



Department of the Legislative Assembly

2009-10 ANNUAL REPORT

Table of contents

Letter of Transmission	3
Clerk's Overview	4
Strategic Plan 2010-13	10
Section 28(2) Criteria	11
Corporate Governance	20
Agency Snapshot	23
Executive Management Group	24
Unit Reports	
Office of the Clerk	26
Chamber Services	28
Parliamentary Services	32
Committees Secretariat	37
Parliamentary Relations and Education	40
Statehood Steering Committee Secretariat	43
Security Services	46
Building and Property Management	48
Financial Statements	51

Acronyms and Abbreviations

AA	Administrative Arrangements
ANZACATT	Australian & New Zealand Association of Clerks-at-the-Table
ASPG	Australasian Study of Parliament Group
CDI	Centre for Democratic Institutions
CPA	Commonwealth Parliamentary Association
CSG	Cost Savings Group
CTC	Council for Territory Co-operation
DCM	Department of the Chief Minister
FTE	Full-time equivalent
LCAC	Legal and Constitutional Affairs Committee
METS	Members' Entitlements Travel System
PAC	Public Accounts Committee
PLS	Parliamentary Library Service
RTD	Remuneration Tribunal Determination
TRIM	Tower Records International Management
TRIPS	Travel Request Information Processing System





LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

GPO Box 3721 Darwin NT 0801 Australia

The Hon Paul Henderson, MLA
Chief Minister
Parliament House
Darwin NT 0800

Dear Chief Minister,

2009-10 Annual Report

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 2010.

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 2010:

- (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 or omission from the accounts and records of the agency.

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

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

All Employment Instructions issued by the Commissioner for Public Employment have been satisfied in the reporting year.

An accurate account of the agency's compliance is contained in this report.

Yours sincerely,

IAN MCNEILL

Clerk of the Legislative Assembly

30 September 2010



Clerk's Overview

Purpose of the Annual Report

THE PURPOSE OF THIS REPORT is to inform stakeholders of the agency's activities over the past 12 months, and to report against priorities identified in last year's annual report.

The annual report reflects a number of internal agency documents, including my own Performance Agreement, which is settled with the Speaker on an annual basis and reported against quarterly, the agency's Strategic Plan and Portfolio Budget Statement, which is tabled in the Legislative Assembly prior to the Estimates process to allow Members to further scrutinise the accounts and activities of the agency. Each of these documents is inter-related and each reflects the priorities of the agency.

Our stakeholders are many and varied and include: Members of the Legislative Assembly; government departments; the media; other parliaments; students; and members of the public.

Agency Objective

THE PRIMARY OBJECTIVE OF the parliamentary service, as distinct from government departments which support the Executive Government, is to support the 25 Members of the Legislative Assembly. This is achieved in two ways: administratively; and procedurally.

Administrative support entails ensuring that Members are equipped to carry out their duties and service their electorates. Administrative support includes provision of electorate offices, staff, telephony and information technology, motor vehicles, travel, stationery and other items necessary for Members to carry out their duties.

Procedural support entails the efficient and effective functioning of the Legislative Assembly and Committees, including formal and informal advice to the Speaker and Members of the Assembly, recording and minuting of proceedings, preparation of papers and bills, production of the daily Notice Paper and production of the *Parliamentary Record*. It further entails administrative, procedural and research support for Legislative Assembly Committees so that they can carry out their duties and report to the Assembly in a timely manner.

Overview

THE ELEVENTH LEGISLATIVE Assembly is now at the mid-point of the parliamentary cycle. The last General Election was conducted in August 2008 and, following the passage of legislation to establish fixed four-year terms for the Assembly, the next general election is scheduled to be conducted in August 2012.



During the reporting period there were a number of events which had an impact on the operation of the Assembly and its committees.

In July and August 2009, changes to party affiliation resulted in the Labor Government becoming a minority government. Since the debate on a motion of 'no confidence' pursuant to section 24(1) of the *Electoral Act* on 14 August 2009, the minority government has been sustained by the support of the Independent Member for Nelson, Mr Gerry Wood MLA, under an Agreement tabled by Mr Wood during that debate. The Agreement is between Mr Wood and the Chief Minister, the Hon Paul Henderson MLA, in which Mr Wood undertook to support the government in respect of matters of 'supply' and want of confidence as long as Mr Henderson retains the position of Chief Minister.

The centrepiece of the Agreement involved the establishment of a committee of the Assembly known as the Council of Territory Co-operation. The activities of the Committee and its secretariat are detailed in this Annual Report.

During 2009-10 there has been a significant review of Assembly Standing and Sessional orders, in particular in respect of the Routine of Business, Questions and Answers in Question Time, and Written Questions. The conduct of Estimates Committee proceedings is the subject of a review by the Standing Orders Committee at the time of reporting.

Issues for Consideration

THE OBJECTIVE OF ACHIEVING Statehood is being progressed by the Statehood Steering Committee and the Legal and Constitutional Affairs Committee (LCAC) in line with the Statehood program which was renewed in 2003. It is accepted by officers of the Assembly that it is obligatory for this agency to develop an organisational framework supported by appropriate legislation and procedural documentation to place the Legislative Assembly of the Northern Territory in a position to achieve a parity of esteem with Parliaments in other Australian jurisdictions.

There are some specific areas where changes may be considered before the prospect of Territory Statehood may be considered favourably, particularly by the Commonwealth Parliament. Particular issues are the separation of Executive from Parliament for administrative and financial purposes in accordance with acknowledged best practice.

Over the past several years, the agency's position within the institutional and legislative framework of the polity of the Northern Territory appears to have been diminished.

In recent years a number of Commonwealth legislatures have chosen to undertake a self-assessment against the recommended benchmarks for democratic legislatures⁽¹⁾. Under the heading *Parliamentary Staff*, the following benchmarks are noted:

5.4.2 Legislatures should, either by legislation or resolution, establish corporate bodies responsible for providing services and funding entitlements for Parliamentary purposes and providing for governance of the parliamentary service.

(1) The 87 individual measures were the outcome of a Study Group on behalf of the Commonwealth Parliamentary Association (CPA) and the World Bank Institute (WBI) with the support of the UN Development Program (UNDP), the European Parliament and the National Democratic Institute for International Affairs.



5.4.3 All staff shall be subject to a Code of Conduct.

Past annual reports have proposed the consideration of a *Parliamentary Service Act* similar to those applying to the Australian Parliament (1999) and to the parliaments of Queensland (1988), South Australia (1985), Victoria (2005) and Western Australia (1992). This remains the case and the issue has become more evident in the context of the review of the *Public Sector Employment and Management Act* and the lack of a specific Code of Conduct for parliamentary officers.

In the Northern Territory, there is no formal separation of the parliamentary service from the Executive government. Thus, officers of the Legislative Assembly are considered to be part of the wider public sector, which may place them in a position of potential conflict in the conduct of their duties, which oblige them to serve *all* Members of the Legislative Assembly.

The issue of the arrangements for funding Australian Parliaments is a matter of continuing discussion in the context of imposed efficiency and productivity 'dividends'. It is acknowledged that the cumulative impact of this model will result in the reduction of core services. The agency's budget is driven by activity levels over which it has little control. The core services of the agency are to support the Assembly, Committees and Members in Parliament House and their electorate offices. The activity levels of the Chamber and Committees are not driven by the agency, but by the Assembly itself - Government, Opposition and Independent Members - offering limited discretion in service levels. Similarly, there is little discretion in the provision of services to Members, the public and other building users and occupants in the Parliament House building as there are elementary requirements to be met.

Most recent approaches to the funding of Commonwealth Parliaments are focussed on the standards outlined in the Commonwealth (Latimer House) Principles, which state that:

An all-party committee of Members of Parliament should review and administer parliament's budget which should not be subject to amendment by the executive.(2)

This principle is mirrored in the CPA-WBI Working Group's benchmark 6.1.2:

Only the legislature shall be empowered to determine and approve the budget of the legislature.

In a recent report to the Commonwealth Parliament, the Joint Committee on Public Accounts and Audit (JCPPA) recommended that:

The Government establish a parliamentary Commission co-chaired by the Speaker of the House or Representatives and the President of the Senate and comprising elected representatives to recommend funding levels for the parliamentary departments in each budget.(3)



(2) Commonwealth (Latimer House) Principles on the Three Branches of Government, as agreed endorsed by the Commonwealth Heads of Government Meeting, Abuja, Nigeria, 2003, p 22.

(3) Commonwealth Joint Committee on Public Accounts and Audit (JCPPA) Report 413: *The efficiency dividend and small agencies: size does matter*, December 2008.

Accordingly, it could be appropriate to consider a more collaborative process to give the Assembly some autonomy in submitting, negotiating and determining its budget.

It should be possible under the Terms of Reference currently before the Legal and Constitutional Affairs Committee in respect of the 'appropriate form of Parliament for Statehood' to undertake benchmarking of the current Legislative Assembly procedural and administrative arrangements against the best practice benchmarks as developed by the Commonwealth Parliamentary Association and World Bank. This proposal received some cross-party support when it was first suggested during 2009.

Options for consideration in this context could be:

- a separate appropriation bill for the parliament as adopted by the Commonwealth Parliament in 1982; or
- a Committee process similar to the Senate Committee on Appropriations and Staffing; or
- a Committee in similar terms as proposed by the former Speaker of the House of Representatives, the Hon David Hawker, for an Appropriations and Administrative Committee.

A symbolic option could be the agreement to a separate appropriation bill for the Assembly.

Whilst any of the above proposals may not be fully effective, one or more have the potential to improve the financial accountability, transparency and 'independence' of parliamentary budgeting in the Northern Territory.

The Year Ahead

While the above examples are easily identifiable long-term objectives, it is my immediate goal to lift the standards of procedural and administrative support and to further develop a culture of professionalism in the procedural support of Assembly Members, Chamber operations and Committees. This will be achieved by training, briefings, attachments and professional development including the extension of training and mentoring of potential Clerk-at-the-Table officers.

It should also be possible to develop a Code of Conduct for parliamentary officers, to include ethics and related priorities and goals which could be agreed to on a voluntary basis by officers of the Legislative Assembly and read in conjunction with the Code of Conduct under the *Public Sector Employment and Management Act*.

The implementation of the above projects together with the implementation of the outcomes of the organisational review (see below) will result in some pressures of organisational and technological change on officers of the Assembly and appropriate change management structures and systems will be necessary to achieve efficiency and productivity.

In dealing with any issues of substantial change it will be necessary to provide relevant information to affected officers and stakeholders and invite officers to put forward their views, comments and suggestions in a collaborative and collegiate manner. These comments and suggestions will need to be considered and advice of final decisions conveyed and explained to all officers.



The agency will work closely with the Office of the Commissioner for Public Employment to put in place a framework of best practice guidelines and procedures in implementing this process.

Organisational Review

DURING THE REPORTING PERIOD, the outgoing Deputy Clerk, Captain David Horton, undertook a review of the agency's organisation and structure in order to promote discussion on how a contemporary parliamentary organisation should function and report. All officers were able to engage in the process, and the recommendations of that review are being considered at the time of reporting.

Following consideration of the recommendations of the review, it is anticipated that individual reviews of each unit will be undertaken as part of the wider process and to reflect the changing needs of the Speaker, Members of the Assembly and Assembly Committees.

Sustainability

THE AGENCY AND ITS OFFICERS face a number of clearly defined challenges, in particular the issue of sustainability of the agency and its finances. In turn, the cost savings imposed by budgetary restraints have required Assembly staff to make significant contributions in identifying and achieving long-term savings, and smaller scale short-term savings.

I commend officers for their work in this direction and achievements to date. In addressing the challenges for the future, the agency has, in a collaborative style, reviewed and agreed to a new Strategic Plan for the period 2010-2013. The three main strategic priorities are: improved parliamentary and client services; to ensure a sustainable organisation; and to position the agency for the future. These priorities are described in more detail on page 10.

Corporate Priorities

THE AGENCY IS CONTINUING to implement its priorities for 2010-2013 as expressed in the Strategic Plan, which sets out our vision, purpose, core business and our values. It seeks to improve service delivery and productivity.

The agency's priorities under the plan are to improve our ability to serve our clients, to develop our officers to sustain our capability and to maintain strong relationships with external stakeholders and service providers.

In 2009-10, we laid the framework to position the agency for a successful future. Together with the Strategic Plan, there has been development of an agency Business Plan and individual work Unit Business Plans to align with the Strategic Plan and to provide a reporting and monitoring system by quarterly reporting on the various strategies, actions and targets under each priority in my Performance Agreement as agreed with the Speaker, the Hon Jane Aagaard MLA, and submitted to the Chief Minister, Leader of the Opposition and Commissioner for Public Employment.



Regional Sitzings of the Assembly

IN NOVEMBER 2009, the Assembly again conducted sittings in Alice Springs, using the Alice Springs Convention Centre as the parliamentary Chamber and associated Member, staff, media and public facilities. A significant logistical undertaking, officers are preparing for the March 2011 sitting of the Assembly in Alice Springs.

Visiting Delegations

DURING THE REPORTING PERIOD, Madam Speaker led a two-day delegation of Members - Mr Terry Mills, Mr Peter Styles, Ms Lynne Walker, Mr Gerry Wood - to Timor Leste at the invitation of His Excellency, President Jose Ramos Horta. The delegation was accompanied by my Executive Officer.

One of the objectives of the delegation was to determine what tangible assistance could be rendered by the Legislative Assembly to assist Members and officers of the Parliament of Timor-Leste. Resoundingly, the request was for instruction in English so that both Members and officers of the Parliament could undertake exchanges in Australia and so they could read a range of material published in English by parliaments around the world.

These findings were duly reported to parliamentary organisations such as the Australasian Study of Parliament Group (ASPG) and the Australian and New Zealand Association of Clerks at the Table (ANZACATT), which are taking steps to act on the requests.

I am indebted to Mr Brendan Doran, Director of Asian Relations and his staff in the Department of the Chief Minister for their invaluable assistance in making the delegation a successful undertaking.

We were pleased during the reporting period to host a Commonwealth Parliamentary Association (CPA) placement of Mr Basil Kambuliagen, Executive Officer to the Clerk of the Parliament of Papua New Guinea, for 10 days in February 2010.

People

JUST PRIOR TO THE END OF THE reporting period, Deputy Clerk Captain David Horton commenced extended leave prior to finishing with the Legislative Assembly. Mr Michael Tatham was appointed Deputy Clerk in his stead.

Bereavement

WE WERE SADDENED DURING the reporting period to note the passing of former Member Bern Kilgariff on 13 April 2010.



Strategic Plan 2010-2013

Vision excellence in the delivery of Parliamentary service.

