



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY



ANNUAL REPORT 2016 - 2017



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

Office of the Clerk

The Hon Michael Gunner, MLA
Chief Minister
Parliament House
DARWIN NT 0800

Dear Chief Minister

I am pleased to submit to you the 2016-17 annual report for the Department of the Legislative Assembly in accordance with section 28 of the *Public Sector Employment and 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 Speaker and as applicable, the Commissioner for Public Employment have been adhered to.

I have received advice from 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*, Regulations and Treasurer's Directions.

Yours sincerely


MICHAEL TATHAM

Clerk and Chief Executive

// September 2017

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Clerk of the Legislative Assembly's Overview

The Department of the Legislative Assembly continues to focus on serving the people of the Northern Territory by providing support to their elected Members of the Legislative Assembly.

The Department's three Divisions: Committees and Education; House; and Member and Corporate Support, continue to work cohesively to deliver outcomes for the smooth operation of Assembly meetings, the administration of Members' electorate offices, the employment of Members' staff, and outreach and education programmes as well as the operations and maintenance of Parliament House.

During the year, the Department supported the ultimate expression of democracy with the commencement of the Northern Territory's 13th Assembly on 18 October 2016 following a General Election held on 27 August 2016.

The election resulted in a change of government with a significant turnover of Members, the abolition of an electorate in Alice Springs (Greatorox) and the creation of a new electorate in Darwin (Spillett). New electorate offices had to be located, leased and fitted out, Members had to attend induction sessions and be provided copies of materials, provide their disclosure of interest returns and be sworn in.

The Assembly welcomed thirteen new Members to the 13th Assembly as well as one previously retired re-elected Member and the return of eleven other re-elected Members.

To an Assembly of 25 Members, Territory electors once again chose an Assembly with Members of Aboriginal heritage, the only Australian parliament to have Aboriginal membership in every parliament since its foundation. As in the 12th Assembly, six Members with Aboriginal heritage meet in the 13th Assembly.

For a short period, the Northern Territory Assembly with 48% women had the highest proportion of female representation in Australia until the Assembly of the Australian Capital Territory exceeded this with 52% women membership later in 2016 after an election in that jurisdiction.

The Speaker of the 13th Legislative Assembly was re-elected unopposed to the role at the commencement of the meetings in October and therefore also continued in her role as a representative of the Australian Region on the Executive Committee of the Commonwealth Parliamentary Association. Madam Speaker, with her parliamentary colleagues, hosted the Commonwealth Parliamentary Association Mid-Year Executive Committee meeting during April at Parliament House in Darwin.

The Mid-Year meeting saw delegates from each of the nine worldwide regions of the Association attend meetings in Darwin over four days during April where they contributed to debate, passed resolutions to further the work of the Association and continued to promote and facilitate Members of parliaments on a global basis develop democracy and undertake best practice in governance.

The professional development of Members of Parliaments has been a focus of the Speaker's membership on the Association and the Assembly was able to host the Mid-Year meeting on a cost neutral basis to Government by allocating funds from the Northern Territory Branch of the Commonwealth Parliamentary Association to support the meeting.

The *Know Your Assembly* seminars continue to attract Territorians to learn more about how their parliament works and for the first time the seminar was held in Katherine during the reporting period. A total of 196 people have participated in the forum during the reporting year.

The annual survey of Members resulted in a recorded improvement in a number of areas of service delivery to Members of the Legislative Assembly. The results show that the work my colleagues undertake to serve Members and their constituents is appreciated and of a high calibre.

The 2016 results showed two categories in decline this year compared with four last year, one stable compared with two last year and six improvements compared to five improvements last year.

The categories in decline were the level of satisfaction with Department of Corporate and Information Services provided information and communication technology (ICT) services down from 94% to 90% and the level of satisfaction with Committee support was down from a previous 98% to 96%.

Chamber support, business services support to Members and their offices and financial support were all up to a very healthy 98% satisfaction level this year.

Last year we concentrated our efforts on improving the categories of Travel and Human Resources which were achieved, but there is now a concern that while these efforts yielded results, there have been declines in the other areas.

I reported these results to the Department of the Legislative Assembly Board of Management in early 2017 to examine how the Department will make an effort for further improvement. Some of these margins may not be able to be improved upon, however shared services for ICT remains an ongoing challenge which requires more effort.

As occurs each year, the experiences of individual Members can have a significant impact on a category and its results. Some newly elected Members will have expectations their returning colleagues don't share.

Last year I reported that Parliament House was #20 of "things to do" in Darwin on the popular travel app *Trip Advisor*, this year it is ranked at #18.

Our team has risen to the challenge that we could improve our ranking and the excellent work of our education and outreach colleagues and those who maintain a beautiful building has much to do with that result. The free tours are highly rated and worth the visit.

The Department continues to rely on shared services from Government and my thanks go to the leadership of the Departments on which we rely for property management and leasing, information and communications technology support and contractor management and procurement support.

It is sometimes not well understood that this small Department is an integral part of a larger organism of Government which works collaboratively to procure and deliver on behalf of the Members and the people of the Northern Territory.

During the reporting period the Assembly's chamber broadcast cameras were replaced due to the failure of some of them during the 2016 calendar year and the lack of availability of parts to service and repair them.

By the time they were replaced we were limping along with reduced visibility and coverage. Cameras, websites, audio visual systems and the like require constant maintenance and updates. This requires government expenditure.

Systems are often unable to be repaired or updated over a period of time as manufacturers improve the software and hardware and obsolete systems have to be replaced.

The logical comparison which many people will understand is that their smart phone purchased when they first hit the market in about 2008 is unable to be repaired or updated as each year new operating systems and improvements mean the old operating system is now redundant. The same applies to systems purchased by Government to keep Territorians informed about how their democratic institution is operating.

During the reporting period I had the privilege to attend the annual Society of Clerks at the Table in Commonwealth Parliaments (SOCATT) meeting held in conjunction with the 62nd Commonwealth Parliamentary Conference where I delivered a paper to colleagues about the operation of Northern Territory Standing Orders. This was my first SOCATT attendance since the 2012 meeting.

Next year I will be pleased to report on my approved attendance at the 2017 SOCATT Conference where I intend to present a paper on media scrutiny of parliamentary administration.

As an engaged member of SOCATT and working to support the Speaker and the Northern Territory Branch of the Commonwealth Parliamentary Association, I was invited to attend and deliver two papers to the Post-Election Seminar for the National Assembly of Zambia after their 2016 election and to work with my colleague the Clerk of the National Assembly of Zambia to draft the new standing orders for the rules governing all meetings of the Association's Executive Committee.

My experience as Secretary of the Northern Territory Legislative Assembly Standing Orders Committee has been invaluable in my work with CPA colleague jurisdictions as I continue to work

with that Committee on the redraft for the 13th Assembly and has stood me in good stead delivering on the Association's request.

The Northern Territory Legislative Assembly is an active participant in promoting professional development for its Members, its staff and for staff and Members of other Parliaments when we have the resources and capacity to contribute and learn.

Through the longstanding Australian and Pacific Parliaments twinning arrangements, which each Australian parliament participates in, the Northern Territory has a relationship with the small pacific island jurisdiction of Niue, who we have assisted in purchasing and installing a new Assembly recording system from Commonwealth Parliamentary Association funds.

During the year the Department has continued its monthly all staff forums to ensure that all officers have a voice and benefit from learning and development opportunities as well as to discuss matters of importance around corporate culture and workplace wellbeing. We have recently focused on addressing concerns about bullying in the workplace since the release of the 2016 results of the People Matter Survey undertaken by the Office of the Commissioner for Public Employment and provided information and education as well as staff surveys to assist address any concerns.

The Department prides itself on its diversity by continuing to employ and encourage applications from well qualified candidates from non-English speaking backgrounds, Aboriginal Territorians, gay and lesbian officers, a broad spectrum of age ranges and promoting and achieving gender diversity in senior management.

I thank my colleagues for their commitment and dedication to delivering a magnificent public building and the seat of democracy in the Northern Territory, for their support to the Members and our openness to scrutiny and accountability.

While the Chief Minister is the responsible Minister for the Department, my day to day reporting is to the Speaker who is the Commissioner of Employment for employees of the Department and who acts on behalf of Government to administer the agency similar to the role of a Minister. I express my thanks to Madam Speaker for her continued support and openness to innovation in the operation of the Assembly and the delivery of support to Members and to the Northern Territory.

