



Department of the Legislative Assembly

Annual Report

2021-2022

Department of the Legislative Assembly
PO Box 3721
DARWIN NT 0800

Phone: (08) 8946 1422

Website: www.parliament.nt.gov.au



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Clerk and Chief Executive

The Hon Natasha Fyles MLA
Chief Minister
Parliament House
DARWIN NT 0800

Dear Chief Minister

I am pleased to submit to you the 2021-22 annual report for the Department of the Legislative Assembly in accordance with section 28 of the *Public Sector Employment and Management Act 1993*. Pursuant to my responsibilities as the Accountable Officer under section 13 of the *Financial Management Act 1995* (FMA), 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 FMA, 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 FMA
- (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 FMA, 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 Digital Development, which performs a number of functions on behalf of this agency, that proper records are maintained in compliance with the FMA, Regulations and Treasurer's Directions.

Yours sincerely

Mathew Bates
Clerk and Chief Executive
28 September 2022

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Clerk and Chief Executive – Overview

The Department of the Legislative Assembly (the Department) is a unique agency within the Northern Territory Government in that its purpose is to support the Parliament and its 25 Members elected from across the Territory.

Under our system of responsible government, the Legislative Assembly has two key roles – to make laws, and to provide the forum for holding the Government to account on behalf of Territorians.

This creates a range of complexities in our work as we support Members from opposing sides, helping the Government to meet its legislative objectives, whilst also advising the Opposition on how it can achieve its aims in the Parliament. There is an old aphorism which captures this sentiment – in the Assembly we help the Government to get its way, and the Opposition to have its say.

The Department's role is also diverse, covering not only our work in the Assembly and its committees, but also managing the building in which it is housed, the provision of electorate offices, administration of Members' entitlements, security, support for Members' staff and the range of corporate and finance services required of an agency.

Since joining the Department towards the end of June 2022, I have been impressed by the professionalism of the Department's staff, and the dedication they bring to the important work of assisting and advising all 25 Members. The nature of adversarial politics in a Westminster parliamentary system can sometimes make parliaments difficult places to work, but it is pleasing to see good humour, a commitment to helping out and pitching in, and dedication to the highest levels of customer service readily apparent amongst the team.

This Annual Report captures the activities undertaken by the Department in the 2021–22 financial year. It was a year of transition, following the departure of the long-term Clerk, Mr Michael Tatham, in June 2021 and my commencement in the role roughly 12 months later. I wish to extend my sincere thanks Ms Marianne Conaty and Mr Russell Keith, who acted in the roles of Clerk and Deputy Clerk respectively, for their able leadership of the Department during that time.

I also wish to thank both of them for the welcome that they have extended to me over the past three months, and the assistance they have offered to me as I become familiar with the unique challenges and opportunities associated with leading the Department.

The Annual Report provides a useful indicator of the services delivered by the Department, and the extent of its operations. Unlike most other Australian parliaments, the Department is solely responsible for providing a wide range of non-chamber services to Members in addition to its responsibilities in the chamber. These functions are delivered by staff in three units – Business Services, Finance, and Property and Building Management – and I would like to express my appreciation for their efforts in a complicated area of operations.

I look forward to reporting in next year's Annual Report on the progress of a range of initiatives that are currently being actively discussed and developed. I have no doubt that these initiatives will positively build on the solid foundations already in place and deliver improved services to Members and the wider public.

Mathew Bates

Clerk and Chief Executive

Functions and Objectives of the Department

The Department of the Legislative Assembly (the Department) provides operational support and professional advice to the 25 Members of the Legislative Assembly of the Northern Territory and facilitates meetings of the Assembly and its committees.

The key functions of the Department are:

- Facilitating the effective operation of the Assembly to ensure compliance with parliamentary practice, law and procedure
- Providing procedural advice and support to all Members for the operation of the Assembly and its committees
- Maintaining an official record of proceedings of the Assembly and its committees
- Providing administrative services and advice relating to Members' salaries, entitlements, travel, security and electorate offices and staff
- Managing the Parliament House building and parliamentary precinct to provide a safe, secure and well maintained precinct for all building occupants
- Providing administrative and research support to Assembly committees
- Promoting community understanding of representative parliamentary democracy and the work of the Assembly through the delivery of education programs.

