash at bank held by the Office’s Territorial operations.

**2018**

**$’000**

**2017**

**$’000**

Cash at Bank a 102 41

**Total Cash and Cash Equivalents 102 41**

1. The higher balance at year-end was for payments for capital works that were required to be made at the commencement of the new financial year.

###### NOTE 30. 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.

*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

Building Improvements

Straight Line 50

Straight Line 25

**Land and Building**

**2018**

**$’000**

**2017**

**$’000**

Land at Fair Value 4,650 4,650

**Total Land Assets 4,650 4,650**

Building at Fair Value 23,850 23,850

Less: Accumulated Depreciation (530) -

23,320 23,850

Building Improvements at Cost 784 -

Less: Accumulated Depreciation (5) -

779 -

**Total Written Down Value of Building 24,099 23,850**

**Total Land and Written Down Value of Building 28,749 28,500**

**Total Written Down Value of Property, Plant and Equipment 28,749 28,500**

###### NOTE 30. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED

**Valuation of Non-Current Assets**

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

**Reconciliation of Property, Plant and Equipment**

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Land** | **Building** | **Total** |
| **$’000** | **$’000** | **$’000** |
| **Carrying Amount at the Beginning of the Reporting Period** | **4,650** | **23,850** | **28,500** |
| Additions | - | 784 | 784 |
| Depreciation | - (535) (535) | | |
| **Carrying Amount at the End of the Reporting Period** | **4,650 24,099 28,749** | | |
| **Reconciliation of Property, Plant and Equipment** |  | | |
| The following table shows the movement of Property, Plant and Equipment during 2016-17. | | | |
|  | **Land**  **$’000** | **Building**  **$’000** | **Total**  **$’000** |
| **Carrying Amount at the Beginning of the Reporting Period** | **4,560** | **24,823** | **29,383** |
| Additions | - | 5,168 | 5,168 |
| Depreciation | - | (760) | (760) |

Revaluation Increment/(Decrement) 90 (5,381) (5,291)

**Carrying Amount at the End of the Reporting Period 4,650 23,850 28,500**

**Fair Value Hierarchy**

The Office is required to classify property, plant and equipment into the 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 2018 are shown on the next page.

###### NOTE 30. PROPERTY, PLANT AND EQUIPMENT – TERRITORIAL – CONTINUED

**2018**

**Classification According to the Fair Value Hierarchy**

**Property, Plant and Equipment at Fair Value**

**Level 1**

**$’000**

**Level 2**

**$’000**

**Level 3**

**$’000**

**Total**

**$’000**

Land - 4,650 - 4,650

Building - 23,320 - 23,320

**- 27,970 - 27,970**

Details of the Office’s property, plant and equipment at fair value and information about the Fair Value Hierarchy as at 30 June 2017 are shown below.

**2017**

**Classification According to the Fair Value Hierarchy**

**Property, Plant and Equipment at Fair Value**

**Level 1**

**$’000**

**Level 2**

**$’000**

**Level 3**

**$’000**

**Total**

**$’000**

Land - 4,650 - 4,650

Building - 23,850 - 23,850

**- 28,500 - 28,500**

**Transfers Between Categories**

There have been no transfers between Levels 1, 2 and 3 during the reporting period.

**Valuation Techniques, Inputs and Processes**

***Level 2 Valuation Techniques and Inputs***

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

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

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

###### NOTE 31. PAYABLES – TERRITORIAL

**Current Payables**

**2018**

**$’000**

**2017**

**$’000**

Trade Payables 82 34

Accrued Expenses 19 50

**Total Current Payables 101 84**

Payables are aged as follows:

Not Overdue 101 84

**Total Payables 101 84**

**Payables with ACT Government Entities**

Accrued Expenses 12 -

**Total Payables with ACT Government Entities 12 -**

**Payables with Non-ACT Government Entities**

Trade Payables 82 34

Accrued Expenses 7 50

**Total Payables with Non-ACT Government Entities 89 84**

**Total Payables 101 84**

###### NOTE 32. EMPLOYEE BENEFITS – TERRITORIAL

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

Legislative Assembly members’ staff are employed under the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2013-2018*. Entitlements under this Agreement are the same as those for Office staff, therefore the accounting policy in Note 17 *Employee Benefits* applies equally to members’ staff.

Under the *ACT Legislative Assembly Members’ Staff Enterprise Agreement 2013-2018* employees may elect to receive an annual allowance instead of accruing long service leave. The majority of 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.

|  |  |  |
| --- | --- | --- |
| **Current Employee Benefits** | **2018**  **$’000** | **2017**  **$’000** |
| Annual Leave a | 301 | 207 |
| Long Service Leave | 63 | 62 |

Accrued Salaries 67 68

**Total Current Employee Benefits 431 337**

**Total Employee Benefits 431 337**

a) Annual leave rose due to an additional year of entitlements being added to Legislative Assembly members’ staff leave balances.