MICHAEL TATHAM
Clerk and Chief Executive

Functions and Objectives of the Agency

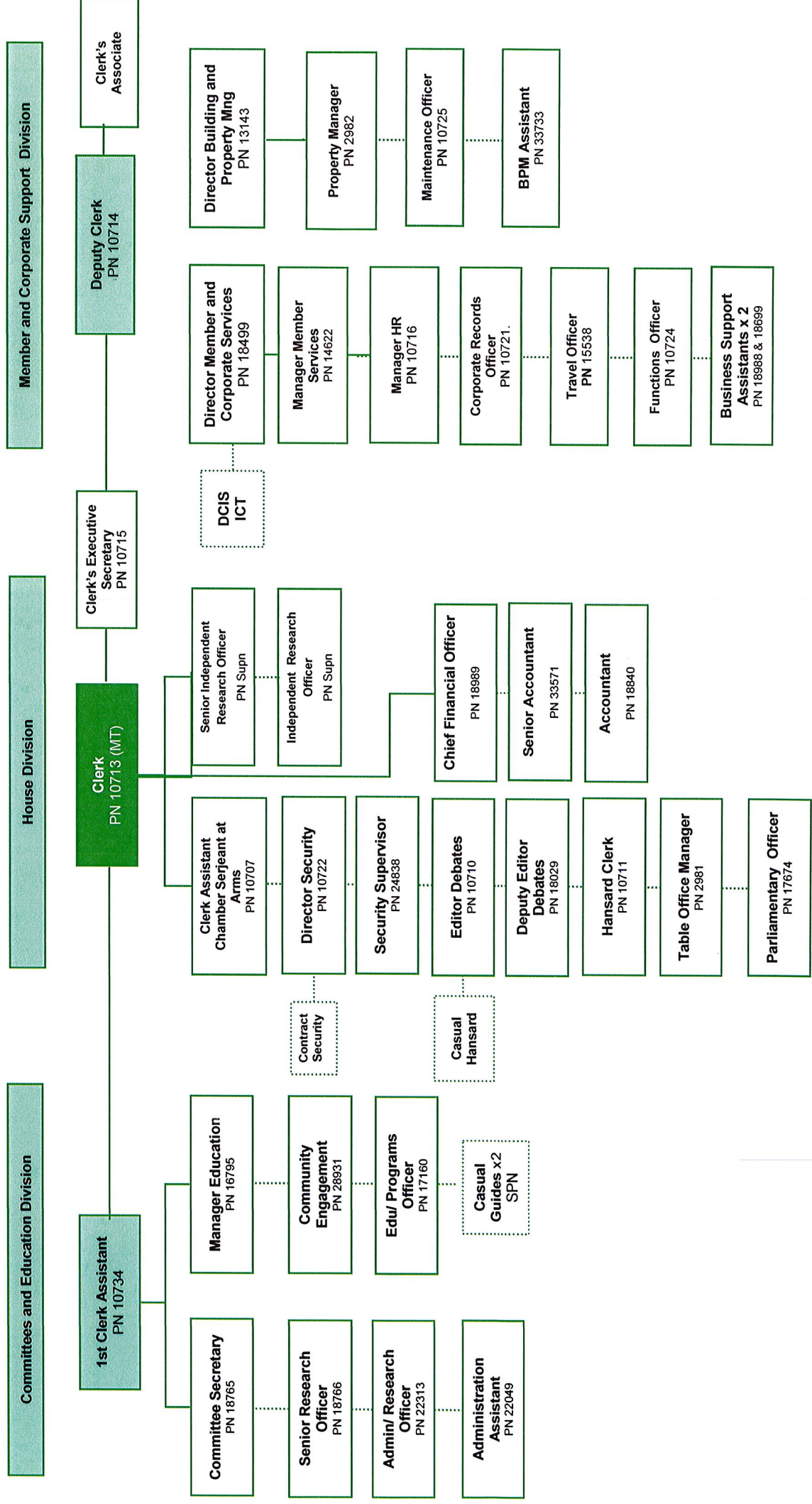
The function of the agency is to facilitate the operations of the Legislative Assembly to make laws for the peace, order and good government of the Northern Territory.

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

- *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act*
- *Constitutional Convention (Election) Act*
- *Legislative Assembly (Disclosure of Interests) Act*
- *Legislative Assembly (Members' Code of Conduct and Ethical Standards) Act 2008*
- *Legislative Assembly (Powers and Privileges) Act*
- *Legislative Assembly (Security) Act*
- *Legislative Assembly Members (Miscellaneous Provisions) Act*
- *Legislative Assembly Members' Superannuation Contributions Act*
- *Legislative Assembly Members' Superannuation Fund Act*

Department of the Legislative Assembly Organisation Chart



Board of Management

Primary responsibility for the Department of the Legislative Assembly (DLA'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.

The Board of Management is chaired by the Clerk and meets monthly. All members are responsible for ensuring that their staff are briefed on decisions and relevant issues. The Department of Corporate and Information Services (DCIS) Information and Communication Technology (ICT) Manager provides monthly briefings to the Board of Management on priority issues. Members of the Board of Management are key management personnel for the purposes of financial reporting.

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 as well as a Diploma in Legal Practice from the University of Technology, Sydney. He first joined the Department in 2005 and has been Clerk of the Legislative Assembly since July 2013.

MARIANNE CONATY, Deputy Clerk

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

RUSSELL KEITH, First Clerk Assistant (Committees and Education)

Mr Keith holds an Executive Master of Public Administration, Bachelor of Legal Studies (Hons) and a Bachelor of Arts (Hons). He joined the Legislative Assembly in 2010.

SEAN O'CONNOR, Clerk Assistant Chamber and Serjeant at Arms

Mr O'Connor holds a Master of Business Administration, a Master of Management, and a Bachelor of Business. He joined the Legislative Assembly in March 2017.

DIEM TANG, Chief Financial Officer

Mrs Tang holds a Bachelor of Business in Accounting and joined the Legislative Assembly in 2012.

JACQUI FORREST, Director Business Services

Ms Forrest holds an Associate Degree in Commerce and qualifications in Business and Contract Management. She has been with the Legislative Assembly since 2014.

BILL FRYAR, Director Building and Property Management

Mr Fryar holds a Master of Arts from Griffith University and joined the Legislative Assembly in 2013.

Agency Operations

House Division

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.

The Office of the Clerk supports all domestic committees such as the Standing Orders, Privileges and House Committees.

Independent Research Service

In October 2016 the NT Government provided fixed term funding to support the creation of two Independent Research positions to support to Independent Members of the Legislative Assembly by producing comprehensive, reliable, impartial and timely research reports, briefing material and other information when requested. These positions report to the Clerk.

The Research Service responds to individual and confidential requests on topics of specific concern to the Member and/or their electorate, and produces shared resources covering legislation reviews, parliamentary process, and economic and social issues of importance to the Northern Territory. The Research Service does not engage in overtly political research or speech writing. The service has established a reputation for timely, informative and useful research and in the first three months of operation undertook research for four Independent Members and completed 20 research requests.

Finance Unit

The Finance Unit provides strategic advice and tactical management on financial and budgetary matters to the Speaker, the Clerk and the Department's Board of Management. It ensures legislative and regulatory compliance for the finance function and manages departmental accounting policies, standards and processes.

Procedural Services and Security Unit

Procedural Services includes the Hansard and Table Office Units that are responsible for the provision of administrative and procedural support and advice to Members during meetings of the Assembly, producing parliamentary documentation and records and managing related databases.

During the reporting period, the Hansard Unit trialled and implemented a new staffing structure to support the Estimates process using Hansard Reporters instead of typists for the transcription of the hearings. Hansard Reporters do not type verbatim (as typists do) but slightly edit the content to ensure it makes sense in written form and that all punctuation is correct.

The Table Office continued work on improving the new DLA website including uploading and tabled papers to ensure information is readily available online. The functionality of the new website is limited and the DLA is investigating a solution that offers database functionality to host and allow for advanced search of both tabled papers and Parliamentary Records for all Assemblies. In partnership with NT Libraries the DLA is trialling the use of the *Territory Stories* database as the DLA's Tabled Paper database due to the advanced search method it provides for Parliamentary Records.

The Security Unit provides security services and coordinates emergency management activities to ensure a safe and secure workplace for Members, Staff, Parliament House building occupants and visitors. During the reporting period, approximately 164,000 visitors and building staff were screened 30,000 times on entry to Parliament House. There were no major security incidents.

Laws Introduced and Passed

	Government	Opposition	Independent	Total
<i>Brought forward 1 July 2016</i>	-	-	-	-
Introduced	23	-	2	25
Withdrawn	-	-	-	-
Defeated	-	-	-	-
Passed	20	-	-	20
Acts Assented to	20	-	-	20
<i>Carried forward 30 June 2017</i>	3	-	2	5

Assembly Meeting Statistics

	2016 – 2017	2015 – 2016
Total meeting hours	198.45	282.19
Average meeting day hours	7.09	11.15
Number of meeting days	28	26
Number of bills passed	20	44
Total questions asked	449	383
Total papers tabled	333	1906

Committees and Education Division

The Committees and Education Division provides support to parliamentary scrutiny, select and standing committees to help them fulfil their functions and deliver parliamentary information, education and community awareness services.

During the reporting period, Committees drafted five reports (and two drafted by the Office of the Clerk), including for the Select Committee on Opening Parliament to the People's consideration of options for parliamentary reform.

Committee Activity Supported

Committee	Meetings	Hearings & Visits	Briefings	Reports
Public Accounts	9	1	5	1
House	3	0	0	0
Standing Orders	2	0	0	1
Legal & Constitutional Affairs and Subordinate Legislation & Publications functions	4	0	0	1
Estimates	4	3	0	1
Select Committee on Opening Parliament to the People	9	2	0	2
Members' Interests	1	0	0	1
Total	32	6	5	7

Participants in Parliamentary Education Services Programs

Program	Activity	Participants	Total
Public Tours	Saturday and Wednesday tours	2071	
			2071
Schools Programs	Parliament House Tours	3387	
	Bombing of Darwin Tours	67	
	Role Plays	1586	
	Step Up Be Heard	43	
	Outreach Programs	260	
			5343
Special Events	Commonwealth Week	471	
	Careers in Law Forum	92	
	YMCA Youth Parliament	10	
	Democracy Dash	23	
	CPA Roadshow	162	
			758
Adult Education	Democracy in the NT	40	
	Know Your Assembly	196	
	Adult Student Tours	317	
	Community/Organisation Tours	78	
			631
Parliament Promotions	Open Day	940	
	Induction Tours	20	
	Government Dept. Staff Tours	52	
	VIP tours	100	
	General tours	179	
	Bombing of Darwin Tour	25	
			1316
TOTAL			10,119

Member and Corporate Support Division

Business Services

The Business Services unit delivers services to both Members of the Assembly and the Department including; procurement, human resources, corporate information management, ICT, telecommunications, travel, vehicles and room hire and bookings at Parliament House.

