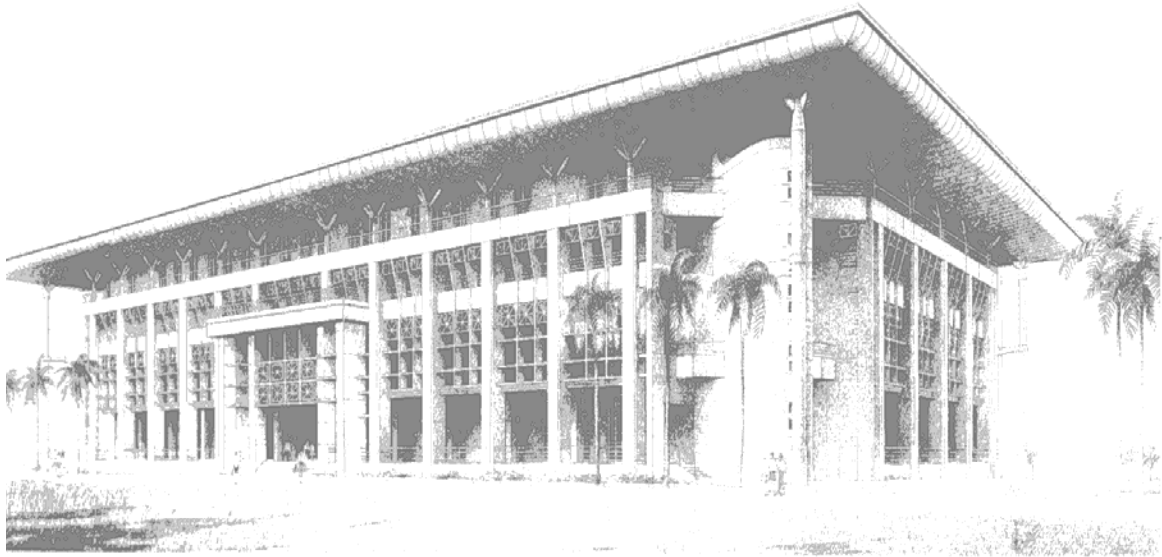




DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



Annual Report 2007-08

Table of Contents

THE AGENCY	4
LEGISLATION.....	5
CLERK'S REVIEW - HIGHLIGHTS AND FUTURE PRIORITIES.....	6
CORPORATE GOVERNANCE.....	13
ORGANISATION STRUCTURE BY OUTPUT GROUPS	17
COMPARATIVE STAFFING ESTABLISHMENT 2007 & 2008	18
HUMAN RESOURCES	19
UNIT REPORTS.....	22
CHAMBER SERVICES	22
PARLIAMENTARY SERVICES	28
SECURITY SERVICES.....	30
PARLIAMENTARY RELATIONS AND EDUCATION UNIT.....	34
BUILDING MANAGEMENT (TECHNICAL SERVICES UNIT).....	38
PARLIAMENTARY COMMITTEES	41
OFFICE OF THE STATEHOOD STEERING COMMITTEE.....	44



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

GPO Box 3721, Darwin NT 0801 Australia

The Honourable Jane Aagaard MLA
Speaker of the Legislative Assembly
Parliament House
DARWIN NT 0800

Dear Madam Speaker,

In accordance with the provisions of section 28 of the *Public Sector Employment and Management Act*, I am pleased to submit this annual report of the Department of the Legislative Assembly for the year ended 30 June 2008.

In respect of my duties as the department's Accountable Officer pursuant to section 13 of the *Financial Management Act*, I advise that, to the best of my knowledge and belief, the system of internal control provides reasonable assurance that, at 30 June 2008:

- (a) proper records of all transactions affecting the agency are kept and the employees under my control observe the provisions of the *Financial Management Act*, Regulations and the Treasurer's Directions; and
- (b) procedures within the agency afford proper control over expenditure, receipts and public property and a current description of such procedures is recorded in the Accounting and Property Manual prepared in accordance with the requirements of the *Financial Management Act*.

I am not aware of any fraud, malpractice, material breach of legislation or delegation, or major error in or omission from the accounts and records of the agency.

The Chief Executive Officer of the Department of Corporate and Information Services (DCIS) has advised me that, to the best of his knowledge and belief, proper records are kept of transactions undertaken by DCIS on behalf of this agency, and that the employees under his control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and the Treasurer's Directions.

Further, the Chief Executive Officer of DCIS has advised that financial statements prepared by DCIS and included in this annual report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions Part 2 Section 5 and Part 2 Section 6 where appropriate.

All Employment Instructions issued by the Commissioner for Public Employment have been satisfied in the reporting year and an accurate account of the agency's compliance is contained in this report.

Yours sincerely,

IAN McNEILL
Clerk of the Legislative Assembly

September 2008



THE AGENCY

In 1978, the *Northern Territory (Self-Government) Act* established the Legislative Assembly as a unicameral Parliament. The Department of the Legislative Assembly was established in 1980 to provide a wide range of services to Assembly Members and other clients.

Services

An increasing number of client services previously provided directly by the Department are now provided by outside agencies, however the Department has the overall responsibility to monitor and manage those services.

For example, some financial and human resource management services are provided by the Department of Corporate and Information Services (DCIS), while information management services are purchased from private sector providers.

However, the Department has a major role to ensure that the services provided to its clients are of a high standard and meet the clients' specific demands and requirements.

The Department's key result areas are:

- Chamber and Committee Support
- Building Management
- Members' and Client Services
- Parliamentary Awareness, Knowledge and Relationships.

Operating environment

The department's major clients are the 25 elected Members of the Legislative Assembly. Irrespective of their status as government, opposition or independent, elected Members have two broad roles:

- to represent their constituents generally; and
- to participate in the parliamentary process.

The nature of the work of elected Members, and of the Parliament as a whole, is one that attracts significant attention and scrutiny, and the involvement of diverse groups and interests outside the department itself. Therefore, while the department is strongly focused on supporting Members, and their staff, in their two broad roles, it must also serve the interests of diverse external clients. These include:

- other Parliamentary Jurisdictions;
- other NT Government agencies;
- general public;
- students;
- the media; and
- the Commonwealth Parliamentary Association



Legislation

The Department administers the following legislation:

Legislative Assembly Members (Miscellaneous Provisions) Act;

Legislative Assembly Members' Superannuation Contributions Act

Legislative Assembly Members' Superannuation Fund Act;

Legislative Assembly (Powers and Privileges) Act;

Legislative Assembly (Register of Members' Interests) Act;

Legislative Assembly (Security) Act



Clerk's Review - Highlights and Future Priorities

Introduction

The third full year of the 10th Assembly concluded satisfactorily in respect of our primary role in supporting the functioning of the Assembly and its Committees and provided the Department with a range of administrative and procedural challenges.

Overall, the Department continues to meet its core business objectives in supporting the Members of the Legislative Assembly and the Parliamentary Committees and their role as a democratic representative legislative body.

In meeting these objectives, in what is an often unpredictable parliamentary environment, the Department is required to interact with other agencies to achieve its administrative outcomes and levels of service delivery. The support and professional advice of these agencies is acknowledged and includes The Department of Corporate and Information Services (DCIS), the Office of the Commissioner for Public Employment, the Department of Justice with specific mention of the Solicitor for the Northern Territory, the Department of Planning and Infrastructure and the Department of the Chief Minister.

During the reporting period the cooperation of these agencies has been pivotal in ensuring that appropriate levels of advice, support and service delivery is achieved in a timely manner and in the conduct of parliamentary operations.

Advice

The primary output of the Office of the Clerk is support for and advice on the proceedings and processes of the Assembly.

Oral and written advice to Members ranges from immediate support and advice to the Speaker, Ministers, Shadow Ministers and Members during proceedings to detailed written advice.

As well as practical advice on the daily conduct of the Assembly business and the requirements of the Standing and Sessional Orders subjects of advice included privilege matters, the application of the law and practice of the Assembly, procedural options for conduct of business, censure motions, parliamentary behaviour and language and requirements for the registration of Members' interests.

Informal feedback from the Speaker and Members indicated a general level of satisfaction with these services.

Targets and Achievements 2007-08

Procedural, Chamber and Committee Support

The Department set itself a number of targets for the 2007-08 year and these formed the basis of the Clerk's Performance Management Agreement.

Significant advances were achieved in Procedural, Chamber and Committee Support especially in parliamentary procedure and practice. Employees of the Department are



encouraged to regard themselves as Parliamentary Officers even though much of their day to day work is of a standard public sector administrative nature.

Exposure to the parliamentary environment is enhanced through a series of pre- and post sittings briefings chaired by the Clerk for all interested officers including staff of the NT Library. Further, senior Committee Secretariat officers undertook the duties of Clerks-at-the-Table in the Assembly during parliamentary sittings as part of their personal and professional development.

Regular liaison with other Australian jurisdictions was enhanced with the placement of a departmental officer from the Committee Secretariat, Dr Brian Lloyd, with the Commonwealth Parliament. During the period 23 June to 28 November 2008, Dr Lloyd will be working as a Senior Research Officer as part of the secretariat of Climate Change, Department of Primary Industries and Infrastructure. The placement will enable him to broaden his experience and return to the Northern Territory with enhanced skills and a better understanding of the work of committees and their interaction with government.

In January 2008, the Deputy Clerk, David Horton, and Ms Robyn Smith, Committee Secretariat, attended the ANZACATT 2008 Professional Development Seminar in Hobart. The seminar comprised a wide range of workshops and plenary sessions under the headings-

- Focus on Parliamentary Management;
- The impact of technology; and
- Member services.

Significant progress also has been made in the development of effective support and resource management framework for Assembly Committees. The Deputy Clerk has assumed a management role in the monitoring of committee operations to enable improved reporting to the Speaker. There now is regular reporting of Committee programs and budget on a quarterly basis with ad hoc reports provided as required.

Another area of focus was the development of alternative methodologies for the workings/operations of Committees having regard for the specific Northern Territory environment such as limited Committee membership, remoteness and accessibility to remote areas and indigenous population. Alternative consultation methods undertaken include open forums associated with public hearings, attending conferences to seek expert input to deliberations and running a workshop for young people.

The review and revision of the Standing Orders relating to Committees has been completed and approved. Further review of other sections of the Standing Orders will continue during 2008-09.

The Department has continued to provide management and administrative support to the Statehood Steering Committee. January 2008 saw the departure interstate of Michael Tatham who has been the Executive Officer to the Committee since its inception. However, the Committee has been fortunate in the recruitment of a most capable replacement in Ms Carolynne James who commenced duty in June 2008.

There has been a continual development and enhancement of a program for the production and publication of Northern Territory parliamentary procedure and practice documents including a Committee Office Manual. This is complemented by an education and information program involving Ministers and other Government agencies.