Legislation administered by the Department

The Department administers the following legislation:

- *Constitutional Convention (Election) Act 2011*
- *Legislative Assembly (Disclosure of Interests) Act 2008*
- *Legislative Assembly (Members' Code of Conduct and Ethical Standards) Act 2008*
- *Legislative Assembly (Powers and Privileges) Act 1992*
- *Legislative Assembly (Security) Act 1998*
- *Legislative Assembly Members (Miscellaneous Provisions) Act 1987*

Board of Management

The Board of Management (the Board) is the Department's senior management body which gives direction for the overall governance of the Department including financial management, strategic direction and policy, performance against objectives, and human resources management. The Board meets monthly and department staff are briefed on decisions and relevant issues arising from the Board meetings at monthly staff forums.

During the reporting period, the Board comprised:

- Mathew Bates, Clerk and Chief Executive (Chair)
- Marianne Conaty, Deputy Clerk
- Russell Keith, First Clerk Assistant
- Craig Muir, Clerk Assistant Chamber and Serjeant at Arms
- Diem Tang, Chief Financial Officer
- Cameron Tyrrell, Director Business Services
- Melissa Johnson, Director Building and Property Management.

For the majority of the reporting period, the Clerk and Chief Executive role was subject to recruitment. A number of acting arrangements were in place to cover the Clerk and subsequent vacancies.

Department Operations

The Department is organised into three divisions with units in each division responsible for specific functions of the Department. In addition to their regular duties, staff from all units perform a range of duties during meetings of the Assembly to ensure it operates effectively and support is provided to all Members.

House Division

Office of the Clerk

The Office of the Clerk:

- provides procedural advice and support to the Speaker and Members of the Legislative Assembly and executive leadership of the Department
- supports all domestic committees such as the Standing Orders, Privileges and House Committees
- manages Written Questions and Petitions
- administers the Register of Members' Interests
- supports administration of the Legislative Assembly of the Northern Territory website.

Procedural Support

Procedural Support includes the Hansard Unit and Table Office. The Table Office is responsible for the provision of procedural support and advice to Members for meetings of the Assembly. It produces the Minutes of Proceedings and the Notice Paper; provides administrative support for the passage of Bills; supports Members in the Chamber; and maintains records of Members' offices and committee membership.

Hansard records and transcribes Assembly and committee meetings, and produces the edited *Parliamentary Record* and Estimates Committee transcripts. It is responsible for operating the

broadcast room to livestream Assembly Meeting days and committees, and supports Members to attend virtually. The unit also creates the Written Question Paper and provides audiovisual extracts to Members.

Procedural Support manages an electronic database of the Legislative Assembly *Parliamentary Records* and tabled papers. These documents are uploaded on meeting days by the Table Office and Hansard to the [Territory Stories](#) database and are available online through the Department's [website](#).

In the reporting period, the Department generally met agreed daily timeframes for delivery of records and transcripts. Due to staff shortages and additional workload commitments for the Hansard Unit, a number of long-term time frames for delivery of edited *Parliamentary Records* and printed volumes were not achieved.

Assembly Meeting Statistics

	2020-21	2021-22
Total meeting hours	163.49	225.06
Average meeting day hours	7.1	8.0
Number of meeting days	23	28
Number of bills passed	30	26
Number of questions asked	302	354
Number of papers tabled	309	285

Parliamentary Legislation Statistics

	Government	Opposition	Independent	Total
Bills – Brought forward 1 July 2021	2	-	-	2
Introduced	26	2	-	28
Withdrawn	-	-	-	-
Defeated	-	2	-	2
Lapsed	-	-	-	-
Passed	26	-	-	-
Acts Assented to	26	-	-	26
Bills – Carried forward 30 June 2022	2	-	-	2

Security Services

The Security Services Unit ensures appropriate measures are in place to provide a safe and secure environment for Members, staff of Members, department staff, Parliament House building occupants and visitors.

Frontline security for Parliament House is contracted to Wilson Security, which provides reception, screening and monitoring services to the site and greets Members, building occupants, visitors and contractors attending the premises. Frontline guards are trained in crowd control techniques, customer service and conflict resolution. They are the first responders to security incidents and first aid requirements.

During the reporting period there were 120,482 screenings undertaken for people entering Parliament House.

Committees and Education Division

Committee Office

Committees are appointed by the Assembly to inquire into and report on matters of public importance. Committees consist of Government, Opposition and independent Members. The Committee Office provides impartial procedural, research and administrative support to scrutiny committees to assist them perform their functions. The scrutiny committees supported during the reporting period were the Public Accounts Committee, Legal and Constitutional Affairs Committee (which also performed the functions of the Subordinate Legislation and Publications Committee), Standing Committee on the ICAC and Estimates Committee 2022.