Purpose to provide advice and services which support the Assembly, its Members and Committees, and promote community awareness.

Core Business

- provide administrative support to the Chamber and to Parliamentary Committees;
- manage the Parliament House facility;
- provide administrative and support services to Members; and
- promote community awareness and understanding of parliamentary processes.

Values respect, professionalism, impartiality, innovation, co-operation.

Strategic Priorities

Key Strategies

improve Parliamentary and client services

- strengthen our customer service focus across all service delivery areas;
- increase public engagement to improve knowledge of the parliamentary system;
- review and monitor the structure and operations of the Committee system;
- provide effective procedural, research, advisory and information services;
- strengthen partnerships and key relationships with external bodies and stakeholders;
- continue to implement improved building and equipment management strategies within the parliamentary precinct and in electorate offices.

ensure a sustainable organisation

- develop a capable and engaged workforce;
- explore revenue-generating opportunities;
- work towards environmental sustainability;
- enhance the governance and accountability framework;
- provide a safe and secure workplace;
- improve knowledge and information management.

position the agency for the future

- integrate and support the Council of Territory Co-operation as a new model of Parliamentary Committee operations;
- support the Statehood Steering Committee;
- review processes to enhance by-election and election activities.



Section 28(2) criteria

SECTION 28(2) OF THE *Public Sector Employment and Management Act* requires the agency to report against specific criteria. This part of the report addresses those criteria and, where the responses appear elsewhere and would be unnecessarily duplicated, readers are directed to the relevant page(s).

Functions and Objectives

THE DEPARTMENT OF THE LEGISLATIVE Assembly arises from Parts 2 and 3 of the *Northern Territory (Self-Government) Act* of the Commonwealth Parliament, which creates a body politic named the Legislative Assembly. The Legislative Assembly has some state-type powers, but does not have equal status with other Australian state legislatures.

That notwithstanding, the Department of the Legislative Assembly supports and administers the Legislative Assembly, comprised of 25 Members elected under the terms of the *Electoral Act*. Each Member of the Legislative Assembly is entitled to allowances, office accommodation, a motor vehicle, travel entitlements, staff member(s) and rates of pay. Members' basic salary is linked to the salaries of Members of the House of Representatives and subject to section 5.3 of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*. Other entitlements, such as Electorate Allowances and motor vehicles, are determined by the Remuneration Tribunal, which conducts an annual review of Members' entitlements and makes Determinations following submissions by Members and Legislative Assembly staff.

It is the role of Legislative Assembly staff to implement and administer Members' allowances and entitlements. These can range from office stationery to computers and telephony, motor vehicles, fuel cards, office furniture and staffing arrangements (including relief Electorate Office staff). Members representing remote or bush electorates have very different requirements from Members who represent urban or town electorates, thus they have different entitlements from their colleagues who hold urban seats.

As noted in the last Annual Report, during the reporting period, the method of administration of Members' declarations of interests changed following the repeal and replacement of the *Legislative Assembly (Register of Members' Interests) Act* with the *Legislative Assembly (Disclosure of Interests) Act*. The Clerk is the Registrar of Members' Interests and a Committee of Members' Interests has been established to monitor compliance. The Northern Territory is one of the few jurisdictions in Australia where the Register of Members' Interests is not published on the agency's web site.

A major role of the agency is to provide procedural advice and support to the Legislative Assembly. This entails ensuring that Standing and Sessional Orders (the rules of the Legislative Assembly) are adequate to fulfil the requirements of the Assembly, and correct procedure is observed during the debate



and passage of legislation, tabling of papers and petitions, appointment of Committees and Terms of Reference for Committees. As noted in the Clerk's Overview, Standing and Sessional Orders were reviewed during the reporting period to accommodate the Agreement between the Member for Nelson and the Chief Minister, and establishment of the Council for Territory Co-operation.

Legislative Assembly staff produce the Notice Paper (agenda) for each day's sitting, and keep track of business disposed of and that which remains before the Assembly. Staff also record Minutes of Proceedings in the Chamber and produce the *Parliamentary Record*.

Whilst the foregoing constitutes the core business of the Department of the Legislative Assembly, as noted in the Clerk's Overview, the agency is responsible for the Northern Territory's premier public building, many of the functions held in the building, accommodating visiting parliamentary Committees who wish to take evidence in Darwin, public tours of the building and accommodating a range of tenants.

Because the nature of our core business is specialised, it is important to maintain close liaison with other parliamentary institutions, and this is achieved by way of membership of a range of parliamentary and professional associations.

Legislation administered by the Agency

THE DEPARTMENT OF THE LEGISLATIVE Assembly is responsible for administering the following legislation:

- Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act;
- Legislative Assembly Members (Miscellaneous Provisions) Act;
- Legislative Assembly (Powers and Privileges) Act;
- Legislative Assembly (Disclosure of Interests) Act; and
- Legislative Assembly (Security) Act.

In addition to this legislation, we engage in joint education programs with the Northern Territory Electoral Commission pursuant to the *Electoral Act*. The Parliamentary Relations and Education Unit co-ordinates delivery of these programs.

Organisation of the Agency

FOR THE PURPOSES OF section 28 of the *Public Sector Employment and Management Act*, the agency is divided into three service delivery streams: Assembly Services; Building Management; and Members' and Electorate Services.

Assembly Services is most succinctly described as procedural advice and Chamber support, and is comprised of the Office of the Speaker, Office of the Clerk, Chamber Services Unit and Parliamentary Committees Secretariat.

Building and Property Management, as the name suggests, provides for management of Parliament House. This management necessarily involves liaison with contractors and other agencies (such as those which manage



contracts affecting both Parliament House and its tenants). We reported last year that there was a pressing need for closer co-ordination and clearer lines of responsibility to achieve this with greater efficiency. Negotiations are continuing between the Clerk and the Chief Executive of the Department of Construction and Infrastructure to establish a closer working relationship between the two agencies which have a common interest and obligation for the maintenance and presentation of Parliament House and electorate offices.

Members and Electorate Services are provided by the Parliamentary Services Unit. This entails administrative and corporate support for Members of the Legislative Assembly and their Electorate Officers, and ranges from monitoring Members' travel to ensuring that motor vehicles are serviced regularly and in good repair, ensuring that electorate offices are properly leased, equipped and furnished and ensuring that telephony and information technology services are provided in a timely manner.

As noted in the Clerk's Overview, an organisation review was commenced during the reporting period and will be implemented in 2010-11.

An Organisation Chart appears overleaf.

Agency Operations, Initiatives and Achievements

IN ADDITION TO WHAT APPEARS as a general indicator here, each Unit of the agency has highlighted its operations, initiatives and achievements for the reporting period. These reports appear at pages 26-49.

In the last Annual Report, we identified the following priorities for the period now being reported:

- **successfully manage the regional sitting of the Legislative Assembly in Alice Springs in November 2009**

Alice Springs regional sittings were conducted over the days of 24, 25 and 26 November 2009 at a cost of \$298,695.

Public visitor numbers were lower than in previous years, however the Parliamentary Relations and Education Unit welcomed some 500 school children from Alice Springs and the surrounding areas over the three days.

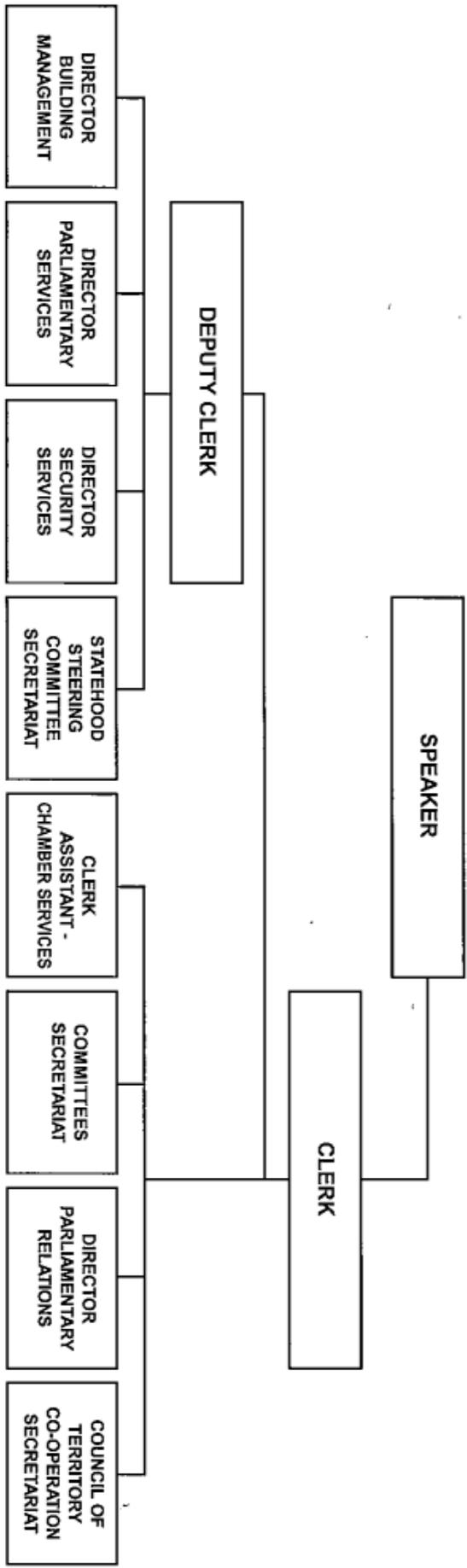
- **conduct an internal review (in the first instance) of the agency to identify organisational, staff and succession requirements**

The then Deputy Clerk commenced a review and provided three draft options, including maintaining the current organisational structure. At the time of reporting, Unit Heads were considering the review and are shortly to report back to the new Deputy Clerk.

- **review the agency's Strategic Plan (current plan is 2007-2010) and other reporting criteria to reflect the needs and requirements of the Legislative Assembly, its officers and Electorate Officers.**

The Strategic Plan was reviewed in a full-day workshop facilitated by an external consultant. A new Strategic Plan for 2010-13 was adopted (see p10).





Organisation Chart



Shortly after, a Values Workshop was convened, also facilitated by an external consultant. The outcomes of both workshops have resulted in a Strategic Plan which is appropriate for the agency's priorities over the coming years.

- **complete the stage two, phase one upgrade of the sound and vision system/sound reinforcement system in the Chamber.**

This work was completed. Details appear on page 48 of this report. Further work will be undertaken during the coming reporting period.

- **to serve Parliamentary Committees and respond to their needs/requirements in order to facilitate timely reporting to the Legislative Assembly.**

The Committees Secretariat saw the departure of a long-serving Secretary and another commenced long leave. A Committee known as the Council of Territory Co-operation was established and support was provided.

As mentioned in the Clerk's Overview, the Standing Orders Committee is presently considering changes to the timing and conduct of the Estimates Committee. Any changes adopted by the Assembly will be implemented for 2011 Estimates Committee hearings.

- **initiate the Young Adult Education and Adult Education Programs;**

Completed by the Parliamentary Relations and Education Unit.

- **conduct an Outreach Program to remote schools;**

Completed by the Parliamentary Relations and Education Unit.

- **Statehood Steering Committee - constitutional workshops rolled out across the Northern Territory during the 2010 calendar year**

The 2010 calendar year has been extremely busy for the Statehood Steering Committee Secretariat, which commenced the delivery of 50 public forums as part of a concerted Information Roadshow program.



Financial Planning and Performance of the Agency

DETAILED FINANCIAL STATEMENTS appear commencing at page 51. As noted in the Agency Snapshot, the agency has an annual budget of \$26.228 million. This can be broadly divided into: salaries (agency officers and electorate officers), Operational Expenses, Assembly Services, Corporate Services, Building and Property Management (including Security) and Major Works.

The current reporting period included a substantial increase in electricity charges. As Parliament House is a large and public building, it is relatively expensive to maintain and run. For this reason the agency has engaged in energy management projects in an effort to address energy use and efficiency.

The major maintenance and equipment upgrade expense during the reporting period was the sound and vision system upgrade (\$750,000).

Equal Opportunity Management Programs & Initiatives

THE DEPARTMENT OF THE LEGISLATIVE Assembly has an Equal Employment Opportunity Plan (EEOP) and has complied with its requirements.

The agency has developed an Indigenous Employment and Career Development Strategy which complies with the recommendations and requirements of the Office of the Commissioner for Public Employment. All employees of the agency will undertake cross-cultural training in the next financial year, and the agency will continue to support training, development and employment opportunities for Indigenous people.

Management Training and Staff Development Programs

A TRAINING AND DEVELOPMENT Framework has been developed for the agency and is currently in consultation phase. It is expected that the framework will be supported and further developed, and that implementation will take place during the coming reporting period.

During 2009-10, a range of formal and informal training and development opportunities have been sponsored and were:

Conference Attendance

Two officers attended the Australasian Study of Parliament Group annual conference and Annual General Meeting in Hobart in September 2009.

One officer attended the Australasian Parliamentary Educators' Conference in Melbourne in October 2009.

One officer attended the Australasian and Pacific Hansard Editors Association Conference in Adelaide in January 2010.

Three officers attended the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Conference in Canberra in January 2010.



Studies Assistance

The agency once again provided sponsorship to several employees to undertake tertiary level qualifications during the last financial year. These included:

- Certificate IV in Project Management
- Certificate IV in Occupational Health and Safety
- Diploma in Human Resource Management

Generic training opportunities

The agency reviewed its Strategic Plan and developed a new Strategic Plan for 2010-2013. An external consultant facilitated a Strategic Planning Workshop to which all staff were invited to actively participate. The Strategic Planning Workshop was followed by a Values Workshop, which, again, was facilitated by an external consultant. All staff were encouraged to attend. Both workshops were addressed and attended by the Clerk and attended by the majority of agency staff. Extremely positive feedback was received from attendees.

All agency staff were invited to undertake First Aid Officer training, which was delivered by St John Ambulance. Eleven officers completed their qualifications. The agency purchased a defibrillator for Parliament House, and associated training was provided for First Aid Officers and Security staff.

Annual Fire Safety and Warden Training for Parliament House building occupants was undertaken in September 2009 and was well attended with representation from all occupant groups in the building.

All agency staff and external stakeholders are invited to attend forums organised by the Northern Territory Chapter of the Australasian Study of Parliament Group. During the reporting period, this included a seminar on Parliamentary Reform presented by Professor Dean Jaensch of Flinders University, and a seminar co-presented by the Clerk of the Legislative Assembly and the Solicitor-General on the 14 August 2009 Motion of No Confidence.

Individual Development Opportunities

Individual developmental opportunities to improve skills and knowledge were undertaken, including:

- Presentation Skills;
- EMCS card holder training;
- NTPS Machinery of Government;
- Anti-Discrimination Contact Officer Training;
- TRIM training;
- Photoshop training;
- Dreamweaver Introduction;
- Business Writing;
- Web 2.0 Marketing Seminar;
- Indigenous Communications Seminar; and
- superannuation and retirement seminars.