DCIS oversees outsourced ICT service contracts and provides an ICT Service Manager located at Parliament House to support the Legislative Assembly.

Funded Establishment

At 30 June 2017, the Department employed a total of 168 people including 39 DLA staff, 18 Hansard and education casuals and 111 electorate office staff as detailed in the tables below.

The Department employs all electorate staff and has corporate responsibility for the administration of the remuneration of Members.

The Hansard Unit employed a pool of 16 casual staff and the Education Unit employed two casual staff to support peak activity periods. Recruitment of additional casual education staff is ongoing.

DLA Staff by level

Level	Headcount
Executive Contracts	3
ECO5	1
ECO3	1
ECO1	1
Senior Administration Officers	9
SAO1	5
SAO2	4
Administration Officers	27
AO2	2
AO3	4
AO4	8
AO5	5
AO6	5
AO7	3
Hansard Casuals	16
AO2	6
AO4	10
Education Casuals (AO4)	2
TOTAL	57

The Department of the Legislative Assembly is the employer of electorate office staff, which includes Electorate Officers, Relief Electorate Officers, Electorate Officer Assistants and Electorate Liaison Officers.

There is an FTE equivalent of 25 electorate officers with 29 people in these roles due to job share arrangements.

Liaison Officers for Arnhem, Arafura, Daly and Barkly are employed for 15 hours per week in Groote Eylandt Maningrida and Wadeye and Borroloola respectively; the Stuart Liaison Officer is employed for 30 hours per week in Katherine.

Electorate Office Assistants are employed for an average of eight hours per week to a maximum of 104 hours per quarter. Relief Officers are employed on a casual basis and do not work set hours but provide ad-hoc support as required to cover periods of leave.

Electorate Offices by position

Role	Headcount
Electorate Officers	29
Liaison Officers	5
Electorate Office Assistants	25
Casual Electorate Officers	52
TOTAL	111

Management and Staff Training

A total of 20 training and professional development activities were supported by the DLA. In addition to training of DLA staff, the Security Unit coordinated 23 Parliament House building occupants to attend fire extinguisher and warden training and the DLA and Northern Territory Library jointly funded a Library employee* to attend the Parliamentary Libraries of Australia Conference.

Conferences and Training

Conference/ Training	Professional Development Seminar Attendees
Australian and New Zealand Association of Clerks at the Table	3
Australasian and Pacific Hansard Editors Association conference	1
Australasian Study of Parliament Group	1
Australasian Parliamentary Educators Conference	2
Association of Parliamentary Libraries of Australia Conference*	1
Business Objects database (BOXI-HR) Training	2
Commonwealth Parliamentary Conference	1
Commonwealth Women Parliamentarians	1
Dealing with Challenging Situations (Office of the Commissioner for Public Employment)	1
Electronic Card Management System Cardholder / Verifier (DCIS)	1
Electorate Officer Training (Conducted by the Dept. of the Chief Minister)	11
Fire Extinguisher and Building Warden Training	23
First Aid	1
InDesign Introduction	1
Know Your Assembly	19
Pacific Parliamentary Development Practitioners Meeting	1
Post-Election Seminar (Commonwealth Parliamentary Association)	1
Presiding Officers and Clerks Conference	1
Security Training (Wandering)	1
Society of Clerks at the Table	1
TOTAL	74

Conference Hosting

The Australasian Parliamentary Educators Conference (APEC) aims to engage citizens with the history, role and functions of their parliaments. The DLA hosted the 2016 APEC from 9 August – 11 August at Parliament House. The theme of the conference was: *Parliamentary Education: Engaging our Audiences*. Delegates from all States and Territories of Australia were represented alongside delegates from the Parliament of the Republic of Fiji, the Australian Federal Parliament, the Museum of Democracy at Old Parliament House and the Northern Territory Library. In total, 25 delegates attended the highly successful conference.

Building and Property Management

The Building and Property Management Unit 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 (both inwardly and outwardly)
- Asset and property management
- Service contract development and management
- Parliamentary sound and vision system including broadcast
- Artwork
- Management of on-site contractors.

Planned maintenance, minor new works and capital works are managed through the Department of Infrastructure Planning and Logistics (DIPL).

In 2016-17 the DLA coordinated two electorate office fit outs including the establishment of a new office for the Member for Fong Lim and a relocation of the Johnston electorate office.

Major repair and maintenance work within Parliament House included:

- Technical upgrade of lift number 5 within budget and completed ahead of schedule
- Replacement of 23 year old damaged carpet in the Chief Minister's suite on level
- Repairs water leaks above the NT Library on level 1
- Replacement of the chilled water pumps and motors in the plant room on level 1
- Replacement of the main uninterruptable power supply (UPS) to Parliament House.

Corporate Governance

The Department's corporate governance structure is comprised of the following elements:

- Internal and external scrutiny
- Leadership and management
- Legislative compliance
- Performance and information management
- Risk management
- Strategic and business planning.

Strategic and Business Planning

The Department's Strategic Plan 2016-21 was implemented on 1 January 2016. It sets out the Department's strategic goals and annual operational priorities.

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 (WPPs) for individual staff. Additional effort was also made in building reporting capabilities to facilitate effective monthly reporting with an annual planning and reporting calendar which is monitored by the Board of Management and the Audit Committee.

Risk Management and Audit Committee

The Audit Committee relies on business planning and ongoing review 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. Any risks assessed as extreme are reported immediately to the Clerk, high level risks are reported to the Board of Management and the Internal Audit Committee monitors reports on mid-level risks on a quarterly basis.

Reporting on business performance occurs monthly and 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 Board of Management.

The Audit Committee assists the Clerk and Board of Management fulfil 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 audits and reviews
- 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
- Within the context of the Committee's primary objective, undertake any other functions and activities as determined from time to time by the Clerk.

In 2016-17 Audit Committee membership comprised the Deputy Clerk, the First Clerk Assistant, the Director Business Services and an external member from the City of Darwin. The Chief Financial Officer attends meetings by invitation. The Clerk appoints members, including the Chair of the Committee. The Committee holds a minimum of four meetings each financial year.

Internal and External Scrutiny

Three external audits were conducted by the Northern Territory Auditor-General's Office during 2016-2017.

Agency Compliance Audit

The Department of Legislative Assembly notes the Audit Opinion of the Auditor-General in relation to Department's Compliance audit 'that accounting and control procedures examined provide reasonable assurance that the responsibilities of the Accountable Officer, as set out in Treasurer's Directions and Procurement Regulations and Guidelines, will be met if those systems continue to operate in the manner identified in the audit'. The audit identified three issues relating to the DLA's registers and compliance with the Treasurer's Directions requiring attention. The Department notes the recommendations and has commenced a program to address them.

Fraud Assessment Framework

On 20 February 2017, the Auditor-General notified the DLA that it would be subject to a *Selected Agencies – Fraud Assessment Framework Review*, investigating fraud control arrangements in selected Northern Territory Government Agencies and analysing the responses to determine the maturity of Agencies' Fraud Assessment Frameworks. As a consequence, the DLA completed a Fraud Control Survey on 10 March 2017 and established a Fraud Control Policy and associated incident reporting form on 7 March 2017.

On 12 May 2017, the Auditor-General's Review assessed the maturity of the DLA's Fraud Assessment Framework as requiring improvement.

The Department acknowledges the findings and confirms that the Fraud Assessment Framework is under review. On Friday 31 July 2017, all DLA staff were briefed on fraud control issues by a senior member of the Northern Territory Police at a whole of Department staff forum.

Annual and Long Service Leave Entitlements

On 27 April 2017 the Auditor-General advised the DLA of the results of a review into DLA excess leave entitlements.

The Review identified that at 28 February 2017, five DLA staff had excess recreation leave and four had excess long service leave.

Electorate staff are employed on fixed-term arrangements at the discretion of the Member whom they work. The electorate office is a unique environment with uncertain tenure. Temporary employees working for Members of the Legislative Assembly are subject to the day to day requirements of electorate offices and may put electorate priorities in a political environment before reducing excess leave credits.

This is part of a risk the Department of the Legislative Assembly manages as an agency in regards to long leave. It is difficult to insist electorate office staff take leave when those staff are consciously working on the basis they may need funds payout if their Member is defeated or resigns.

The Speaker issued a Determination relating to employment conditions for electorate officers. EO4 of 2017 Fixed Term Electorate Officers provides Public Sector Employment and Management By-Law 4 Recreation Leave (excluding clause 4.6) and By-Law 8 Long Service Leave (excluding clauses 8.3 and 8.4) applies to fixed term contracts.

Excess leave for departmental staff is reported to the DLA's Audit Committee with monthly prompts given to Unit Heads through the Department's Board of Management meetings. A plan is in place for all departmental staff excess leave identified in the Auditor-General's Review to reduce the excess.

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.

WPPs ensure unit goals are achieved and employees are supported in reaching individual goals and given feedback on their performance. WPPs also aim to allow employees to reach their full potential, achieve job satisfaction and maximise their opportunities and contribution.

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

Access to Information

In compliance with section 11 of the *Information Act*, the Department's structure, functions and types of information held is available on its website along with how access may be sought.

Applications to access government information held by the DLA can be lodged with the Director Business Services. All applications must:

- Be in writing
- Include the applicants name and an address for correspondence
- Provide sufficient detail to identify the information
- Include sufficient proof of the applicant's identity (photo identification)

An application fee of \$30 can be processed by the Receiver of Territory monies.

