



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

ANNUAL REPORT 2013-14



Department of the Legislative Assembly

The Hon Adam Giles, MLA
Chief Minister
Parliament House
Darwin NT 0800

Dear Chief Minister

I am pleased to submit to you the 2013-14 annual report for the Department of the Legislative Assembly in accordance with the provisions of section 28 of the *Public Sector Employment and Management Act* and section 13 of the *Financial Management Act*.

Pursuant to my responsibilities as the Accountable Officer under section 13 of the *Financial Management Act*, I advise to the best of my knowledge and belief:

- (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*, the Financial Management Regulations and the Treasurer's Directions
- (b) procedures within this agency afford proper internal control and current descriptions of such procedures were recorded in accordance with the requirements of the *Financial Management Act*
- (c) no indication of fraud, malpractice, material breach of legislation or delegation, or major error in or omission from the accounts or records exists
- (d) in accordance with the *Financial Management Act*, the internal audit capacity was adequate and the results of the internal audits were reported to the Chief Executive Officer
- (e) the financial statements included in this report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions, where appropriate and
- (f) all Employment Instructions issued by the Commissioner for Public Employment have been adhered to.

Further, I was advised by the Chief Executive of the Department of Corporate and Information Services, which performs a number of functions on behalf of this agency, that proper records are maintained in compliance with the *Financial Management Act*, Financial Management Regulations and Treasurer's Directions.

Yours sincerely


MICHAEL TATHAM
Clerk and Chief Executive
29 August 2014

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Chief Executive's Overview

After significant periods in the role as Acting Clerk it was my privilege to be appointed to the role of Clerk on 4 July 2013. I take this opportunity to thank my predecessor Ian McNeill PSM for his support and mentoring and the Speaker of the Legislative Assembly, the Hon Kezia Purick MLA.

The Department continues to face the challenges of delivering high quality services to Members in an environment where Members have so many expectations upon them.

During the reporting period in my role as Secretary to the Standing Orders Committee, I have been working with Members and colleagues to finalise the first wholesale redraft of the Assembly's 306 Standing Orders in more than 25 years. It is envisaged the Assembly will in the next reporting period have adopted a new set of Standing Orders aimed at serving their needs for procedure and debate for the next quarter century.

During 2013 I was pleased to finalise recruitment for the position of Deputy Clerk and welcome Ms Marianne Conaty to the role. Marianne brings a wealth of public sector experience to her new parliamentary role.

The by-election in the electoral division of Blain during April 2014 resulted in a new Member and all the requirements to ensure the Member has access to information and advice in his new role as well as an office and equipment so he can serve his constituents.

The Department continues to work to serve Members of the Assembly who in turn serve the Territory community. I thank the Members for their support and encouragement and commend all the staff who are dedicated to parliamentary service in our small corner of the Westminster system of government.

Parliament House, now in its 20th year of operation, remains the most impressive and well utilised public building in the Northern Territory. Challenges to maintain and preserve the building to high standards in a harsh climate continue to be met by a dedicated team who also look after the 26 often far-flung electorate and liaison offices.

With the finalisation of sound and vision projects, the Assembly's proceedings are webcast, streamed, tweeted and reproduction is excellent. Our next challenge will be electronic tabling of documents and less reliance on paper copies in years to come.

The Assembly continues to be a satisfying and challenging workplace for all and this report only outlines the main achievements, not taking into account the day-to-day victories and adventures of everyone involved.



MICHAEL TATHAM
Clerk and Chief Executive
29 August 2014

Functions and Objectives of the Agency

The function of the agency is to facilitate the operations of the Legislative Assembly to make laws for the peace, order and good government of the Northern Territory.

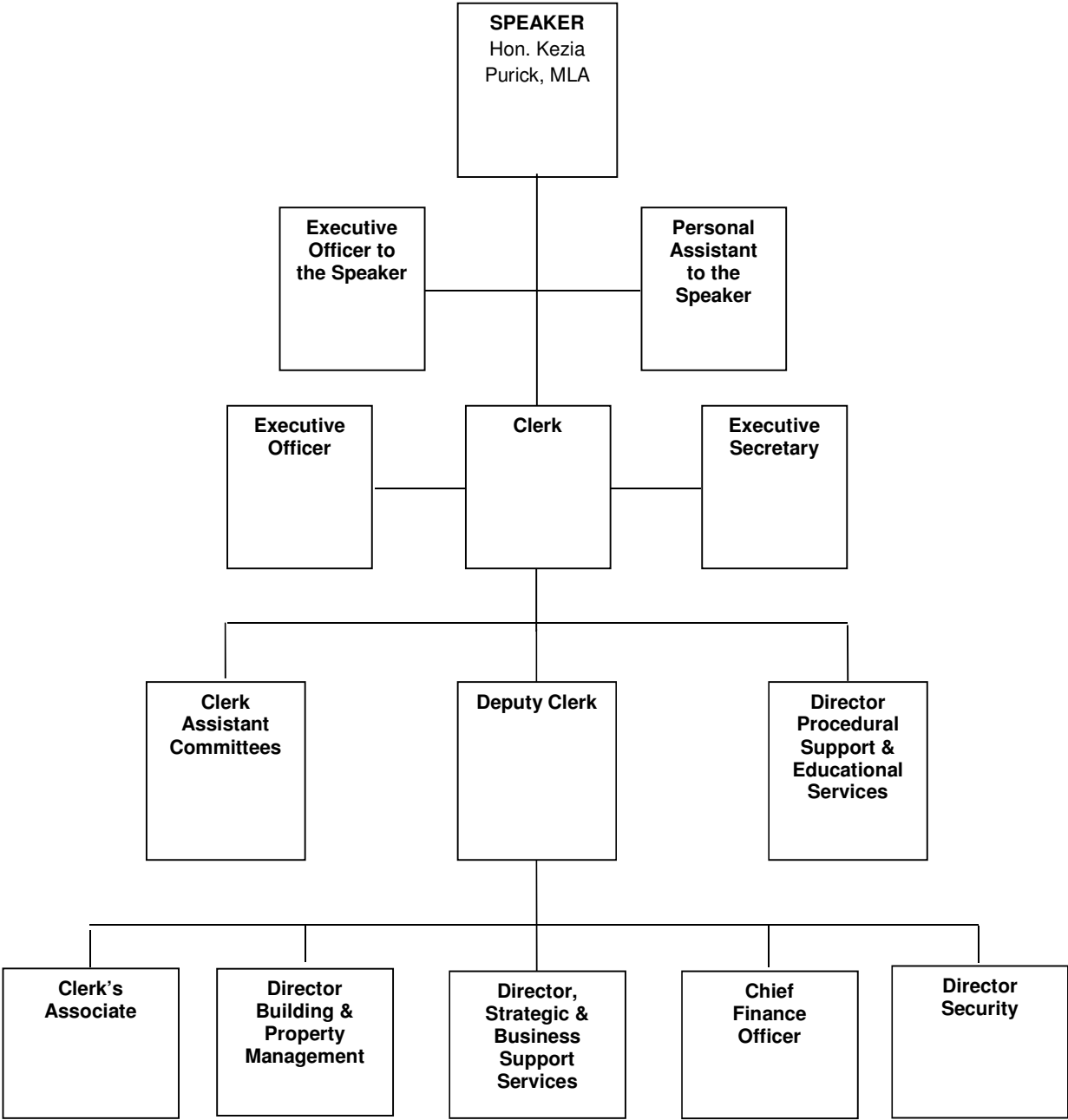
The objectives of the agency are to provide advice and services which support the Assembly, its Members and Committees and promote community engagement.