2007-08 has seen ongoing review of the Hansard and Table Office operations with an emphasis on document production and information and archiving services provided by the chamber Support Group. Resultant publications include:

- A Hansard Procedure Manual;
- Manual of Duties and Responsibilities for the Hansard Clerk;
- Written Question Papers – Instructions for creating and maintaining;
- Instructions for loading documents on to Lotus Notes;
- FTR Recording Procedures; and
- Hansard system Operation – Procedure Statement.

A program of continual upgrading of the sound and vision systems in the Chamber is aimed at providing the highest quality sound facilities in the Chamber and the advancement of direct “live” broadcasting options including the audio web broadcast of Assembly proceedings. An additional benefit is the provision of video conferencing facilities installed in the Litchfield Room.

The Office of the Clerk has undertaken the dual task of cataloguing a range of reference documents from Presiding Officers and Clerks Conferences and library references as well as legal opinions received in the Office of the Clerk and advices/opinions provided to the Speaker and Members.

In conjunction with the Parliamentary Library Service the biographical database on Members and Former Members has been further developed with the view to producing a handbook capable of being easily maintained and updated.

Corporate Planning and Management

A number of reviews have been conducted during the reporting period including service levels and appropriate agreement arrangements with other NT Government agencies and specifically in relation to Information Technology, human resource management and development, property management and library services.

A review of existing and proposed legislation relating to issues in respect of security (including the Criminal Code), a Parliamentary Service, the Broadcasting of Proceedings and Parliamentary Appropriations has been completed.

The Department’s Strategic Plan for 2007-10 has been drafted and an Implementation Plan will be developed in conjunction with the Clerk’s 2008-09 Performance Agreement. The successful drafting of the Strategic Plan was achieved through a series of externally facilitated workshops involving employees at all levels and several focus groups.

Integral to the successful implementation of the Strategic Plan is development and management of a program of reporting to the Speaker so that she is advised of and endorses all departmental operations

A major project undertaken by the Department was to enhance State Square security coordination and through the State Square Security Committee seek to improve inter-agency communication, information sharing and inter-operability of resident agencies.

At its May 2008 meeting, the Committee tasked the Director of Security with drafting and circulating revised Terms of Reference to be endorsed at its next meeting scheduled for early 2008-09. It is expected that the new TOR will reflect recommendations and issues described in the report to the Committee by security consultants GHD in 2006.



Building Management

The most significant issue confronting the Department during 2007-08 was the Parliament House ICT cabling project to carry out a major upgrade of the building's cabling infrastructure. A program of regular information meetings involving representatives from the Department, the project consultants, Irwinconsult, DCIS and DPI was implemented.

The project required a high level of coordination and management particularly with regard to the relocation of Ministers, their staff, departmental staff and staff of other agencies resident in the Parliament House building. The Chan Building was used as temporary office accommodation for departmental units of operations whilst Ministers and their staff were relocated within Parliament House as and when their offices were being re-cabled.

The cooperation of Members, Ministers, staff and employees of the contractors was essential to ensure the project progressed with a minimum of disruption and discomfort. That this was the case is testament to the cooperation of all involved.

Energy management is looming as a vital part of the Department's operations especially as the Parliament House building is the Territory's premier public building and has the capacity, if not controlled, to be inefficient in its use of power resources. Accordingly, there was a determined focus on the continued development and management of energy use reporting systems. This, coupled with regular monitoring of efficiencies effected by the redesign of the building's cooling towers should enable the Department to reduce greenhouse emissions in line with Government policy.

The Building Management Unit will continue to monitor Federal and Northern Territory Government programs relating to Climate Change, Energy Management and the Greenhouse Challenge.

Parliamentary Relations and Education

The Parliamentary Relations and Education Unit continues to promote awareness of the parliamentary system through a range of educational and information programs both within the Parliamentary precincts and out in the community.

The Outreach Program was extended to the Tiwi Islands and the Katherine Region, including remote localities, with visits by the parliamentary Education staff and the Speaker.

An important development in providing parliamentary and electoral education and awareness program to the public is the development of a partnership with the Northern Territory Electoral Commission. The Commission has a responsibility under the *Electoral Act 2004* (Part 14 Section 309d) to "promote public awareness of matters relating to elections and the Legislative Assembly by conducting education and information programs

The Statehood Steering Committee has been in negotiations with the Commission regarding the co-location of displays in shopping centres and throughout the annual show circuit. For proposals would see the development of collaborative relationships between the Department, the Statehood Steering Committee and the NT and Australian Electoral Commissions.

There was a notable expansion of relationships with foreign parliaments. The Department has established a 'twinning' arrangement with the Parliament of Niue in the



Southern Pacific under the auspices of the CPA and commenced a dialogue with the Parliament of Timor-Leste through the President His Excellency Jose Ramos Horta.

The relationship with Nuie will be based on the philosophy that in order to increase its effectiveness the Parliament would draw on its own culture and that Northern Territory assistance would be designed to build an existing attributes.

Members and Electorate Services

Security at electorate offices has been a high priority for Members, their staff and the Department. Breaches of security in previous years have highlighted the fact that Members and Electorate Officers can be vulnerable to the actions of disgruntled constituents and require sufficient security measures in place without totally isolating their from the electorate.

The House Committee endorsed the Terms of Reference and review program for the conduct of protective security reviews at all electorate offices. This program, carried out by the Director of Security, commenced in May and is scheduled to be finalised by October 2008.

Complementary to this program was an audit of electorate office security measures conducted by the OH&S Unit of DCIS at the end of 2007.

Service Delivery

The level of satisfaction with services provided to its clients by the Department has been assessed through a series of surveys. Responses in the returned survey questionnaires have been analysed and appropriate Action Plans have been developed to address any issues raised.

Other useful methods of obtaining feedback from clients include Electorate Officer seminars, information forums/workshops and informal contact between clients and staff.

One platform of information exchange that has been removed is the Information Management Advisory committee (IMAC). The intermittent participation of Committee members, largely due to non-availability, resulted in the Speaker agreeing to disband the Committee with ICT issues becoming a sub-set of House Committee meetings.

Financial and Human Resources Management

Significant improvement in financial reporting has been a highlight of the 2007-08 year. The development of a financial management framework in conjunction with a Strategic Financial Management Plan has enabled the Department to meet its responsibilities relating to financial management.

Monthly budget, expenditure and revenue reports are made available electronically to the Executive and Unit Heads in a shared directory, and comprehensive reports provided to the Speaker.

The Human Resource Manager was tasked with reviewing and, as required, revising a range of department HR policy and procedure documents to ensure currency and validity. All such documents are made available to staff on the Department intranet website.



A further development in the review of the terms and conditions of employment for Electorate Officers was the re-classification of the generic position from AO4 to AO5. The new classification was approved by the Speaker and, with the endorsement of the Commissioner for Public Employment, revised terms and conditions of employment were implemented at the commencement of the 2008-09 financial year.

The Department's Occupational Health and Safety Committee was re-established and included delegates from Worksafe and DCIS as advisory members. The most significant outcome of the Committee in its early stages was the development of an OH&S Strategic Plan which has been endorsed by appropriate DCIS OH&S practitioners.

To address staff concerns relating to such matters as organisational culture, staff morale and job satisfaction monthly staff forums were convened and well attended. Chairing of the forums was shared by each unit of operation by roster and provided staff a platform to have their concerns listened to and, as necessary, addressed. It also provided them with a meeting place at which they could freely exchange information of both a business and social nature.

Future priorities and issues

Following the conclusion of an agreed *Legislative Assembly Strategic Plan 2007-2010*, the following summary of key items and objectives is extracted from the *Performance Agreement* for the Clerk of the Legislative Assembly with the Speaker for 2008-2009:

- To ensure that the Legislative Assembly has a workforce with the capabilities to meet future challenges;
- That activity within the Legislative Assembly is based on good governance, accountability and transparency;
- Develop and publish comprehensive materials including the revision of the standing orders, procedural databases and draft legislation
- To promote awareness of and engage participation in Parliamentary processes; and
- To ensure the infrastructure assets and physical environments maintained by the Legislative Assembly are optimised and sustained.

These objectives will provide a framework of reference for a review of the organisation and structure of the Department with a specific focus on staff development.

During 2008/2009 the following matters will also present a range of challenges for Officers of the Legislative Assembly in a continuing environment of financial restraint and economy.

- A review of capacity and performance following the completion of the ICT Cabling Project, security systems upgrade and related works undertaken by the Department of Infrastructure and Planning.
- Further development of the Strategic Asset Management Plan for the Parliament House building.



- A review of the framework for the administration of the Remuneration Tribunal Determinations and Administrative Arrangements.
- Further development of the Member's survey on client satisfaction.
- Further development of an Energy Management Plan for the Department.
- A review of the operation of the Occupational Health and Safety and Work Place Safety Committee and its reporting procedures and obligations under the new Workplace Health and Safety legislation.
- A review of the Audit Committee operations.
- The continuation of the security audit of electorate offices.
- A review of relationships with the Northern Territory Library, in particular focusing on parliamentary library services to Members.
- The further development of outreach programs for Territory students by the Parliamentary Relations and Education Unit involving the Statehood program and extending this work to include adult Territorians and the development of cooperative partnerships between the Parliamentary Relations and Education Unit and Charles Darwin University, the Statehood Steering Committee and the Electoral Commission.
- The continued development of procedural information resources including manuals for Hansard and Committee Units together with computer based information and retrieval systems as an aid to procedural training. This project will form the basis of the Department's work in promoting public knowledge and awareness of the parliamentary process and the role of the Assembly and its committees. This is an issue which has been enthusiastically supported by the Speaker.
- The complementary development of a coordinated publications program and website management plan.
- Continuation of professional development programs including involvement with ANZACATT, ASPG, APSA, AIM, IPAA, CPA and the Society-of-Clerks and AHRI.

Acknowledgement

It is appropriate for me to note that Assembly officers are highly dedicated and include a larger and higher quality output than ever before. For that I am grateful and I record my high regard for their valued services.



Corporate Governance

The Agency's strategic direction and priorities are set out in the Strategic Plan 2007-10, developed at a workshop facilitated by an external consultant and attended by staff across the agency.

The outcomes and outputs for the agency are outlined in Budget Paper No. 3. The outputs and performance measures form the basis for reporting to Treasury in terms of quantity, quality and cost.

The agency continues to produce a Portfolio Budget Statement (PBS) each financial year, which provides performance information down to sub-output level and is a key resource for information required for the Annual Report. The PBS is sent to all Members prior to the Estimates Committee hearings and provides valuable information for assessing the agency's performance against its objectives and financial allocation.

The objectives set down in the Clerk's performance agreement form the link between the Strategic Plan and Unit Business Plans. These objectives are reported against on a quarterly basis.

Management Board

The Department's Management Board comprises the Executive and Unit Heads and meets on a regular basis either at:

Weekly Planning Meetings

A weekly meeting is held to review the past week's activities and to identify key tasks and issues for the ensuing week. These meetings in a small agency serving the parliament are a valuable means of ensuring that management and planning issues are coordinated effectively. The meetings also provide a regular platform for the exchange of information between Unit Heads on the full range of departmental operations.