As at 30 June 2018, the Office’s Territorial entity employed 45.9 full time equivalent (FTE) staff (46.5 FTE at 30 June 2017). All employee leave entitlements and accrued salaries are payable within 12 months.

###### NOTE 33. CASH FLOW RECONCILIATION – TERRITORIAL

1. **Reconciliation of Cash and Cash Equivalents at the End of the Reporting Period in the Cash Flow Statement on Behalf of the Territory to the Related Items in the Statement of Assets and Liabilities on Behalf of the Territory**

Total Cash and Cash Equivalents Disclosed on the Statement of Assets

**2018**

**$’000**

**2017**

**$’000**

and Liabilities on Behalf of the Territory 102 41

**Cash and Cash Equivalents at the End of the Reporting Period as**

**Recorded in the Cash Flow Statement on Behalf of the Territory 102 41**

1. **Reconciliation of the Operating (Deficit) to Net Cash Inflows/(Outflows) from Operating Activities**

|  |  |  |
| --- | --- | --- |
| Operating (Deficit) | (583) | (911) |
| **Add/(Less) Non-Cash Items** |  |  |
| Depreciation of Property, Plant and Equipment | 535 | 760 |
| **Cash Before Changes in Operating Assets and Liabilities** | **(48)** | **(151)** |
| **Changes in Operating Assets and Liabilities** |  |  |
| (Increase)/Decrease in Receivables | (2) | 35 |
| (Decrease)/Increase in Payables | (14) | 53 |
| Increase/(Decrease) in Employee Benefits | 94 (135) | |
| **Net Changes in Operating Assets and Liabilities** | **78 (47)** | |
| **Net Cash Inflows/(Outflows) from Operating Activities** | **30 (198)** | |
| **NOTE 34. 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 has the ability to request additional appropriation (Payment for Expenses on Behalf of the Territory) in order to meet its Territorial payables. This ensures the Office has enough liquidity to meet is emerging financial liabilities.

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

###### NOTE 35. BUDGETARY REPORTING – TERRITORIAL

*Significant Judgements and Estimates – Budgetary Reporting*

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Statement of Income and Expenses on Behalf of The Territory Line**  **Items** | **Actual 2017-18**  **$’000** | **Original Budget** 1  **2017-18**  **$’000** | **Variance**  **$’000** | **Variance**  **%** | **Variance Explanation** |
| Payment for Expenses on Behalf of the Territory  Employee Expenses | 9,027  8,083 | 9,923  9,170 | (896)  (1,087) | (9.0)  (12.0) | Expenses on Behalf of the Territory were lower than budgeted because non-Executive members did not spend their full staff salary allocations and there were fewer leave payouts made. |
| **Statement of Assets and Liabilities on Behalf of The Territory Line Items** |  |  |  |  |  |
| Cash and Cash Equivalents | 102 | 436 | (334) | (76.6) | The budget assumed that capital works payments would be made early in the new financial year and that cash would be required before the budget was passed. |
| Property, Plant and Equipment  Asset Revaluation Surplus | 28,749  12,918 | 32,670  18,208 | (3,911)  (5,291) | (12.0)  (29.1) | The write-down in the Assembly building at 30 June 2017 was not anticipated when the Budget was prepared. |
| Payables | 101 | 39 | 62 | 159.0 | Payables were higher than budget due to a capital works payment being outstanding and members employing several consultants in June 2018. |
| Employee benefits | 431 | 815 | (384) | (47.1) | Employee benefits were less than budget as recent staff recruited to Members offices have been at lower classifications and part-time resulting in less leave entitlements being  incurred. |

1 Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2017-18 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

###### NOTE 35. BUDGETARY REPORTING – TERRITORIAL – CONTINUED

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cash Flow Statement on Behalf of the Territory Line Items** | **Actual 2017-18**  **$’000** | **Original Budget** 1  **2017-18**  **$’000** | **Variance**  **$’000** | **Variance**  **%** | **Variance Explanation** |
| Cash from Government for Expenses on Behalf of the Territory  Employee Expenses | 9,027  8,017 | 9,923  9,229 | (896)  (1,212) | (9.0)  (13.1) | See explanation on Statement of Income and Expenses on Behalf of the Territory. |
| Superannuation | 930 | 588 | 342 | 58.2 | The budget assumed a certain mix of defined benefit members and freedom of choice members. The actual result was significantly different resulting in a higher than budget outcome. |
| Payments for Property, Plant and Equipment  Capital Injections | 753  784 | 144  144 | 609  640 | 422.9  444.4 | Payments for property, plant and equipment and capital injections were higher than budget due to the carryover of $250k of Better Infrastructure Funding and the receipt of $390k for the first phase of double glazing the Assembly building windows. |

1 Original Budget refers to the amounts presented to the Legislative Assembly in the original budgeted financial statements in respect of the reporting period (2017-18 Budget Statements). These amounts have not been adjusted to reflect supplementary appropriation or appropriation instruments.