Legislation administered by the Agency

- *Legislative Assembly Members (Miscellaneous Provisions) Act*;
- *Legislative Assembly (Powers and Privileges) Act*;
- *Legislative Assembly (Disclosure of Interests) Act*;
- *Legislative Assembly (Security) Act*; and
- *Constitutional Convention (Election) Act*

Note: The Department of the Legislative Assembly does not administer the *Legislative Assembly Members Superannuation Contributions Act*, the *Legislative Assembly Members Superannuation Fund Act* or the *Legislative Assembly (Members Code of Conduct and Ethical Standards) Act* notwithstanding they appear on the Administrative Arrangements Order as the responsibility of this department.

Organisation of the Agency



Staff Establishment

The Department of the Legislative Assembly is the technical 'employer' of electorate office staff, which include contract Electorate Officers, Relief Electorate Officers, Electorate Officer Assistants and Electorate Liaison Officers. There are 25 FTE electorate officers, three part-time Liaison Officers¹ and 25 Part-time Electorate Officer Assistants². At 30 June 2014, the agency employed a total of 152 people (see table below). This establishment equates to 110 full-time equivalent positions.

Level	No. of Staff
Administration Officers	27
AO2	3
AO3	4
AO4	9
AO5	3
AO6	5
AO7	3
Executive Contracts	4
ECO3	1
ECO5	1
ECO1	2
Senior Administration	7
SAO1	4
SAO2	3
Hansard/Education Casuals	36
Members and Electorate Staff	78
Members of the Legislative Assembly	25
Electorate officers	25
Casual electorate contracts (electorate officer assistants and Liaison Officers)	28
Total	152

¹ Liaison Officers for Arafura and Daly are employed for 15 hours per week in Maningrida and Wadeye respectively; the Stuart Liaison Officer is employed for 30 hours per week in Katherine.

² EOAs are employed for eight hours per week.

Management Group

MICHAEL TATHAM

Clerk and Chief Executive

Mr Tatham holds a Bachelor of Arts, Bachelor of Laws and Master of Laws from the University of Sydney and has been Clerk of the Legislative Assembly since July 2013.

MARIANNE CONATY

Deputy Clerk

Ms Conaty holds Bachelors of Arts and Laws degrees, a Graduate Diploma in Legal Practice and is completing an Executive Master of Public Administration. She joined the Assembly in 2013.

BEN HARRIS

Director Procedural Support and Education Services

Mr Harris joined the Legislative Assembly in May 2013 after 15 years' service as a Commissioned Officer in the Australian Defence Force. Mr Harris holds qualifications in Management, Government Administration and Workplace Training and Assessment.

RUSSELL KEITH

Clerk Assistant Committees

Mr Keith has worked with committees and procedural support in the NSW Legislative Assembly and Council, the National Assembly for Wales and the ACT's Legislative Assembly. He joined the NT Assembly in 2010 and holds an Executive Master of Public Administration, Bachelor of Legal Studies (Hons) and a Bachelor of Arts (Hons).

BILL FRYAR

Director of Building and Property Management

Mr Fryar joined the NT public sector in 1989 with NT Property Management and has managed infrastructure and assets with the Department of Primary Industries, Fisheries and Minerals and the Power and Water Corporation. He joined the Legislative Assembly in 2013. Mr Fryar holds a Master of Arts from Griffith University.

VICKI LONG**Director of Strategic and Business Support Services**

Ms Long holds a Master of Business Administration with Bachelor degrees in Arts and Education.

DIEM TANG**Chief Financial Officer**

Mrs Tang has worked as a Director Finance and Management Accounting at the Department of the Chief Minister and holds a Bachelor of Business in Accounting.

MICK CALDWELL**Director of Security**

Mr Caldwell has more than 10 years' experience in security management and risk mitigation and has worked with the federal Department of Human Services where he was the Security Advisor for Northern Australia before joining the Legislative Assembly.

Management and Staff Training

Fifteen employees from the Department attended formal training courses between 1 July 2013 and 31 March 2014. Those courses were:

- merit Selection
- Certified Practising Accountant training
- office market report seminar
- human resources/industrial relations development programme
- fire warden training
- record management.

The Clerk attended and presented papers at the Australasian Study of Parliament Group (ASPG) annual conference, the 50th General Meeting of the Society of Clerks-at-the-Table (SOCATT), and the 2013 Presiding Officers and Clerks Conference. He also participated at the 2014 Constitutional Law Conference, and the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar.

Seven (7) employees attended the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar in Darwin.

Three (3) employees attended Bombing of Darwin professional development training.

Two (2) employees attended the House of Representatives, the Senate and the ACT Legislative Assembly for professional development.

Two (2) employees are undertaking formal qualifications supported by the Department. One is an Arts/Law degree and the other is Certificate IV Project Management Practice.

One (1) employee attended the Parliamentary Educators conference.

One (1) employee attended the Hansard Editors conference.

One (1) employee attended the final module of the Australian and New Zealand School of Government Executive Master in Public Administration.

Expenditure on professional development during the reporting period was \$5781 for training and study and \$6658 for conference attendance and participation.

Agency Operations

Office of the Clerk

The Office of the Clerk has two roles: the first is to provide procedural advice and support to the Speaker and Members of the Legislative Assembly; the second is to provide executive leadership of the Department of the Legislative Assembly.

Challenges during the reporting period:

- providing accurate administrative procedures in support of entitlements introduced by the Remuneration Tribunal Determination
- managing change arising from re-alignment of some units within the agency and
- maintaining services and standards within tight financial parameters.

Achievements during the reporting period:

- successfully managing the transition from the retiring Clerk and CEO to the incoming Clerk and CEO and recruiting to the vacant position of Deputy Clerk
- successfully retiring the former Member for Blain and inducting the new Member for Blain
- successfully hosting the 2014 Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) Professional Development Seminar in Darwin
- commencement of the first complete review of Standing Orders since 1985
- commencement of the first publically available Know Your Assembly full day seminars, all of which have been oversubscribed
- strengthening Commonwealth Parliamentary Association (CPA) related activities such as the Twinning Program with the island nation of Niue.

Procedural Support and Education Services

The Procedural Support and Education Services Unit is responsible for the provision of administrative and procedural support and advice to Members during Sittings, producing parliamentary documentation and records and managing related databases, and developing and managing parliamentary information, education and community awareness programmes.

Challenges during the reporting period:

- developing a sustainable outreach programme that ensures remote communities have access to Parliamentary education programmes
- development of online parliamentary documentation and resources to ensure timely and remote access and a reduced reliance on printed documents and
- recruitment and retention of suitably trained Hansard typists and sub-editors to meet sitting day needs.

Achievements during the reporting period:

- development of a plain English *Guide to Procedures* to improve knowledge of parliamentary processes
- commenced implementation of a review of the Parliamentary Education Service resulting in an increased uptake of Parliamentary Education Service's flagship programmes and
- successful recruitment to a number of supervisory and management positions ensuring continuity of service and maintenance of a suitable level of corporate experience.