Management Board meetings

Ad hoc meetings of the Management Board are held to discuss major policy and strategic developments, updating of progress against business plans and specific higher level management issues not addressed in the weekly meetings. The meetings frequently include a guest speaker to address the Board on significant issues that impact on whole of Government operations.

Audit

Audit Committee

The Agency's Audit Committee met formally on three occasions during the reporting period, meeting the requirements of its Charter. The Committee also convened as a whole or in part on an ad hoc basis to deal with specific issues.



Once again, the Committee Chairman wishes to acknowledge the contribution of Mr Bruce West, Risk Management Services, Department of the Chief Minister. Mr West's advice and guidance has been of great value to the Committee for both general meetings and those external from the Committee.

Audit of Members' Travel and Mobile/Satellite Telephone Entitlements

Clauses 5.1 to 5.3 of the Administrative Arrangements prescribe accountability requirements in respect of Member travel as follows:

- 5.1 Government expense for Member travel, and for associated Travelling Allowance or expenses reimbursement, may not be incurred unless accountability requirements and procedures established by the Accountable Officer, including certification that conditions set out in this Determination are met, are followed.
- 5.2 Where Government expense has been incurred for Member travel as well as for Travelling Allowance or expenses reimbursement, the Member must confirm the application of such expense under procedures established by the Accountable Officer. Where a Member is paid Travelling Allowance at a Capital City rate in Schedule 1 the Member must specifically confirm that the relevant overnight stays were in the Capital City concerned.
- 5.3 The Speaker shall table an "Annual Schedule of Member travel at Government expense" during the first Sittings of the Assembly each year. For each occasion of Member travel, including travel using frequent flier points under sub-clause 3.11, this Schedule is to contain the following particulars:
 - (a) the name and home base of the respective Member;
 - (b) the subclause of this Determination covering the entitlement to travel;
 - (c) the primary purpose of the travel;
 - (d) a brief form itinerary;
 - (e) the dates of the travel;
 - (f) the category of accompanying person (if any);
 - (g) the number of overnight stays Travelling Allowance or expenses reimbursement paid;
 - (h) Government expense incurred.

To ensure compliance with the Administrative Arrangements and to ensure that Members' entitlements have been administered in accordance with statutory requirements, an audit of Member travel for the 2007 year was arranged, undertaken by Stanton International Pty. Ltd.

The overall objective of the review was to determine whether Member travel was undertaken in accordance with the Administrative Arrangements (AA) and the relevant Remuneration Tribunal Determination (RTD), and whether the *Annual Schedule of*



Member travel at Government Expense prepared by the Department of the Legislative Assembly provided a complete and accurate representation of travel entitlements utilised during the period 1 January 2007 to 31 December 2007.

The specific objectives of the audit were to:

1. Determine whether travel entitlements utilised by Members during the period 1 January 2007 to 31 December 2007 were in accordance with relevant Remuneration Tribunal Determinations;
2. Determine whether the 'Annual Schedule of Member Travel at Government Expense' prepared by the Department of the Legislative Assembly provides a complete and accurate representation of travel entitlements utilised during the period 1 January 2007 to 31 December 2007;
3. Determine whether the format and content of the "Annual Schedule of Members' Travel at Government Expense" reflects the requirement outlined in the Remuneration Tribunal Determinations;
4. Report to the Department of the Legislative Assembly on any procedural or control matters noted during the audit that need to be addressed, together with information about any errors that need to be rectified before the Schedule is finalised;
5. Evaluate the adequacy and effectiveness of the annual reconciliation process between the Department of the Legislative Assembly and the Department of the Chief Minister, designed to ensure that there is no duplication of payments; and
6. Prepare a report expressing a formal opinion on Objective 1, for the purpose of being tabled in Parliament.

The audit reviewed all travel entitlements utilised by Members during the period 1 January 2007 – 31 December 2007 inclusive. During the audit the data contained in the draft schedule was compared to that held on the Members' Entitlements Travel System (METS) and to supporting documentation. METS was reviewed to ensure that all travel recorded on the system had been included in the schedule. The travel entitlements utilised in that period were checked against the Member entitlements specified in the relevant RTDs and associated Administrative Arrangements.

In their report to the Accountable Officer, the auditors stated that –

"It is our opinion that the travel entitlements utilised by Members during this period (1 January – 31 December 2007) were in accordance with the Remuneration Tribunal Determination No. 1 of 2006 and Remuneration Tribunal Determination No. 2 of 2007 and with the associated Administrative Arrangements, and that the Schedule provides a complete and accurate representation of such entitlements."

Schedule of payments for satellite phone and mobile telephones

Pursuant to clause 7.9(c) of the Administrative Arrangements, a schedule containing the respective totals of Government payments on behalf of each Member for satellite telephones and for mobile telephones during 2007 was prepared and subjected to an internal audit prior to tabling by the Speaker in the February 2008 Sitings.

Compliance with Part 9 of the Information Act

The agency complies with section 134(a) Part 9 of the *Information Act* in keeping full and accurate records of activities and operations through the electronic Tower Records

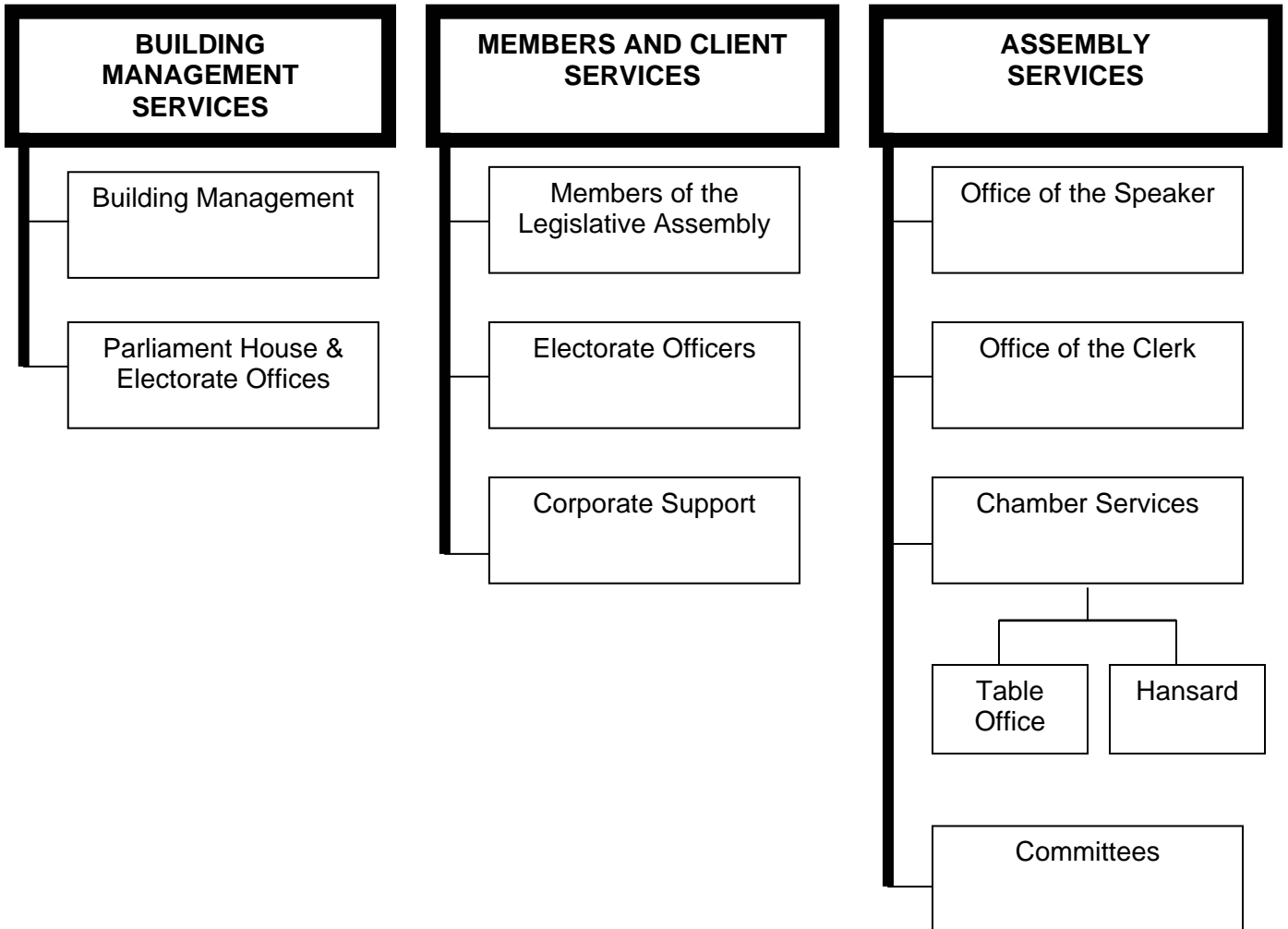


International Management (TRIM) system. All transfers and maintenance of hard copy files are undertaken through TRIM.

The agency has complied with section 134(b) of the Act by developing a records management policy, records management procedures for all staff as users of the system and record management procedures for Office Services staff as administrators of the system.



Organisation Structure by Output Groups





Comparative Staffing Establishment 2007 & 2008

	As at 30 June 2007	As at 30 June 2008
Executive Contract Officer 5	1.0	1.0
Executive Contract Officer 2	2.0	2.0
Executive Contract Officer 1	1.0	1.0
Executive Officer 1	1.0	2.0
Administrative Officer 8	4.0	4.0
Administrative Officer 7	4.0	4.0
Administrative Officer 6	5.0	5.0
Administrative Officer 5	5.0	6.0
Administrative Officer 4	9.0	9.0
Administrative Officer 3	5.0	4.0
Administrative Officer 2	3.5	3.5
Administrative Officer 1		
Trainee	1.0	1.0
Technical 6	1.0	
Technical 3	1.0	1.0
SUB TOTAL	43.5	43.5
Permanent Electorate Officers (Administrative Officer 5)	25.0	25.0
Part-time Liaison Officer (Stuart Electorate) (Administrative Officer 5)	0.3	0.3
TOTAL	68.8	68.8



Human Resources

Equal Employment Opportunity

This agency has an Equal Employment Opportunity Plan (EEOP) in place and has complied with its requirements. The EEOP is currently under review. The agency has an Indigenous Employment and Career Development Strategy (IECDS) in place.

The Strategy identified four key outcomes, namely:

- increase the number of indigenous employees within the agency;
- provide opportunities to indigenous staff to access training and career development activities;
- effective evaluation and reporting systems developed to assist in the implementation of the strategy;
- deliver services/undertake activities to facilitate effective communication with indigenous communities.

Strategies undertaken pursuant to the IECDS include the secondment of an indigenous employee in 2006-07 from the Indigenous Education Division of the Department of Employment Education and Training to work as a Community Engagement Officer with the Statehood Steering Committee. The key role of this officer has been to facilitate dialogue with indigenous communities in relation to the issues surrounding statehood for the Northern Territory. This contract has been extended for the 2008-09 year.