Inductions

New Electorate Officers undertook a one-day induction program, which provides an overview of the key functions of the agency. These induction programs are an excellent opportunity for agency staff to outline the services and support which is provided to Electorate Officers.

New agency staff also undertook a one-day induction program.

A new Safety Induction has been recommended for implementation by the Occupational Health and Safety Committee.

Electorate Officers

The agency, in its capacity as employer of Electorate Officers, provides training and development opportunities for them. In consultation with Electorate Officers, the agency identified key skills outlined in a 'generic' Electorate Officer Job Description. The identified skill areas form the basis of the annual training calendar which has been developed for Electorate Officers, all of whom can access courses provided they have approval from their Member and the Director of Parliamentary Services.

The agency once again provided sponsorship to several Electorate Officers to undertake tertiary level qualifications and general development opportunities, including:

- Principles of Questionnaire Design
- New Ways to Respond to an Angry Client
- Publisher Introduction
- Better Minute Taking
- Adobe InDesign Introduction
- Dealing with Difficult Situations and People

Occupational Health and Safety Programs

Section 24(k) of the *Public Sector Employment and Management Act* (PSEMA) requires Chief Executive Officers to ensure the application of appropriate health and safety standards and programs in their agencies.

Additionally, under the *Workplace Health and Safety Act* (WHS), as the building owner, the Clerk has a statutory duty of care for workplace infrastructure, equipment and materials (ss 56-57).

During the reporting period, the agency introduced a new Occupational Health and Safety (OHS) governance structure. An OHS Steering Committee was created which is responsible for establishing and driving OHS strategic objectives and continual improvement of the OHS Management System.

The role of the Steering Committee is to consider and make recommendations to the Clerk on strategic and operational OHS issues and to oversee and instruct OHS Safety Committees accordingly. The OHS Steering Committee covers Parliament House and its precinct and all 25 electorate offices located throughout the Northern Territory.



Three OHS Safety Committees were established on the following basis:

- Parliament House (building occupants and visitors) (OHS Committee 1)
- Electorate Offices (OHS Committee 2)
- Department of the Legislative Assembly (employees) (OHS Committee 3)

The OHS Steering and Safety Committees reviewed the agency's OHS Safety Policy and developed and implemented an OHS Management System which was endorsed by the OHS Unit of the Department of Business and Employment and approved by the Clerk. An Action Plan for 2010-11 is currently being developed.

Members of the OHS Steering and Safety Committees undertook a safety audit of the 25 electorate offices during the 2009-10 financial year. Outcomes include the development and/or clarification of policies and processes and increasing OHS education and awareness in electorate offices, and remedying individual matters are required.



Corporate Governance

THE AGENCY'S STRATEGIC direction and priorities were set out in the Strategic Plan 2007-10, developed at a workshop facilitated by an external consultant and attended by staff from across the agency. The Strategic Plan was reviewed during the first half of 2010 and a new Strategic Plan for 2010-13 was developed.

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 to the Speaker, Chief Minister, Leader of the Opposition and Commissioner for Public Employment.

Management Board

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

- regular Planning Meetings - Unit Heads are required to submit written weekly reports to review activities and to identify key tasks and issues. When required, meetings are called to ensure 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; or
- 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 planning 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.



An Audit Plan for 2009-10 was developed based on the Audit Coverage Plan for 2008-11. All actions in the Audit Plan were completed. Recommendations from the Cabcharge audit conducted in 2008-09 were approved by the Clerk and have been implemented.

The Committee Chairman acknowledges the contribution of Mr Tony Simons, Risk and OHS Advisor, Darwin City Council. Mr Simons' advice and guidance are of ongoing value to the Committee.

Audit of Members' Travel and Mobile/Satellite Telephone Entitlements

CLAUSE 8.3 OF REMUNERATION Tribunal Determination No. 1 of 2009 prescribes accountability requirements in respect of Member travel as follows:

8.3 (c) 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 Remuneration Tribunal Determination and to ensure that Members' entitlements have been administered in accordance with statutory requirements, an audit of Member travel for the 2009 year was arranged and was undertaken by Stanton International Pty. Ltd.

The overall objective of the review was to determine whether Member travel was undertaken in accordance with the relevant Remuneration Tribunal Determination (RTD), and whether the *Annual Schedule of Member travel at Government Expense* prepared by the agency provided a complete and accurate representation of travel entitlements utilised during the period 1 January 2009 to 31 December 2009. The specific objectives of the audit were to:

1. Determine whether travel entitlements utilised by Members during the period 1 January 2009 to 31 December 2009 were in accordance with the relevant Remuneration Tribunal Determination;
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 2009 to 31 December 2009;
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 Determination;
 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 2009 to 31 December 2009 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 2009) were in accordance with the Remuneration Tribunal Determination No. 1 of 2009 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 8.3 of the Remuneration Tribunal Determination, a schedule containing the respective totals of Government payments on behalf of each Member for satellite telephones and for mobile telephones during 2009 was prepared and subjected to an internal audit prior to tabling by the Speaker in the April 2010 Sitting.

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. The agency responded to five requests received pursuant to the *Information Act* during the reporting period.



Agency snapshot

Annual budget: The agency administered an annual budget of \$26.228m.

Minister: The Legislative Assembly has no Minister in Cabinet. The Member to whom Assembly officers are ultimately responsible is the Speaker. The Speaker appears on behalf of the agency at Estimates Committee hearings.

Regional dispersal: Thirteen of the 25 electorate offices are located outside of Darwin, and each of these is staffed by an Electorate Officer. A number of staff travelled to Alice Springs for regional sittings of the Assembly in November 2009.

Parliament House: Some 200 people work in the Territory's premier public building, and they represent the Department of the Chief Minister (DCM), Department of the Legislative Assembly, Northern Territory Library (Department of Natural Resources, Environment, the Arts and Sport), Parliamentary Counsel (DCM), Speaker's Corner Cafe staff (Karen Sheldon Catering), ISS Security staff and various contractors who service the building. In addition, there can be 100-200 visitors at any given time in the building.

Staffing:

	2008-09	2009-10	Notes:
ECO5	1	1	<p>These are positions occupied at the time of reporting and do not reflect establishment positions, or full-time equivalents as reported through the payroll system.</p> <p>The figures do not include Electorate Officers who are employed on contract. Additional numbers for 2009-10 arise from staffing for the Council of Territory Co-operation and an AO2 officer moving from part-time to full-time employment.</p> <p>Changes in levels result from:</p> <ul style="list-style-type: none"> • Committee Secretary position (AO8) upgraded to Clerk Assistant Committees (ECO1); • Executive Officer Clerk upgraded from AO7 to AO8; • Building Director and Property Manager upgraded from T6 to EO1; and • Technical Services Manager upgraded to T3 to T5. <p>Establishment positions currently unfilled are:</p> <ul style="list-style-type: none"> • Clerk Assistant - Committees (ECO1); • Research Officer Committees (AO7); • Admin Officer Committees (AO4); • Committee Secretary (AO8); and • Assistant Editor Debates, Hansard (AO5).
ECO2	2	3	
ECO1	1	1	
EO1	1	2	
AO8	4	5	
AO7	4	3	
AO6	8	8	
AO5	5	5	
AO4	9	10	
AO3	4	4	
AO2	2.5	3	
T6	1	0	
T5	0	1	
T3	1	0	
Total	43.5	46	



Executive Management Group

Ian McNeill, PSM - Clerk of the Legislative Assembly

AS CLERK OF THE Parliament and Chief Executive of the agency, Mr McNeill has overall responsibility for agency operations and services. Mr McNeill was appointed to the Legislative Assembly as Deputy Clerk in 1985, a position he retained until he was appointed Clerk in 1993. A Bachelor of Arts (Social Science), Mr McNeill was a career officer of the Australian Senate from 1966 until 1985.

David Horton - Deputy Clerk of the Legislative Assembly

AS DEPUTY CHIEF Executive, Mr Horton undertakes a range of responsibilities for agency operations and management as directed by the Clerk. After a 35-year career in the Royal Australian Navy, Mr Horton joined the NT Public Service in 1996 as Official Secretary to the Administrator. He joined the Legislative Assembly in 1998 when he was appointed Deputy Clerk. Mr Michael Tatham commenced duties as Deputy Clerk on 28 June 2010.

Graham Gadd - Clerk Assistant

MR GADD MANAGES the Chamber Support Unit comprising the Table Office and Hansard which provides administrative and secretarial support services to the Parliament. Mr Gadd joined the agency in July 1975 shortly after the election of the first fully-elected Legislative Assembly.

Vicki Long - Director of Parliamentary Services

MS LONG OVERSEES all services to Members, including salaries and entitlements as well as human resources, information technology and financial systems. Ms Long is a Master of Business Administration with Bachelor degrees in Arts and Education. She joined the agency in 2002, having been involved in strategic planning and management across a number of NT Public Service departments since 1994.

Robert Donovan - Director of Building Services

MR DONOVAN JOINED the agency in November 2008 and came with over 25 years experience in asset management, building/mechanical services and contract management. Mr Donovan performed similar duties with the Victorian Public Service.



Samantha Day-Johnston - Director of Security

MS DAY-JOHNSTON has been the agency's Director of Security since June 2006. She has an extensive security, intelligence and law enforcement background serving previously with the Queensland Police Service and Australian Defence Forces. She has formal qualifications including diplomas in Management, Administration and Operations. She holds a Graduate Certificate in Public Sector Management and has completed Certificate IV in Occupational Health and Safety.



Office of the Clerk

Unit Overview

The Office of the Clerk is responsible for overall management of the agency as well as provision of procedural advice to Members and for particular advice to the Speaker.

The Office of the Clerk undertakes preparation for parliamentary sittings during which the Clerk and Deputy Clerk sit in the Chamber to provide advice to the Speaker and Members of the Legislative Assembly as required.

Further, the Office of the Clerk is responsible for oversight of Committee operations, inter-parliamentary liaison, maintaining the Register of Members' Interests and maintaining links with professional associations such as the Institute of Public Administration Australia, the Australasian Study of Parliament Group and the Australian and New Zealand Association of Clerks at the Table.

The Office of the Clerk also has obligations in respect of the Commonwealth Parliamentary Association (CPA) broadly, and more specifically in respect of CPA branches in the Pacific Region. The Northern Territory Legislative Assembly has 'twinning' arrangements with the Parliaments of Timor-Leste and Niue.

During the reporting period, Captain David Horton concluded his tenure as Deputy Clerk of the Legislative Assembly after 10 years, and Mr Michael Tatham was appointed Deputy Clerk in his stead. Mr Tatham took up his appointment on 28 June 2010.

Key Achievements

- liaised with the Remuneration Tribunal during the Tribunal's annual review of Members' entitlements;
- in order to comply with the terms of an agreement between the Chief Minister and the Member for Nelson, established and resourced a Sessional Committee to be known as the Council of Territory Co-operation;
- successfully managed the regional sitting of the Legislative Assembly in Alice Springs in November 2009;
- conducted an internal review of the agency to identify organisational, staff and succession requirements;
- reviewed the agency's Strategic Plan and other reporting criteria to reflect the needs and requirements of the Legislative Assembly, its officers, Members and Electorate Officers;
- completed the Stage Two, Phase One upgrade of the sound and vision system;



- implemented an internal training program for parliamentary and external officers. This was achieved under the auspices of the Australasian Study of Parliament Group and featured seminars on parliamentary reform and the August 2009 Motion of No Confidence moved in the Assembly, which was co-presented by the Solicitor-General and the Clerk;
- commenced planning for hosting the 41st Conference of Presiding Officers and Clerks;
- in conjunction with the Asian Relations division of the Department of the Chief Minister, successfully arranged and undertook a Parliamentary delegation to Timor-Leste.

Future Priorities

- host and conduct the 41st Conference of Presiding Officers and Clerks;
- undertake a baseline budget review;
- implement some recommendations from the internal review of the agency to better reflect the agency's priorities and service delivery standards to Members;
- undertake Stage Two, Phase Two (sound reinforcement) of the sound and vision upgrade of Chamber and parliamentary broadcast system;
- successfully manage the 2011 regional sitting of the Legislative Assembly in Alice Springs;
- continue to offer training programs and seminars for parliamentary and external officers.



Chamber Services Unit

Unit Overview

THE CHAMBER SERVICES UNIT is comprised of the Table Office and Hansard Unit. The Unit provides administrative and parliamentary procedural advice and support to the Speaker, Ministers and Members of the Legislative Assembly, associated Parliamentary committees, other government agencies, other parliaments, and the public.

A core statutory 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, 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*).

The unit supports the operational needs of the Chamber of the Assembly. It undertakes administrative action in relation to publication and broadcasting of parliamentary proceedings and introduction of legislation in the Parliament through to subsequent assent by the Administrator.

The unit is also responsible for the agency's web site, which will be subject to a major redesign during 2010-11.

Key Achievements

Table Office:

- conduct of Table Office functions in Alice Springs;
- web site for the Council of Territory Co-operation developed and populated;
- preparation and conduct of Estimates Committee hearings, June 2010, undertaken by the Chamber Services Office as a result of the retirement of the Committee Secretary in May 2010;
- Similarly, Public Accounts Committee secretariat support was assumed by the Table Office after the retirement of the Committee Secretary;
- undertake a 2010 reprint of Standing Orders with gender-neutral language and associated amendments required by the Assembly both in hard copy form and on the electronic database on the agency's web site.

Hansard Unit:

A *Daily Hansard* was produced for each sitting day and a *Parliamentary Record* for each sitting period. These were generally produced within agreed timeframes. Transcripts were also produced for the Estimates Committee hearings.

Child Protection Inquiry – hearings were transcribed, edited and returned to the Child Protection Inquiry secretariat within three days of receiving the sound files in most cases.

Council of Territory Co-operation – turnaround time on these documents



depended on when the audio was received and the quality of the sound. For CTC meetings held across the Territory between 9 November 2009 and 12 May 2010, the Hansard Unit provided 991 pages of transcript.

The Editor of Debates attended the 34th Conference of the Australasian and Pacific Hansard Editors Association in Adelaide in January.