Chamber statistics for the reporting period:

	2013-14	2012-13
Total sitting hours	312.17	280.82
Average sitting day hours	8.40	11.12
Number of sitting days	37	25
Number of bills passed	44	33
Total questions asked	554	428
Total papers tabled	524	438

Parliamentary Education Services programmes for the reporting period:

Program	Activity	Participants	Total
Public Tours		1501	1501
Schools	Parliament House Tours	2466	
	Bombing of Darwin Tours	101	
	Role Plays	1190	
	Step Up, Be Heard	86	
	Outreach	562	4405
Special Events	Commonwealth Week	329	
	Careers in Law Forum	46	
	YMCA Youth Parliament	22	397
Adult Education	Democracy at Work	67	
	Know Your Parliament	37	
	Adult Student Tours	71	
	Community Group Tours	220	395
Parliamentary promotions	Open Day 2013	730	
	Seminars and inductions	76	
	NTG Staff Tours	49	
	VIP Tours	98	
	General Tours	7	960
Total			7658

Committees Office

The Committees Office provides support to parliamentary committees to assist them fulfil their functions. This includes administrative, research, drafting and procedural services.

Challenges during the reporting period:

- meeting the changing demands of the Assembly and its committees, including expanding the Public Accounts Committee's remit to include anything within the Territory's administration and the establishment of two new committees looking at the Territory's Energy Future and Foetal Alcohol Spectrum Disorder
- developing options for the Assembly to make more effective use of parliamentary committees within the constraints of a small parliament and
- increasing public understanding of and accessibility to parliamentary committees.

Achievements during the reporting period:

- supported completion of reports on Managing ICT Projects by Government Agencies; Key Challenges and Opportunities for NT's Energy Future; and the Structural Separation of the Power and Water Corporation
- supported the regular operation of committees, including Estimates hearings, scrutiny of subordinate legislation and review of Auditor-General's reports and
- developed public education material, including sessions on committees for *Know Your Assembly* seminars and information on getting involved in committee inquiries.

Committee	Meetings	Hearings & Visits	Briefings	Reports
Public Accounts	14	5	3	3
Committee on the Northern Territory's Energy Future	11	8		1
Legal & Constitutional Affairs (includes Subordinate Legislation & Publications functions)	6		2	1
Select Committee on Action to Prevent Foetal Alcohol Spectrum Disorder	4	1		
Estimates Committee	6	5		2
House	3			
Standing Orders	5			
Total	49	19	5	7

Strategic and Business Support Services

Strategic and Business Support Services deliver services to Members of the Assembly including procurement, human resources, business support, information management and information and communication technology strategies.

Challenges during the reporting period:

- administering the complexity of new staffing entitlement in electorate offices
- addressing matters raised in the Member satisfaction survey and
- slow wide area network speeds have been identified at a number of Electorate Offices, the cause of these delays is unclear and has resulted in an ongoing and intensive investigation in order to resolve.

Achievements during the reporting period:

- the introduction of a dedicated Help Desk function to streamline ICT access for electorate offices was introduced in 2014 to reduce wait times for resolution of ICT issues. Recent reports indicate this service is being used by most offices and has seen a marked increase in response and resolution times, and a vast improvement in customer service and satisfaction
- the implementation of the parliamentary broadcast feed to non-Windows-based devices/platforms such as the iPhone, iPad, and android devices and enables flexible access to the broadcasts for members, NTPS staff and the general public
- completion of a Department of Corporate and Information Services-funded project to resolve the Parliament House mobile phone black-spot reception issue and
- Windows 7 and Office 2010 upgrades to all electorate offices.

Finance, Vehicles and Travel

The Finance Unit provides high level strategic advice and services to the Speaker, the Department's Executive Management, and staff on financial management and manages all aspects of the Department's budget and financial reporting as well as ensuring compliance with financial governance and statutory reporting obligations. The unit also manages the administration of Members travel and vehicles entitlements in accordance with Remuneration Tribunal Determination.

Challenges during the reporting period:

- maintaining high level services and advice to Members of the Legislative Assembly on their entitlements, while managing staffing absences
- meeting the increasing number of complex reporting obligations required by the Remuneration Tribunal Determination and
- compliance with the ongoing fiscal restraint targets.

Achievements during the reporting period:

- successful implementation of a number of savings measures to achieve targets
- continued implementation of system improvements to the electronic capturing system for the reporting of Members' travel and vehicle entitlements in accordance with the Remuneration Tribunal Determination and
- successful completion of End of Financial Year Financial Review conducted by the Auditor-General.

Building and Property Management

Building and Property Management has responsibility for the management of facilities at Parliament House and electorate offices throughout the Northern Territory. This includes: the Infrastructure Programme (minor new works and repairs and maintenance); leasing; asset management; service contract development and management; parliamentary sound and vision system including broadcast; function management (in conjunction with the Office of the Speaker); and management of on-site contractors.

Challenges during the reporting period:

- successfully managing the Infrastructure Programme the implementation of which is undertaken by a central service agency (Department of Infrastructure)
- successfully managing the electorate office lease portfolio while the management and negotiation responsibility is performed by a central service agency (Department of Corporate and Information Services) and
- maintaining the Northern Territory's premier public building to a high standard.

Achievements during the reporting period:

- positive feedback received from an external auditor following a review of the business unit completed in early 2014
- completion of the final stage of the parliamentary sound, vision and recording system digital upgrade, which commenced in October 2008
- a comprehensive back-of-house assessment and reconfiguration of storage areas.

Security Services Unit

The unit manages the security, emergency and work health safety activities of the Department and the Parliament to ensure a safe and secure environment for Parliament House occupants and visitors, and Members' electorate offices. During the reporting period, 163,589 visitors to Parliament House were screened through the Security Unit in the main reception area.

Challenges during the reporting period:

- maintaining an excellent level of security services whilst reducing expenditure
- managing equipment issues.

Achievements during the reporting period:

- maintaining an excellent level of security services over the past 12 months (Client Satisfaction survey and feedback)
- completing the security tender process and awarding the tender to Wilson Security
- experiencing no major security, emergency or work health safety incidents during the reporting period
- implementing security enhancements such as deploying additional security procedures, equipment and staff during periods of high activity.

Corporate Governance

The Department's corporate governance structure enables the delivery of outcomes by embracing the following elements:

- leadership and management
- strategic and business planning
- risk management
- internal and external scrutiny
- performance and information management
- legislative compliance.

Leadership and Management

Primary responsibility for the Department's strategic leadership and management rests with the Board of Management, which develops strategic direction to support the Department's priorities. The Board of Management is the department's most senior decision making body with responsibility for:

- monitoring performance against objectives
- maintaining financial accountability
- ensuring people management and communication practices are effective, fair and equitable, and support corporate objectives.

During 2013-14, Board of Management meetings were held monthly, and all members are responsible for ensuring that their staff are briefed on decisions and relevant issues.

The Board is chaired by the Clerk. Other members are the Deputy Clerk, Clerk Assistant Committees, Director Procedural Support and Education Services, Director Strategic and Business Support Services, Director Building and Property Management, Director Security Services, Chief Finance Officer, Clerk's Executive Officer and DCIS ICT Manager.