The DLA will endeavor to respond to applications within 30 days. If an application is complex, large or requires third party consultation, the DLA will advise the applicant that an extension of time is required and will provide an estimated time frame.

No applications for access to information under the *Information Act* were received in the reporting period.

Privacy

The Department complies with the 10 Information Privacy Principles (IPPs) that appear in a Schedule to the *Information Act*. Staff with access to personal information are aware of their obligations to manage information carefully and records management access caveats are in place and audited. A talent release form has been developed for the use of any images for promotional material. The DLA is developing a Privacy Policy consistent with the IPPs for release in October 2017.

No privacy complaints were received in the reporting period.

Records and Archives Management

Pursuant to section 134 of the *Information Act* the DLA manages corporate records in compliance with Northern Territory Government records management standards. The Department also uses its Functional Records Disposal Schedule (No. 2015/7) to manage and store records specific to the Legislative Assembly's function.

The DLA has a specific increased focus on improving records management through its Information Management Strategic Plan 2016-2020. Measures contained in the Plan include:

- Setting rules for how documents are saved to the corporate record system to ensure information can be easily found

- Survey conducted in 2016 to assess staff knowledge of records management (adapted from an assessment tool developed by the Public Records Office of Victoria). This will be followed up with a survey in 2018 to measure progress in knowledge and compliance with records management
- Reducing the reliance on network drives by removing obsolete documents and transferring corporate records to the records management system. This measure is 70 percent complete as of the end of the reporting period
- Ongoing audits of files to ensure that records are saved into the system, to be reported to the Audit Committee on a quarterly basis. Records management is a standing agenda item at the Audit Committee
- By 31 December 2018, all public records on paper files will be available on the corporate record system
- Training all DLA staff in the corporate record system is ongoing.

Legislative Compliance

The Department complies with the requirements of all laws such as the *Financial Management Act*, *Public Sector Employment and Management Act*, *Procurement Act*, *Information Act*, *Anti-Discrimination Act*, *Superannuation Act* and the *Work Health and Safety (National Uniform Legislation) Act*.

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

Work Health and Safety Committee and Activities

The DLA manages its Work Health Safety (WHS) obligations through a WHS staff committee and the WHS steering committee.

The WHS staff committee is convened by the DLA WHS Advisor and is open to all building occupants. The committee meets quarterly and assists in developing standards and discusses and proposes solutions to identified WHS issues. No major issues were raised in the reporting period.

The WHS Steering Committee membership includes the DLA WHS Advisor (Chair), Director Business Services, Director Building & Property Management and Human Resources Manager. The committee receives reports on incidents and hazards that have been reported through the staff committee or otherwise and provides recommendations on strategic direction, policy and procedures to the Clerk as required. Three minor hazards were referred in the reporting period and have been addressed.

Employees can access an online incident reporting system managed by Workplace Injury Solutions to electronically report a workplace incident, which may have resulted in either an injury or near miss or recognition of a hazard, in the workplace. Two minor incidents reports were lodged online in the reporting period.

Member Satisfaction Survey 2016

Members were surveyed between 22 and 24 November 2016 against ten questions relating to Budget Paper 3 and performance measures which are reported against annually. Members were asked to score from 0 to 10 against each question and the results were averaged as a percentage. Any score below 80% is a concern to the Department.

Fourteen responses were received from a possible 25, one fewer than last year. As has been the case for a number of years, Members are advised that each non return counts as 100% satisfaction across all criteria. This permits totally satisfied Members to allow their views to be scored automatically. The Speaker has made this position clear annually with no objections.

The results show two categories in decline this year compared with four last year, one stable compared with two last year and seven improvements compared to five improvements last year. As occurs each year the experiences of individual Members can have a significant impact on a category.

Results in 2016-17 are as follows:

CATEGORY	16/17 Final Result	15/16 Final Result
PARLIAMENTARY SERVICES		
1. Satisfaction with Chamber Support and Advice	98%	97%
2. Satisfaction with Committee Meetings and Reports	96%	98%
3. Satisfaction with Education Programmes	96%	96%
4. Satisfaction with Building Management Services	93%	92%
5. Satisfaction with Security Services	96%	94%
CORPORATE AND GOVERNANCE		
6. Satisfaction with IT Services (provided by DCIS)	90%	94%
7. Satisfaction with Travel Services	94%	92%
8. Satisfaction with Staffing and HR Services	95%	94%
9. Satisfaction Business Support Services	98%	93%
10. Satisfaction with Financial Reporting	98%	95%

Financial Statement Overview

For the Year Ended 30 June 2017

OVERVIEW

The 2016-17 financial statements and notes for the Department of the Legislative Assembly have been prepared on an accrual basis in accordance with the Northern Territory Financial Management Framework and the Australian Accounting Standards. The Department's financial performance in 2016-17 and comparatives for 2015-16 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 for the financial year.

	2016–17 \$000	2015–16 \$000	Variation \$000
Operating Income	28,408	25,983	2,425
Operating Expenses	31,433	29,046	2,387
Net Operating Surplus/(Deficit)	(3,025)	(3,063)	38
Other Comprehensive Income		28,884	28,884
Comprehensive Surplus/(Deficit)	(3,025)	25,821	22,796

For the year ended 30 June 2017, the Department reported a net operating deficit of \$3.025 million. The operational deficit for the year was largely attributed to \$3.549 million in depreciation being non-cash in nature and unfunded expenditure under the annual appropriation, offset by the under expenditure of \$0.496 million against the Repairs and Maintenance budget.

The Department's total income in 2016-17 was \$28.408 million, an increase of \$2.425 million primarily due to increased Output Appropriation resulting from increased of Members entitlements following the annual review of the Remuneration Tribunal Determination and resettlement allowance payment for Members of the Legislative Assembly and termination payments for Electorate Officers following the August 2017 General Election.

The Department also recognises notional revenue of \$2.34 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 \$31.433 million in 2016-17 is \$2.387 million higher than the 2015-16 expenditure predominantly due to a \$1.9 million increase in entitlements and salaries for Members of the Legislative Assembly and a \$0.6 million increase in repair and maintenance expense.

Balance Sheet

The Balance Sheet provides a summary of the Department's financial position on assets, liabilities and equity as at 30 June 2017.

	2016–17 \$000	2015–16 \$000	Variation \$000
Assets	291,971	294,371	(2,400)
Liabilities	1,630	1,486	144
Equity	290,341	292,855	(2,514)

During 2015-16 the Department's total assets decreased by \$2.4 million from \$294.37 million to \$291.97 million primarily due to an decrease of \$3 million in the depreciative value of property, plant and equipment and an increase of \$0.656 million in the cash position.

Cash Flow Statement

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

	2016–17 \$000	2015–16 \$000	Variation \$000
Cash at start of year	4,664	3,981	683
Net movement	656	683	(27)
Cash at end of year	5,320	4,664	656

As at 30 June 2017, the Department's cash held of \$5.32 million was \$0.656 million more than at the end of 2015-16. The increase in cash held reflects the Department's under expenditure compared to budget estimates.

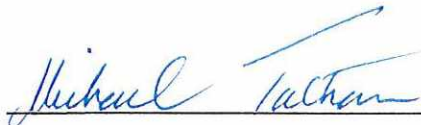
**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
FINANCIAL REPORT**

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 2017 and the financial position on that date.

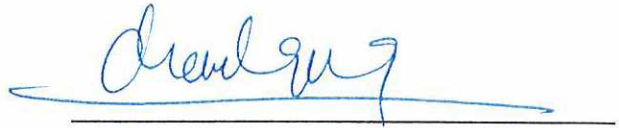
At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



MICHAEL TATHAM

Clerk and Chief Executive Officer

31 / 08 / 2017



DIEM TANG

Chief Financial Officer

31 / 08 / 2017

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

For the year ended 30 June 2017

	Note	2017 \$000	2016 \$000
INCOME			
Grants and subsidies revenue			
Current		-	30
Appropriation			
Output		25,789	23,497
Sales of goods and services ¹		100	93
Goods and services received free of charge	4	2,339	2,254
Other income ²		181	108
TOTAL INCOME	3	28,408	25,982
EXPENSES			
Employee expenses		17,894	15,937
Administrative expenses			
Purchases of goods and services	6	2,480	2,910
Repairs and maintenance	6	2,410	1,746
Property Management	6	2,750	2,644
Depreciation and amortisation	11, 12	3,549	3,554
Other administrative expenses ³		2,350	2,254
TOTAL EXPENSES	3	31,433	29,045
NET SURPLUS/(DEFICIT)		(3,025)	(3,063)
OTHER COMPREHENSIVE INCOME			
<i>Items that will not be reclassified to net surplus/deficit:</i>			
Asset Revaluation Reserve		-	28,884
TOTAL OTHER COMPREHENSIVE INCOME		-	28,884
COMPREHENSIVE RESULT		(3,025)	25,821

¹ Includes rental of Agency-controlled facilities to external parties.

² Includes reimbursements relating to costs incurred on behalf of the Commonwealth Parliamentary Association Northern Territory Branch.