Parliamentary Statistics

Statistic	Annual hrs sat	Average hrs sat	Bills passed	Questions asked	Papers tabled
Year					
1997-98	180.26	8.23	51	249	495
1998-99	285.43	8.32	90	438	909
1999-00	266.11	8.07	78	340	567
2000-01	233.26	7.44	59	313	581
2001-02	243.32	9.01	85	325	433
2002-03	365.30	9.52	85	445	555
2003-04	351.36	10.20	60	495	406
2004-05	260.50	9.00	56	444	371
2005-06	381.05	10.30	44	518	527
2006-07	294.03	8.40	29	521	458
2007-08	296.27	8.53	49	531	369
2008-09	343.03	9.48	36	464	428
2009-10	354.21	9.35	43	700	474

Table 3: Overview of Parliamentary Statistics

The Legislative Assembly sat on 37 days during the reporting period. This figure includes the annual Estimates Committee hearings. The Standing Orders Committee has before it a reference to review the operation of Estimates Committee hearings, which may result in additional sitting days and hours over the coming reporting period. The 'average hours sat' column in the above table represents the daily average of hours sat.

The Assembly adopted a recommendation of the Standing Orders Committee, which limits the questioner to a maximum of one minute to ask a question and the Minister responding to a maximum of three minutes for each question. The number of questions asked and answered increased accordingly.



Item of Business	No
Matters of Public Importance	10
Petitions Presented	30
Written Questions submitted	98
Ministerial Statements	23

Table 4: Business (other than bills) transacted in the Legislative Assembly

	Govt	Oppn	Ind	Total
<i>B/forward 1 July 2009</i>	5	5	0	10
Introduced	44	17	0	61
Discharged	0	0	0	0
Withdrawn	0	2	0	2
Negatived	0	12	0	12
Lapsed	0	0	0	0
Passed	43	1	0	44
Acts assented to	43	1	0	44
<i>C/forward 30 June 2010</i>	6	7	0	13

Table 5: Bills processed in the Legislative Assembly

The Hansard Unit

'HANSARD' IS THE INFORMAL NAME of the written hard copy and printed official report of parliamentary debates, named after Luke Hansard who recorded the British Parliament's debates during the 1800s.

Hansard is produced, stored and published via a integrated components using audio visual technology, digital recording systems, local area networks, file and print servers, business application servers and web technology.

The Hansard Unit is responsible for the production of the *Parliamentary Record*. The unit records proceedings of parliamentary sittings and some committee meetings and produces a written transcript of those proceedings.

The unit is integral to providing an historical and chronological record of parliamentary proceedings as an aid to statutory interpretation of intent of the parliament. The *Interpretation Act* provides that the *Parliamentary Record* (specifically second reading speeches of Ministers) may be examined by courts to determine the intent of parliament in respect of legislation.

The Hansard Unit preserves the integrity of the parliament as an institution. Editors of the proceedings of the Assembly must have appropriate skills and knowledge so as to not change the intent or meaning of words spoken by Members, and to faithfully reflect proceedings of the Legislative Assembly in a manner that upholds the integrity of the institution.



Developments

Daily Questions - Production: half-way through the reporting period, the method of distribution of questions to Members changed. Rather than printing a hard copy of the Question paper for copying and distribution, the Unit moved to emailing the Question paper. Members have become more comfortable obtaining material electronically. This may lead to Members reading the electronic version of the Daily Hansard, and printing could be discontinued. Some members have asked to receive hard copy of the Questions and these are produced in-house.

At the end of each sitting night, an electronic transcript is uploaded by the Hansard team to the Legislative Assembly website where it is publicly accessible within an hour (allowing for replication). Members will be encouraged to use this to view and print only the extracts required resulting in a considerable saving of printing costs to the agency.

Chamber Monitoring Room: as a result of the upgrading of equipment for the broadcast of proceedings, the Monitor Room was remodelled to provide for new technologies and equipment. A new manual was written to accommodate the interim changes and will be updated to reflect the finished system. Training has been undertaken on the new equipment and will be updated when the upgrade is completed.

Year	< 1 hr	1-2 hrs	2-3 hrs	> 3 hrs of the Assembly rising
2005-06	2	11	23	2
2006-07	2	29	3	0
2007-08	0	19	15	0
2008-09	2	19	10	3
2009-10	1	9	23	3

Table 6: Daily Hansard completion times in relation to the time the Assembly rose on each sitting day

In respect of Table 6, these times represent completion of the Daily Hansard editorial process for sittings of the Assembly and Estimates and Government Owned Corporations Scrutiny Committee hearings.

The reasons for the three occasions on which completion time finishes extended over three hours were: 17 and 22 August 2009 – training of new casual sub-editor; and 17 June 2010 – technical difficulties associated with Estimates Committee hearings in the Litchfield Room.



Future Priorities

- consolidation of and training in new servers, new software, and monitoring desk upgrades;
- review of staffing requirements and job descriptions; and
- ongoing training of casual transcribers and Chamber Monitor.



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 Department of Business and Employment (DBE) 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;
- management of information technology and telecommunication services through outsourced service providers for Parliament House and electorate offices;
- office services including supply of furniture, equipment, stationery and general supplies;
- the full range of corporate services to the agency, Members and Electorate Officers, including human resource management and development, and financial management.
- Occupational Health and Safety programs for the agency, Parliament House and electorate offices; and
- Management of 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

Occupational Health and Safety Audit of all electorate offices

During 2009-10 department staff visited each electorate office to undertake an Occupational Health and Safety audit. A report was compiled for each individual office and action items are being systematically addressed.

Members Entitlements Travel System (METS) 2010

The Members Entitlements Travel System (METS) is a database that records Members' of the Legislative Assembly travel entitlements and requests. The system is a Lotus Notes database. A new database is created in January of each year to reflect the structural and actual changes made to the travel entitlements in the Remuneration Tribunal Determination (RTD) for that year.



All Electorate Officers have received coaching and support to ensure they are proficient in their use of METS.

Travel Request Information Processing System (TRIPS)

The Travel Request Information Processing System (TRIPS) is an on-line system to process travel requisitions. This system was successfully introduced for the Department during 2009-10. TRIPS enables electronic processing of travel bookings and payment of travel allowance which provides a more efficient and timely service. The introduction of TRIPS ensures that the agency is aligned with other Departments in the public sector.

Remuneration Determination Tribunal (RTD)

The new Remuneration Determination Tribunal (RTD) became effective on 1 May 2010 following the expiry of the disallowance period, with entitlements backdated to 1 January 2010. Briefing papers were provided to Members and staff outlining the range of new entitlements included in the Determination.

Tower Records Information Management (TRIM)

The Tower Records Information Management (TRIM) system was reviewed and updated from version 5.2.3 to version 6.2.4 during 2009-10. The new version was implemented with all agency staff being provided with updated manuals and training on request.

Occupational Health and Safety

An Occupational Health and Safety (OHS) Governance Structure was introduced which covers three distinct areas: Parliament House; Electorate Offices; and the Department of the Legislative Assembly. A Safety Management System was developed and endorsed by all three Safety Committees and the NTPS OHS Unit based in the Department of Business and Employment. Action plans for 2010-11 are currently being finalised and will be implemented accordingly.

Development of a parliamentary staff code of conduct

Further to the review of the *Public Sector Employment and Management Act*, the agency has submitted a parliamentary staff code of conduct with a view to this being incorporated into Employment Instruction No. 1, the Code of Conduct for NTPS employees.

Induction

The new Induction process for new Assembly staff and new Electorate officers continues to be provided in a timely and systematic manner, with good feedback from participants.



Client survey

A client survey of Members and Electorate Officers was undertaken in 2010, with a response rate of 18%. Feedback from Members and Electorate Officers indicated a high degree of satisfaction with services and support provided by parliamentary officers. Serious concerns were raised with the level of IT services provided by the whole-of-government outsourced service providers. Specific issues raised were IT connectivity (for non-networked machines), service provision by contractors and password expiry and re-set issues. The option of a 24/7 IT service has been investigated and, unfortunately, the cost for such services is prohibitive. IT staff attached to the agency are available in the event that urgent matters arise after normal working or sitting hours. Four Legislative Assembly staff are now delegates for password re-sets for Electorate Officer accounts. Alternative methods of IT connectivity are being investigated for Electorate Offices.

NTPS employee survey

The survey results for the Department of Legislative Assembly have been analysed and an action plan developed. Focus groups to further discuss and validate the survey findings are planned for 2010-11.

Freedom of information requests

Five information requests were received and responded to in 2009-10 under the *Information Act*. Annual data information was provided to the Office of the Information Commissioner.

Management of electorate offices

Some \$155,297 was spent on work undertaken across 16 electorate offices in 2009-10. A lease for a new office for the Member of Stuart was signed and a tender developed for works to be undertaken to establish the office. Proposals for relocation of the Nhulunbuy electorate office were developed.

Budget and finance

A costs savings group was established comprising the Deputy Clerk, Director of Parliamentary Services and the Chief Finance Officer, with a range of initiatives developed and presented to the Speaker for consideration. A baseline budget process was also commenced, with a view to ascertaining budget needs for the agency and submission for funding to Treasury as appropriate.



Future Priorities

- ongoing implementation of the Occupational Health and Safety Action Plans;
- implementation of actions arising from the Client Survey;
- implementation of actions from the NTPS Employee Survey;
- establishment of the new Stuart electorate office;
- finalisation of a lease extension for the Nhulunbuy office and commencement of building new office accommodation;
- implementation of the leadership development program;
- finalisation of the baseline budget review and submission to Treasury as appropriate;
- ongoing implementation of the cost savings project; and
- development of a newsletter for Members.



Committees Secretariat

Unit Overview

THE COMMITTEES SECRETARIAT provides secretariat, administrative and logistical support to the Legislative Assembly's various Committees, each of which have different roles and functions. For example, the Privileges Committee meets only when a matter of Privilege has been reported to it for consideration. During the reporting period, no matters of Privilege were referred so the Committee did not convene.

There was significant staff movement in the Committees Secretariat during the reporting period. A long-term Committee Secretary embarked on extended leave prior to retirement and another retired. This necessitated other senior staff from within the agency taking on Secretariat roles in addition to their existing duties.

A stand-alone Committee Secretariat was established for the Council of Territory Co-operation during the reporting period. Accommodation within Parliament House is scarce, and the CTC Secretariat was accommodated in NT House adjacent to Parliament House. The particular requirements of the Council demonstrated a lack of capacity to support the Council in its early months of operation. This issue was addressed by recruitment and additional support from the Office of the Clerk.

Note that some committees (eg Council of Territory Co-operation, Public Accounts and Legal and Constitutional Affairs) table separate annual reports and these appear on the agency's web site in the Committees suite.

Key Achievements

- establishment of a Sessional Committee known as the Council of Territory Co-operation;
- establishment of a stand-alone Secretariat for the Council of Territory Co-operation;
- re-ordering of Ministerial appearances, time allowances and order of outputs and sub-outputs during the Estimates Committee hearings as well as 10 hours of extended time for the Estimates process;
- changes to the routine of business in the Legislative Assembly (including the conduct of General Business) arising from inquiries and reports of the Standing Orders Committee;
- successful transition from *Legislative Assembly (Register of Members' Interests) Act* to compliance with the *Legislative Assembly (Disclosure of Interests) Act* (commencement 12 August 2009); and
- some Committee meetings convened in Alice Springs to coincide with the regional sitting of the Legislative Assembly (November 2009) as a matter of cost efficiency.



Committee Statistics

Committee	Meetings		Hours Sat	Reports Tabled
	Deliberative	Public		
PAC	6	0	5.0	Nil
Environment	1	3	8.0	Nil
Subordinate Leg	3	0	2.5	Nil
LCAC	5	0	4.1	1 (2 references)
CTC*	16**	18**	102.25	2
Estimates	NA	5 days	47.0	Reported in Chamber
GOCS	NA	0.5 day	3.0	Reported in Chamber
House	4	0	4.5	Nil
Members' Interests	0	0	0.0	Nil
Privileges	0	0	0.0	Nil
Standing Orders	5	0	7.5	2

Table 7: Summary of 2009-10 Committee Activities

Legend

PAC - Public Accounts Committee
 LCAC - Legal and Constitutional Affairs Committee
 GOCS - Government-owned Corporations Scrutiny Committee

Notes to Table 7:

* established 14 October 2009

** some meetings combined deliberative with public hearings/briefings. Total 28 meetings.

The Committee of Privileges meets only when there has been a complaint arising in relation to the *Legislative Assembly (Powers and Privileges) Act*. There was no complaint during the reporting period.

The Committee of Members' Interests was established by the *Legislative Assembly (Disclosure of Interests) Act 2008*, which was passed in November 2008 and which repealed the *Legislative Assembly (Register of Members' Interests) Act 1982* and *Legislative Assembly (Register of Members' Interests) Amendment Act 1987*. The new Act commenced on 12 August 2009.



Future Priorities

- restructure the Committees Secretariat to better reflect the role and functions of the secretariat and to streamline services to Parliamentary Committees;
- recruit expert research assistance on a temporary basis to fulfil the work designated by individual committees;
- Sessional Committee on Environment and Sustainable Development expects to report to the Assembly on its reference in relation to Agriculture; and
- maintain support and resources for the Council of Territory Co-operation.



Parliamentary Relations and Education Unit

Unit Overview

THE PARLIAMENTARY RELATIONS AND Education Unit is responsible for the provision of services and support to promote community awareness of the role and significance of the Parliament.

The Unit provides a wide range of programs for school and tertiary students, community groups, and the general public. The Unit also develops educational resources and information brochures, and conducts events designed to promote awareness of the parliament. Unit staff participate in seminars and forums for Members, Electorate Officers and departmental staff. Guided tours of Parliament House are offered for all our stakeholders. In addition, the Unit is responsible for the management of artworks and historical projects associated with the Parliament.

Key Achievements

Proposed Action	Outcome
Coordinate the first Open Day at Parliament House in collaboration with Open Days at Government House and the Supreme Court.	Achieved with over 800 participants. State Square Open Day was held in August 2010 and will be an annual event.
Co-ordinate the schools program for the regional parliamentary sitting in Alice Springs.	Achieved. About 500 students and teachers attending the regional sitting.
Initiate the new <i>Step Up Be Heard</i> program aimed at providing senior students with an holistic experience of election campaigning and parliamentary procedures.	New program under development with pilot proposed for February 2011.
Initiate the Young Adult Education and Adult Education programs.	The Adult Education program, called <i>Know Your Parliament</i> , was developed and conducted with several community groups. The <i>Democracy at Work</i> program for young adults and new Australian citizens was developed and is due for pilot in August 2010.
Conduct an Outreach program to remote schools.	Achieved. Program was conducted in Nhulunbuy and Alice Springs schools.
Attend the annual Australasian Parliamentary Education Conference.	Achieved. The conference was held in Melbourne in October 2009.
Revise all educational resources and materials for schools.	Achieved. Amendments were made to resources and new resources were developed with a focus on web site materials.
Review the History Project, which involves collating historical photographs and materials about parliament.	A preliminary review was conducted, revealing the project will require substantial efforts to repair, scan and catalogue the items. This is scheduled to begin in early 2011.