Strategic and Business Planning

The Department's Strategic Plan 2013-2016 is an important tool for communication of its strategic goals and annual operational priorities. The values and behaviour the agency expects of its staff are outlined in this plan, which is reviewed and updated annually to ensure strategies and priorities continue to reflect the challenges facing the agency.

The Strategic Plan focuses on six major goals:

- support the Assembly, its Committees and Members to fulfil their Parliamentary responsibilities
- provide administrative support and services to Members
- ensure Parliament House and the parliamentary precinct is maintained to a high standard
- enhance accountability and governance
- maintain a highly skilled and committed work force
- engage with the community to promote participation in the parliamentary process.

The Strategic Plan goals are translated into operational goals in Business Plans at the Unit level and then into Workplace Partnership Plans for individual staff. Additional effort was also made in building reporting capabilities to facilitate effective monthly reporting with an annual reporting calendar which is monitored by the Board of Management.

The business planning process is responsive so that plans can be revisited every quarter to accommodate changes in priorities and additional projects.

Risk Management

Corporate Governance requires integrated processes and practices to manage all significant risks associated with the agency operations and the achievement of its goals.

The Audit Committee relies on the business planning process to identify risks. Strategic business risk identification at the business unit level takes place during the annual business planning process. Risks, both strategic and operational, are identified and assessed through this process. Reporting on business performance is undertaken monthly which includes a requirement for review and reporting against identified risks as well as assessment of emerging risks, the results of which may be referred to the Audit Committee.

Audit Committee

The Audit Committee assists the Clerk and Management Board to fulfil their corporate governance responsibilities. The committee's functions and responsibilities are to:

- manage a corporate governance framework for the Department, facilitating the risk assessment process and monitor strategic and business risks
- review the adequacy and effectiveness of internal control mechanisms established to mitigate identified risks
- review the adequacy of departmental policies, standards and business procedures
- review terms of reference and completed for audits and reviews to achieve the appropriate governance outcomes
- consider recommendations arising from all internal and external audits and reviews and facilitate the implementation and monitoring of action items arising from recommendations
- develop and review the three year audit coverage plan and progress of the annual internal audit work plan and
- within the context of the Committee's primary objective, undertake any other functions and activities as determined from time to time by the Clerk.

The 2013-14 Committee membership comprised the Deputy Clerk, the Chief Finance Officer, the Clerk Assistant Committees, the Director of Building and Property Management and the Executive Officer, Office of the Clerk. The Clerk appoints members, including the Chair of the Committee. An external member forms part of the Committee.

The Committee will normally hold a minimum of three meetings each financial year.

Internal and External Scrutiny

Internal audit reviews may cover all activities of the Department including all financial and non-financial policies and operations.

An audit of Members' travel was carried out by Mr Stephen Crowther of SC Consulting. The audit found that travel entitlements used by Members during the period 1 January 2013 to 31 December 2013 were in accordance with the Remuneration Tribunal determination Number 1 of 2012 and that the Annual Schedule of Members' Travel at Government Expense provided a complete and accurate record of these entitlements.

The Department is subject to the Northern Territory Auditor-General's audit programme under the powers and responsibilities established by the *Audit Act*.

Any recommendations and agreed actions arising out of audits are monitored by the Audit Committee.

There were no external audits conducted by the Northern Territory Auditor-General's Office during 2013-14.

An Auditor-General's assessment of transactions for the purchase of fuel undertaken by three agencies, including the Legislative Assembly, was conducted between 1 July 2012 and 30 June 2013. The findings appeared in the Auditor General's February 2014 report to the Assembly, which was tabled on 13 February 2014 and concluded:

Based upon the assessment undertaken by my office and discussions with staff representing the Department of the Legislative Assembly (DLA), the probability of significant fraudulent transactions having occurred during the period assessed was low.

Arising out of the assessment and the public interest it generated, the Speaker advised Members who elect to be provided with a vehicle that they would receive monthly fuel reports and that these reports would be tabled in the Assembly on a quarterly basis. The first of the quarterly reports was tabled on 13 May 2014.

The Speaker and departmental officers appeared before the Estimates Committee in June 2014. Four questions were taken on notice and answered within the required timeframe.

Performance Management

Work partnership plans (WPPs) are developed by individual employees and their managers, using unit business plans as the foundation for identification of goals, projects and training needs.

The WPPs aim to ensure unit goals are achieved and employees are supported in reaching the goals and given feedback on their performance. The WPPs also aim to allow employees reach their full potential, achieve job satisfaction and maximise their opportunities and contribution. The process of giving and receiving feedback and identifying learning and organisational needs is an essential element of achieving outstanding performance.

As a result, the Department can link training to performance goals, enabling the prioritisation of training needs and accountable decisions on investing training resources. In the longer term, the process enhances the agency's succession planning.

Access to Information

The Northern Territory *Information Act* deals with how NTPS organisations collect, use and store government and personal information. One application for access to information under the Act was received and responded to during the reporting period.

Privacy

The Department's privacy policy appears on the Department's website. No privacy complaints were received during the reporting period.

Records and Archives Management

The Department operates in accordance with the requirements of the *Information Act*. Section 134 of the Act requires NTPS agencies to manage records in compliance with Northern Territory Government records management standards.

Effective records management underpins the access, correction and privacy components of the Act by ensuring the government records can be located, read and re-produced in response to requests.

Legislative Compliance

The Department is required to comply with the *Financial Management Act*, *Public Sector Employment and Management Act*, *Procurement Act* and other legislation, such as the *Anti-Discrimination Act*, *Superannuation Act* and the *Work Health and Safety (National Uniform Legislation) Act*.

Appropriate delegations enable staff to be accountable; the delegations refer to the governing legislation and are split across two categories:

- Financial and Procurement Delegations
- Human Resource Delegations

An Agency Procurement Management Plan was developed and is reported against quarterly to ensure compliance with procurement legislation.

Work Health and Safety (WHS) Committee and Activities

There are three WHS committees, all chaired by a representative from the Department of the Legislative Assembly. The three committees are:

- Work Health and Safety Steering Committee
- Parliament House WHS Committee with representatives from all building users
- Electorate Office WHS Committee with representatives from all parties

The WHS Steering Committee oversees the other committees and held four meetings during the reporting period. There were no significant issues or incidents, and the Steering Committee received no WHS complaints. The WHS Steering Committee conducted an audit of Parliament House and no significant issues arose. All electorate offices were inspected, with no significant issues arising. Feedback from the Department of Business WHS Advisory Service was that the Department is fully compliant and performing well.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
FINANCIAL REPORT**

FINANCIAL STATEMENT OVERVIEW

For the Year Ended 30 June 2014

OVERVIEW

The 2013-14 financial statements and notes for the Department of the Legislative Assembly have been prepared on an accrual basis in accordance with the Territory Financial Framework and the Australian Accounting Standards. The Department's financial performance in 2013-14 and comparatives for 2012-13 are reported in four financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

Comprehensive Operating Statement

The comprehensive operating statement provides information on the financial performance of the Department during the year. The surplus or deficit for the year is calculated by subtracting the expenses from the income.