One indigenous employee was given temporary promotion in 06-07 for a period of 10 months to develop his skills in the parliamentary area, and has since won a permanent promotion in his own work area.

The Legislative Assembly Education program has highlighted the role of parliament with a range of schools throughout the community. Workshops have been conducted in remote communities to provide awareness and understanding of parliamentary democracy.

To enhance service delivery to indigenous clients, Morning Star Indigenous Inservices were engaged to deliver a half-day cross-cultural awareness session for agency staff in May 2008.

In addition the new Executive Officer to the Statehood Steering Committee was provided with one-on-one cross-cultural training, given the vital role of communicating effectively with indigenous people in the process of educating the community about Statehood issues. A half day session was held between the Executive Officer and the service provider to cover specific issues such as consultation, communication, and liaison with Indigenous elders and communities. A two-hour information session with the Office of Indigenous Affairs in the Department of the Chief Minister was also arranged in order to provide background information on developments related to indigenous issues across the Northern Territory.

Employee Development Framework

The Department's Strategic Human Resource Plan has as a key objective, 'Develop current staff's knowledge and skills to support current and future needs of the agency'. This objective is undertaken through learning needs being identified through the



Personal Development Plan (PDP) process, and training undertaken through external courses, formal study and informal sessions. These information sessions include Pre- and Post-Sittings Briefing Sessions which enable staff to gain an understanding of parliamentary protocol and procedure.

Management Training

Management training undertaken by staff during 2007-08 included one staff member undertaking the Public Sector Management Program (PSMP), one staff member undertaking the Australian Institute of Management program "Lean and Green", and another staff member undertaking a Bachelor of Business. Other management courses attended by staff included Financial Skills for Managers and Effective Supervision Skills for Managers, and Managing Multiple Projects.

Other Employee Development Activities

Staff in the department attended a range of training activities over 2007-08 to assist in their work performance. These included First Aid training; speech writing; improving writing skills; job evaluation; introduction to Publisher, Mediation Dispute Resolution; Introduction to Protective Security and Introduction to Security Risk Management.

Attendance at professional seminars and conferences include the Australian and New Zealand Association of Clerks at the Table; the Presiding Officers and Clerks Conference, the Australian Study of Parliament Group seminar and the Australasian Political Studies Association.

As in previous years the agency employed a trainee in June 2007 as part of the mid-year intake.

A major employee development activity during the course of the year was the continuation of staff forums. These forums are held monthly and are chaired and hosted by a different Work Unit on each occasion. The Forums provide the opportunity for staff to be briefed across a range of organisational issues and policy developments, as well as providing a forum for staff to exchange views across a range of topics.

The Pre- and Post-Sittings Briefings conducted by the Clerk and instigated a few years ago have continued throughout 2007-08 with a high uptake of staff interested in attending. These sessions enable staff who may not have a direct involvement in the sittings to gain a better understanding of parliamentary protocols and procedures, and to better understand the agency's core business.

Electorate Officer Development

The agency supports 25 Electorate Officers, including nine from remote localities (Alice Springs, Katherine, Nhulunbuy and Tennant Creek). An Electorate Officer training framework identifies training needs and provides a co-ordinated approach to ensure Electorate Officers are provided with appropriate and targeted training. Electorate Officers attended induction programs held in December 2007 and February 2008, along with induction programs on two occasions for new groups of Electorate Officers.

Electorate Officers also undertook a range of training seminars on a range of topics including First Aid, Speech Writing, Improving Writing Skills, Mediation/Dispute Resolution, and Managing Multiple Tasks. One Electorate Officer undertook an



Indigenous Women's Leadership course at Charles Darwin University. Another Electorate Officer commenced study at the tertiary level.

Occupational Health and Safety

The Department of the Legislative Assembly has an Occupational Health and Safety Committee that meets on a quarterly basis. The Committee comprises a core group including the Human Resource Manager, the Director Parliamentary Services, the Technical Services Manager and the Building Services Manager. In addition, representatives from the Office of the Clerk and other building occupants such as Office of the Chief Minister and the Northern Territory Library are invited to participate. The committee is responsible for reviewing and implementing policies and action plans to ensure the safety of staff and building users.

The process for reporting incidents and hazards has been reviewed by the OHS Committee. Guidelines have been established which explain the process to be followed if the employee is involved in an incident or if they identify a hazard. A register has been created which summarises OH&S reports and the status of each report is considered by the OH&S committee at its quarterly meeting.

Occupational Health and safety inspections of electorate offices in remote areas were completed in 2007-08 by the Department of Corporate and Information Services.

During August 2008 General Occupant Fire and Evacuation training was provided to Parliament House building occupants. Fire, Emergency Evacuation and Fire Extinguisher training was also provided to designated wardens. Multiple alarm activations during August and September provided training opportunities for staff and wardens, with building evacuation drills continuing to be scheduled every six months. Mail handling training for registry, administrative and security staff is programmed for November 2008 and powder safe units have been purchased to protect staff in the event chemical and/or biological agents are suspected or encountered during the mail handling process.



Unit Reports

Chamber Services

Unit Overview

The Chamber Services Unit, comprising the Table Office and Hansard, continued to provide support services to enable the Assembly to meet and transact its business in accordance with Standing Orders, statutory requirements and resolutions of the Assembly and services to provide and maintain an accurate record of business and debate conducted in the Assembly and Committees.

Unit Objectives

- Provide administrative and parliamentary procedural advice and support to the Speaker, Ministers and Members of the Legislative Assembly, associated Parliamentary committees, other government agencies, other parliamentary bodies both interstate and overseas, and the public.
- Provide a central contact point for parliamentary information to all the above clients. A core statutory requirement function of the unit is to maintain an historical record of the proceedings of Parliament by way of original papers comprising the archived Parliamentary Papers Series (tabled papers, reports and bills and original assented copies of Acts, and the official record of the parliamentary proceedings comprising the Daily Hansard, the Minutes of Proceedings and the Parliamentary Record).
- Provision of advice in relation to the proceedings of the House; to process correspondence and documentation relating to the Assembly; the production and secure retention of accurate Parliamentary Records; the production of the Daily Hansard, Question Papers, through to the Parliamentary Record; and Committee transcripts of evidence as required.
- Manage and maintain the parliamentary Internet and Intranet websites of the Parliament.

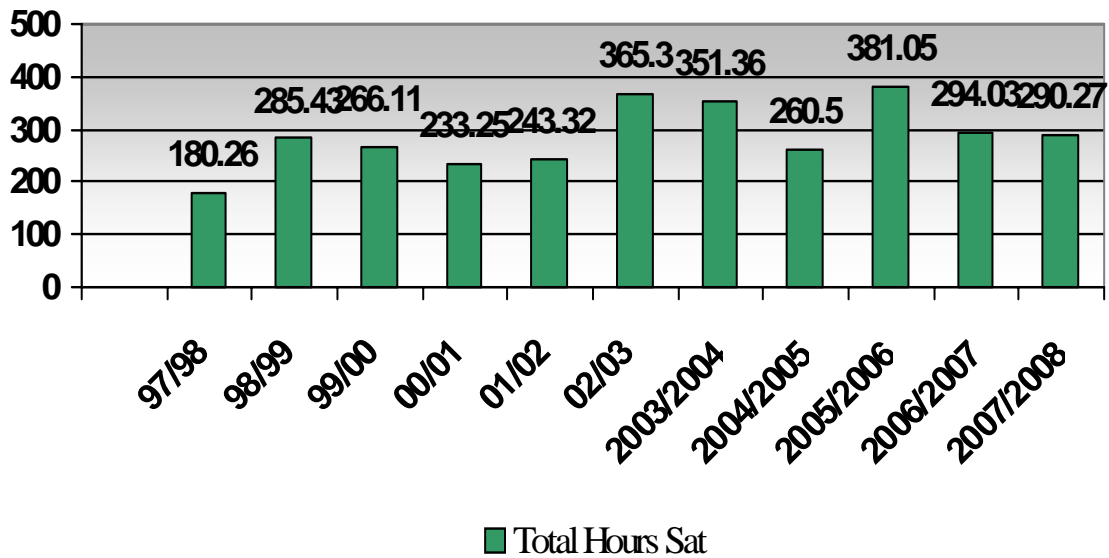
Key Achievements

Table Office

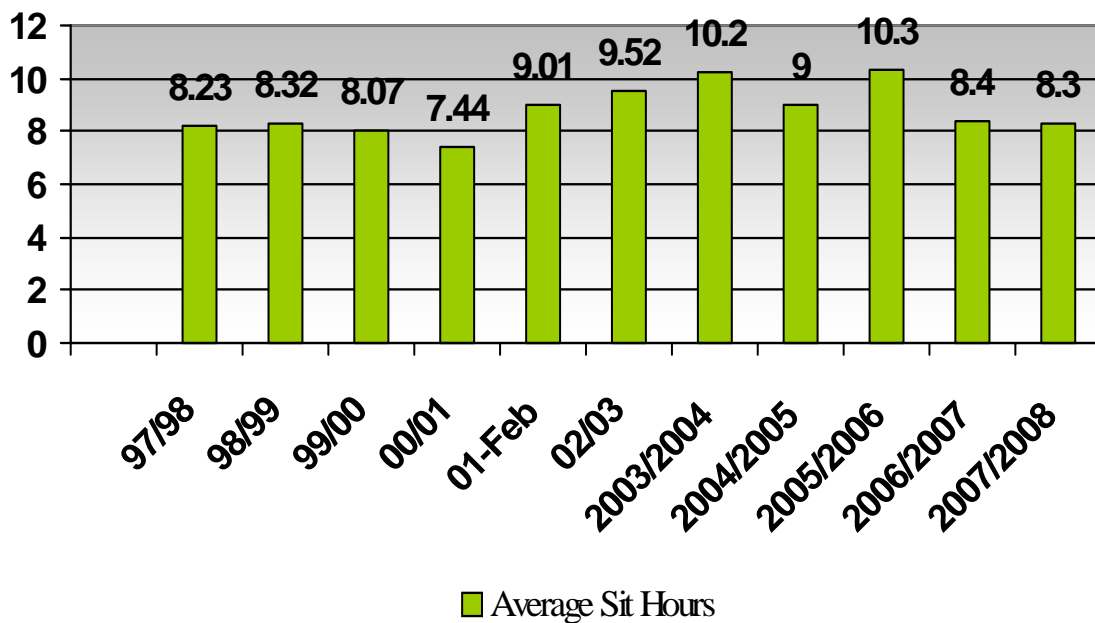
- A major function for the unit this year, besides the routine maintenance of the Department's Internet site, was undertaken by our webmaster to construct and develop the Department's Intranet site;
- Creation of indices for and binding Assent copies of Acts 2007; Parliamentary Record volumes 71, 72 and 73 and Printed Parliamentary Papers of 2007;
- The Parliamentary Record binding program is now completed to the end of the Ninth Assembly, May 2005.