Committee Activity

Committee	Meetings	Hearings & Visits	Briefings	Reports
Scrutiny				
Estimates Committee 2022	8	7	-	1
Legal and Constitutional Affairs Committee	9	-	-	1
Public Accounts	13	5	6	1
Standing Committee on the ICAC	4	1	-	-
Domestic				
House	4	-	-	-
Standing Orders	1	-	-	1
Committee of Privileges	7	-	-	2
Total	46	13	6	6

Parliamentary Education Services

The Parliamentary Education Services Unit (PES) provides education, engagement, public relations and information programs relating to the operations of the Assembly and its committees. PES coordinates some programs at Parliament House with the NT Electoral Commission.

The unit delivers school programs, including outreach to rural and remote areas of the NT, adult education programs, and parliamentary promotions such as public tours of Parliament House.

Participants in Parliamentary Education Services Programs

Program	Activity	Participants	Number
Public Tours	Friday tours	426	24
Total		426	24
Schools Programs	Parliament House tours	1508	73
	Role plays	975	41
	Other	55	2
Total		2538	116
Special Events	Commonwealth week	98	5
	Democracy Dash	128	2
Total		226	7
Adult Education	Know Your Assembly	57	2
	Foundations of Governance	66	4
	General programs and tours	333	25
Total		456	31
TOTAL		3646	178

Due to COVID-19 reducing demand for parliamentary education services, the budget KPI for total participants in education programs was reduced from 5,000 to 2,955. While many of the unit's activities during the reporting period were suspended or modified in accordance with COVID-19 restrictions, participation numbers in the second half of the reporting period have steadily increased with numbers anticipated to reach pre-pandemic targets over the course of 2022-23.

Social Media

The Department uses social media to engage with the public and to promote the work of the Assembly to a broad range of stakeholders.

Twitter is used when the Assembly meets or during Estimates hearings to notify followers of the business of the Assembly as it is happening. At 30 June 2022, the Legislative Assembly Twitter account had 1530 followers (an increase of 78).

Facebook is used to promote facts about Parliament House, to call for submissions for committee inquiries, advertise committee public hearings and other events occurring at Parliament House and to advertise employment vacancies. At 30 June 2022, the Legislative Assembly's Facebook page had 889 followers (an increase of 90).

The Department also maintains an email subscription service for notifications of Assembly committee activity, such as calls for submissions and tabling of reports. At 30 June 2022 there were 328 subscribers (an increase of 20).

Member and Corporate Support Division

Finance

The Finance Unit provides strategic advice on financial and budgetary matters to the Chief Executive Officer and the Department's Board of Management. It provides assurance to the

Board of Management of compliance with legislative and regulatory requirements and manages departmental accounting policies, standards and processes.

Business Services

Business Services administers procurement, human resources, corporate information management, ICT, telecommunications, travel, vehicles and venue hire at Parliament House.

The Department of Corporate and Digital Development (DCDD) provides an ICT Service Manager located at Parliament House to support the Legislative Assembly and one contracted technician.

Building and Property Management

The Department is responsible for ensuring Parliament House is a safe, secure and well-maintained building. The Department procures and manages contracts for the cleaning and grounds maintenance of the parliamentary precinct as well as other facilities management services.

The Department maintains an Asset Management Plan (AMP), which captures information about the infrastructure and building systems as well as details of maintenance works carried out at Parliament House. The Department works in partnership with the Department of Infrastructure, Planning and Logistics (DIPL) to strategically plan and deliver infrastructure works within the allocated repairs and maintenance and minor new works budgets. Advice from DIPL in regard to the lifespan of building systems is recorded in the AMP to assist with planning to ensure the building is well maintained and systems remain operational.

Works within Parliament House and its precinct in 2021-22 included:

- replacement of the diesel fuel tank
- installation of additional external CCTV cameras
- installation of an electric vehicle charging station
- refurbishment on the public bathrooms on level 2
- replacement of chilled water pipe cladding on level 1.

The Department is also responsible for maintaining electorate offices for Members of the Legislative Assembly. The Department works with DIPL to ensure offices are fitted out to provide a suitable level of amenity and security. The Department liaises with the DCDD, which manages the electorate offices leases, to ensure building owners carry out their responsibilities to maintain the properties in accordance with the lease agreements.