	2013-14	2012-13
	(\$'000)	(\$'000)
Income	25,862	24,383
Expenses	29,557	27,617
Other comprehensive income	-	-
Surplus/(Deficit)	(3,696)	(3,235)

For the year ended 30 June 2014, the Department recorded an operating net deficit of \$3.7million primarily relating to \$3.97 million in depreciation expense, which was not funded by the annual output appropriation. The deficit was offset by the under expenditure of \$0.3 million against the Repairs and Maintenance budget.

The Department's total income in 2013-14 was \$25.86 million, of which \$23.49 million was funded by the Northern Territory Parliamentary appropriation. The Department also recognises notional revenue of \$2.21 million for goods and services received free of charge, which includes Information Technology, Procurement and Payroll. This income is offset by notional expenditure to the same value.

Expenditure of \$29.56 million in 2013-14 is \$1.94 million higher than the 2012-13 expenditure of \$27.62 million predominantly due to a 1.43 million increase in employee expenditure and a \$0.66 million increase repairs and maintenance expenditure.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY FINANCIAL REPORT

Balance Sheet

The Balance Sheet provides a summary of the Department's financial position on assets, liabilities and equity as at 30 June 2014.

	2013-14	2012-13
	(\$'000)	(\$'000)
Assets	280,396	282,983
Liabilities	1,757	1,412
Equity	278,639	281,570

During 2013-14 the Department's total assets decreased by \$2.58 million from \$282.98 million to \$280.4 million primarily due to \$3.99 million in depreciation offset by an increase of \$0.99 million in the cash position.

Cash Flow Statement

The Cash Flow Statement reflects total cash payments and receipts during the financial year.

	2013-14	2012-13
	(\$'000)	(\$'000)
Cash at start of year	1,361	906
Net movement	994	456
Cash at end of year	2,355	1,361

As at 30 June 2014, the Department's cash held of \$2.36 million was \$0.99 million more than at the end of 2012-13. The increase in cash held reflects the Department's under expenditure compared to budget estimates.

**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 2014 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.



Michael Tatham

Clerk

26 / 8 / 2014



Diem Tang

Chief Financial Officer

26 / 8 / 2014

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
COMPREHENSIVE OPERATING STATEMENT**

For the year ended 30 June 2014

	Note	2014 \$000	2013 \$000
INCOME			
Grants and subsidies revenue			
Current		-	2
Appropriation			
Output		23,493	22,135
Sales of goods and services		77	43
Goods and services received free of charge	4	2,207	2,066
Gain on disposal of assets	5	5	1
Other income		80	136
TOTAL INCOME	3	25,862	24,383
EXPENSES			
Employee expenses		14,889	13,461
Administrative expenses			
Purchases of goods and services	6	3,065	3,237
Repairs and maintenance		2,833	2,171
Property Management		2,574	2,584
Depreciation and amortisation	10,11	3,988	4,099
Other administrative expenses ¹		2,209	2,066
TOTAL EXPENSES	3	29,557	27,617
NET SURPLUS/(DEFICIT)		(3,696)	(3,235)
OTHER COMPREHENSIVE INCOME			
TOTAL OTHER COMPREHENSIVE INCOME		-	-
COMPREHENSIVE RESULT		(3,696)	(3,235)

¹ Includes DCIS service charges.

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
BALANCE SHEET**

As at 30 June 2014

	Note	2014 \$000	2013 \$000
ASSETS			
Current Assets			
Cash and deposits	7	2,355	1,361
Receivables	8	155	101
Inventories	9	15	18
Prepayments		26	1
Total Current Assets		2,551	1,481
Non-Current Assets			
Property, plant and equipment	10,12	277,738	281,394
Heritage and cultural assets	11,12	106	108
Total Non-Current Assets		277,845	281,502
TOTAL ASSETS		280,396	282,983
LIABILITIES			
Current Liabilities			
Payables	13	614	449
Provisions	14	896	698
Total Current Liabilities		1,510	1,148
Non-Current Liabilities			
Provisions	14	247	265
Total Non-Current Liabilities		247	265
TOTAL LIABILITIES		1,757	1,412
NET ASSETS		278,639	281,570
EQUITY			
Capital		157,853	157,089
Reserves	15	150,741	150,741
Accumulated funds		(29,956)	(26,260)
TOTAL EQUITY		278,639	281,570

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 2014

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
2013-14					
Accumulated Funds		26,260	3,696		29,956
Reserves					
Asset Revaluation Reserve	17	(150,741)			(150,741)
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		(1,241)		(41)	(1,282)
Equity transfers in		(155,891)		(723)	(156,615)
Other equity injections		(350)			(350)
Equity withdrawals					
Capital withdrawal		393			393
Total Equity at End of Financial Year		(281,570)	3,696	(764)	(278,639)
2012-13					
Accumulated Funds		23,025	3,235		26,260
Reserves					
Asset Revaluation Reserve	17	(150,741)			(150,741)
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		(1,200)		(41)	(1,241)
Equity transfers in		(155,571)		(320)	(155,891)
Other equity injections		(350)			(350)
Equity withdrawals					
Capital withdrawal		393			393
Total Equity at End of Financial Year		(284,444)	3,235	(361)	(281,570)

The 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 2014

	Note	2014 \$000	2013 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts			
Grants and subsidies received			
Current		-	2
Appropriation			
Output		23,493	22,135
Receipts from sales of goods and services		778	853
Total Operating Receipts		24,271	22,990
Operating Payments			
Payments to employees		(14,515)	(13,826)
Payments for goods and services		(8,804)	(8,750)
Total Operating Payments		(23,319)	(22,575)
Net Cash From/(Used in) Operating Activities	18	953	415
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing Receipts			
Equity injections			
Capital appropriation		41	41
Total Financing Receipts		41	41
Net Cash From/(Used in) Financing Activities		41	41
Net increase/(decrease) in cash held		994	456
Cash at beginning of financial year		1,361	906
CASH AT END OF FINANCIAL YEAR	7	2,355	1,361

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 2014

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

1. OBJECTIVES AND FUNDING

The Department of the Legislative Assembly provides operational support 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.

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 provides 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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

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:

AASB 13 Fair Value Measurement, AASB 2011-8 Amendments to Australian Accounting Standards arising from AASB 13 [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]

AASB 13 replaces the guidance on fair value measurement in existing AASB accounting literature with a single standard. It clarifies the definition of fair value, provides guidance on how to determine fair value and requires disclosures about fair value measurements. With some exceptions, the standard requires entities to classify these measurements into a fair value hierarchy based on the nature of the inputs. Additional disclosures following from the standard are included in the notes to the financial statements.

AASB 119 Employee Benefits (2011), AASB 2011-10 Amendments to Australian Accounting Standards arising from AASB 119 (2011) [AASB 1, 8, 101, 124, 134, 1049 & 2011-8 and Interpretation 14]

AASB 119 amends the definition of short-term employee benefits and the accounting for defined benefit superannuation obligations. The standards do not impact the financial statements.

AASB CF 2013-1 Amendments to the Australian Conceptual Framework, AASB 2013-9 Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments

AASB CF 2013-1 incorporates Chapters 1 and 3 of the IASB's *Conceptual Framework for Financial Reporting* into the AASB *Framework for the Preparation and Presentation of Financial Statements*. It also withdraws SAC 2 Objective of General Purpose Financial Reporting. The standards do not impact the financial statements.