Graph 1: Annual Sitting Hours: Eleven Year Comparison



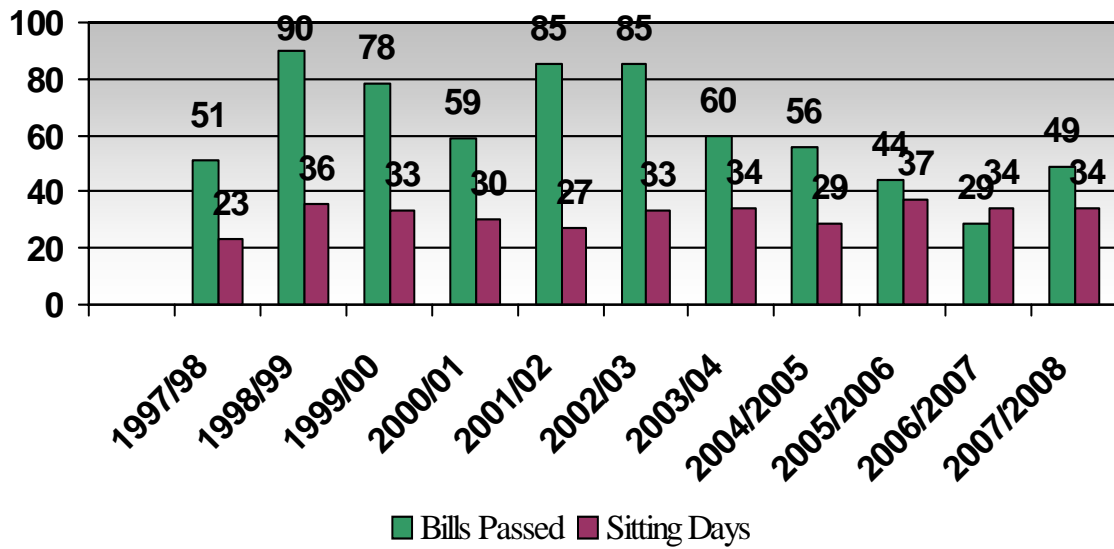
Graph 2: Average Sitting Hours per Sitting Day: Eleven Year Comparison



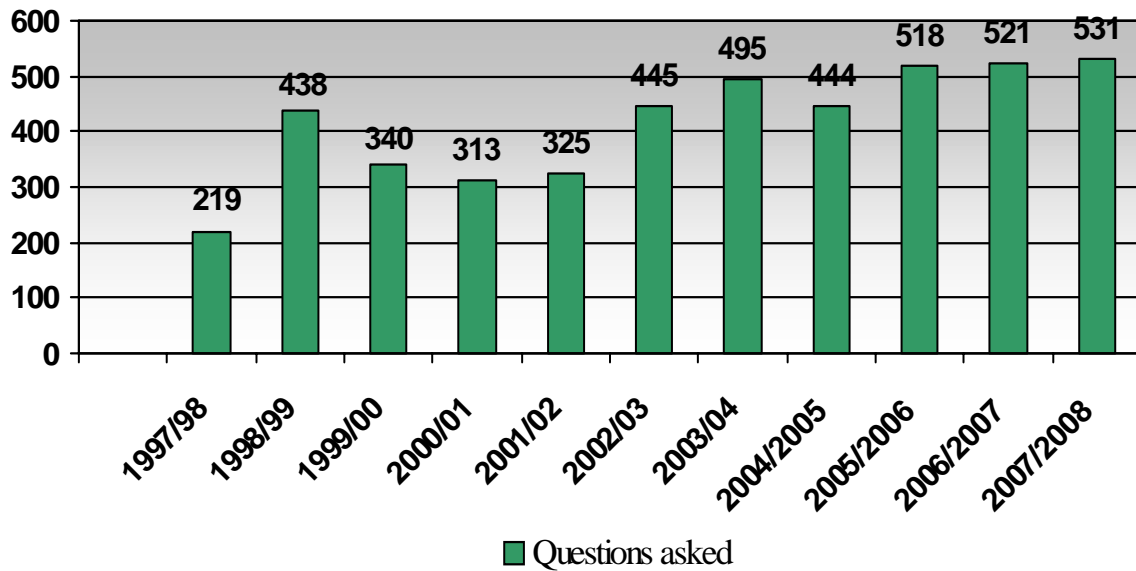
Sitting hours for this year are very similar to the previous year.



Graph 3: Bills Passed and Sitting Days: Eleven Year Comparison



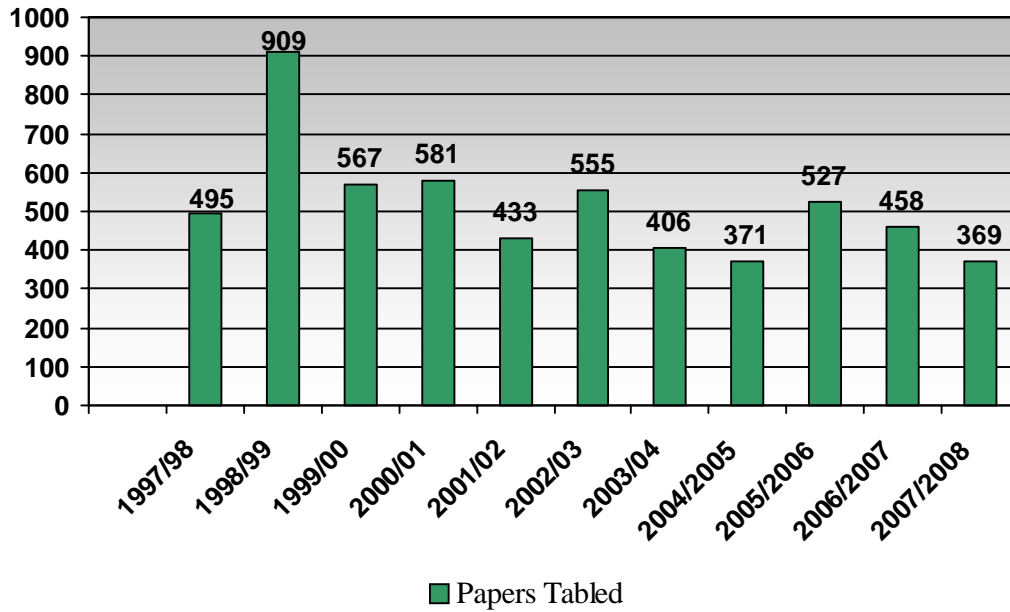
Graph 4: Questions Asked: Eleven Year Comparison



The Government has maintained its policy of attending to the brevity of their answers to questions at Question Time and the total questions for the year has maintained the average of the previous few years.



Graph 5: Papers Tabled: Eleven Year Comparison



Parliamentary Legislation Statistics

	Government	Opposition	Independent	Total
B/F 1 July 2007	6	3	1	10
Introduced	46	3	2	51
Discharged	-	-	-	-
Withdrawn	-	-	-	-
Negatived	-	2	3	5
Lapsed	-	2	-	2
Passed	49	-	-	49
Acts Assented to	49	-	-	49
C/F 30 June 2008	3	2	-	5



Other parliamentary business processed.

The following table summarises other parliamentary business processed.

Other Business	Total
Matters of Public Importance	2
Papers Tabled	369
Petitions Presented	14
Questions	531
Written Questions	18
Statements	21

Hansard

The performance target for production of the Daily *Hansard* is that the document is completed within three hours of the Assembly rising on each sitting day.

2005-06 Daily Hansard production times

< 1 hr of the Assembly rising	2
1-2 hrs of the Assembly rising	11
2-3 hrs of the Assembly rising	23
>3 hrs of the Assembly rising	2

2006-07 Daily Hansard production times

< 1 hr of the Assembly rising	2
1-2 hrs of the Assembly rising	29
2-3 hrs of the Assembly rising	3
>3 hrs of the Assembly rising	Nil

2007-08 Daily Hansard production times

< 1 hr of the Assembly rising	Nil
1-2 hrs of the Assembly rising	19
2-3 hrs of the Assembly rising	15
>3 hrs of the Assembly rising	Nil

These times represent completion of the *Daily Hansard* for sittings of the Assembly and Estimates and Government Owned Corporations Scrutiny Committee hearings, during the reporting period.



Commentary on Statistics

Sitting hours were similar to last financial year, down only 4 hours compared with last year. Our efficiency was down a bit on last year due to a new team of keyboarders and monitor starting in April - so the team was not up to speed for a few sittings. A New casual editor was in the process of being trained at the beginning of this calendar year so it was to be expected that there would be a output constraints. It is reflective of the effort put in by the whole team that Daily Hansard completion by editors did not exceed three hours on any occasion.

The *Parliamentary Record*, a fully edited, indexed and merged document of all parliamentary debate of each sitting day during each sittings period, was produced within four weeks of the rising of the Assembly after a two-week sitting period. The *Parliamentary Record* also contains Minutes of Proceedings, Questions Without Notice, Written Questions and associated indices.

Once the *Parliamentary Record* was completed, the *Daily Hansard* was replaced, both in hard copy and electronic form. Where a sitting period was of one week's duration, the *Parliamentary Record* was completed within two weeks of the Assembly's rising.

Future Priorities

Hansard has taken on one new casual editor in the February sittings 2008 and this has proved quite successful. With the temporary transfer of the Deputy Editor of Debates to the Committee Secretariat for an unknown period of time the Unit has endeavoured to fill this position with a casual editor. Since this has proved successful in the short term the Unit has been able to attain 2 more casual sub editors who are currently in training whilst assisting with the production of the Daily Hansard and further training will be able to be undertaken during the Parliamentary Record production.

Whilst this is working at the present time it is only a measure to see us through until more permanent action can be taken to fill the Deputy Editor's position. Casual employees are exactly that and the Unit could be exposed at very short notice with a lack of editorial capacity to carry out its core business.



Parliamentary Services

Unit overview

The Parliamentary Services Unit provides advice, services and support for Members, Electorate Officers and departmental staff. Its activities include:

- management of the payment of salaries and allowances through the DCIS salaries unit;
- processing and payment of Members' travel and associated entitlements;
- acquisition and maintenance of Members' vehicles;
- establishment, management and administration of electorate office premises, including security systems, furniture and equipment, Minor New Works and Repairs and Maintenance; information technology and telecommunication services for Parliament House and electorate offices;
- office services including supply of furniture, equipment, stationery and general supplies; and
- upkeep of accommodation and furniture, and provision of cleaning services in Parliament House.

The Unit also provides a full range of corporate services to the agency, Members and Electorate Officers, including human resource management and development, and financial management. The Unit manages Occupational Health and Safety and Equal Employment Opportunity programs within the agency; and manages the agency's records management systems.

Unit objective

The Unit's objective is to provide a high level of service to the Legislative Assembly to allow Members and staff to fulfil their parliamentary duties.