³ 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 2017

	Note	2017 \$000	2016 \$000
ASSETS			
Current Assets			
Cash and deposits	8	5,320	4,664
Receivables	9	98	97
Inventories	10	13	15
Prepayments		10	19
Total Current Assets		5,440	4,795
Non-Current Assets			
Property, plant and equipment	11, 13	286,419	289,463
Heritage and cultural assets	12c, 13	112	114
Total Non-Current Assets		286,531	289,577
TOTAL ASSETS		291,971	294,372
LIABILITIES			
Current Liabilities			
Deposits held		1	1
Payables	14	549	364
Provisions	16	1,078	1,122
Other liabilities	17	2	-
Total Current Liabilities		1,630	1,487
Non-Current Liabilities			
Provisions	16	-	-
Total Non-Current Liabilities		-	-
TOTAL LIABILITIES		1,630	1,487
NET ASSETS		290,341	292,885
EQUITY			
Capital		159,869	159,388
Reserves	19	169,603	169,603
Accumulated funds		(39,130)	(36,105)
TOTAL EQUITY		290,341	292,885

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 2017

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
2016-17					
Accumulated Funds		36,105	3,025	-	39,130
Asset Revaluation Reserve	19	(169,603)	-	-	(169,603)
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		(1,664)	-	(41)	(1,705)
Equity transfers in		(157,767)	-	(440)	(158,207)
Other equity injections		(350)	-	-	(350)
Equity withdrawals					
Capital withdrawal		393	-	-	393
		(159,388)	-	(481)	(159,869)
Total Equity at End of Financial Year		(292,885)	3,025	(481)	(290,341)
2015-16					
Accumulated Funds		33,042	3,063	-	36,105
Asset Revaluation Reserve	19	(140,718)	(28,884)	-	(169,603)
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		(1,323)	-	(341)	(1,664)
Equity transfers in		(157,534)	-	(234)	(157,767)
Other equity injections		(350)	-	-	(350)
Equity withdrawals					
Capital withdrawal		393	-	-	393
		(158,814)	-	(575)	(159,388)
Total Equity at End of Financial Year		(266,490)	(25,821)	(575)	(292,885)

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 2017

	Note	2017 \$000	2016 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts			
Grants and subsidies received			
Current		-	30
Appropriation			
Output		25,789	23,497
Receipts from sales of goods and services		892	772
Total Operating Receipts		26,681	24,299
Operating Payments			
Payments to employees		(17,867)	(16,193)
Payments for goods and services		(7,905)	(7,765)
Total Operating Payments		(25,772)	(23,958)
Net Cash From/(Used in) Operating Activities	20	909	341
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing Receipts			
Proceeds from asset sales	5	-	-
Total Investing Receipts		-	-
Investing Payments			
Purchases of assets		(294)	-
Total Investing Payments		(294)	-
Net Cash From/(Used in) Investing Activities		(294)	-
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing Receipts			
Deposits received		-	-
Equity injections			
Capital appropriation		41	341
Total Financing Receipts		41	341
Financing Payments			
Equity withdrawals		-	-
Total Financing Payments		-	-
Net Cash From/(Used in) Financing Activities		41	341
Net increase/(decrease) in cash held		656	682
Cash at beginning of financial year		4,664	3,981
CASH AT END OF FINANCIAL YEAR	8	5,320	4,664

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 2017

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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) Statement of Compliance

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 2017 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.

b) Basis of Accounting

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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

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

The following new and revised accounting standards and interpretations were effective for the first time in 2016-17:

AASB 124 Related Party Disclosures

This standard applies to not-for-profit sector for the first time in 2016-17. The accounting standard requires disclosures about the remuneration of key management personnel, transactions with related parties, and relationships between parent and controlled entities. For any such transactions, disclosures will include the nature of the related party relationship, as well as information about those transactions' terms/conditions and amounts, any guarantees given/received, outstanding receivables/payables, commitments, and any receivables where collection has been assessed as being doubtful.

Several other amending standards and AASB interpretations have been issued that apply to the current reporting periods, but are considered to have no impact on public sector reporting.

At the date of authorisation of the financial statements, the following standards and interpretations were in issue but are not yet effective and are expected to have a potential impact on future reporting periods:

AASB 16 Leases

AASB 16 Leases is effective for annual reporting periods beginning on or after 1 January 2019 and will be reported in these financial statements for the first time in 2019-20. When the standard is effective it will supersede AASB 117 Leases and requires the majority of leases to be recognised on the balance sheet.

For lessees with operating leases, a right-of-use asset will now come onto the balance sheet together with a lease liability for all leases with a term of more than 12 months, unless the underlying assets are of low value. The Comprehensive Operating Statement will no longer report operating lease rental payments, instead a depreciation expense will be recognised relating to the right-to-use asset and interest expense relating to the lease liability.

While for lessors, the finance and operating lease distinction remains largely unchanged. For finance leases, the lessor recognises a receivable equal to the net investment in the lease. Lease receipts from operating leases are recognised as income either on a straight-line basis or another systematic basis where appropriate.

AASB 1058 Income for not-for-profit entities and AASB 15 Revenue from contracts with customers

AASB 1058 Income for Not-for-Profit Entities and AASB 15 Revenue with Contracts with Customers are effective for annual reporting periods beginning on or after 1 January 2019 and will be reported in these financial statements for the first time in 2019-20.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

Under the new AASB 1058 Income for Not-for-Profit Entities, revenue from grants and donations will be recognised when any associated performance obligation to provide goods or services is satisfied, and not immediately upon receipt as currently occurs. Consequently, more liabilities will be recognised in the balance sheet after adoption of this standard.

AASB 1058 clarifies and simplifies income-recognition requirements that apply to not-for-profit entities in conjunction with AASB 15 Revenue from Contracts with Customers.

While the full impacts are yet to be determined, potential impacts identified include:

- Grants received to construct or acquire a non-financial asset will be recognised as a liability, and subsequently recognised as revenue as the performance obligations under the grant are satisfied. At present, such grants are recognised as revenue on receipt.
- Grants with an enforceable agreement and sufficiently specific performance obligations will be recognised as revenue progressively as the associated performance obligations are satisfied. At present, such grants are recognised as revenue on receipt.
- Grants that have an enforceable agreement but no specific performance obligations but have restrictions on the timing of expenditure will also continue to be recognised on receipt as time restriction on the use of funds is not sufficiently specific to create a performance obligation.
- Grants that are not enforceable and/or not sufficiently specific will not qualify for deferral, and continue to be recognised as revenue as soon as they are controlled.

Several other amending standards and AASB interpretations have been issued that apply to future reporting periods, but are considered to have limited impact on future financial reporting.

c) Reporting Entity

The financial statements cover the Department as an individual reporting entity.

The Department of the Legislative Assembly ("the Department") is a Northern Territory department established under the *Interpretation Act Administrative Arrangements Order*.

The principal place of business of the Department is:

Parliament House
Mitchell Street
Darwin NT 0800

d) Agency and Territory Items

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

Central Holding Authority

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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 26 – Schedule of Administered Territory Items.

e) Comparatives

Where necessary, comparative information for the 2015-16 financial year has been reclassified to provide consistency with current year disclosures.

f) 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. Figures in the financial statements and notes may not equate due to rounding.

g) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2016-17 as a result of management decisions.

h) 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.

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.

i) 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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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.

j) Contributions by and Distributions to Government

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

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

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

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

		Assembly Services		Members and Client Services		Building Management Services		Corporate Governance		Total	
	Note	2017	2016	2017	2016	2017	2016	2017	2016	2017	2016
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
INCOME											
Grants and subsidies revenue											
Current		-	30	-	-	-	-	-	-	-	30
Appropriation											
Output		3,152	3,451	15,254	13,667	5,795	4,938	1,558	1,441	25,789	23,497
Goods and services received free of charge	4	199	179	1,940	1,897	199	179	-	-	2,339	2,255
Gain on disposal of assets	5	-	-	-	-	-	-	-	-	-	-
Other income		145	79	2	15	46	61	88	46	281	201
TOTAL INCOME		3,497	3,739	17,196	15,579	6,040	5,178	1,676	1,487	28,409	25,983
EXPENSES											
Employee expenses		2,519	2,617	13,254	11,381	783	753	1,347	1,186	17,894	15,937
Administrative expenses											
Purchases of goods and services	6	731	835	1,700	1,922	2,559	2,541	241	255	5,230	5,553
Repairs and maintenance		-	-	209	363	2,201	1,383	-	-	2,410	1,746
Depreciation and amortisation	10,11	1	-	4	15	3,544	3,539	-	-	3,549	3,554
Other administrative expenses ¹		199	179	1,940	1,898	199	179	11	-	2,349	2,256
TOTAL EXPENSES		3,449	3,631	17,098	15,579	9,287	8,395	1,598	1,441	31,433	29,046
NET SURPLUS/(DEFICIT)		47	108	98	-	(3,246)	(3,217)	77	46	(3,034)	(3,063)
OTHER COMPREHENSIVE INCOME											
Asset Revaluation Reserve		-	-			-	28,884			-	28,884
COMPREHENSIVE RESULT		47	108	98	-	(3,413)	25,667	70	46	(3,024)	25,821

¹ Includes DCIS service charges.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

Income

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.

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.

Sale of Goods

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

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

Rendering of Services

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

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

	2017 \$000	2016 \$000
4. GOODS AND SERVICES RECEIVED FREE OF CHARGE		
Corporate and information services	2,339	2,254
	2,339	2,254
5. GAIN ON DISPOSAL OF ASSETS		
Net proceeds from the disposal of non-current assets	-	-
Less: Carrying value of non-current assets disposed	-	-
Gain on the disposal of non-current assets	-	-
Proceeds from sale of minor assets	-	-
Total Gain on Disposal of Assets	-	-

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⁾	62	122
Advertising ⁽²⁾	5	-
Marketing and promotion ⁽³⁾	71	44
Document production	11	157
Legal expenses ⁽⁴⁾	7	19
Recruitment ⁽⁵⁾	13	21
Training and study	38	119
Official duty fares	312	294
Travelling allowance	239	219
Accommodation	113	102
Communications	188	216
Hospitality	91	156
Information Technology	668	634
Membership and Subscriptions	21	19
Motor Expenses	367	386
Office Requisites	23	82
Other Equipment Expenses	205	250
Other	46	70
	2,480	2,910

⁽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 2017

Repairs and Maintenance Expense

Funding is received for repairs and maintenance works associated with agency assets as part of output appropriation. Costs associated with repairs and maintenance works on agency assets are expensed as incurred.