Highlights of 2009-10

Key achievements of the Unit during the reporting period:

- conducted more parliamentary role plays in schools than in previous years;
- continued coordinating sessions for school and tertiary students with the NT Electoral Commission and Office of Statehood as complementary to tours of Parliament House;
- developed a new program called *Know Your Parliament* specifically aimed at adults and conducted several sessions with positive feedback;
- developed a new program called *Democracy at Work* specifically aimed at new Australian citizens to be conducted in conjunction with the NT Electoral Commission and education staff from the NT Supreme Court;
- coordinated activities for Commonwealth Week where school students toured Parliament House, attended a session about the Commonwealth, and completed a challenging quiz;
- coordinated a *Careers in Parliament* Forum for National Careers Development Week where school students were addressed by Legislative Assembly Members and senior parliamentary staff;
- conducted role plays and tours for Centralian school students during the Regional Sitzings of the Legislative Assembly at Alice Springs;
- conducted role play sessions at several schools in Nhulunbuy through the Outreach program; and
- coordinated the inaugural State Square Open Day in conjunction with Government House and the NT Supreme Court.



*The Hon Jane Aagaard,
Speaker of the Legislative Assembly,
takes the Speaker's chair for
Larapinta School's parliamentary
role play in November 2009.*

*The Speaker and Clerks of
Bees Creek Primary School
parliamentary role play,
May 2010*



Unit Statistics

Programs	2008-09		2009-10	
	Sessions	Attendees	Sessions	Attendees
Public tours	122	2575	122	2682
School tours	58 for 36 schools	1448 1448	115 for 65 schools	2880
School programs	16 for 16 schools	425 425	30 for 20 schools	794
Outreach	nil	nil	22 for 10 schools	526
Alice Springs sitting	NA	NA	25 for 15 schools	570
<i>Step Up Be Heard</i>	1 Youth Parl 4 schools	25	0(1)	0(1)
<i>Democracy at Work</i>	NA	NA	0(2)	0(2)
Adult Education	NA	NA	5	131
Special Events	(part of school programs)		3(3)	1295
Other tours, inductions, seminars (VIPs and staff)	10	34	21	92
TOTAL	207	4507	343	9150
Notes: (1) program under development and pilot is proposed for early February 2011 (2) Pilot program scheduled for 5 August 2010 (3) Events were Open Day 2009, Commonwealth Day and Careers Forum				

Future Priorities

THE UNIT'S PRIORITIES for the coming year are to:

- co-ordinate Open Day at Parliament House in collaboration with Open Days at Government House and the Supreme Court;
- co-ordinate the schools program for the parliamentary regional sittings in Alice Springs;
- trial and implement the new *Step Up Be Heard* program aimed at providing senior students with an holistic experience of election campaigning and parliamentary procedures;
- trial and implement the new *Democracy at Work* program aimed at new Australian citizens;
- conduct an Outreach Program to remote schools;
- develop and implement on-line interactive resource materials suitable for schools;
- attend the annual Australasian Parliamentary Education Conference; and
- commence activities associated with the History Project, collating historical photographs and materials about parliament.



Statehood Steering Committee Secretariat

Unit Overview

DURING THE REPORTING PERIOD, the Committee commenced a new stage in anticipation of a future Constitutional Convention.

The Statehood Steering Committee came into existence in March 2005 and has undertaken a long term strategy aimed at education and information delivery ahead of further moves towards a referendum on Statehood for the Northern Territory. The Committee has identified 2011 as a pivotal year.

The Office of the Chairman, Statehood Steering Committee is located in Parliament House comprising four staff serving a 22 member Committee with a busy program in the 2009/10 year.

The Executive Officer, Project Officer – Events, Project Officer - Liaison and an Administration/Research officer complete the team.

The Chair of the Committee is the Hon Jane Aagaard MLA as per the requirement of the Committee's Terms of Reference as she is also the Chair of the Legislative Assembly Standing Committee on Legal and Constitutional Affairs.

The Co-Chair is Ms Fran Kilgariff. Ms Kilgariff resides in Alice Springs and brings an in depth knowledge of Central Australia to the role.

Other Committee members reside in locations Territory-wide and represent a range of communities and organisations.

A Minister for Statehood and a Shadow Minister for Statehood have different roles and are not directly supported by the Office of the Chairman. However, a protocol is in place where those office holders may request briefings and information about Statehood through the Office of the Clerk. Such briefings are also available for any member of the Assembly.

Key Achievements

The Committee's Executive Group approved the allocation of resources for the development of a concerted information delivery campaign for the 2010 calendar year.

This campaign was launched in January 2010 and is called *NT 2011 Towards State 7*.

The aim of the campaign is to deliver approximately 55 Territory-wide Information Roadshow Forums and promote 2011 as a significant year for further consideration of a constitution for the Northern Territory upon becoming a State.

The Executive Group decided an independent Facilitator would be used for the Forum delivery and a tender process resulted in the national consultancy firm Urbis winning the contract and being engaged to deliver the facilitation of the Forums.

Darwin-based media specialists Sprout were engaged through an RFQ



process to develop the look and feel of the new brand and designed the new campaign website, print and television commercials and worked with the Aboriginal Interpreter Service to deliver radio commercials in 10 Aboriginal languages for broadcast across the Northern Territory.

A direct mail campaign and an underlying briefing campaign for organisations, elected officials, community groups and the media commenced.

During the 2009-10 financial year, delivery of 21 of the forums has been completed.

The new website was launched in conjunction with the campaign. It has a modern approach by capturing community views via You Tube videos and links to a Facebook site.

This new site complements the original and ongoing website (www.statehood.nt.gov.au) which contains all of the more complex and detailed research and information about constitutional development and Statehood.

Reports of each of the Forums delivered during the period have been uploaded to the new site at www.ntstate7.com.au.

Unit Statistics

Statehood Steering Committee meetings:

- Meeting No 22 held in Darwin on 2 October 2009
- Meeting No 23 held in Alice Springs on 23 November 2009
- Meeting No 24 held in Darwin on 23 March 2010
- Meeting No 25 held in Katherine on 26 May 2010

Executive Group meetings:

- Meeting No 20 held in Darwin on 10 September 2009
 - Meeting No 21 held in Alice Springs on 3 February 2010
 - Meeting No 22 held in Katherine on 26 May 2010
-
- Completion of 21 of approximately 55 planned for Information Roadshow Forums to more than 500 participants using appropriate Aboriginal language interpreters where required.
 - Completion of 16 background briefings and information sessions to community groups and organisations including council meetings in advance of Forums being undertaken in their region and associated promotional radio interviews.
 - Participation in presentations arranged through the Assembly's Parliamentary Relations and Education Unit to deliver information sessions to approximately 700 school students.
 - Participation at the Parliament House Open Day 2009.
 - Direct mail to all Territory mailing addresses, recruitment of over 390 Facebook members and the completion of more than 250 surveys on the State 7 website.



Future Priorities

The Statehood Steering Committee will conclude the delivery of the Information Roadshow Forums in December 2010 and report to the Standing Committee on Legal and Constitutional Affairs and to the Legislative Assembly by early 2011.

A Constitutional Convention is now being considered for 2011. The Standing Committee is most likely to have the overall carriage of this process.



Katherine forum, 26 May 2010



Mutitjulu forum, 9 March 2010



Security Services Unit

Unit Overview

THE SECURITY SERVICE UNIT'S primary objectives are to coordinate and manage the security activities of the Department to ensure a safe and secure workplace is provided for Members, Staff, Parliament House building occupants and visitors. The Unit has a small staff consisting of two permanent NTPS employees and contract security officers from ISS Security Pty Ltd. The Unit's key responsibilities include:

- 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
- emergency management including provision of policy, procedures, training and response to incidents.

Key Achievements

Security Program

The Unit has been focused on developing and enhancing its Security Program through the implementation of its Business Plan which focussed on providing security capability, assurance and good governance. Key aspects of the program that were developed and implemented include:

- the review and further development of Parliament House security procedures;
- the delivery of security education and awareness to Members, Electorate Officers and staff;
- the conduct of security and safety inspections and audits on Electorate Offices;
- security planning for major conferences and events;
- effective contract management of security service providers; and
- reviewing personnel security/vetting measures for contractors.

Electorate Office Security Reviews

Reviewing security in Electorate Offices is being undertaken by the Director of Security. When complete, the review will enhance security and safety in the offices and provide a reference point for future planning and maintenance. While these reviews are a priority for the Unit, this project was not completed during the year as planned owing to competing priorities.



Alice Springs Regional Sitting

The Security Services Unit spent a considerable amount of time planning and implementing security for the Alice Springs regional sitting in November 2009. Security support included: contracting security providers to conduct x-ray screening; preparation of security and emergency plans; coordinating security with police, venue and contract security staff; providing security items including passes, access cards, keys and briefings to MLAs and staff; and assisting with media accreditation.

Occupational Health and Safety (OHS)

The agency has achieved a lot this year with regard to OHS. The Director of Security is a member of the OHS Steering Committee and each of its three Safety Committees.

Unit Statistics

Security screening of visitors to Parliament House is conducted by the Security Services unit. During 2009-10 a total of 127,301 visitors entered the Main Entrance of Parliament House. The breakdown of visitors and their primary reason for entry are shown in the table below.

Reason for Visit	% of total
Northern Territory Library	50%
Visitors (tourists, etc)	22%
Functions	18%
Official appointments	3%
Speaker's Corner Cafe	7%

Table 9 - Visitors to Parliament House, 2009-10



Building and Property Management

Unit Overview

THE BUILDING AND PROPERTY MANAGEMENT Unit activities include but are not limited to: maintenance of all electrical equipment and fixtures; mechanical services maintenance; structural and building maintenance; acquisition and maintenance of Members' and staff vehicles; overseeing all functions at Parliament House sponsored by the Legislative Assembly; management of cleaning, landscaping/gardening, plant and sanitisation contracts; upkeep of accommodation and furniture; and management and supervision of all leased areas within Parliament House. It is a priority of the Unit that Parliament House retains its status as the premier public building in the Northern Territory and that the occupants and users of the building are able to carry out their duties in a safe and secure environment.

Key Achievements

- **Regional parliamentary sittings**

Successful logistical planning, set-up and knock-down at Alice Springs Convention Centre for the November 2009 regional sitting of the Assembly.

- **completion of the sound reinforcement system in the Chamber**

Stage Two Phase One of the sound reinforcement system was completed, which included: replacing microphones on Members' desks; electronic preamp/splitters between microphones and existing mions; installation of a number of Biamp Audia systems; installation of a new control and monitoring system in the Control Room; connection of all systems via optic fibre; commissioning a broadcast audio feed; commissioning a new Hansard recording feed based on eight channels; installation of a sixth camera in the Chamber; and co-ordination with media outlets to take live high definition digital images direct from the internal system. Total cost of these works was \$894,000.

- **progressively work on the building fabric to maintain high levels of presentation**

Since the building opened in 1994, it has aged to the extent that high level maintenance is required to maintain it in appropriate condition. Works included: re-bronzing of the ceremonial doors and all bronze work in the Chamber; replacement of cool room equipment on Level 4; installation of new carpet on Levels 2 and 3; installation of a fan-cooled unit in the Palmerston Room; and installation of new X-ray equipment at Security/Reception.



- **continued upgrading of landscaping within the Parliamentary precinct**

Work continued on enhancing existing garden bed areas, including arborial reports on a six-monthly basis to ensure the health of trees (and safety for building users) within the Parliamentary precinct.

- **further development of an Energy Management Plan**

An Energy Audit was undertaken by the Office of Sustainability. As a result, 121 LED down lights were installed around Parliament House and the 90-bay carpark was upgraded with energy-efficient lighting. The cost savings of these initiatives will be reported in next year's Annual Report. Parliament House participated in Earth Hour on 27 March 2010. During the reporting period, electricity consumption in Parliament House was reduced by 3000KwH over the previous year.

- **introduction of a water conservation plan and implementation of water saving measures**

There was an upgrade of ensuites on Level 5, which included the installation of water-saving devices. The agency is working in conjunction with the Power and Water Authority on this and future energy-related projects.

- **Asset Management Plan**

Unit staff have completed a 10-year Asset Management Plan to identify future liabilities and estimate associated costings. We are now working with DCI to identify suitable Asset Management software and program monitoring.



*The parliamentary Chamber at the Alice Springs Convention Centre, Nov 2009
Photo courtesy of Justin Brierty, Centralian Advocate*



Future Priorities

- Undertake Stage Two, Part Two of the Chamber reinforcement upgrade, which is expected to be completed by May 2011. Works will include: acoustic treatment of Chamber; multi-channel digital processing; digital single processing deployed from the Hansard Control Room; bespoke interface control systems (microphone-to-camera interaction); integration of the Litchfield Room audio configuration to Hansard Control Room; and electronic media access to all proceedings in the Chamber.
- ongoing maintenance works of Parliament House, with particular emphasis on Building Management systems. This will achieve further energy savings.
- in the coming reporting period, continuation of the LED light replacement program and installation of a six-star energy rated air-conditioning chiller. This will produce an estimated 15 per cent saving in running costs.
- continuation of the water conservation plan with installation of four new cooling towers, which are 50 per cent more efficient than existing water towers at Parliament House. This plan includes further installation of water-saving devices throughout Parliament House as needed.
- preparation for logistics and set up for Alice Springs sittings in March 2011.
- arising from an Energy Audit by the Office of Sustainability during the reporting period, we will investigate the potential of installing photovoltaic cells on the roof of Parliament House and, in conjunction with Power and Water, investigating the possibility of turbine wind power.
- continue dialogue between the Clerk and the Chief Executive of the Department of Construction and Infrastructure in respect of a service level agreement or Memorandum of Understanding dealing with contract management issues associated with capital works and minor new works.



FINANCIAL STATEMENT OVERVIEW

For the Year Ended 30 June 2010

The Department of the Legislative Assembly achieved its stated outcome of providing operational support, services and professional advice to the Northern Territory Legislative Assembly Members and other clients, and promoting community understanding of the work of the Assembly and its committees.

The Department's financial performance is reported in four financial statements, the comprehensive operating statement, the balance sheet, the statement of changes in equity and the cash flow statement. The statements include figures for 2009/10 and a comparison from 2008/09.

Comprehensive Operating Statement

For the year ended 30 June 2010, the Department of the Legislative Assembly recorded a deficit of \$2.873 million in comparison to a budgeted deficit of \$2.573 million.

A forecasted deficit position is normal for the Agency, as cash for depreciation is not provided, nor is any expenditure capacity funded through existing cash balances.