Key achievements

ICT Cabling Project

Implementation of the ICT cabling project and a phased relocation of the occupants of Parliament House for the different stages of the project was to be a key focus in the 2007-08 financial year. Over 300 staff were relocated to other premises and within Parliament House from December 2007 until mid year, with the project expected to be completed at the end of September 2008.

Induction

A major review of the Department's induction policy and program was undertaken in 2008, with a group of interested staff from across the Department taking part in the review. Further refinements may take place after feedback based on the new procedures.



Electorate Office security and safety

An occupational health and safety audit was undertaken in electorate offices in late 2007, and a review of security arrangements was commenced.

Speaker's Corner Café

Expressions of interest were sought for the running of the Speaker's Corner Café in Parliament House, with the contract let in February 2008. A focus of the new contract was the provision of good quality menus and catering for building occupants and members of the public.

Future Priorities

- ***Establishment of the new Fong Lim electorate office***

The change of electoral boundaries resulted in the abolition of the Millner electorate office and the creation of a new electorate of Fong Lim. A new electorate office to serve the constituents of the newly established electorate will be required.

- ***Electorate office security and safety***

Implementation of security and safety measures as part of the security review and the OH&S audit.

Review of OH&S procedures based on new legislation

A review of current structures and procedures will be undertaken to ensure compliance with the new Workplace Health and Safety Act.

Organisational review

A review of the organisation is planned to assess the current structure and roles, to ensure the most effective work interrelationships and to assist with succession planning into the future.

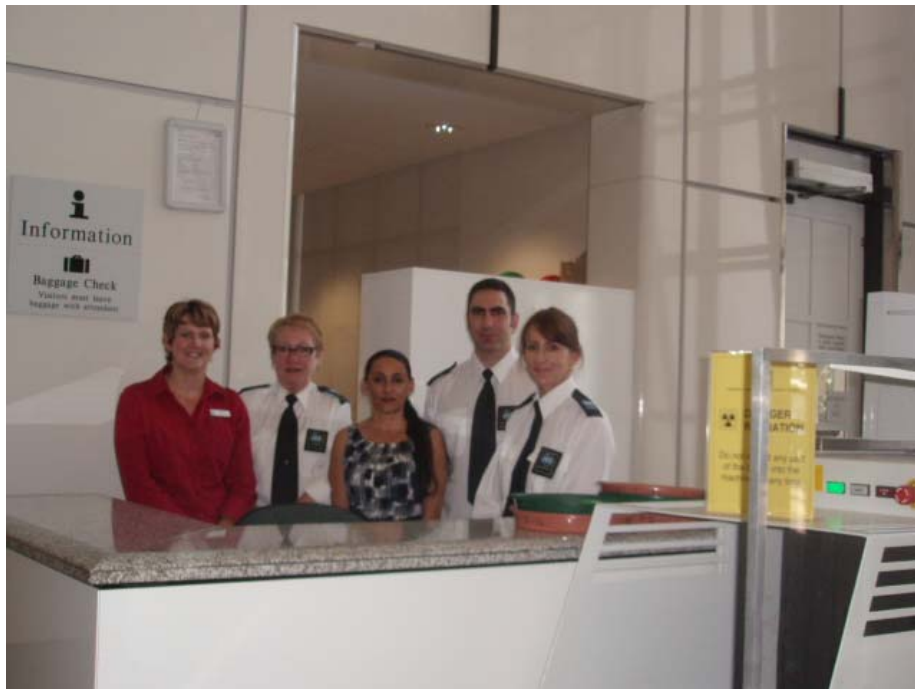


Security Services

Unit Overview

Events of the past few years have resulted in increased emphasis being placed on security management. The agency has maintained high priority and commitment to security by restructuring the organisation to create a dedicated Security Services Unit. The unit was formed utilising existing departmental resources and is headed by the Director of Security. The Director is supported by a Security Supervisor and contracted uniform security staff.

The Security Services Unit has assumed overall responsibility for security and emergency management functions and tasks previously administered by the agency's Parliamentary Services Unit.



The Director of Security (Samantha Day-Johnston) and Security Supervisor (Esther Pesti) with ISS Security officers (Vaughan, Miltos and Cathy) ensure that Parliament House is a safe environment.

Unit Objectives

The Security Services Unit coordinates and manages the security activities of the Department including:

- The delivery of security services to Parliament House;
- Preparation and implementation of security policy, practices and procedures;
- The provision of security advice to Members, electorate officers, staff and Parliament House building occupants;



- Liaison with security, law enforcement and intelligence agencies on security threats and measures;
- Provision of security education and awareness training; and
- The conduct of emergency management including provision of policy, procedures, training and response to incidents.



ISS Security officer, Cathy, tests the hand scanner on Spotless contract cleaner, Lodya, to ensure it's in good working order.

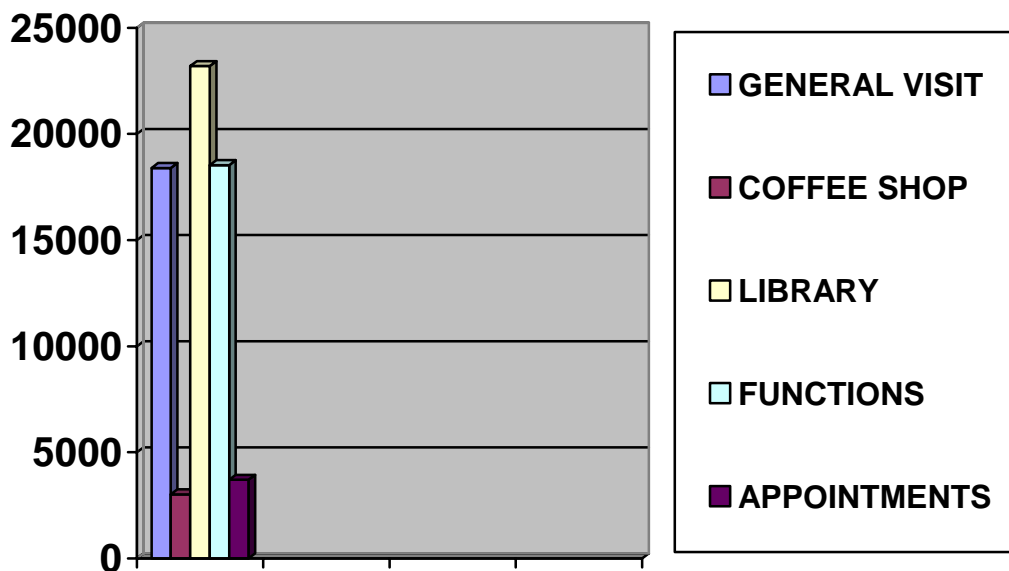
Key Achievements

- In May, Parliament House became the principal venue and international stage for the Asia Pacific Economic Cooperation (APEC) 8th Energy Minister's Meeting. Ministers and delegates from all 21 member nations participated in the event, bringing with it the highest levels of security ever seen at Parliament House. Legislative Assembly Officers worked closely with the Department of Prime Minister's APEC Taskforce and many other federal, state and territory agencies to deliver what was deemed to be a highly successful event. The Security Services unit played a key role in the planning and coordination of security and logistical support arrangements for the APEC events held at Parliament House. The unit conducted significant liaison with Commonwealth, State and Territory agencies. It provided briefings for Members and Parliament House building occupants, and provided a high level of security services, coordination and support during on-site events. Feedback from event organisers was very positive
- With regional sittings held in Alice Springs, the Security Services Unit had the challenge of establishing a security environment in the Alice Springs Convention Centre, equivalent to that of Parliament House in Darwin. A significant amount of work was done to provide security personnel, screening and response procedures

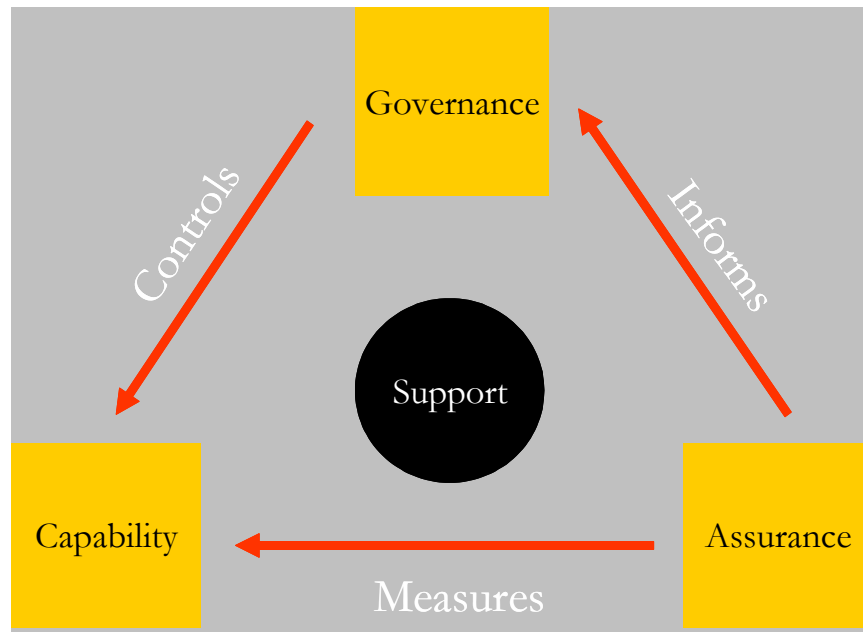


for the event. The security environment established was such that a number of public rallies were able to be conducted, without any disruption to the Sittings.

- The lead up to APEC provided the perfect opportunity to review Parliament House emergency procedures and conduct associated refresher training. On completion of the training a number of emergency procedures and drills involving police, fire and emergency services, were practised including: fire and evacuation; suspect package; and chemical, biological, radiological and nuclear (CBRN) response;
- Following on from last year's review of the Connley Walker report of Parliament House's electronic security systems, significant market research has been conducted and a project to upgrade components of the access control, alarm and closed circuit television (CCTV) systems will be developed and is being considered for implementation concurrent with the ICT Cabling Project;
- Security screening of visitors to Parliament House is an important role conducted by the Security Services unit. During FY 06-07 a total of 66, 839 visitors were recorded entering the front entrance of Parliament House. The breakdown of visitors and their reason for entry to the building is shown in the following graph;



- Complementing the Security Management Model is the adoption of a Security Risk Management approach to all security planning and activities. With a limited budget and unpredictable security environment, resources are effectively managed to ensure the highest level of security available is provided.
- The Security Services unit uses a management model comprising of 'governance', 'assurance' and 'capability'. With good governance, security is built into the core business of the department. Assurance gives confidence in the security systems used and seeks to identify areas that need improvement. Capability ensures we understand our environment and identify security requirements specific to our needs. These elements are bought together through the provision of high level support to our clients and staff.