Property Management Expense

Funding is received for costs associated with the property management of agency property as part of output appropriation. Costs associated with the property management are expensed as incurred.

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

	Agency 2017 No. of Trans.		Agency 2016 No. of Trans.		Territory Items 2017 No. of Trans.		Territory Items 2016 No. of Trans.	
	\$000		\$000		\$000		\$000	
Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i>	12	2	-	-	-	-	-	-
Represented by:								
<i>Amounts written off, postponed and waived by Delegates</i>	-	-	-	-	-	-	-	-
Irrecoverable amounts payable to the Territory or an agency written off	-	-	-	-	-	-	-	-
Losses or deficiencies of money written off	-	-	-	-	-	-	-	-
Public property written off	1	1	-	-	-	-	-	-
Waiver or postponement of right to receive or recover money or property	-	-	-	-	-	-	-	-
Total Written Off, Postponed and Waived by Delegates	1	1	-	-	-	-	-	-
<i>Amounts written off, postponed and waived by the Treasurer</i>								
Irrecoverable amounts payable to the Territory or an agency written off	11	1	-	-	-	-	-	-
Losses or deficiencies of money written off	-	-	-	-	-	-	-	-
Public property written off	-	-	-	-	-	-	-	-
Waiver or postponement of right to receive or recover money or property	-	-	-	-	-	-	-	-
Total Written Off, Postponed and Waived by the Treasurer	11	1	-	-	-	-	-	-
Write-offs, Postponements and Waivers Authorised Under Other Legislation	-	-	-	-	-	-	-	-
Gifts Under the <i>Financial Management Act</i>	-	-	-	-	-	-	-	-
Gifts Authorised Under Other Legislation ^(a)	-	-	-	-	-	-	-	-
Ex Gratia Payments Under the <i>Financial Management Act</i>	-	-	-	-	-	-	-	-

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

	2017 \$000	2016 \$000
8. CASH AND DEPOSITS		
Cash on hand	5	5
Cash at bank	5,315	4,659
	5,320	4,664

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 25.

9. RECEIVABLES

Current

Accounts receivable	15	35
Less: Allowance for impairment losses	-	-
GST receivables	69	62
Other receivables	14	-
	98	97

Non-Current

Other receivables	-	-
	98	97

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

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 21 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.

Prepayments

Prepayments represent payments in advance of receipt of goods and services or that part of expenditure made in one accounting period covering a term extending beyond that period.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

	2017	2016
	\$000	\$000
10. INVENTORIES		
Inventories Held for Distribution		
At cost	13	15
Total Inventories	13	15

During the year the Department of Legislative Assembly was required to write-off \$1,320.00 (\$0 2015-16) of Uniforms due to stock-take variances.

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

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

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

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

	2017	2016
	<u>\$000</u>	<u>\$000</u>
11. PROPERTY, PLANT AND EQUIPMENT		
Land		
At fair value	84,910	84,910
Buildings		
At fair value	282,142	281,933
Less: Accumulated depreciation	<u>(81,045)</u>	<u>(77,519)</u>
	201,097	204,414
Infrastructure		
At fair value	106	106
Less: Accumulated depreciation	<u>(6)</u>	<u>(3)</u>
	100	102
Plant and Equipment		
At fair value	2,309	2,015
Less: Accumulated depreciation	<u>(1,996)</u>	<u>(1,978)</u>
	312	37
Leased Computer Software		
At capitalised cost	51	51
Less: Accumulated depreciation	<u>(51)</u>	<u>(51)</u>
	-	-
Computer Hardware		
At cost	37	37
Less: Accumulated depreciation	<u>(37)</u>	<u>(37)</u>
	-	-
Total Property, Plant and Equipment	<u>286,419</u>	<u>289,463</u>

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

11. PROPERTY, PLANT AND EQUIPMENT (continued)

2017 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2016-17 is set out below:

	Land	Buildings	Infrastructure	Plant and Equipment	Total
	\$000	\$000	\$000	\$000	\$000
Carrying Amount as at 1 July 2016	84,910	204,414	102	37	289,463
Additions	-	-	-	294	294
Depreciation	-	(3,526)	(3)	(18)	(3,547)
Additions/(Disposals) from asset transfers	-	209	-	-	209
Revaluation increments/(decrements)	-	-	-	-	-
Carrying Amount as at 30 June 2017	84,910	201,097	100	312	286,419

2016 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2015-16 is set out below:

	Land	Buildings	Infrastructure	Plant and Equipment	Total
	\$000	\$000	\$000	\$000	\$000
Carrying Amount as at 1 July 2015	54,150	209,713	209	61	264,133
Additions	-	-	-	-	-
Depreciation	-	(3,526)	(3)	(25)	(3,554)
Additions/(Disposals) from asset transfers	-	-	-	-	-
Revaluation increments/(decrements)	30,760	(1,772)	(103)	-	28,885
Carrying Amount as at 30 June 2016	84,910	204,414	102	37	289,463

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

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 agency 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.

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; and
- heritage and cultural assets.

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

The latest revaluations as at 30 June 2016 were independently conducted. The valuer was Colliers International. Refer to Note 13: Fair Value Measurement of Non-Financial Assets for additional disclosures

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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 or whenever there is indication of impairment. 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 17 provides additional information in relation to the asset revaluation surplus.

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2017. No impairment adjustments were required as a result of this review.

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:

	2017	2016
Buildings	80 years	80 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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

12a. INTANGIBLE ASSETS

The Department of the Legislative Assembly does not hold any intangible assets.

12b. BIOLOGICAL ASSETS

The Department of the Legislative Assembly does not hold any biological assets.

	2017 \$000	2016 \$000
12c. HERITAGE AND CULTURAL ASSETS		
Carrying amount		
At valuation	137	137
Less: Accumulated depreciation	(25)	(23)
Written down value – 30 June	112	114
Reconciliation of movements		
Carrying amount at 1 July	114	115
Additions	-	-
Depreciation	(1)	(1)
Carrying amount as at 30 June	112	114

Heritage and Cultural Assets Valuation

The Heritage and Cultural Assets have not been independently valued. Refer to Note 13: Fair Value Measurement of Non-Financial Assets for additional disclosures.

Impairment of Heritage and Cultural Assets

Agency heritage and cultural assets were assessed for impairment as at 30 June 2017. No impairment adjustments were required as a result of this review.

Assets Held for Sale

The Department of the Legislative Assembly does not hold any assets for sale.

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 2017

13. 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:

	Level 1 \$000	Level 2 \$000	Level 3 \$000	Total Fair Value \$000
2016-17				
Asset Classes				
Land (Note 11)	-	84,910	-	84,910
Buildings (Note 11)	-	-	201,097	201,097
Infrastructure (Note 11)	-	-	100	100
Plant and Equipment (Note 11)	-	-	312	312
Heritage and Cultural (Note 12)	-	-	112	112
Total	-	84,910	201,621	286,531
2015-16				
Asset Classes				
Land (Note 11)	-	84,910	-	84,910
Buildings (Note 11)	-	-	204,414	204,414
Infrastructure (Note 11)	-	-	102	102
Plant and Equipment (Note 11)	-	-	37	37
Heritage and Cultural (Note 12)	-	-	114	114
Total	-	84,910	204,667	289,577

There were no transfers between Level 1 and Levels 2 or 3 during 2016-17.

b) Valuation Techniques and Inputs

Valuation techniques used to measure fair value in 2016-17 are:

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

There were no changes in valuation techniques from 2015-16 to 2016-17.

Colliers International provided valuations for the land, buildings and infrastructure assets.

Level 2 fair values of land were based on market evidence of sales price per square metre of comparable land and buildings.

Level 3 fair values of specialised buildings and infrastructure 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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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

	Buildings	Infrastructure	Plant and Equipment	Heritage and Cultural
	\$000	\$000	\$000	\$000
2016-17				
Fair value as at 1 July 2016	204,414	103	36	114
Additions	-	-	294	-
Depreciation	(3,526)	(3)	(18)	(1)
Additions/Disposals from asset transfers	209	-	-	-
Gains/losses recognised in other Revaluation Increments/(Decrements)	-	-	-	-
Fair value as at 30 June 2017	201,097	100	312	112
2015-16				
Fair value as at 1 July 2015	209,713	209	61	115
Additions	-	-	-	-
Depreciation	(3,526)	(3)	(25)	(1)
Additions/Disposals from asset transfers	-	-	-	-
Gains/losses recognised in other Revaluation Increments/(Decrements)	(1,772)	(103)	-	-
Fair value as at 30 June 2016	204,414	103	36	114

(ii) Sensitivity analysis

The Level 3 assets apart from Buildings use historical cost less depreciated value to obtain the assets' 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, higher or lower useful life would increase or decrease the fair value respectively.

Buildings asset was revalued as at 30 June 2015 using replacement cost.