AASB 2012-5 Amendments to Australian Accounting Standards arising from Annual Improvements 2009-2011 Cycle [AASB 1, 101, 116, 132 & 134 and Interpretation 2]

The standard amends a number of pronouncements as a result of the 2009-2011 annual improvements cycle. In particular, amendments to AASB 101 *Presentation of Financial Statements* clarify requirements for comparative information, and amendments to AASB 116 *Property, Plant and Equipment* clarify classification of servicing equipment. The standard does not impact the financial statements.

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
<p>AASB 9 <i>Financial Instruments</i> (Dec 2010), AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (Dec 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127], AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i> [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8], AASB 2013-9 <i>Amendments to Australian Accounting Standards – Conceptual Framework, Materiality and Financial Instruments</i></p>	<p>AASB 9 incorporates revised requirements for the classification and measurement of financial instruments resulting from the IASB's project to replace IAS 39 <i>Financial Instruments: Recognition and Measurement</i> (AASB 139 <i>Financial Instruments: Recognition and Measurement</i>).</p>	1 Jan 2017	Change of disclosure/presentation
<p>AASB 12 <i>Disclosure of Interests in Other Entities</i></p>	<p>Requires the extensive disclosure of information that enables users of financial statements to evaluate the nature of, and risks associated with, interests in other entities and the effects of those interests on its financial position, financial performance and cash flows.</p>	1 Jan 2014	Change of disclosure/presentation
<p>AASB 1055 <i>Budgetary Reporting</i></p>	<p>Sets out budgetary reporting requirements for not-for-profit entities within the General Government Sector.</p>	1 July 2014	Change of disclosure/presentation

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

c) Agency and Territory Items

The financial statements of the Department of the Legislative Assembly include income, expenses, assets, liabilities and equity over which the Department 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 23 – Schedule of Territory Items.

d) Comparatives

Where necessary, comparative information for the 2012-13 financial year has been reclassified to provide consistency with current year disclosures.

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 2013-14 as a result of management decisions.

g) Accounting Judgments and Estimates

The preparation of the financial report requires the making of judgments 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 for making judgments about the carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

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.

Judgments and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements. Notes that include significant judgments 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 19: The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year Government bond rate.
- Allowance for Impairment Losses – Note 2(o), Note 8: Receivables and Note 17: 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 GST. Exchanges of goods or services of the same nature and value without any cash consideration being exchanged are not recognised as income.

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

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 Specific Purpose Payments (SPPs) and National Partnership (NP) payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by the Department of Treasury and Finance 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.

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.

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

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:

	2014	2013
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	100 years	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 21.

n) Inventories

Inventories include assets held for distribution at no or nominal consideration in the ordinary course of business operations.

Inventories 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 specific identification of their individual costs.

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

o) Receivables

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

under credit risk in Note 17 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 \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$10 000 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 the financial management framework, the Department of Infrastructure is responsible for managing general government capital works projects on a whole of Government basis. Therefore appropriation for all capital works is provided directly to the Department of 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) Biological Assets

The Department of the Legislative Assembly did not hold biological assets in 2013-14 or 2012-13.

r) 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;

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
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Plant and equipment are stated at historical cost less depreciation, which is deemed to equate to fair value.

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. They are disclosed as an expense 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 15 provides additional information in relation to the asset revaluation surplus.

s) Assets Held for Sale

The Department of the Legislative assemble did not hold assets for sale in the 2013-14 and 2012-13 financial year.

t) 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 lease asset and lease liability equal to the lower of the fair value of the leased property and present value of the minimum lease payments, each determined at the inception of the lease, are recognised.

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

u) 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.

v) 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 wages and salaries, 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 the Department of the Legislative Assembly and as such no long service leave liability is recognised in agency financial statements.

w) Superannuation

Employees' superannuation entitlements are provided through the:

- Northern Territory 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.

x) 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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
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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.

y) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 18.

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

z) 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 assets and liabilities are recognised on the Balance Sheet when the agency becomes a party to the contractual provisions of the financial instrument. The agency's financial instruments include cash and deposits; receivables; advances; investments loan and placements; payables; advances received; borrowings and derivatives.

Exposure to interest rate risk, foreign exchange risk, credit risk, price risk and liquidity risk arise in the normal course of activities. The agency's investments, loans and placements, and borrowings are predominantly managed through the NTTC and TIO adopting strategies to minimise the risk. Derivative financial arrangements are also utilised to manage financial risks inherent in the management of these financial instruments. These arrangements include swaps, forward interest rate agreements and other hedging instruments to manage fluctuations in interest or exchange rates.

Classification of Financial Instruments

AASB 7 Financial Instruments: Disclosures requires financial instruments to be classified and disclosed within specific categories depending on their nature and purpose.

Financial assets are classified into the following categories:

- financial assets at fair value through profit or loss;
- held-to-maturity investments;
- loans and receivables; and
- available-for-sale financial assets.

Financial liabilities are classified into the following categories:

- financial liabilities at fair value through profit or loss (FVTPL); and
- financial liabilities at amortised cost.

Financial Assets or Financial Liabilities at Fair Value through Profit or Loss

Financial instruments are classified as at FVTPL when the instrument is either held for trading or is designated as at FVTPL.

An instrument is classified as held for trading if it is:

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

- acquired or incurred principally for the purpose of selling or repurchasing it in the near term with an intention of making a profit; or
- part of a portfolio of identified financial instruments that are managed together and for which there is evidence of a recent actual pattern of short-term profit-taking; or
- a derivative that is not a financial guarantee contract or a designated and effective hedging instrument.

A financial instrument may be designated as at FVTPL upon initial recognition if:

- such designation eliminates or significantly reduces a measurement or recognition inconsistency that would otherwise arise; or
- the instrument forms part of a group of financial instruments, which is managed and its performance is evaluated on a fair value basis, in accordance with a documented risk management or investment strategy, and information about the grouping is provided internally on that basis; or
- it forms part of a contract containing one or more embedded derivatives, and AASB 139 Financial Instruments: Recognition and Measurement permits the contract to be designated as at FVTPL.

Loans and Receivables

For details refer to Note 2 (o).

Note 17 provides additional information on financial instruments.

aa) Fair Value Measurement

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Fair value measurement of a non-financial asset takes into account a market participant's ability to generate economic benefits by using the asset in its highest and best use or by selling it to another market participant that would use the asset in its highest and best use. The highest and best use takes into account the use of the asset that is physically possible, legally permissible and financially feasible.

When measuring fair value, the valuation techniques used maximise the use of relevant observable inputs and minimise the use of unobservable inputs. Unobservable inputs are used to the extent that sufficient relevant and reliable observable inputs are not available for similar assets/liabilities.

Observable inputs are publicly available data that are relevant to the characteristics of the assets/liabilities being valued. Observable inputs used by the agency include, but are not limited to, published sales data for land and general office buildings.