Operating Revenue for the year was \$23.664 million of which the largest component was Output Revenue of \$21.626 million. Revenue for goods and services received free of charge was \$1.984 million while a total of \$54 000 was received from other revenue sources.

The Agency incurred total expenses of \$26.536 million as compared to a budgeted target of \$26.228 million. The additional expenditure was mainly incurred within the building management area, where external contractors provided specialised services, such as cleaning, security and utilities.

Expenses consisted of \$13.356 million for employee costs and \$13.180 million for administrative expenditure which includes a notional amount of \$1.984 million for services received free of charge.

Balance Sheet:

The net asset position of the department was \$290.428 million. This was substantially more than budget due to the revaluation of Parliament House and associated land, which increased the value of property plant and equipment by \$131.724 million.

Changes in Equity:

The total equity of the Agency at was \$290.428 million as compared to the budget target of \$158.249 million. The variance is a reflection of the building revaluations of Parliament House and associated land, which increase reserves by \$131.724 million.

Cash Flow Statement:

Cash balances at year end were \$51 000 more than budget at \$777,000. This cash surplus however is offset by the increase in Agency liabilities which were \$398 000 more than budget at \$1.932 million.

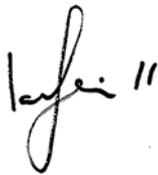
**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
FINANCIAL REPORT**

CERTIFICATION OF THE FINANCIAL STATEMENTS

We certify that the attached financial statements for the *Department of the Legislative Assembly* have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act* and Treasurer's Directions.

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2010 and the financial position on that date.

At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



Ian McNeill
CLERK
30 September 2010



Jeff Thomson
Chief Finance Officer
at 30 June 2010

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
COMPREHENSIVE OPERATING STATEMENT
For the year ended 30 June 2010**

	NOTE	2010 \$'000	2009 \$'000
INCOME			
Taxation Revenue			
Appropriation			
Output		21 626	21 384
Sales of Goods and Services		45	22
Goods and Services Received Free of Charge	4	1 984	1 989
Gain on Disposal of Assets	5		6
Other Income		9	7
TOTAL INCOME	3	<u>23 664</u>	<u>23 407</u>
EXPENSES			
Employee Expenses		13 356	12 997
<i>Administrative Expenses</i>			
Purchases of Goods and Services	6	4 319	3 619
Repairs and Maintenance		2 485	1 861
Property Management		2 269	2 215
Depreciation and Amortisation	10, 11	2 122	1 839
Other Administrative Expenses ⁽¹⁾		1 986	1 993
TOTAL EXPENSES	3	<u>26 536</u>	<u>24 525</u>
NET SURPLUS/(DEFICIT)		<u>(2 873)</u>	<u>(1 117)</u>
OTHER COMPREHENSIVE INCOME			
Asset revaluation reserve		<u>131 724</u>	
COMPREHENSIVE RESULT		<u>128 852</u>	<u>(1 117)</u>

The Comprehensive Operating Statement is to be read in conjunction with the notes to the financial statements.

¹ Includes DBE service charges.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
BALANCE SHEET
As at 30 June 2010**

	NOTE	2010 \$'000	2009 \$'000
ASSETS			
<i>Current Assets</i>			
Cash and Deposits	7	777	1 137
Receivables	8	148	123
Inventories	9	27	40
Prepayments		22	19
Total Current Assets		<u>975</u>	<u>1 319</u>
<i>Non-Current Assets</i>			
Property, Plant and Equipment	10	291 273	159 300
Heritage and Cultural Assets	11	112	113
Total Non-Current Assets		<u>291 385</u>	<u>159 413</u>
TOTAL ASSETS		<u>292 360</u>	<u>160 732</u>
LIABILITIES			
<i>Current Liabilities</i>			
Payables	12	(700)	(435)
Provisions	14	(860)	(803)
Other Liabilities	15		
Total Current Liabilities		<u>(1 561)</u>	<u>(1 237)</u>
<i>Non-Current Liabilities</i>			
Provisions	14	(371)	(297)
Total Non-Current Liabilities		<u>(371)</u>	<u>(297)</u>
TOTAL LIABILITIES		<u>(1 932)</u>	<u>(1 534)</u>
NET ASSETS		<u>290,428</u>	<u>159 198</u>
EQUITY			
Capital		(154 147)	(151 769)
Asset Revaluation Surplus	16	(150 741)	(19 017)
Accumulated Funds		14 461	11 588
TOTAL EQUITY		<u>(290 428)</u>	<u>(159 198)</u>

The Balance Sheet is to be read in conjunction with the notes to the financial statements.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
STATEMENT OF CHANGES IN EQUITY
For the year ended 30 June 2010**

	NOTE	Equity at 1 July \$'000	Compre- hensive result \$'000	Transactio ns with owners in their capacity as owners \$'000	Equity at 30 June \$'000
2009-10					
Accumulated Funds		(11 588)	(2 873)		(14 461)
		<u>(11 588)</u>	<u>(2 873)</u>		<u>(14 461)</u>
Asset Revaluation Surplus	16	19 017	131 724		150 741
Capital - Transactions with Owners		151 768			151 768
Equity Injections					
Capital Appropriation				41	41
Equity Transfers In				2 338	2 338
Other Equity Injections					
Equity Withdrawals					
Equity Transfers Out					
		<u>151 768</u>		<u>2 379</u>	<u>154 147</u>
Total Equity at End of Financial Year		<u>159 198</u>	<u>128 852</u>	<u>2 379</u>	<u>290 428</u>
2008-09					
Accumulated Funds		(10 471)	(1 117)		(11 588)
		<u>(10 471)</u>	<u>(1 117)</u>		<u>(11 588)</u>
Asset Revaluation Surplus	16	19 017			19 017
Capital - Transactions with Owners		142 740			142 740
Equity Injections					
Capital Appropriation				41	41
Equity Transfers In				8 987	8 987
Other Equity Injections					
Equity Withdrawals					
Equity Transfers Out					
		<u>142 740</u>		<u>9 028</u>	<u>151 768</u>
Total Equity at End of Financial Year		<u>151 287</u>	<u>(1 117)</u>	<u>9 028</u>	<u>159 198</u>

This Statement of Changes in Equity is to be read in conjunction with the notes to the financial statements.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
CASH FLOW STATEMENT
For the year ended 30 June 2010**

	NOTE	2010 \$'000	2009 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Operating Receipts</i>			
Taxes Received			
Appropriation			
Output		21 626	21 384
Receipts From Sales of Goods And Services		863	819
Total Operating Receipts		<u>22 489</u>	<u>22 203</u>
<i>Operating Payments</i>			
Payments to Employees		(13 137)	(12 925)
Payments for Goods and Services		(9 704)	(8 481)
Total Operating Payments		<u>(22 841)</u>	<u>(21 406)</u>
Net Cash From/(Used In) Operating Activities	17	<u>(352)</u>	<u>797</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Investing Receipts</i>			
Proceeds from Asset Sales	5		
Total Investing Receipts			
<i>Investing Payments</i>			
Purchases of Assets		(49)	(8)
Total Investing Payments		<u>(49)</u>	<u>(8)</u>
Net Cash From/(Used In) Investing Activities		<u>(49)</u>	<u>(8)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Financing Receipts</i>			
Deposits Received			(1)
<i>Equity Injections</i>			
Capital Appropriation		41	41
Total Financing Receipts		<u>41</u>	<u>40</u>
<i>Financing Payments</i>			
Finance Lease Payments	19		
Equity Withdrawals			
Total Financing Payments			
Net Cash From/(Used In) Financing Activities		<u>41</u>	<u>40</u>
Net Increase/(Decrease) in Cash Held		(360)	830
Cash at Beginning of Financial Year		1 137	307
CASH AT END OF FINANCIAL YEAR	7	<u>777</u>	<u>1 137</u>

The Cash Flow Statement is to be read in conjunction with the notes to the financial statements.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

INDEX OF NOTES TO THE FINANCIAL STATEMENTS

1. Objectives and Funding
 2. Statement of Significant Accounting Policies
 3. Comprehensive Operating Statement by Output Group
- INCOME**
4. Goods and Services Received Free of Charge
 5. Gain on Disposal of Assets
- EXPENSES**
6. Purchases of Goods and Services
- ASSETS**
7. Cash and Deposits
 8. Receivables
 9. Inventories
 10. Property, Plant and Equipment
 11. Heritage and Cultural Assets
- LIABILITIES**
12. Payables
 13. Borrowings and Advances
 14. Provisions
 15. Other Liabilities
- EQUITY**
16. Reserves
- OTHER DISCLOSURES**
17. Notes to the Cash Flow Statement
 18. Financial Instruments
 19. Commitments
 20. Contingent Liabilities and Contingent Assets
 21. Events Subsequent to Balance Date
 22. Accountable Officer's Trust Account
 23. Write-offs, Postponements and Waivers
 24. Schedule of Territory Items

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

1. OBJECTIVES AND FUNDING

The Department of the Legislative Assembly provides operational support, services and professional advice to Members of the Northern Territory Legislative Assembly and other clients, and promotes community understanding of the work of the Assembly and its committees.

The key functional responsibilities of the agency are:

- facilitating the effective operation of the Assembly to ensure compliance with parliamentary practice, law and procedure;
- managing the Parliament House facility;
- providing administrative services and advice relating to Members' salaries, allowances and entitlements, Members' electorate offices and electorate office staff;
- promoting community awareness and understanding of representative parliamentary democracy and the work of the Legislative Assembly; and
- providing administrative and research support to the parliamentary standing and sessional committees including the Statehood Steering Committee and Council of Territory Cooperation

The Department is predominantly funded by, and is dependent on the receipt of Parliamentary appropriations. The financial statements encompass all funds through which the Agency controls resources to carry on its functions and deliver outputs. For reporting purposes, outputs delivered by the Agency are summarised into several Output Groups. Note 3 provide summary financial information in the form of a Comprehensive Operating Statement by Output Group.

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act* and related Treasurer's Directions. The *Financial Management Act* requires the Department of the Legislative Assembly to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of Agency financial statements is to include:

- (i) a Certification of the Financial Statements;
- (ii) a Comprehensive Operating Statement;
- (iii) a Balance Sheet;
- (iv) a Statement of Changes in Equity;
- (v) a Cash Flow Statement; and
- (vi) applicable explanatory notes to the financial statements.

The financial statements have been prepared using the accrual basis of accounting, which recognises the effect of financial transactions and events when they occur, rather than when cash is paid out or received. As part of the preparation of the financial statements, all intra Agency transactions and balances have been eliminated.

Except where stated, the financial statements have also been prepared in accordance with the historical cost convention.

The form of the Agency financial statements is also consistent with the requirements of Australian Accounting Standards. The effects of all relevant new and revised Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that are effective for the current annual reporting period have been evaluated. The Standards and Interpretations and their impacts are:

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

AASB 101 Presentation of Financial Statements (September 2007), AASB 2007-8 Amendments to Australian Accounting Standards arising from AASB 101, AASB 2007-10 Further Amendments to Australian Accounting Standards arising from AASB 101

This Standard has been revised and introduces a number of terminology changes as well as changes to the structure of the Comprehensive Operating Statement and Statement of Changes in Equity. Other Comprehensive Income is now disclosed in the Comprehensive Operating Statement and the Statement of Changes in Equity discloses owner changes in equity separately from non-owner changes in equity.

AASB 2008-6 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1 & AASB 5]

The Standard makes amendments to AASB 1 *First-time Adoption of Australian Equivalents to International Financial Reporting Standards* and AASB 5 *Non-current Assets Held for Sale and Discontinued Operations* to include requirements relating to a sale plan involving the loss of control of a subsidiary. The Standard does not impact the Financial Statements.

AASB 2009-2 Amendments to Australian Accounting Standards – Improving Disclosures about Financial Instruments

The Standard amends AASB 7 *Financial Instruments: Disclosures* to require enhanced disclosures about fair value measurements. It establishes a three-level hierarchy for making fair value measurements, requiring those financial instruments measured at fair value in the Balance Sheet to be categorised into levels.

AASB 2009-6 Amendments to Australian Accounting Standards, AASB 2009-7 Amendments to Australian Accounting Standards [AASB 5, 7, 107, 112, 136 & 139 and Interpretation 17]

The Standards make editorial amendments to a range of Australian Accounting Standards and Interpretations. AASB 2009-6 also makes additional amendments as a consequence of the issuance of a revised AASB 101 *Presentation of Financial Statements* (September 2007). These Standards do not impact the Financial Statements.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

b) Australian Accounting Standards and Interpretations Issued but not yet Effective

At the date of authorisation of the financial statements, the Standards and Interpretations listed below were in issue but not yet effective.

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after
AASB 2009-5 Further amendments to Australian Accounting Standards arising from the annual improvements project [AASB 5, 8, 101, 107, 117, 118, 136 and 139]	Some amendments will result in accounting changes for presentation, recognition or measurement purposes, while other amendments relate to terminology and editorial changes.	1 Jan 2010
AASB 2009-13 Amendments to Australian Accounting Standards arising from interpretation 19	Consequential amendment to AASB 1 arising from publication of Interpretation 19.	1 Jul 2010
AASB 124 Related party disclosures (Dec 2009)	Government related entities have been granted partial exemption with certain disclosure requirements.	1 Jan 2011
AASB 2009-12 Amendments to Australian Accounting Standards [AASB 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 and 1031 and Interpretations 2, 4, 16, 1039 and 1052]	This standard amends AASB 8 to require an entity to exercise judgement in assessing whether a government and entities known to be under the control of that government are considered a single customer for purposes of certain operating segment disclosures. This standard also makes numerous editorial amendments to other AASs.	1 Jan 2011
AASB 2009-14 Amendments to Australian Interpretation – Prepayments of a minimum funding requirement	Amendment to Interpretation 14 arising from the issuance of <i>Prepayments of a minimum funding requirement</i>	1 Jan 2011

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after
AASB 9 Financial instruments	This standard simplifies requirements for the classification and measurement of financial assets resulting from Phase 1 of the IASB's project to replace IAS 39 <i>Financial instruments: recognition and measurement</i> (AASB 139 <i>Financial Instruments: recognition and measurement</i>).	1 Jan 2013
AASB 2009-11 Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 and 1038 and Interpretations 10 and 12]	This gives effect to consequential changes arising from the issuance of AASB 9.	1 Jan 2013

c) Agency and Territory Items

The financial statements of Department of the Legislative Assembly include income, expenses, assets, liabilities and equity over which the Department of the Legislative Assembly has control (Agency items). Certain items, while managed by the Agency, are controlled and recorded by the Territory rather than the Agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

Central Holding Authority

The Central Holding Authority is the 'parent body' that represents the Government's ownership interest in Government controlled entities.