14. PAYABLES

	2017 \$000	2016 \$000
Accounts payable	186	144
Accrued expenses	364	220
Total Payables	549	364

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

	2017 \$000	2016 \$000
16. PROVISIONS		
Current		
<i>Employee benefits</i>		
Recreation leave	810	834
Leave loading	92	94
Other employee benefits	4	6
<i>Other current provisions</i>		
Other provisions	172	187
	1,078	1,122
Non-Current		
<i>Employee benefits</i>		
Recreation leave	-	-
	-	-
Total Provisions	1,078	1,122

The Agency employed 100 employees as at 30 June 2017 (94 employees as at 30 June 2016).

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

	2017	2016
	\$000	\$000
17. OTHER LIABILITIES		
Current		
Other liabilities	2	1
	2	1
Non-Current		
Other liabilities	-	-
	-	-
Total Other Liabilities	2	1

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.

18. COMMITMENTS

	2017		2016	
	Internal ^(a)	External ^(a)	Internal	External
	\$000	\$000	\$000	\$000
Operating Lease Commitments				
The agency leases property under non-cancellable operating leases expiring from 0 to 3 years. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:				
Within one year	-	0	-	4
Later than one year and not later than five years	-	-	-	0
	-	0	-	4

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

	2017	2016
	\$000	\$000
19. RESERVES		
Asset Revaluation Surplus		
<i>(i) Nature and purpose of the asset revaluation surplus</i>		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.		
<i>(ii) Movements in the asset revaluation surplus</i>		
Balance as at 1 July	169,603	140,718
Increment/(Decrement) – land	-	30,760
Increment/(Decrement) – buildings	-	(1,772)
Increment/(Decrement) – infrastructure	-	(103)
Balance as at 30 June	169,603	169,603

20. NOTES TO THE CASH FLOW STATEMENT

Reconciliation of Cash

The total of agency 'Cash and deposits' of \$5,320,000 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)	(3,025)	(3,063)
<i>Non-cash items:</i>		
Depreciation and amortisation	3,549	3,554
R&M – minor new works non-cash	231	234
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	(1)	(15)
Decrease/(Increase) in inventories	2	-
Decrease/(Increase) in prepayments	9	(1)
(Decrease)/Increase in payables	185	(448)
(Decrease)/Increase in provision for employee benefits	(28)	109
(Decrease)/Increase in other provisions	(15)	(28)
(Decrease)/Increase in other liabilities	2	-
Net Cash from Operating Activities	909	341

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

21. 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.

k) 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.

Due to the nature of operating activities, certain financial assets and financial liabilities arise under statutory obligations rather than a contract. Such financial assets and liabilities do not meet the definition of financial instruments as per AASB 132 Financial Instruments Presentation. These include statutory receivables arising from taxes including GST and penalties.

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 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.

a) Categorisation of Financial Instruments

The carrying amounts of the agency's financial assets and liabilities by category are disclosed in the table below.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

2016-17 Categorisation of Financial Instruments

	Fair value through profit or loss	
	Designated at fair value	Total
	\$000	\$000
Cash and deposits	5,320	5,320
Receivables ¹	29	29
Total Financial Assets	5,349	5,349
Deposits held ¹	1	1
Payables ¹	549	549
Total Financial Liabilities	550	550

1.Total amounts disclosed here exclude statutory amounts

2015-16 Categorisation of Financial Instruments

	Fair value through profit or loss	
	Designated at fair value	Total
	\$000	\$000
Cash and deposits	4,664	4,664
Receivables ¹	35	35
Total Financial Assets	4,699	4,699
Deposits held ¹	1	1
Payables ¹	364	364
Total Financial Liabilities	365	365

1.Total amounts disclosed here exclude statutory amounts

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.

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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:

- 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.
- Financial liabilities at fair value through profit or loss include deposits held excluding statutory deposits, accounts payable and accrued expenses. Financial assets at fair value through profit or loss include short-term securities and bonds.

Held-to-Maturity Investments

Non-derivative financial assets with fixed or determinable payments and fixed maturity dates that the entity has the positive intent and ability to hold to maturity are classified as held-to-maturity investments. Held-to-maturity investments are recorded at amortised cost using the effective interest method less impairment, with revenue recognised on an effective yield basis.

Loans and Receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market other than those held for trading and available for sale. Loans and receivables exclude statutory receivables.

Available-for-Sale Financial Assets

Available-for-sale financial assets are those non-derivative financial assets, principally equity securities that are designated as available-for-sale or are not classified as any of the three preceding categories. After initial recognition available-for-sale securities are measured at fair value with gains or losses being recognised as a separate component of equity until the investment is derecognised or until the investment is determined to be impaired, at which time the cumulative gain or loss previously reported in equity is recognised in the Comprehensive Operating Statement.

Financial Liabilities at Amortised Cost

Financial instrument liabilities measured at amortised cost include all advances received, finance lease liabilities and borrowings. Amortised cost is calculated using the effective interest method.

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Derivatives

The agency enters into a variety of derivative financial instruments to manage its exposure to interest rate risk. The agency does not speculate on trading of derivatives.

Derivatives are initially recognised at fair value on the date a derivative contract is entered in to and are subsequently remeasured at their fair value at each reporting date. The resulting gain or loss is recognised in the Comprehensive Operating Statement immediately unless the derivative is designated and qualifies as an effective hedging instrument, in which event, the timing of the recognition in the Comprehensive Operating Statement depends on the nature of the hedge relationship. Application of hedge accounting will only be available where specific designation and effectiveness criteria are satisfied.

Netting of Swap Transactions

The agency, from time to time, may facilitate certain structured finance arrangements, where a legally recognised right to set-off financial assets and liabilities exists, and the Territory intends to settle on a net basis. Where these arrangements occur, the revenues and expenses are offset and the net amount is recognised in the Comprehensive Operating Statement.

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^(a)	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2016-17			
Not overdue	-	-	-
Overdue for less than 30 days	-	-	-
Overdue for 30 to 60 days	-	-	-
Overdue for more than 60 days	-	-	-
Total	-	-	-
2015-16			
Not overdue	-	-	-
Overdue for less than 30 days	-	-	-
Overdue for 30 to 60 days	-	-	-
Overdue for more than 60 days	-	-	-
Total	-	-	-

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External Receivables^(a)	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2016-17			
Not overdue	13	-	26
Overdue for less than 30 days	-	-	-
Overdue for 30 to 60 days	1	-	1
Overdue for more than 60 days	2	-	2
Total	16	-	29
2015-16			
Not overdue	8	-	8
Overdue for less than 30 days	1	-	1
Overdue for 30 to 60 days	2	-	2
Overdue for more than 60 days	24	-	24
Total	35	-	35

^(a) Internal receivables are from entities controlled by the NTG (entities listed in TAFR 2015-16 Note 41: Details of Controlled Entities at Reporting Date), whereas external receivables are from third parties external to the NTG.

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.

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2017 Maturity analysis for financial assets and liabilities

	Variable Interest Rate			Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
	Less than a Year	1 to 5 Years	More than 5 Years	Less than a Year	1 to 5 Years	More than 5 Years			
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets									
Cash and deposits							5,320	5,320	
Receivables							29	29	
Total Financial Assets							5,349	5,349	
Liabilities									
Deposits held							1	1	
Payables							549	549	
Total Financial Liabilities							550	550	

2016 Maturity analysis for financial assets and liabilities

	Variable Interest Rate			Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
	Less than a Year	1 to 5 Years	More than 5 Years	Less than a Year	1 to 5 Years	More than 5 Years			
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	%
Assets									
Cash and deposits							4,664	4,664	
Receivables							35	35	
Total Financial Assets							4,699	4,699	
Liabilities									
Deposits held							1	1	
Payables							364	364	
Total Financial Liabilities							365	365	

d) Market Risk

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

(i) Interest Rate Risk

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

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(ii) Price Risk

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

e) Net Fair Value

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.

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.

The fair value of financial instruments is determined on the following basis:

- the fair value of cash, deposits, advances, receivables and payables approximates their carrying amount, which is also their amortised cost;
- the fair value of derivative financial instruments are derived using current market yields and exchange rates appropriate to the instrument; and

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

- the fair value of other monetary financial assets and liabilities is based on discounting to present value the expected future cash flows by applying current market interest rates for assets and liabilities with similar risk profiles.

For financial instruments measured and disclosed at fair value, the following table groups the instruments based on the level of inputs used.

2017	Total Carrying Amount	Net Fair Value Level 1	Net Fair Value Level 2	Net Fair Value Level 3	Net Fair Value Total
	\$000	\$000	\$000	\$000	\$000
Financial Assets					
Cash and Deposits	5,320	5,320			
Receivables	29	29			
Total Financial Assets	5,349	5,349			
Financial Liabilities					
Deposits Held	1	1			
Payables	549	549			
Total Financial Liabilities	550	550			
2016	Total Carrying Amount	Net Fair Value Level 1	Net Fair Value Level 2	Net Fair Value Level 3	Net Fair Value Total
	\$000	\$000	\$000	\$000	\$000
Financial Assets					
Cash and Deposits	4,664	4,664			
Receivables	35	35			
Total Financial Assets	4,699	4,699			
Financial Liabilities					
Deposits Held	1	1			
Payables	364	364			
Total Financial Liabilities	365	365			

The net fair value of all financial instruments are based on market value.

There were no changes in valuation techniques during the period.