Future Priorities

- As a new Unit, much work is still to be done. Reviewing existing security arrangements and designing and implementing a new and comprehensive security program. This will take a considerable amount of time and effort, and will remain among the Units priorities for the foreseeable future.
- The Parliament House Security Contract is central to security operations at Parliament House. This three year Contract expires in December 2007, at which time the Department will invite tenders and hope to award a new contract.
- The upgrade of ICT cabling to Parliament House is a major project involving significant building works and a large number of contractors. The Security Services Unit will manage the project security requirements to ensure security standards are maintained throughout.
- Earlier reviews have identified the requirement to upgrade Parliament House's electronic security systems. The ICT cabling project has provision to include new cabling to support an upgrade of electronic security systems. Significant market research is being conducted with a view to developing a project to upgrade components of the access control, alarm and closed circuit television (CCTV) systems concurrent with the ICT Cabling Project.
- A review of Electorate Office security by both the Security Services and Parliamentary Services Units is planned to commence this reporting period. The review will include a full protective security assessment of each office and review of associated security procedures.



Parliamentary Relations and Education Unit

Unit overview

The Parliamentary Relations and Education Unit has continued to develop a range of educational and information programs to increase public awareness of the Parliament, its role and effect on the community. Specific target areas have included Territory schools and remote communities.

The Unit also has facilitated various programs for visiting delegations as well as providing assistance to Members of the Legislative Assembly of the Northern Territory who are required to participate in inter-Parliamentary activities.

The Unit acknowledges the cooperation of the Department of Education, Employment and Training in providing a Parliamentary Education Coordinator to work with Unit officers in delivering a wide range of educational programs.

Unit objectives

- to provide services and support to promote community awareness of the constitutional role and significance of the Parliament; and
- to facilitate the process of inter-parliamentary relations for Members, including participation in Commonwealth Parliamentary Association and other conference/seminar activities.

Key achievements

Key achievements of the unit during the reporting period include:

- Development of educational resources and coordination of educational activities for the Alice Springs sittings. Approximately 1250 students from 21 schools attended the 3 day Alice Springs regional sittings.
- The Parliamentary Relations and Education Unit coordinated the YMCA Youth Parliament in Alice Springs 2007 in conjunction with YMCA Darwin and YMCA Alice Springs. It is the first time that the Youth Parliament was co-ordinated by both YMCA branches and the Legislative Assembly. This year, grade seven students were able to participate because of the implementation of the middle schools initiative.
- PREU conducted a series of activities for Celebrating Democracy Week including "Parliament of the Wizards" programs in Parliament House and school programs in the Gove Peninsula area.
- In February 2007 the Speaker of the Legislative Assembly launched a road show as part of the Outreach Education program in remote communities at Nyangatjatjara College situated 10 kms from the township of Yulara in Uluru.
- The Speaker, assisted by officers from the Parliamentary Relations and Education unit, conducted role plays with over 60 students from Yulara and Mutijulu schools and Nyangatjatjara College. Students from Docker River situated 4 kilometres from the Western Australian border, and Imanpa School travelled long distances to participate in the role plays.



- It was a history making event as it was the first time a Speaker and officers of the Legislative Assembly have conducted an education program in Uluru. Madam Speaker and a PREU officer conducted a similar program at St Philips College in Alice Springs.
- The Parliamentary Relations and Education Unit visited 25 schools and conducted education programs with 1450 students over a period of a week visiting schools in Tennant Creek, Neutral Junction, Hermannsberg, Wallace Rock Hole and Alice Springs.

It was the largest outreach program ever undertaken by the unit.



The Speaker of the Legislative Assembly, the Honourable Jane Aagaard MLA and the Member for MacDonnell, Ms Alison Anderson MLA with students at Nyangatjatjara College.

- In response to popular demand, PREU has increased the frequency of public tours of Parliament House having introduced a guided tour held on Wednesday from May to September in addition to the 9am and 11 am tours held every Saturday in Parliament House. The unit has engaged the services of noted author and historian, Pearl Ogden as a tour guide.
- Feedback from the public, both local and tourist, indicates that the tours are exceptionally well received which augurs well for the expansion of this service to the community.
- Hosted the Australasian Parliamentary Educators' Conference. Parliamentary Educators from the Commonwealth, New Zealand, New South Wales, Norfolk Island, South Australia, Western Australia and the Northern Territory attended the conference coordinated by the Parliamentary Relations and Education Unit.



Parliamentary Educators attending the Australasian Parliamentary Educators' Conference in Darwin, August 2006

In addition the unit –

- conducted additional professional development activities for teachers;
- further developed legal studies and mini-constitutional forums;
- co-ordinated the Electorate Officers Seminar, Public Sector, Members and media Induction Programmes;
- co-ordinated a two day oral history project

ADDITIONAL INFORMATION

Alice Springs Sittings – Parliamentary Road Show

	2005	2007
No. of Schools	14	25
No. of Students	600	1450

Alice Springs Sittings – Visit to the Alice Springs Convention Centre

	2005	2007
No. of Schools	27	21
No. of Students	1300	1230

School Visits to Parliament House 2006/2007

	2005 / 2006	2006 / 2007
No. of Schools	75	68
No. of Students	2740	3013



Guided Tours Saturday

	2005 / 2006	2006 / 2007
No. of Tours - Saturday	52	52
No. of Attendees - Saturday	2764	2250
Self-Guided	700 (3 months)	7655
Guided Tours Wednesday	991	1231

Tour Operators Groups

	2005 / 2006	2006 / 2007
No. of Groups	Not recorded-	65
No. of People	-	3263

Future priorities

The Parliamentary Relations and Education Unit will conduct educational programs aimed at primary and middle school students in an area adjacent to Parliament House. The new location will be a permanent “mock chamber” with increased numbers of schools able to access parliamentary educational programs.

In addition, PREU will:

- co-ordinate Youth Parliament 2007 in Darwin;
- further develop educational road shows;
- conduct outreach programs in regional and remote communities, particularly within schools in the Tiwi Islands;
- increase week day public tours;
- further develop student forums;
- increase *Celebrating Democracy* programs;
- revamp the Parliamentary Education Handbook;
- further develop educational resources and materials for schools;
- conduct additional professional development activities for teachers;
- co-ordinate the Electorate Officers Seminar, Public Sector, Members and Media Induction Programmes; and
- develop educational programs on the “For Schools” website.



Building Management (Technical Services Unit)

Unit Overview

The Technical Services Unit has the responsibility for the electrical, mechanical and structural maintenance of Parliament House to ensure that it maintains its status as the Northern Territory's premier public building. This responsibility extends to the parliamentary precincts.

In doing so the Unit is responsible for ensuring that the occupants and users of the building are able to carry out their business in a safe and secure environment.

Unit Objectives

The Unit's primary objective is to continue to provide a premier facility for the conduct of the Northern Territory Legislative Assembly and to present a public asset of which all Territorians can be proud.

Key Achievements

The focus in the past 12 months has been on the increased maintenance of the building fabric and a number of key buildings systems necessary for the operation of Parliament House.

This program has been progressive over a number of years but has escalated in recent times as the building and its operating systems move into their 15th year of usage.

The major task undertaken this year has been the upgrade of the building cabling infrastructure that forms the backbone for all information technology, telecommunications, security and building management systems.

Commencing in December 2007, after extensive consultation with DPI, DCIS ITMS and private consultants, the infrastructure will be fully upgraded to Category 7 cabling to replace the ageing and unreliable Token Ring System installed during building construction. This was the first major work carried out since the opening of the building and was a lengthy, complex project.

Each floor was progressively upgraded which necessitated the relocation of personnel and equipment to alternative areas. In some cases this required a full relocation to the Chan Building. The relocation process evolved into a major logistics exercise but all timelines were met to enable the upgrade work to proceed. The project is due to be completed in late September 2008.

Concurrent with the cabling upgrade it was also timely to upgrade the security access system and the camera surveillance system. These systems were also aging, becoming increasingly unreliable and difficult to maintain and support.

The Category 7 cabling will feed to the security devices around the building, including the lifts, with the old access system being upgraded to a new Smart Card System to improve access controls.

Ongoing problems with the building's six lifts are being rectified with the upgrade to No 1 Lift's electronic controls completed this financial year with similar upgrades for the other lifts planned for 2008/09.



In order to keep the Parliament House building at the appropriate standard a range of preventative and restorative measures has been applied to exposed surfaces. This includes painting of some areas, treatment and painting of handrails etc and replacement of seals and expansion joints in the tiled areas where these have broken down over time. This type of work will be ongoing to ensure the building is presented at the highest possible standard.

Significant landscaping has been carried out during the year including the replacement of plants in many of the garden beds in the Parliament House precinct. This restoration and re-planting work has greatly benefited from the advice provided by the Government House chief horticulturist.

Energy Management

In accordance with the Northern Territory Government's Energy Smart Buildings Policy, an energy smart upgrade funding report, for inclusion in a Cabinet Submission, was completed and referred to the Department of Planning and Infrastructure for consideration and for that agency's input to the project;

In addition to the redesigning of the cooling towers and the installation of a Low Load Chiller in the 2004-05 financial year, other energy saving projects have been successfully implemented in Parliament House with significant improvements in the operation efficiency of the building's plant and equipment.

They include:

- modifications to the building's air conditioning systems; and
- the installation of appropriate energy saving facilities in all of the Department's office machines.

The Technical Services Manager was nominated as the agency's representative for Greenhouse Action 2006 incorporating the Northern Territory Strategy for Greenhouse Action.

Unit staffing

The Technical Services Unit has been understaffed during the latter half of the year largely due to the departure of the Technical Services Manager and a significant lack of administrative support staff. However, the position of Technical Services Manager has been re-designated as Director Building Management and reclassified from Technical 6 to Executive Officer 1 level.

Recruitment to the re-designed position has been completed with a new Director due to join the Department in October 2008. The provision of additional administrative support staff will be a major consideration during the proposed departmental organisation and staffing review scheduled to commence in the 2008-09 financial year.

Future Priorities

Following completion of the cabling upgrade project in September the maintenance priorities will be given to the following for the period 2008/2009:

- Completion of the Security Systems upgrade;



- Completion of the Lift electronic systems upgrade;
- Review and upgrade of the Parliament House Sound and Vision System;
- Progressive work on the building fabric to maintain high levels of presentation; and
- Progressive work on landscaping in the Parliamentary Precinct including historical signage and interpretation of the Northern Territory Legislative Assembly.



Parliamentary Committees

PARLIAMENTARY COMMITTEES

Unit Overview

During the year the Committee Secretariat continued to operate on the basis of each of the Committee Directors taking responsibility for the provision of support services for three of the full time committees. Each director was assisted by two full time officers, a Research Officer and an Administration Officer. Additional staff seconded from other agencies were utilised when the need for specific expertise had been identified for a specific inquiry. As well, additional assistance was needed when competing priorities called for this, to allow for respective reporting deadlines to be met.