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the Government and managed by Agencies on behalf of the Government. The main Territory item is Territory income, which includes taxation and royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges.

The Central Holding Authority also holds certain Territory assets not assigned to Agencies as well as certain Territory liabilities that are not practical or effective to assign to individual Agencies such as unfunded superannuation and long service leave.

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the Agency's financial statements. However, as the Agency is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in note 24 - Schedule of Territory Items.

d) Comparatives

Where necessary, comparative information for the 2008-09 financial year has been reclassified to provide consistency with current year disclosures.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

e) Presentation and Rounding of Amounts

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest thousand dollars, with amounts of \$500 or less being rounded down to zero.

f) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2009-10 as a result of management decisions.

g) Accounting Judgements and Estimates

The preparation of the financial report requires the making of judgements and estimates that affect the recognised amounts of assets, liabilities, revenues and expenses and the disclosure of contingent liabilities. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the results of which form the basis of making the judgements about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period, or in the period of the revision and future periods if the revision affects both current and future periods.

Judgements and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements. Notes that include significant judgements and estimates are:

- Employee Benefits – Note 2(v) and Note 14: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate Government bond rate, estimates of future salary and wage levels and employee periods of service.
- Contingent Liabilities – Note 20: The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year Government bond rate.
- Doubtful Debts – Note 2(o), 8: Receivables & 18: Financial Instruments
- Depreciation and Amortisation – Note 2(k), Note 10: Property, Plant and Equipment and Note 11.

h) Goods and Services Tax

Income, expenses and assets are recognised net of the amount of Goods and Services Tax (GST), except where the amount of GST incurred on a purchase of goods and services is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated with the amount of GST included. The net amount of GST recoverable from, or payable to, the ATO is included as part of receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis. The GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows. Commitments and contingencies are disclosed net of the amount of GST recoverable or payable unless otherwise specified.

i) Income Recognition

Income encompasses both revenue and gains.

Income is recognised at the fair value of the consideration received, exclusive of the amount of goods and services tax (GST). Exchanges of goods or services of the same nature and value without any cash consideration being exchanged are not recognised as income.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

Grants and Other Contributions

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the Agency obtains control over the assets comprising the contributions. Control is normally obtained upon receipt.

Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Appropriation

Output Appropriation is the operating payment to each agency for the outputs they provide and is calculated as the net cost of Agency outputs after taking into account funding from Agency income. It does not include any allowance for major non-cash costs such as depreciation.

Commonwealth appropriation follows from the Intergovernmental Agreement on Federal Financial Relations, resulting in Special Purpose Payments and National Partnership payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by Treasury on behalf of the Central Holding Authority and then on-passed to the relevant agencies as Commonwealth Appropriation.

Revenue in respect of Appropriations is recognised in the period in which the Agency gains control of the funds.

Sale of Goods

Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when:

- the significant risks and rewards of ownership of the goods have transferred to the buyer;
- the Agency retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold;
- the amount of revenue can be reliably measured;
- it is probable that the economic benefits associated with the transaction will flow to the Agency; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Rendering of Services

Revenue from rendering services is recognised by reference to the stage of completion of the contract. The revenue is recognised when:

- the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
- it is probable that the economic benefits associated with the transaction will flow to the entity.

Interest Revenue

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

Goods and Services Received Free of Charge

Goods and services received free of charge are recognised as revenue when a fair value can be reliably determined and the resource would have been purchased if it had not been donated. Use of the resource is recognised as an expense.

Disposal of Assets

A gain or loss on disposal of assets is included as a gain or loss on the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The gain or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and the net proceeds on disposal. Refer also to note 5.

Contributions of Assets

Contributions of assets and contributions to assist in the acquisition of assets, being non-reciprocal transfers, are recognised, unless otherwise determined by Government, as gains when the Agency obtains control of the asset or contribution. Contributions are recognised at the fair value received or receivable.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

j) Repairs and Maintenance Expense

Funding is received for repairs and maintenance works associated with Agency assets as part of Output Revenue. Costs associated with repairs and maintenance works on Agency assets are expensed as incurred.

k) Depreciation and Amortisation Expense

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives.

Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation.

The estimated useful lives for each class of asset are in accordance with the Treasurer's Directions and are determined as follows:

	<u>2010</u>	<u>2009</u>
Buildings	100 Years	100 Years
Infrastructure Assets	82 Years	82 Years
Plant and Equipment	10 Years	10 Years
Leased Plant and Equipment	3 Years	3 Years
Heritage and Cultural Assets	100Years	100 Years

Assets are depreciated or amortised from the date of acquisition or from the time an asset is completed and held ready for use.

l) Interest Expense

Interest expenses include interest and finance lease charges. Interest expenses are expensed in the period in which they are incurred.

m) Cash and Deposits

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to note 22.

n) Inventories

Inventories include assets held either for sale (general inventories) or for distribution at no or nominal consideration in the ordinary course of business operations.

General inventories are valued at the lower of cost and net realisable value, while those held for distribution are carried at the lower of cost and current replacement cost. Cost of inventories includes all costs associated with bringing the inventories to their present location and condition. When inventories are acquired at no or nominal consideration, the cost will be the current replacement cost at date of acquisition.

The cost of inventories are assigned using a mixture of first-in, first out or weighted average cost formula or using specific identification of their individual costs.

Inventory held for distribution are regularly assessed for obsolescence and loss.

o) Receivables

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

Receivables include accounts receivable and other receivables and are recognised at fair value less any allowance for impairment losses.

The allowance for impairment losses represents the amount of receivables the Agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 18 Financial Instruments. Reconciliation of changes in the allowance accounts is also presented.

Accounts receivable are generally settled within 30 days and other receivables within 30 days.

p) Property, Plant and Equipment

Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$5,000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$5,000 threshold are expensed in the year of acquisition.

The construction cost of property, plant and equipment includes the cost of materials and direct labour, and an appropriate proportion of fixed and variable overheads.

Complex Assets

Major items of plant and equipment comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

Subsequent Additional Costs

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the Agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their expected useful lives.

Construction (Work in Progress)

As part of Financial Management Framework, the Department of Planning and Infrastructure is responsible for managing general government capital works projects on a whole of Government basis. Therefore appropriation for the Department of the Legislative Assembly capital works is provided directly to the Department of Construction and Infrastructure and the cost of construction work in progress is recognised as an asset of that Department. Once completed, capital works assets are transferred to the Agency.

q) Revaluations and Impairment

Revaluation of Assets

Subsequent to initial recognition, assets belonging to the following classes of non-current assets are revalued with sufficient regularity to ensure that the carrying amount of these assets does not differ materially from their fair value at reporting date:

- Land;
- Buildings;
- Infrastructure Assets;
- Heritage and Cultural Assets;

Fair value is the amount for which an asset could be exchanged, or liability settled, between knowledgeable, willing parties in an arms length transaction.

Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value.

The unique nature of some of the heritage and cultural assets may preclude reliable measurement. Such assets have not been recognised in the financial statements.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

Impairment of Assets

An asset is said to be impaired when the asset's carrying amount exceeds its recoverable amount.

Non-current physical and intangible Agency assets are assessed for indicators of impairment on an annual basis. If an indicator of impairment exists, the Agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Comprehensive Operating Statement unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the Asset Revaluation Surplus for that class of asset to the extent that an available balance exists in the Asset Revaluation Surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the Asset Revaluation Surplus. Note 16 provides additional information in relation to the Asset Revaluation Surplus.

r) Assets Held for Sale

Assets held for sale consist of those assets which management has determined are available for immediate sale in their present condition, and their sale is highly probably within the next twelve months.

These assets are measured at the lower of the asset's carrying amount and fair value less costs to sell. These assets are not depreciated. Non-current assets held for sale have been recognised on the face of the financial statements as current assets.

s) Leased Assets

Leases under which the Agency assumes substantially all the risks and rewards of ownership of an asset are classified as finance leases. Other leases are classified as operating leases.

Finance Leases

Finance leases are capitalised. A leased asset and a lease liability equal to the present value of the minimum lease payments are recognised at the inception of the lease.

Lease payments are allocated between the principal component of the lease liability and the interest expense.

Operating Leases

Operating lease payments made at regular intervals throughout the term are expensed when the payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the leased property. Lease incentives under an operating lease of a building or office space is recognised as an integral part of the consideration for the use of the leased asset. Lease incentives are to be recognised as a deduction of the lease expenses over the term of the lease.

t) Payables

Liabilities for accounts payable and other amounts payable are carried at cost which is the fair value of the consideration to be paid in the future for goods and services received, whether or not billed to the Agency. Accounts payable are normally settled within 30 days.

u) Employee Benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

wages and salaries and recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after twelve months of the reporting date are measured at present value, calculated using the Government long term bond rate.

No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken is less than the entitlement accruing in each reporting period.

Employee benefit expenses are recognised on a net basis in respect of the following categories:

- wages and salaries, non-monetary benefits, recreation leave, sick leave and other leave entitlements; and
- other types of employee benefits.

As part of the *Financial Management Framework*, the Central Holding Authority assumes the long service leave liabilities of Government Agencies, including Department of the Legislative Assembly and as such no long service leave liability is recognised in Agency financial statements.

v) Superannuation

Employees' superannuation entitlements are provided through the:

- NT Government and Public Authorities Superannuation Scheme (NTGPASS);
- Commonwealth Superannuation Scheme (CSS); or
- non-government employee nominated schemes for those employees commencing on or after 10 August 1999.

The Agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee nominated schemes. Superannuation liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in Agency financial statements.

w) Contributions by and Distributions to Government

The Agency may receive contributions from Government where the Government is acting as owner of the Agency. Conversely, the Agency may make distributions to Government. In accordance with the *Financial Management Act* and Treasurer's Directions, certain types of contributions and distributions, including those relating to administrative restructures, have been designated as contributions by, and distributions to, Government. These designated contributions and distributions are treated by the Agency as adjustments to equity.

The Statement of Changes in Equity provides additional information in relation to contributions by, and distributions to, Government.

x) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at note 19 and are consistent with the requirements contained in AASB 101, AASB 116 and AASB 117.

Commitments are those contracted as at 30 June where the amount of the future commitment can be reliably measured.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

3. OPERATING STATEMENT BY OUTPUT GROUP

	Note	Assembly Services		Members and Client Services		Building Management Services		Total	
		2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000	2010 \$'000	2009 \$'000
INCOME									
<i>Grants and Subsidies Revenue</i>									
Current		0	0	0	0	0	0	0	0
<i>Appropriation</i>									
Output		5 176	3 961	11 214	11 479	5 236	5 944	21 626	21 384
Sales of Goods and Services		40	3	0	1	5	18	45	22
Goods and Services Received Free of Charge	4	181	190	1 622	1 609	181	190	1 984	1 989
Gain on Disposal of Assets	5	0	0	0	0	0	5	0	5
Other Income		5	1	0	2	4	4	9	7
TOTAL INCOME		5 402	4 155	12 836	13 091	5 426	6 161	23 664	23 407
EXPENSES									
Employee Expenses		3 463	3 184	8 959	8 958	933	855	13 356	12 997
<i>Administrative Expenses</i>									
Purchases of Goods and Services	6	1 726	1 011	2 611	2 533	2 251	2 290	6 588	5 834
Repairs and Maintenance		0	0	94	86	2 391	1 775	2 485	1 861
Depreciation and Amortisation	10, 11	16	13	328	156	1 778	1 670	2 122	1 839
Other Administrative Expenses ⁽¹⁾		181	190	1 624	1 613	181	190	1 986	1 993
<i>Grants and Subsidies Expenses</i>									
Current		0	0	0	0	0	0	0	0
TOTAL EXPENSES		5 386	4 398	13 616	13 346	7 534	6 780	26 536	24 525
NET SURPLUS/(DEFICIT)	15	16	(243)	(780)	(255)	(2 108)	(619)	(2 873)	(1 117)

This Comprehensive Operating Statement by Output Group is to be read in conjunction with the notes to the financial statements.

¹ Includes DBE service charges.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

	2010 \$'000	2009 \$'000
4. GOODS AND SERVICES RECEIVED FREE OF CHARGE		
Corporate and Information Services	1 984	1 989
Internal Audits and Reviews		
	1 984	1 989
5. GAIN ON DISPOSAL OF ASSETS		
Net proceeds from the disposal of non-current assets	0	6
Less: Carrying value of non-current assets disposed	(0)	(0)
Gain on the disposal of non-current assets	0	6
6. PURCHASES OF GOODS AND SERVICES		
The net deficit has been arrived at after charging the following expenses:		
Goods and Services Expenses:		
Consultants ⁽¹⁾	100	15
Advertising ⁽²⁾	1	0
Marketing and Promotion ⁽³⁾	281	137
Document Production	300	198
Legal Expenses ⁽⁴⁾	17	5
Recruitment ⁽⁵⁾	12	14
Training and Study	55	59
Official Duty Fares	333	270
Travelling Allowance	257	176
<p>(1) Includes marketing, promotion and IT consultants.</p> <p>(2) Does not include recruitment advertising or marketing and promotion advertising.</p> <p>(3) Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.</p> <p>(4) Includes legal fees, claim and settlement costs.</p> <p>(5) Includes recruitment related advertising costs.</p>		
7. CASH AND DEPOSITS		
Cash on Hand	5	7
Cash at Bank	772	1 131
	777	1 137

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

	2010 \$'000	2009 \$'000
8. RECEIVABLES		
Current		
Accounts Receivable	31	37
Less: Allowance for Impairment Losses	<u>(0)</u>	<u>0</u>
GST Receivables	117	86
Other Receivables	<u>148</u>	<u>123</u>
Non-Current		
Other Receivables	<u>0</u>	<u>0</u>
Total Receivables	<u>148</u>	<u>123</u>
9. INVENTORIES		
General Inventories		
At cost	6	7
At net realisable value	<u>6</u>	<u>7</u>
Inventories Held for Distribution		
At cost	21	32
At current replacement cost	<u>21</u>	<u>32</u>
Total Inventories	<u>27</u>	<u>40</u>

During the year the Department of the Legislative Assembly had no amounts to write-off.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

	2010 \$'000	2009 \$'000
10. PROPERTY, PLANT AND EQUIPMENT		
Land		
At Fair Value	56 000	23 550
Buildings		
At Fair Value	293 045	172 434
Less: Accumulated Depreciation	<u>(58 611)</u>	<u>(37 669)</u>
	234 435	134 764
Infrastructure		
At Fair Value	125	125
Less: Accumulated Depreciation	<u>(9)</u>	<u>(6)</u>
	116	118
Construction (Work in Progress)		
At Capitalised Cost	<u> </u>	<u> </u>
Plant and Equipment		
At Fair Value	1 719	1 508
Less: Accumulated Depreciation	<u>(996)</u>	<u>(641)</u>
	723	867
Leased Plant and Equipment		
At Capitalised Cost	51	51
Less: Accumulated Depreciation	<u>(51)</u>	<u>(51)</u>
	0	0
Total Property, Plant and Equipment	<u><u>291 273</u></u>	<u><u>159 300</u></u>

Property, Plant and Equipment Valuations

The latest revaluations as at 30 June 2010 were independently conducted. The valuer was the Australian Valuation Office. The revaluation was based on "the amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties in an arm's length transaction."