Unobservable inputs are data, assumptions and judgments that are not available publicly, but are relevant to the characteristics of the assets/liabilities being valued. Such inputs include internal agency adjustments to observable data to take account of particular and potentially unique characteristics/functionality of assets/liabilities and assessments of physical condition and remaining useful life.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2014

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the following fair value hierarchy based on the inputs used:

Level 1 – inputs are quoted prices in active markets for identical assets or liabilities;

Level 2 – inputs are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly; and

Level 3 – inputs are unobservable.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

	Note	Assembly Services		Members and Client Services		Building Management Services		Corporate and Governance		Total	
		2014	2013	2014	2013	2014	2013	2014	2013	2014	2013
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
INCOME											
Grants and subsidies revenue											
Current			2								2
Appropriation											
Output		4,009	3,640	13,266	12,003	4,822	5,122	1,395	1,372	23,492	22,137
Goods and services received free of charge	4	177	172	1,854	1,722	177	172			2,208	2,066
Gain on disposal of assets	5		1	3		2				5	1
Other income		64	12	5		80	120	7	47	156	179
TOTAL INCOME		4,250	3,827	15,128	13,725	5,081	5,414	1,402	1,419	25,861	24,385
EXPENSES											
Employee expenses		2,709	2,325	10,197	9,213	761	701	1,222	1,222	14,889	13,461
Administrative expenses											
Purchases of goods and services	6	700	634	2,249	2,579	2,516	2,457	173	150	5,638	5,820
Repairs and maintenance				820	211	2,013	1,961			2,833	2,172
Depreciation and amortisation	10, 11	4	7	98	241	3,887	3,850			3,989	4,098
Other administrative expenses ¹		177	172	1,854	1,722	177	172			2,208	2,066
TOTAL EXPENSES		3,590	3,138	15,218	13,966	9,354	9,141	1,395	1,372	29,557	27,617
NET SURPLUS/(DEFICIT)		660	689	(90)	(241)	(4,273)	(3,727)	(7)	(47)	(3,696)	(3,232)
OTHER COMPREHENSIVE INCOME^(c)											
TOTAL OTHER COMPREHENSIVE INCOME											
COMPREHENSIVE RESULT		660	689	(90)	(241)	(4,273)	(3,727)	(7)	(47)	(3,696)	(3,232)

¹ Includes DCIS service charges.
Disclosure changes retrospectively applied to 2013-14 for comparability purposes

This Comprehensive Operating Statement by output group 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 2014

	2014 \$000	2013 \$000
4. GOODS AND SERVICES RECEIVED FREE OF CHARGE		
Corporate and information services	2,207	2,066
	2,207	2,066
5. GAIN ON DISPOSAL OF ASSETS		
Proceeds from sale of minor assets	5	1
Total Gain on Disposal of Assets	5	1
6. PURCHASES OF GOODS AND SERVICES		
The net surplus/(deficit) has been arrived at after charging the following expenses:		
Goods and services expenses:		
Consultants ⁽¹⁾	11	22
Advertising ⁽²⁾	-	1
Marketing and promotion ⁽³⁾	44	22
Document production	145	140
Legal expenses ⁽⁴⁾	8	2
Recruitment ⁽⁵⁾	11	17
Training and study	32	25
Official duty fares	213	191
Travelling allowance	221	194
Accommodation	101	50
Audit Fees	15	12
Communications	399	296
Hospitality	111	84
Information Technology	676	895
Membership and Subscriptions	18	20
Motor Vehicle Expenses	431	632
Office Requisites	156	132
Other Equipment Expenses	411	449
Other	62	53
	3,065	3,237

⁽¹⁾ Includes marketing, promotion and IT consultants.

⁽²⁾ Does not include recruitment, advertising or marketing and promotion advertising.

⁽³⁾ Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

⁽⁴⁾ Includes legal fees, claim and settlement costs.

⁽⁵⁾ Includes recruitment-related advertising costs.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

	2014 \$000	2013 \$000
7. CASH AND DEPOSITS		
Cash on hand	5	5
Cash at bank	2,350	1,356
Total Cash and Deposits	2,355	1,361
8. RECEIVABLES		
Current		
Accounts receivable	40	31
Less: Allowance for impairment losses	2	2
GST receivables	113	67
Total Receivables	155	101
9. INVENTORIES		
General Inventories		
At cost	-	4
Inventories Held for Distribution		
At cost	15	14
Total Inventories	15	18

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

	2014 \$000	2013 \$000
10. PROPERTY, PLANT AND EQUIPMENT		
Land		
At fair value	56,000	56,000
	56,000	56,000
Buildings		
At fair value	295,252	294,949
Less: Accumulated depreciation	(73,737)	(69,867)
	221,515	225,081
Infrastructure		
At fair value	125	141
Less: Accumulated depreciation	(19)	(16)
	106	124
Plant and Equipment		
At fair value	2,015	1,975
Less: Accumulated depreciation	(1,900)	(1,793)
	114	181
Leased Computer Software		
At cost	51	51
Less: Accumulated depreciation	(51)	(51)
	-	-
Computer Hardware		
At cost	37	37
Less: Accumulated depreciation	(34)	(31)
	3	6
Total Property, Plant and Equipment	277,738	281,394

Property, Plant and Equipment Valuations

The latest revaluations as at 30 June 2010 were independently conducted by 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.

Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2014. 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 2014

10. PROPERTY, PLANT AND EQUIPMENT (continued)

2014 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2013-14 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2013	56,000	225,081	124	181	6	281,394
Depreciation		(3,870)	(2)	(111)	(3)	(3,986)
Additions/(Disposals) from asset transfers		303	(16)	45		332
Impairment losses reversed ^(a)				(2)		(2)
Carrying Amount as at 30 June 2014	56,000	221,515	106	114	3	277,738

2013 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2012-13 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2012	56,000	228,714	111	439	10	285,274
Depreciation		(3,834)	(2)	(257)	(3)	(4,097)
Additions/(Disposals) from asset transfers		201	16			217
Impairment losses reversed ^(a)						
Carrying Amount as at 30 June 2013	56,000	225,081	124	181	6	281,394

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

	2014 \$000	2013 \$000
11. HERITAGE AND CULTURAL ASSETS		
Carrying amount		
At valuation	127	127
Less: Accumulated depreciation	(21)	(20)
Written down value – 30 June	106	108
Reconciliation of movements		
Carrying amount at 1 July	108	109
Depreciation	(1)	(1)
Carrying amount as at 30 June	106	108

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 2014. A revaluation of these assets will be conducted under the NT Treasury proposed whole of Government three year asset revaluation plan with the Australian Valuation Office once the program is initiated.

Impairment of Heritage and Cultural Assets

Agency heritage and cultural assets were assessed for impairment as at 30 June 2014. No impairment adjustments were required as a result of this review.

12. FAIR VALUE MEASUREMENT OF NON-FINANCIAL ASSETS

a) Fair Value Hierarchy

Fair values of non-financial assets categorised by levels of inputs used to compute fair value are:

2014

	Level 1 \$000	Level 2 \$000	Level 3 \$000	Total Fair Value \$000
Asset Classes^(a)				
Land		56,000		56,000
Buildings		221,515		221,515
Infrastructure			106	106
Plant and Equipment			114	114
Computer Hardware			3	3
Heritage and Cultural			106	106
Total		277,515	329	277,844

There were no transfers between Level 1 and Levels 2 or 3 during the period.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

b) Valuation Techniques and Inputs

Valuation techniques used to measure fair value are:

Asset Classes	Level 2 Techniques	Level 3 Techniques
Land	Market Approach	
Buildings	Market Approach	
Infrastructure		Cost Approach
Plant and Equipment		Cost Approach
Computer Hardware		Cost Approach
Heritage and Cultural		Cost Approach

There were no changes in valuation techniques during the period.