Works in electorate offices in 2021-22 included:

- installation of a security screen on the reception desk at the Gwoja electorate office
- minor electrical works at the Fong Lim electorate office
- refurbishment of joinery at the Nightcliff electorate office
- patch and paint work at the Daly electorate office.

Our Performance

The table below details the Department's performance against key performance indicators as presented in Budget Paper 3.

Output and Key Performance Indicator	KPI 2021-22	Result 2021-22	Result 2020-21	Result 2019-20
Assembly Services				
Member satisfaction with Chamber support and advice	≥98%	97.6%	98%	99.2%
Records and transcripts produced within agreed timeframes	≥98%	84%	91.5%	NA ¹
Member satisfaction with committee support	≥98%	97.8%	98.5%	98.13%
Committees supported	7	7	9	7
Parliamentary committee reports completed	5	6	6	40
People attending educational and promotional activities	2955 ²	3646	5612	4608
Member and Client Services				
Speaker and all members of the Legislative Assembly client satisfaction with services – internal services	≥95%	95.2%	97.27	97.8%
Speaker and all members of the Legislative Assembly client satisfaction with services – external services	≥95%	92.6%	96%	91.25%
Building Management Services				
Client satisfaction with building amenity and safety	≥97%	96.4%	98.6%	95.7%

¹ 2019-20 data prepared on a different and not comparable basis.

² KPI was varied from 5000 in 2021-22 BP3 to 2955 in 2022-23 BP3 due to reduced demand for parliamentary education programs due to COVID-19 restrictions.

Our People

Department of the Legislative Assembly Staff

The staff of the Department provide services that enable the operation of the Legislative Assembly, support Members of the Legislative Assembly and their electorate offices and manages the maintenance, security and operation of Parliament House.

As at 30 June 2022, the Department had an establishment of 32 employees comprising three executive contract officers, 24 ongoing Department employees, three staff on temporary transfer from other Northern Territory Government departments and three staff employed on fixed term contracts.

There were 22 Hansard Casuals contracts held by 16 employees in place to support periods of peak activity. This is a decrease of three from the previous year.

Department employees by level are set out below.

Department staff by level as at 30 June	2021	2022
Executive Contracts	4¹	3
ECO5	1	1
ECO3	1	1
ECO1	1	1
ECO1 ¹	1	
<i>(Nominal position SAO2. Difference between SAO2 and ECO1 for three months from June 2021 funded by AGD due to organisation change in AGD and temporary transfer to the Department)</i>		0
Senior Administration Officers	6	7
SAO2	3	4
SAO1	3	3
Administration Officers	21	22
AO7	2	3
AO6	4	4
AO5	3	3
AO4	9	9
AO3	3	1
AO2	2	3
Hansard Casuals	25	22
AO4	16	18
AO2	9	4
TOTAL	54	54

Professional Development

In 2021-22, the Department had in place a performance management and development system known as the Work Partnership Plan (WPP). The aim of a WPP is to improve employee engagement and to focus on:

- performance
- priorities of an employee's role
- career planning
- development opportunities.

In preparation for the WPP, employees perform a self-assessment against the Capability Leadership Framework criteria, relevant to their level, to identify their strengths and areas for development.

The Department supported writing workshops for 10 employees, fire extinguisher and warden training for nine employees, and 24 other training and professional development activities.

LinkedIn Learning is being provided to Department employees, initially for a 12 month period from June 2022.

LinkedIn Learning gives access to a range of courses to further develop employee skills. It is a video-based online training platform where Department employees can have unlimited access to training.

Attendance at other professional development coursed included:

- Three staff from the Office of the Clerk (virtually) attended the 2022 Parliamentary Services Conference - Discussing issues relevant to parliamentary practice and procedure
- Six Department staff attended Mental Health and Crisis Support Courses.
- A staff member completed a mini MBA course provided by the Australian Institute of Management
- A staff member completed a Graduate Certificate in Parliamentary Law and Practice – Research through the University of Tasmania
- A number of Department staff (virtually) attended the 2022 Australia and New Zealand Association of the Clerks-at-the-Table professional development seminar over three days.

The Department invited the NT Buy Local Industry Advocate to present at the Staff Forum in October 2021. The presentation discussed a range of important considerations when undertaking procurement.