Transfer Between Categories

There were no transfers between categories during the period.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

22. Related Parties

i) Related Parties

The Department of the Legislative Assembly is a government administrative entity and is wholly owned and controlled by the Territory Government. Related parties of the department include:

- the Portfolio Minister and key management personnel (KMP) because they have authority and responsibility for planning, directing and controlling the activities of the department directly; and
- spouses, children and dependants who are close family members of the Portfolio Minister or KMP; and
- all public sector entities that are controlled and consolidated into the whole of government financial statements; and
- any entities controlled or jointly controlled by KMP's or the Portfolio Minister or controlled or jointly controlled by their close family members.

ii) Key Management Personnel (KMP)

Key management personnel of the Department of the Legislative Assembly are those persons having authority and responsibility for planning, directing and controlling the activities of Department the Legislative Assembly. These include the Chief Minister, the Clerk and the six additional members of the Board of Management of the Department the Legislative Assembly as listed below:

- Chief Minister, Hon Michael Gunner
- Former Chief Minister, Hon Adam Giles
- Clerk (Chief Executive Officer), Mr Michael Tatham
- Deputy Clerk, Ms Marianne Conaty
- First Clerk Assistant, Mr Russell Keith
- Clerk Assistant Chamber & Serjeant-at-Arms, Mr Sean O'Connor
- Chief Finance Officer, Mrs Diem Tang
- Director Business Services, Ms Jacqui Forrest
- Director Property Management, Mr Bill Fryar

iii) Remuneration of Key Management Personnel

The details below includes the salaries and other benefits of the Chief Minister as the Chief Minister's remunerations and allowances are payable by the Department of the Legislative Assembly and consequently disclosed within both the Department of the Legislative Assembly and Treasurer's Annual Financial Statements.

The aggregate compensation of key management personnel of Department the Legislative Assembly is set out below:

	2016-17
	\$000
Short-term benefits	1,943
Termination benefits	102
Post Employment Benefits	129
Total	2,174

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NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2017

iv) Related party transactions:

Transactions with Northern Territory Government controlled entities

The departments' primary ongoing source of funding is received from the Central Holding Authority in the form of output and capital appropriation and on-passed Commonwealth national partnership and specific purpose payments.

The following table provides quantitative information about related party transactions entered into during the year with all other Northern Territory Government controlled entities.

Related Party	Revenue from related parties	Payments to related parties	Amounts owed by related parties	Amounts owed to related parties
	Year \$000	Year \$000	Year \$000	Year \$000
<i>All NTG Government departments</i>	-	-	-	-
<i>Associates</i>	-	-	-	-
<i>Subsidiaries</i>	-	-	-	-

The departments' transactions with other government entities are not individually significant.

Other related party transactions are as follows:

Given the breadth and depth of Territory Government activities, related parties will transact with the Territory Public sector in a manner consistent with other members of the public including paying stamp duty and other government fees and charges and therefore these transactions have not been disclosed. Additionally, there were no related party transactions in excess of \$10,000.

23. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2017 or 30 June 2016.

24. 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.

25. 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 2016	Receipts	Payments	Closing Balance 30 June 2017
Gym Locker Deposit	1			0

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

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Accountable Officer's Trust Account has been closed following Auditor-General's recommendation. Outstanding balance has been reclassified as other deposit held.

27. BUDGETARY INFORMATION

Comprehensive Operating Statement	2016-17 Actual	2016-17 Original Budget	Variance	Note
	\$000	\$000	\$000	
INCOME				
Taxation revenue	-	-	-	
Grants and subsidies revenue				
Current	-	-	-	
Capital	-	-	-	
Appropriation				
Output	25,789	25,789	-	
Commonwealth	-	-	-	
Sales of goods and services	100	75	25	1
Interest revenue	-	-	-	
Goods and services received free of charge	2,339	2,102	237	
Gain on disposal of assets	-	-	-	
Other income	181	52	129	2
TOTAL INCOME	28,408	28,018	390	
EXPENSES				
Employee expenses	17,894	18,705	(811)	3
Administrative expenses				
Purchases of goods and services	5,230	4,955	275	4
Repairs and maintenance	2,410	2,906	(496)	5
Depreciation and amortisation	3,549	3,760	(211)	6
Other administrative expenses	2,351	2,102	249	
Grants and subsidies expenses				
Current	-	-	-	
Capital	-	-	-	
Community service obligations	-	-	-	
Interest expenses	-	-	-	
TOTAL EXPENSES	31,433	32,428	(995)	
NET SURPLUS/(DEFICIT)	(3,025)	(4,410)	1,385	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus/deficit				
Changes in accounting policies	-	-	-	
Correction of prior period errors	-	-	-	
Changes in asset revaluation surplus	-	-	-	
TOTAL OTHER COMPREHENSIVE INCOME	-	-	-	
COMPREHENSIVE RESULT	-	-	-	

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For the year ended 30 June 2017

Notes:

The following note descriptions relate to variances greater than 10 per cent or \$100,000, or where multiple significant variances have occurred:

¹ Increase in sales of goods and services mainly relates to event hire fees and charges in Parliament house.

² Primarily the result of hosting a function - Commonwealth Parliamentary Association 2017 Mid-Year Meeting April 2017.

³ Underspend in employee budget primarily due to the timing of Members' use of entitlement to employ staff for their Electorate Offices and timing of Departmental staff recruitment of a number of positions.

⁴ Actual goods and services purchases of \$275k over budget was primarily due to timing of members' use of their entitlements as provided (\$133k) for by the Remuneration Tribunal Determination and the Commonwealth Parliamentary Association NT Branch Executive Committee Mid-Year Meeting in April 2017 that was not budgeted for but fully recovered in miscellaneous income.

⁵ Under budget in R&M due to timing of completion of projects undertaken by the Department of Planning Infrastructure and Logistics.

⁶ Under budget in Depreciation. Budget for Depreciation has been adjusted to align with Fixed Assets Register.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

	2016-17 Actual	2016-17 Original Budget	Variance	Note
Balance Sheet	\$000	\$000	\$000	
ASSETS				
Current assets				
Cash and deposits	5,230	4,664	656	
Receivables	98	96	2	
Inventories	13	15	(2)	
Prepayments	10	19	(9)	
Total current assets	5,440	4,794	646	
Non-current assets				
Property, plant and equipment	286,419	286,028	391	
Heritage and cultural assets	112	-	112	
Total non-current assets	286,531	286,028	503	
TOTAL ASSETS	291,971	290,822	1,149	
LIABILITIES				
Current liabilities				
Deposits held	1	1	-	
Payables	549	363	186	
Provisions	1,078	1,121	(43)	
Other liabilities	2	-	2	
Total current liabilities	1,630	1,485	145	
Non-current liabilities				
Provisions	-	-	-	
Total non-current liabilities	-	-	-	
TOTAL LIABILITIES	1,630	1,485	145	
NET ASSETS	290,341	289,337	1,004	
EQUITY				
Capital				
Opening balance	159,388	159,388	-	
Equity injections/withdrawals	481	861	(380)	
Reserves	169,603	169,603	-	
Accumulated funds				
Opening balance	(36,105)	(36,105)	-	
Current year surplus/(deficit)	(3,025)	(4,410)	1,385	
TOTAL EQUITY	290,341	289,337	1,004	

Notes:

Variances greater than 10 per cent or \$100,000 are recognised as significant and as such require explanation. There were no significant variances between actual and budget amounts in 2016-17.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2017

	2016-17 Actual	2016-17 Original Budget	Variance	Note
Cash Flow Statement	\$000	\$000	\$000	
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Taxes received	-	-	-	
Grants and subsidies received				
Current	-	-	-	
Capital	-	-	-	
Appropriation				
Output	25,789	25,789	-	
Commonwealth	-	-	-	
Receipts from sales of goods and services	278	127	151	1 & 2
Interest received	-	-	-	
Total operating receipts	26,067	25,916	151	
Operating payments				
Payments to employees	17,867	18,705	(838)	3
Payments for goods and services	7284	7,211	73	
Grants and subsidies paid				
Current	-	-	-	
Capital	-	-	-	
Community service obligations	-	-	-	
Interest paid	-	-	-	
Total operating payments	25,151	25,916	(765)	
Net cash from/(used in) operating activities	916		916	
CASH FLOWS FROM INVESTING ACTIVITIES				
Investing receipts				
Proceeds from asset sales	-	2	(2)	
Repayment of advances	-	-	-	
Sales of investments	-	-	-	
Total investing receipts	-	2	(2)	
Investing payments				
Purchases of assets	294	43	251	
Advances and investing payments	-	-	-	
Total investing payments	294	43	251	
Net cash from/(used in) investing activities	(294)	(41)	(253)	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts				
Proceeds of borrowings	-	-	-	
Deposits received	-	-	-	
Equity injections				
Capital appropriation	41	41	-	
Commonwealth appropriation	-	-	-	
Other equity injections	-	-	-	
Total financing receipts	41	41	-	
Financing payments				

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Repayment of borrowings	-	-	-
Finance lease payments	-	-	-
Equity withdrawals	-	-	-
Total financing payments	-	-	-
Net cash from/(used in) financing activities	41	41	-
Net increase/(decrease) in cash held	656	-	656
Cash at beginning of financial year	4,664	4,664	-
CASH AT END OF FINANCIAL YEAR	5,320	4,664	656

Notes:

The following note descriptions relate to variances greater than 10 per cent or \$100,000, or where multiple significant variances have occurred:

¹ Increase in sales of goods and services mainly relates to event hire fees and charges in Parliament house.

² Primarily the result of hosting a function - Commonwealth Parliamentary Association 2017 Mid Year Meeting April 2017.

³ Underspend in employee budget primarily due to the timing of Members' use of entitlement to employ staff for their Electorate Offices and timing of Departmental staff recruitment of a number of positions.

⁴ Purchase of Assets for Parliament House Chamber's camera replacement, should be against Minor New Work Program, will contact Infrastructure to correct.