###### APPENDIX A – IMPACT OF ACCOUNTING STANDARDS ISSUED BUT YET TO BE APPLIED

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

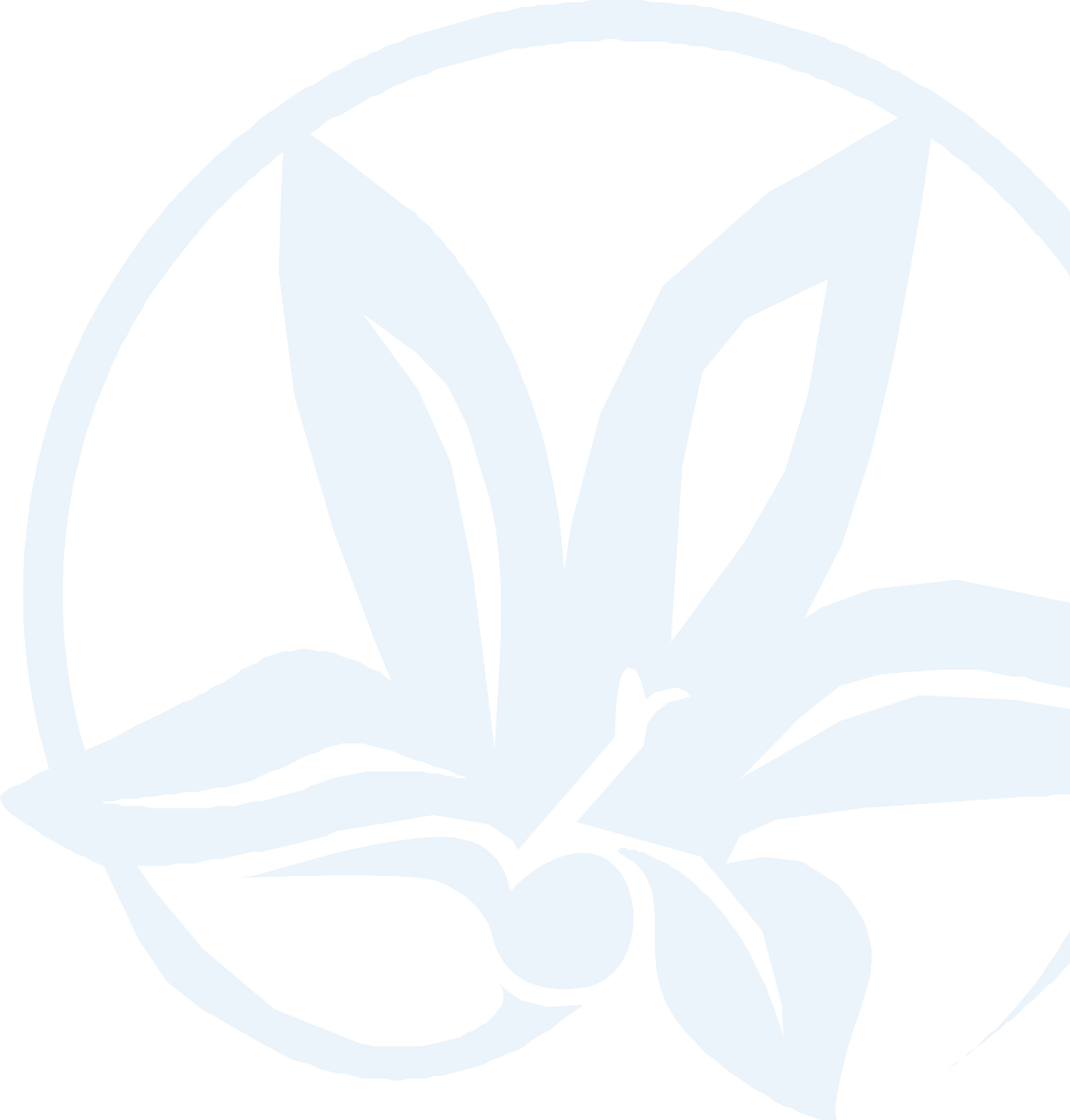
* + AASB 16 Leases (application date 1 January 2019)

AASB 16 is the new standard for leases. It introduces a single lessee accounting model and requires a lessee to recognise assets and liabilities for all leases with a term of more than 12 months, unless the underlying asset value is low.

This will result in the Office recognising its rental accommodation operating lease for the North Building as an asset alongside the associated liability, rather than accounting for this as operating lease expenditure. The right-of-use asset will initially be recognised at cost and will give rise to a depreciation expense. The lease liability will initially be recognised as the present value of the lease payments during the term of the lease. Lease payments made will reduce this liability over time and also result in an interest expense.

The Office will make a detailed assessment of the impact over the next 12 months.

150 OFFICE OF THE LEGISLATIVE ASSEMBLY **ANNUAL REPORT** 2017–2018





OFFICE OF THE LEGISLATIVE ASSEMBLY 2017–2018

ANNUAL REPORT

152 OFFICE OF THE LEGISLATIVE ASSEMBLY **ANNUAL REPORT** 2017–2018