Mental Health and Wellbeing Policy

In April 2022, the Department introduced a Mental Health and Wellbeing Policy that outlined the responsibilities for establishing, promoting and maintaining the mental health and wellbeing of all employees through workplace practices and encouraging employees to take responsibility for their own mental health and wellbeing. The plan is intended to be 'by the people for the people'.

A Health and Wellbeing Champion was appointed, supported by an enthusiastic staff working group committed to a positive workplace environment and culture. Initiatives such as therapy dogs visiting the workplace and Mental Health First Aid training for staff have been implemented to facilitate employees' awareness and active participation in a range of activities that support mental health and wellbeing.

The plan also involves awareness-raising initiatives and activities that invite and remind staff members to check in with their comfort/stress levels. Weekly reminders and feel-good memes offer suggestions to improve wellbeing, including links to relaxation and breathing exercises, wellbeing-related articles and social activities. Commencing in September 2022, group relaxation sessions will take place at Parliament House, facilitated by the Mental Health and

Wellbeing working group members, using resources from organisations like Heads Up, Headspace and LinkedIn Learning.

Recognition of significant service in Hansard

In June 2022, Hansard Reporter Elizabeth Olajos was interviewed by the ABC regarding her years of service to the Legislative Assembly of the Northern Territory in the Hansard Unit. Elizabeth's 53-year career in Hansard covered a journey from being a typist to filling full-time roles such as the Editor in charge of the unit, to returning after retirement as a casual Reporter, a job she is still working in today. She has transcribed for each of the Northern Territory's 14 Legislative Assemblies and witnessed changes in technology from typewriters to the audiovisual recording software the Hansard Unit uses today. The Department was proud to support recognition of Elizabeth's significant service to Hansard and the Legislative Assembly of the Northern Territory. The story aired on 9 July 2022.

Electorate Office and Office of the Speaker Staff

The Department manages the employment of electorate officers working for Members of the Legislative Assembly and staff employed in the Office of the Speaker. As of 30 June 2022, a total of 127 people were employed on either fixed term or casual contract arrangements as described below.

All Members are entitled to one full time equivalent (FTE) electorate officer and the Members for Arafura, Arnhem, Barkly, Daly, Namatjira, Mulka and Gwoja are all entitled to one FTE liaison officer. The Office of the Speaker also had two FTE. These roles may be filled by more than one person through a job share arrangement.

Remuneration Tribunal Determination (RTD) No. 1 of 2021 came into effect on 1 July 2021 and introduced a number of changes to terms and conditions for Electorate Office employees and the entitlement of Members for Electorate Office employees.

This included changes to the role of Assistant Electoral Officers for which there is a total entitlement 32 hours per fortnight (RTD No. 3 of 2021) which can be split over multiple employees.