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

10. PROPERTY, PLANT AND EQUIPMENT (Continued)

2010 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2009-10 is set out below:

	Land	Buildings	Infrastructure	Plant & Equipment	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying Amount as at 1 July 2009	23 550	134 764	118	867	159 300
Additions					
Disposals					
Depreciation		(1 762)	(2)	(356)	(2 121)
Additions/(Disposals) from Administrative Restructuring					
Additions/(Disposals) from Asset Transfers		2 158		211	2 369
Revaluation Increments/(Decrements)	32 450	99 274			131 724
Impairment Losses					
Impairment Losses Reversed					
Other Movements					
Carrying Amount as at 30 June 2010	56 000	234 435	116	723	291 273

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

10.

PROPERTY, PLANT AND EQUIPMENT (Continued)

2009 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2008-09 is set out below:

	Land	Buildings	Infrastructure	Plant & Equipment	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying Amount as at 1 July 2008	23 550	128 043	121	472	152 186
Additions					
Disposals					
Depreciation		(1 656)	(2)	(162)	(1 820)
Additions/(Disposals) from Administrative Restructuring					
Additions/(Disposals) from Asset Transfers		8 377		549	8 926
Revaluation Increments/(Decrements)					
Impairment Losses					
Impairment Losses Reversed					
Other Movements					
Carrying Amount as at 30 June 2009	23 550	134 764	118	867	159 300

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

	2010 \$'000	2009 \$'000
11. HERITAGE AND CULTURAL ASSETS		
Carrying amount		
At valuation	127	127
Less: Accumulated Depreciation	(15)	(14)
Written down value – 30 June	112	113
Reconciliation of movements		
Carrying amount at 1 July	113	110
Additions		
Disposals		
Depreciation	(1)	(2)
Additions/(Disposals) from Administrative Restructuring		
Additions/(Disposals) from Asset Transfers		5
Revaluation Increments/(Decrements)		
Impairment Losses		
Impairment Losses Reversed		
Other		
Carrying Amount as at 30 June	112	113

Heritage and Cultural Assets Valuation

The Department of the Legislative Assembly does not own any heritage related assets. An independent revaluation of Cultural Assets has not been conducted as at 30 June 2010. A revaluation of these assets will be conducted under the NT Treasury proposed Whole of Government 3 year asset revaluation plan with the Australian Revaluation Office once the program is initiated.

Impairment of Heritage and Cultural Assets

Agency cultural assets were assessed for impairment as at 30 June 2010. No impairment adjustments were required as a result of this review.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

	2010 \$'000	2009 \$'000
12. PAYABLES		
Accounts Payable	(162)	(160)
Accrued Expenses	(539)	(275)
Other Payables		
Total Payables	(700)	(435)
13. BORROWINGS AND ADVANCES		
Current		
Loans and Advances	0	0
Finance Lease Liabilities (refer note 19)	0	0
Non-Current		
Loans and Advances	0	0
Finance Lease Liabilities (refer note 19)	0	0
Total Borrowing's and Advances	0	0
14. PROVISIONS		
Current		
<i>Employee Benefits</i>		
Recreation Leave	(554)	(460)
Leave Loading	(79)	(71)
Other Employee Benefits	(21)	(26)
<i>Other Current Provisions</i>		
Other Provisions	(206)	(245)
	(860)	(803)
Non-Current		
<i>Employee Benefits</i>		
Recreation Leave	(371)	(297)
Other Employee Benefits		
<i>Other Non-Current Provisions</i>		
Other Provisions	(371)	(297)
Total Provisions	(1 231)	(1 100)

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010

	2010 \$'000	2009 \$'000
15. OTHER LIABILITIES		
Current		
Other Liabilities	0	0
Non-Current		
Other Liabilities	0	0
16. RESERVES		
Asset Revaluation Surplus		
(i) <i>Nature and Purpose of the Asset Revaluation Surplus</i>		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the Asset Revaluation Surplus.		
(ii) <i>Movements in the Asset Revaluation Surplus</i>		
Balance as at 1 July	19 017	19 017
Changes In Accounting Policies		
Correction of Prior period Errors		
Increment/(Decrement) - Land	32 450	
Impairment (Losses)/Reversals - Land		
Increment/(Decrement) - Buildings	99 274	
Impairment (Losses)/Reversals - Buildings		
Increment/(Decrement) - Infrastructure		
Impairment (Losses)/Reversals - Infrastructure		
Balance as at 30 June	150 741	19 017

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

	2010 \$'000	2009 \$'000
17. NOTES TO THE CASH FLOW STATEMENT		
Reconciliation of Cash		
The total of Agency Cash and Deposits of \$777K recorded in the Balance Sheet is consistent with that recorded as 'cash' in the Cash Flow Statement.		
Reconciliation of Net Surplus/(Deficit) to Net Cash From Operating Activities		
Net Surplus/(Deficit)	(2 873)	(1 117)
<i>Non-Cash Items:</i>		
Depreciation and Amortisation	2 122	1 839
Asset Write-Offs/Write-Downs		2
Asset Donations/Gifts		
(Gain)/Loss on Disposal of Assets		(5)
Repairs & Maintenance – minor new works	18	41
<i>Changes in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	(25)	65
Decrease/(Increase) in Inventories	12	(37)
Decrease/(Increase) in Prepayments	(3)	(12)
Decrease/(Increase) in Other Assets		0
(Decrease)/Increase in Payables		(42)
(Decrease)/Increase in Provision for Employee Benefits	266	(15)
(Decrease)/Increase in Other Provisions	131	76
(Decrease)/Increase in Other Liabilities		
Net Cash From Operating Activities	(352)	797
Non-Cash Financing and Investing Activities		
<i>Finance Lease Transactions</i>	0	0

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

18. FINANCIAL INSTRUMENTS

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial instruments held by the *Department of the Legislative Assembly* include cash and deposits, receivables, payables and finance leases. The *Department of the Legislative Assembly* has limited exposure to financial risks as discussed below.

(a) Categorisation of Financial Instruments

The carrying amounts of the Department of the Legislative Assembly financial assets and liabilities by category are disclosed in the table below.

	2010	2009
	\$000	\$000
Financial Assets		
Cash and deposits	777	1 137
Fair value through profit and loss (FVTPL):		
Held for trading		
Designated as at FVTPL		
Derivative instruments in designated hedge accounting relationships		
Held-to-maturity investments		
Loans and receivables	148	123
Available-for-sale financial assets		
Financial Liabilities		
Fair value through profit and loss (FVTPL):		
Held for trading		
Designated as at FVTPL		
Derivative instruments in designated hedge accounting relationships		
Amortised cost		

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

18. FINANCIAL INSTRUMENTS (continued)

(b) Credit Risk

The Agency has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the Agency has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

The carrying amount of financial assets recorded in the financial statements, net of any allowances for losses, represents the Agency's maximum exposure to credit risk without taking account of the value of any collateral or other security obtained.

Receivables

Receivable balances are monitored on an ongoing basis to ensure that exposure to bad debts is not significant. A reconciliation and aging analysis of receivables is presented below.

	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2009-10			
Not Overdue	123		123
Overdue for less than 30 Days	0		0
Overdue for 30 to 60 Days	2		2
Overdue for more than 60 Days	23		23
Total	148	0	148
Reconciliation of the Allowance for Impairment Losses^(a)			
Opening	0	0	0
Written off during the year	0	0	0
Recovered during the year	0	0	0
Increase/(decrease) in allowance recognised in profit or loss	0	0	0
Total	0	0	0
2008-09			
Not Overdue	94		94
Overdue for less than 30 Days	3		3
Overdue for 30 to 60 Days	0		0
Overdue for more than 60 Days	26	1	25
Total	123	1	122
Reconciliation of the Allowance for Impairment Losses^(a)			
Opening	1		1
Written off during the year	(1)		(1)
Recovered during the year			
Increase/(decrease) in allowance recognised in profit or loss			
Total	0	0	0

Note: The 2008/09 amounts "Not Overdue" updated to include \$85,000 for GST receivable.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

18. FINANCIAL INSTRUMENTS (continued)

(c) *Liquidity risk*

Liquidity risk is the risk that the Agency will not be able to meet its financial obligations as they fall due. The Agency's approach to managing liquidity is to ensure that it will always have sufficient liquidity to meet its liabilities when they fall due.

The following tables detail the Agency's remaining contractual maturity for its financial assets and liabilities. It should be noted that these values are undiscounted, and consequently totals may not reconcile to the carrying amounts presented in the Balance Sheet.

2010 Maturity analysis for financial assets & liabilities

	Variable Interest	Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
		Less than a Year	1 to 5 Years	More than 5 Years			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
Assets							
Cash and deposits					777	777	
Receivables					148	148	
Advances							
Total Financial Assets:					925	925	
Liabilities							
Deposits Held							
Payables					(700)	(700)	
Advances							
Finance Lease Liabilities							
Total Financial Liabilities:					(700)	(700)	

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

18. FINANCIAL INSTRUMENTS (continued)

2009 Maturity analysis for financial assets & liabilities

	Variable Interest \$'000	Fixed Interest Rate			Non Interest Bearing \$'000	Total \$'000	Weighted Average %
		Less than a Year \$'000	1 to 5 Years \$'000	More than 5 Years \$'000			
Assets							
Cash and deposits					1 137	1 137	
Receivables					123	123	
Advances							
Investment, loans and placements							
Total Financial Assets:					1 260	1 260	
Liabilities							
Deposits Held							
Payables					(435)	(435)	
Advances							
Borrowings							
Finance Lease Liabilities							
Total Financial Liabilities:					(435)	(435)	

(d) Market Risk

Market risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in market prices. It comprises interest rate risk, price risk and currency risk.

i) Interest Rate Risk

The *Department of the Legislative Assembly* is not exposed to interest rate risk as Agency financial assets and financial liabilities, are non-interest bearing. Finance lease arrangements are established on a fixed interest rate and as such do not expose the Department of the Legislative Assembly to interest rate risk.

ii) Price Risk

The *Department of the Legislative Assembly* is not exposed to price risk as does not hold units in unit trusts.

iii) Currency Risk

The *Department of the Legislative Assembly* is not exposed to currency risk as *Department of the Legislative Assembly* does not hold borrowings denominated in foreign currencies or transactional currency exposures arising from purchases in a foreign currency.

(e) Net Fair Value

The fair value of financial instruments is estimated using various methods. These methods are classified into the following levels:

Level 1 – fair value is calculated using quoted prices in active markets. Instruments whose carrying amount is deemed to be equal to its fair value qualify for this level of classification.

Level 2 – to be used for those instruments that cannot be classified as either Level 1 or Level 3.

Level 3 – fair value is estimated using inputs other than quoted market data, for example, net present value.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

<u>2010</u>	Total Carrying Amount \$'000	Net Fair Value Level 1 \$'000	Net Fair Value Level 2 \$'000	Net Fair Value Level 3 \$'000	Net Fair Value Total \$'000
Financial Assets					
Cash and Deposits					777
Receivables					148
<i>Total Financial Assets:</i>					925
Financial Liabilities					
Deposits Held					
Payables					(700)
<i>Total Financial Liabilities:</i>					(700)

<u>2009</u>	Total Carrying Amount \$'000	Net Fair Value Level 1 \$'000	Net Fair Value Level 2 \$'000	Net Fair Value Level 3 \$'000	Net Fair Value Total \$'000
Financial Assets					
Cash and Deposits					1137
Receivables					123
<i>Total Financial Assets:</i>					1 260
Financial Liabilities					
Deposits Held					
Payables					(435)
<i>Total Financial Liabilities:</i>					(435)

		2010 \$'000	2009 \$'000
19. COMMITMENTS			
(i) Other Expenditure Commitments			
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:			
Within one year		89	411
Later than one year and not later than five years			
Later than five years			
		89	411
(ii) Operating Lease Commitments			
The Agency leases property under non-cancellable operating leases expiring from 1 to 3 years. Leases generally provide the Agency with a right of renewal at which time all lease terms are renegotiated. The Agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:			
Within one year		170	117
Later than one year and not later than five years		221	191
Later than five years			
		391	308
Current	(note 13)	0	0
Non-Current	(note 13)	0	0
<i>Total Finance Lease Liabilities</i>		0	0

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

20. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

a) Contingent liabilities

b) Contingent assets

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2010 or 30 June 2009

21. EVENTS SUBSEQUENT TO BALANCE DATE

No events have arisen between the end of the financial year and the date of this report that require adjustment to, or disclosure in these financial statements.

22. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

In accordance with section 7 of the *Financial Management Act*, an Accountable Officer's Trust Account has been established for the receipt of money to be held in trust. A summary of activity is shown below:

Nature of Trust Money	Opening Balance 1 July 2009	Receipts	Payments	Closing Balance 30 June 2010
Security deposits	\$120.00	88.18	28.18	\$180.00
	\$120.00	88.18	28.18	\$180.00

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

23. WRITE-OFFS, POSTPONEMENTS AND WAIVERS

	Agency		Agency		Territory Items		Territory Items	
	2010 \$'000	No. of Trans.	2009 \$'000	No. of Trans.	2010 \$'000	No. of Trans.	2009 \$'000	No. of Trans.
Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i>								
Represented by:								
<u>Amounts written off, waived and postponed by Delegates</u>	0	0	4	5	0	0	0	0
Irrecoverable amounts payable to the Territory or an Agency written off								
Losses or deficiencies of money written off								
Public property written off								
Waiver or postponement of right to receive or recover money or property								
Total written off, waived and postponed by Delegates	0	0	4	5	0	0	0	0
<u>Amounts written off, postponed and waived by the Treasurer</u>								
Irrecoverable amounts payable to the Territory or an Agency written off								
Losses or deficiencies of money written off								
Public property written off								
Waiver or postponement of right to receive or recover money or property	0	0	2	1				
Total written off, postponed and waived by the Treasurer	0	0	2	1	0	0	0	0
Write-offs, Postponements and Waivers Authorised Under Other Legislation	0	0	6	6	0	0	0	0

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2010**

24. SCHEDULE OF TERRITORY ITEMS

The Department of the Legislative Assembly has no Territory Items to report.