The Australian Valuation Office has provided valuations for the level 2 land and buildings assets which were based on market evidence of sales price per square metre of comparable land and buildings.

Level 3 fair values were determined by computing their depreciated replacement costs because an active market does not exist for such facilities. The depreciated replacement cost was based on a combination of internal records of the historical cost of the facilities, adjusted for contemporary technology and construction approaches. Significant judgement was also used in assessing the remaining service potential of the facilities, given local environmental conditions, projected usage, and records of the current condition of the facilities.

c) Additional Information for Level 3 Fair Value Measurements

(i) Reconciliation of Recurring Level 3 Fair Value Measurements

	Infrastructure	Plant and Equipment	Computer Hardware	Heritage and Cultural
	\$000	\$000	\$000	\$000
Fair value as at 1 July 2013	124	181	6	108
Additions		45		
Disposals	(16)			
Depreciation	(2)	(111)	(3)	(1)
Impairment Loss Reversed		(2)		
Fair value as at 30 June 2014	106	114	3	107

(ii) Sensitivity analysis

The level 3 assets use historical cost less depreciated value to obtain the asset's fair value. As the material components of these assets do not have an active market historical cost method of valuation was used. In respect of sensitivity of fair value to changes in input, a higher or lower useful life would increase or decrease the fair value respectively.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

	2014 \$000	2013 \$000
13. PAYABLES		
Accounts payable	113	213
Accrued expenses	500	236
Total Payables	614	449
14. PROVISIONS		
Current		
<i>Employee benefits</i>		
Recreation leave	485	454
Leave loading	98	68
Other employee benefits	2	10
<i>Other current provisions</i>		
Other provisions	311	166
	896	698
Non-Current		
<i>Employee benefits</i>		
Recreation leave	247	265
Total Provisions	1,143	963

The Agency employed 110 employees as at 30 June 2014 (96 employees as at 30 June 2013).

15. RESERVES

Asset Revaluation Surplus

(i) Nature and purpose of the asset revaluation surplus

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) Movements in the asset revaluation surplus

Balance as at 1 July	150,741	150,741
Balance as at 30 June	150,741	150,741

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

	2014	2013
	\$000	\$000
16. NOTES TO THE CASH FLOW STATEMENT		
Reconciliation of Cash		
The total of agency 'Cash and deposits' of \$2,355,000 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)	(3,696)	(3,235)
<i>Non-cash items:</i>		
Depreciation and amortisation	3,988	4,099
Asset write-offs/write-downs	2	
R&M - Minor New Work Non Cash	391	102
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	(55)	(4)
Decrease/(Increase) in inventories	3	2
Decrease/(Increase) in prepayments	(26)	17
(Decrease)/Increase in payables	165	(332)
(Decrease)/Increase in provision for employee benefits	36	(74)
(Decrease)/Increase in other provisions	144	(160)
Net Cash from Operating Activities	952	415

Non-Cash Financing and Investing Activities

Finance Lease Transactions

During the current and previous financial year the agency did not enter into finance leases.

17. 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 agency's financial assets and liabilities by category are disclosed in the table below.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

	2014	2013
	\$000	\$000
Financial Assets		
Cash and deposits	2,355	1,361
Loans and receivables	155	101
Financial Liabilities		
Payables	(614)	(449)

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.

Internal Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2013-14			
Not overdue	2		2
Overdue for less than 30 days	-		-
Overdue for 30 to 60 days	1		1
Overdue for more than 60 days	9		9
Total	12		12
2012-13			
Not overdue	1		1
Overdue for less than 30 days	-		-
Overdue for 30 to 60 days	-		-
Overdue for more than 60 days	-		-
Total	1		1

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

External Receivables	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2013-14			
Not overdue	124		124
Overdue for less than 30 days	-		-
Overdue for 30 to 60 days	2		2
Overdue for more than 60 days	17		17
Total	143		143
2012-13			
Not overdue	85		85
Overdue for less than 30 days	2		2
Overdue for 30 to 60 days	2		2
Overdue for more than 60 days	11		11
Total	100		100

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.

2014 Maturity analysis for financial assets and liabilities

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

Interest Bearing						
	Fixed or Variable	Less than a Year	1 to 5 Years	More than 5 Years	Non Interest Bearing	Weighted Average
		\$000	\$000	\$000	\$000	\$000 %
Assets						
Cash and deposits					2,355	2,355
Receivables					155	155
Total Financial Assets					2,510	2,510
Liabilities						
Payables					(614)	(614)
Total Financial Liabilities					(614)	(614)

2013 Maturity analysis for financial assets and liabilities

Interest Bearing						
	Fixed or Variable	Less than a Year	1 to 5 Years	More than 5 Years	Non Interest Bearing	Weighted Average
		\$000	\$000	\$000	\$000	\$000 %
Assets						
Cash and deposits					1,361	1,361
Receivables					101	101
Total Financial Assets					1,462	1,462
Liabilities						
Payables					(449)	(449)
Total Financial Liabilities					(449)	(449)

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

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.

(ii) Price Risk

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

(iii) Currency Risk

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

e) Net Fair Value

Fair values of financial instruments categorised by level of inputs used to measure fair value are:

2014	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	2355	2355			2355
Receivables	155	155			155
Total Financial Assets	2510	2510			2510
Financial Liabilities					
Payables	(614)	(614)			(614)
Total Financial Liabilities	(614)	(614)			(614)

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

2013	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	1361	1361			1361
Receivables	101	101			101
Total Financial Assets	1462	1462			1462
Financial Liabilities					
Payables	(449)	(449)			(449)
Total Financial Liabilities	(449)	(449)			(449)

The net fair value of Cash, Receivables, and Payables are based on fair value.

There were no changes in valuation techniques during the period.

2014		2013	
Internal	External	Internal	External
\$000	\$000	\$000	\$000

18. COMMITMENTS

Operating Lease Commitments

The agency leases property under non-cancellable operating leases expiring from 0 to 4 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	158	168
Later than one year and not later than five years	127	195
Later than five years	0	0
	285	363

19. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2014 or 30 June 2013.

20. 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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

21. 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 2013	Receipts	Payments	Closing Balance 30 June 2014
Security deposits	218.18	30		248.18
	218.18	30		248.18

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2014

22. WRITE-OFFS, POSTPONEMENTS, WAIVERS, GIFTS AND EX GRATIA PAYMENTS

	Agency No. of 2014 Trans.	Agency No. of 2013 Trans.	Territory Items No. of 2014 Trans.	Territory Items No. of 2013 Trans.
	\$000	\$000	\$000	\$000
Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i>				
Represented by:				
<i>Amounts written off, postponed and waived by Delegates</i>	2	1		
Total Written Off, Postponed and Waived by Delegates	2	1		
Write-offs, Postponements and Waivers Authorised Under Other Legislation				
Gifts Under the <i>Financial Management Act</i>				
Gifts Authorised Under Other Legislation				
Ex Gratia Payments Under the <i>Financial Management Act</i>				

23. SCHEDULE OF TERRITORY ITEMS

The Department of the Legislative Assembly held no Territory Items in 2013-14 and 2012-13.