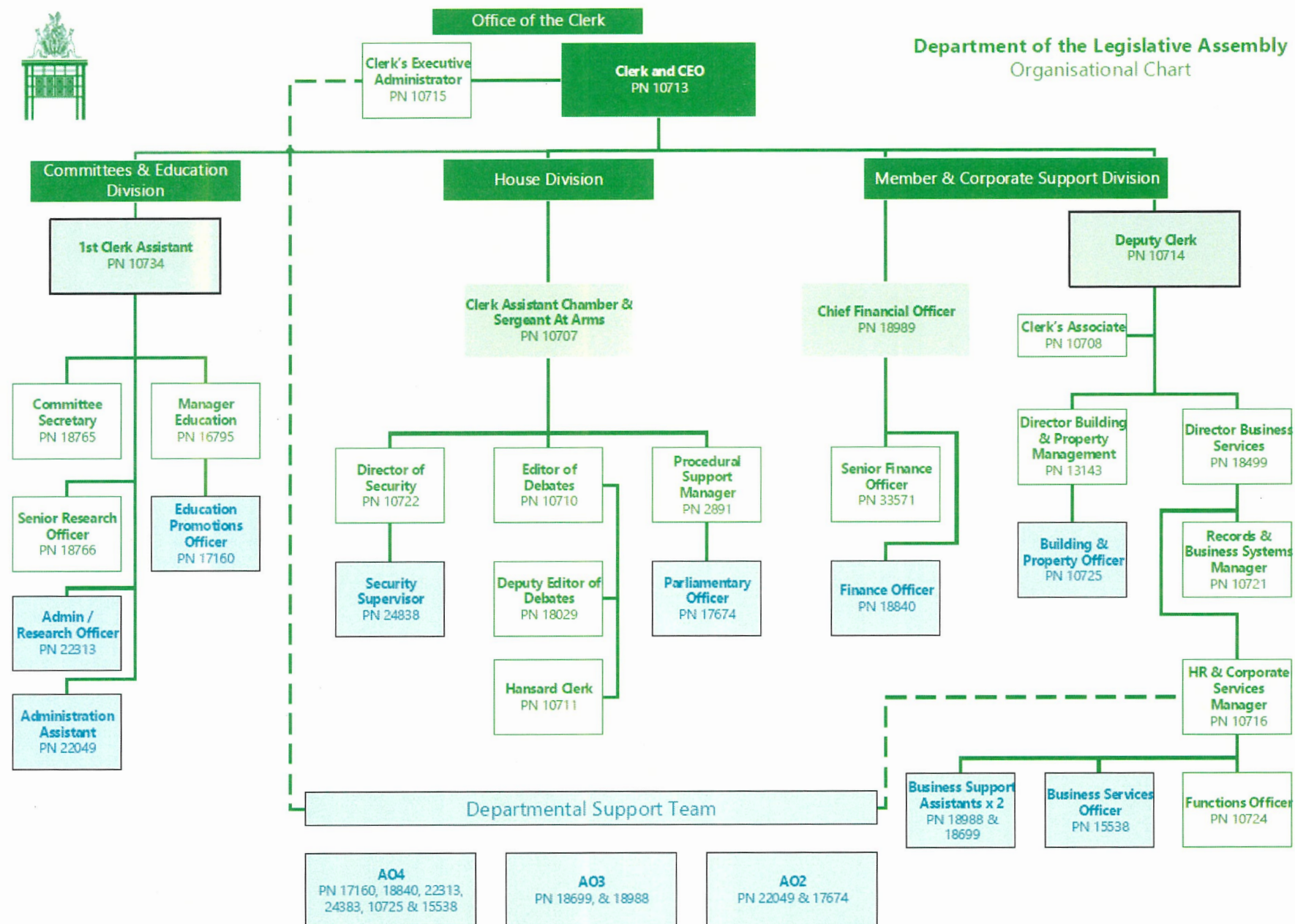
Role	No.
Office of the Speaker	2
Electorate Officers	27
Liaison Officers	5
Assistant Electorate Officers	30
Casual Electorate Staff	63
TOTAL	127¹

1. as at Pay 26 2021-22

Public Sector Principles

The Department applies the public sector principles set out in Part 1A of the *Public Sector Employment and Management Act 1983* to all its operations and there were no significant failures to uphold the principles identified.

Organisation Chart



Corporate Governance

The Department's corporate governance structure comprises the following elements:

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

Strategic and Business Planning

The Department's Strategic Plan 2020-24, which was developed in consultation with all departmental staff, was finalised in July 2020.

The key strategic statements in the Strategic Plan are

- **Our Purpose:** A Legislative Assembly representing all Northern Territory electors served by a Department which exists to support the Members and the independent institution of Parliament.
- **Goals:** Accountability, scrutiny, transparency and beneficial relationships to ensure strong democracy.
- **Achieving our goals and realising our purpose:** Through the leadership of the Executive Team comprised of the Clerk, Deputy Clerk and First Clerk Assistant, the Department uses a range of tools and is organised into strategic divisions to deliver on outcomes.

The goals in the Strategic Plan are translated into operational goals in Business Plans prepared by units and then into Work Partnership Plans for individual staff. The Department maintains a Planning and Reporting Calendar containing entries for all known commitments and compliance activity for the year ahead. The Board of Management and the Audit Committee review the document on an ongoing basis.

Risk Management and Audit

The Audit Committee assists the Clerk and the Board of Management to manage risks:

- facilitating the risk assessment process and monitoring strategic and business risks
- maintaining an audit plan
- reviewing the adequacy and effectiveness of internal control mechanisms established to mitigate identified risks
- reviewing the adequacy of departmental policies, standards and business procedures as referred or of the Committee's own motion
- setting terms of reference for reviewing and completing internal audits and reviews
- considering recommendations arising from all internal and external audits and reviews, and overseeing the implementation of action items arising from recommendations
- undertaking any other functions and activities as determined from time to time by the Clerk.

In 2021-22, the Audit Committee comprised the Deputy Clerk (Chair), the Clerk Assistant Chamber and Serjeant at Arms, the Director of Building and Property Management, and an external member from the Department of Parliamentary Services (Western Australia) and the Chief Financial Officer as an Observer. The Audit Committee met three times.