Unit Objectives

The Unit's objective is to provide a high level of support to parliamentary committees to allow them to fully engage with the community and to fulfil their Terms of Reference as provided by the Legislative Assembly.

In doing so the role of the Unit includes:

- advising the Committee orally and in writing on the major issues of an inquiry and formulating strategies for the investigation
- arranging travel, inspections, briefings and the examination of possible witnesses
- organising hearings
- advising on procedural matters
- preparing questions, background papers;
- analysing and summarising written submissions and oral testimony;
- drafting reports for tabling in the Legislative Assembly; and
- preparing tabling statements, speech notes, media releases, journal and magazine articles and the like to generate appropriate media and community attention to a committee.

Standing Committee on Legal and Constitutional Affairs

During 2007-08 the Standing Committee met a total of seven times, all of which was in Darwin. Included in this total were two official briefings.

Customary Law Reference

The Committee continued with its inquiry on the recognition of customary law as a source of law in the Northern Territory, as provided by a reference from the Attorney-General during the previous year. This matter arose from a recommendation from the 2003 Northern Territory Law reform Committee inquiry into Aboriginal Customary law.

Late in the year a researcher was engaged to research and review the body of evidence provided to previous committees in relation to constitutional development, with a view to the Chair reporting on this to the Legislative Assembly early in 2008-09. It is envisaged that this report will also identify options for further addressing the issue of recognition of customary law.



Reference on a Grant of Statehood

On 18 June 2003 the then Chief Minister referred to the Standing Committee the Northern Territory Government's recommitment to the achievement of statehood under certain conditions, including that the process would be community driven. In February 2004 the Standing Committee resolved that a committee be established consisting of members of the Standing Committee as well as representatives of major stakeholders and others from around the Northern Territory, to advise and assist the Standing Committee in the achievement of a grant of statehood. In August 2004 the Legislative Assembly endorsed the Terms of Reference developed by the Standing Committee for such a body and authorised that it appoint members to the body.

While the Statehood Steering Committee operates as an independent body to the Standing Committee, its purpose is to provide an advisory role to the Standing Committee on constitutional development and related matters, as well as promoting knowledge and awareness of Statehood in the community. As such the work of the Standing Committee during the year has been closely linked to the program of development identified by the Steering Committee and in overseeing the operations of that body.

Select Committee on Substance Abuse in the Community

During the year the Select Committee on Substance Abuse in the Community met a total of 12 times, as follows:

Darwin 9 Alice Springs 2 Hermannsburg 1

The Select Committee tabled a major report – *Substance Abuse in Remote Communities: Confronting the Confusion and Disconnection* – in the Legislative Assembly in October 2007. Containing a total of 32 recommendations across 15 categories, the report was based on the findings of the Committee from evidence presented to it at communities across the Northern Territory over the previous two years. A focus of the inquiry was on those factors which appeared to mitigate against substance use and which provide for a strong community.

The title of the report was taken from a painting by the Chair of the Committee, Ms Alison Anderson, MLA, Member for Macdonnell, entitled *Kuyawana Putukulini* – 'Confusion and Disconnection'. The painting is depicted on the cover of the report.

Following the release of the report the Chair was invited to make a presentation at the Australasian Drug Strategy Conference in Queensland in October.

Cannabis Inquiry

In the later half of the year the Committee has been looking at the issue of the use of cannabis, including the manner of its use in some remote Indigenous communities and the link between cannabis use and impaired mental health.

Sessional Committee on Sport and Youth

During 2007-08 the Sessional Committee on Sport and Youth met a total of 17 times, including 9 times in Darwin, twice in Katherine and once at each of the following centres - Palmerston, Litchfield, Nhulunbuy, Tennant Creek, Alice Springs, Batchelor

Early in the year the Sessional Committee decided at the commencement of its public consultation program that, in view of the recently commenced Federal Intervention, it would, for the time being, restrict its consultations to major centres and not visit remote communities, during its first inquiry phase.



Membership changes during the year resulted in four new members on the Committee, including a new Chair, and it was decided, in March 2008, not to proceed with tabling an interim report in May which would address the first two Terms of Reference, but to defer any report until full community consultation had been undertaken.

It is envisaged that the Committee will report in the first half of the next financial year.

Estimates Committee and Government-Owned Corporations Scrutiny Committee 2008

The 2008 Estimates and Government-Owned Scrutiny Committees were established by resolution of the Assembly on 1 May 2008 and the Hearings to scrutinise the Budget appropriation were held in public from Tuesday 17 till Friday 20 June 2008, over a total of 45 hours.

As well as the questions which were answered during the process of the Hearings, a total of 71 questions were taken on notice, 10 more than during the 2007 hearings. Of these 38 had been responded to by the close of Hearings, with the remaining 43 to be replied to and tabled in the Assembly in the first sittings during the 2008-2009 financial year.



Office of the Statehood Steering Committee

Unit Overview

The Office of the Statehood Steering Committee (SSC) or, otherwise known as the SSC Secretariat, comprises of three staff; an Executive Officer, a Community Liaison Officer and an Administration Officer. The Unit occupies a small office located on level four of the Northern Territory Legislative Assembly.

As at 30 June 2008, the unit supports a Committee of 19 members. Three are Members of the Legislative Assembly, and the remaining 16 represent the Northern Territory Community coming from a diverse range of regions and backgrounds.

Unit Objectives

The Unit's objective is to bring about Statehood for the Northern Territory with the support of a majority of Territorians in a timely, cost effective and efficient manner.

Through individual policy, both the Northern Territory Government and the Opposition Party have stated support for the progress to Statehood for the Northern Territory.

The Unit provides secretariat support to the SSC on all matters relating to across committee and departmental coordination, including development and delivery of education and consultation programmes for Territorians. The unit also provides advice and assistance to the Legislative Assembly's Standing Committee on Legal and Constitutional Affairs on matters concerning ongoing constitutional development that may lead to a future grant of Statehood for the Northern Territory.

The Unit provides its advice and support to stakeholders through an arrangement involving the oversight of the Office of the Clerk of the Legislative Assembly.

Key Achievements

2007 Mock Referendum

A major deliverable for 2007 was the Mock Referendum commissioned by SSC and independently undertaken by the Australian Electoral Commission. The poll was conducted during the 2007 Northern Territory Regional Show Circuit- from May to August 2007 - with a total of 809 voters participating. The results were definitive with 76% of voters saying YES to the question: *Do you agree the Northern Territory should become a State under the Australian Constitution?*

The SSC views the referendum outcome as a clear message that Statehood is the wish of the majority of Territorians.

2008 Walking Together Towards Statehood Campaign

A key deliverable for 2008 was the development and delivery of the *Walking Together Towards Statehood* Campaign. The campaign launch on 30 June 2008 was highlighted with key stakeholder announcements for the progression of Statehood. In particular, the Chief Minister announced the delivery of the Constitutional Workshops in 2009, in view of a Northern Territory Constitutional Convention in 2010. The launch also commenced the dialogue with Federal Stakeholders and in particular, with guest



speaker the Federal Minister for Territories, Senator Bob Debus, culminating in his announcement that the Federal Government supports the move towards Statehood.

The Campaign rendered a re-branding of the Statehood brand to include the feet theme. Polypropylene feet were utilised in promotions seeking Territorians to 'sign a foot' in support for Statehood. Over 3000 signed feet have been collected to date.

Appointments of Minister for Statehood, new Co-Chair and staff

In November 2007 the Chief Minister Paul Henderson became the Minister for Statehood.

In early January 2008 both co-Chair Sue Bradley and the Executive Officer Michael Tatham resigned from their respective positions. In May 2008 a new co Chair, Ms Fran Kilgariff was appointed by the Legislative Assembly Standing Committee on Legal and Constitutional Affairs.

A temporary Project Officer was also appointed in April 2008 to develop a Statehood campaign coinciding with the 30th Anniversary of Self Government (1 July 2008)

A new Executive Officer, Ms Carolynne James, was appointed in late June 2008.

Steering Committee Meetings

- During the reporting period the Committee undertook 5 Committee meetings one of which took place in Alice Springs.
- The Executive Group also met during the reporting period on occasions.

Committee Publications

- *Walking Together – A Historical Timeline Work* commenced during early 2007 on an educational picture booklet and was released in August 2007.

Consultative Visits, Education and Community Meetings

- Community visits were undertaken to Katherine, Alice Springs, Groot Eylandt, Milyakburra, Waltja, the Tanami Region and Kintore and within the Darwin area. Displays and stalls were held at the Garma Festival in East Arnhem during August 2007.
- 51 information sessions and presentations on Statehood were provided to organisations including workplaces, community groups and schools during the reporting period.

Media

- The SSC Secretariat issued a total of 8 media releases during 2007-2008 and an ongoing media presence was sustained on radio and television with broadcasting of interviews with the Chair, Co-Chair and the Executive Officer taking place.
- The *Walking Together Towards Statehood* Campaign launched to coincide with the 30 Anniversary of Self Government attracted an intensive newsprint and radio coverage.



- The Committee's website (www.statehood.gov.au) has been enhanced to reflect the re-branding and up to date content.

Comparison to Previous Years

The Committee continued its outreach in terms of overall education and presentation sessions. However due to the transition to a new co-chair and an extended delay in appointment of an Executive Officer to June 2008, the degree of media and policy outcomes achieved was less than the previous year.

Outcomes and Future Priorities

Funding

The Committee's budget is \$600 000 per annum. Staffing consumes approximately 55% of the budget, publications produced took another 15% and advertising and promotions just over 10%. The remaining 20% expenditure was utilised on Committee meetings including travel and associated costs (10%) and for operating and other expenses (10%) respectively.

Funding has assisted to make inroads with raising of awareness across the Territory by increased outreach activity underpinned by strategies that included elements of targeted print, and radio advertising, community consultation by way of events and the dissemination of the Committee's publications through direct mail, website, and displays.

Ongoing Education

The education component of the Committee's work remains the same for each year of the Committee's existence. The Committee has achieved outcomes of reaching primary and middle school students and teachers through collaboration with the Department of Education and outreach to individual institutions.

Education projects of the Committee involve outreach to schools, community groups and individuals as required providing a solid grounding of understanding of what Statehood means right across the Northern Territory.

The office staff also met with officers of the Department of Educations, Teaching and Learning Division to identify various language speakers and issues in communicating statehood matters to remote communities.

Consultation

Phase one of the *Walking Together Towards Statehood* campaign took place in July 2008 and consisted of grass roots events in Alice Springs, Tennant Creek and Katherine. Phase 2 later in 2008 will see the Committee travels to Canberra to lobby Federal politicians, followed by 2009's Constitutional workshops marking phase three. The Constitutional Convention, scheduled for 2010 will complete the Campaign.

Timeframes for a Referendum and Eventual Statehood

At the launch of the *Walking Together Towards Statehood* Campaign the Chief Minister announced the task of 2009 Constitutional Workshops around the Territory to lead to the 2010 Constitutional Convention and Referendum. This timeframe now guides the future program for the Statehood Committee.