External Scrutiny

The Department is subject to the NT Auditor-General's audit program under the powers and responsibilities established by the *Audit Act 1995*. Two external audits were undertaken by the Northern Territory Auditor-General's Office during 2021-22.

Travel Compliance Review

The objective of this assessment was to examine travel at the Department of the Legislative Assembly to identify transactions that did not comply with the relevant legislation and policy.

The Review demonstrated the challenges of administering a unique set of entitlements for Members. Upon investigation by DLA staff, 16 of the 18 apparent issues identified by the audit were found to be compliant with relevant policies. Such apparent audit issues arose from the Government wide TRIPS system not being designed to manage the specifics of Members' entitlements under the Remuneration Tribunal Determinations. Action was taken to address the two actual minor matters identified. Improving systems to manage the specifics of Members' travel is a priority for the coming year.

End of Year Review

This review was undertaken by the Auditor-General's Office to assess the adequacy of selected aspects of controls over reporting, accounting and material financial transactions and balances with the primary purpose of providing support to the audit of the Treasurer's Annual Financial Statement (TAFS). Two minor matters were identified and addressed.

Agency Compliance Audit

An agency compliance audit was conducted by the Auditor-General's Office to assess whether internal control systems include necessary features to ensure compliance with financial legislative obligations, in particular responsibilities under the Treasurer's Directions and the Procurement Governance Policy and Rules, and provide assurance that they were being achieved.

Payment days exceeding the mandated 20 days from the date of receipt of valid invoices was identified as an issue and is being addressed. Four minor matters were identified and addressed.

Access to Information

In compliance with section 11 of the *Information Act 2002*, the Department's structure, functions and types of information held is available on its website along with advice on how to make a request to access public sector information.

One application to access information under the *Information Act 2002* was finalised (carry over from the previous reporting period). No new requests were received in the reporting period.

Privacy

The Department complies with the ten Information Privacy Principles established by Schedule 2 of the *Information Act 2002*. 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.

No privacy complaints were received in the reporting period.

Records and Archives Management

The Department manages corporate records in compliance with section 134 of the *Information Act 2002* and Northern Territory Government records management standards.

Parliamentary records are managed in compliance with the *Northern Territory (Self-Government) Act 1978* (Cth) and the Standing Orders of the Legislative Assembly.

Work Health and Safety

The DLA manages its Work Health Safety (WHS) obligations through the Parliament House WHS Committee and the DLA WHS Steering Committee.

The Parliament House WHS Committee is convened by the DLA WHS Advisor and is open to all building occupants. The Committee meets biannually and assists in developing standards while facilitating cooperation between management and employees across all tenant agencies. The DLA WHS Management Policy was reviewed and updated in May 2021 and is published on the intranet. The agency is progressing the implementation of the NTPS WHS Framework.

A summary of WHS incidents recorded during the reporting period is below.

Incident	Involved	Action	Notifiable
Vehicle accident resulting in lacerations and abrasions	Electorate Officer	Immediate medical treatment and hospital admission	Yes
Fall caused by slip hazard on the floor	MLA	Minor first aid provided	No
Fall resulting in a fractured limb	Electorate Officer	Immediate medical treatment and hospital admission	Yes

The DLA elected Health and Safety Representative raised no issues during the reporting period. The representative resigned in September 2021 and no officers stood for election to the position.

Member Satisfaction Survey 2021

The Department provides a range of administrative and support services to Members to assist the operation of the Assembly and in accordance with the Remuneration Tribunal Determinations. As a key output of the agency and as detailed in Budget Paper 3, the Department is committed to ongoing improvements to the delivery of services to Members to ensure prompt and responsive services that meet their needs.

The services provided to Members are assessed annually by the Department through a Member Satisfaction Survey. The results of the 2021 survey in comparison with 2020 is detailed in the table on page 11.

Financial statement overview

For the year ended 30 June 2022

OVERVIEW

The 2021-22 financial statements 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 2021-22 and comparatives for 2020-21 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.

	2021-22 \$M	2020-21 \$M	Movement \$M
Operating Income	29.54	29.14	0.40
Operating Expenses	30.76	31.35	(0.59)
Net Operating Surplus/(Deficit)	(1.23)	(2.21)	0.98
Other Comprehensive Income	(4.90)	(9.30)	4.40
Comprehensive Surplus/(Deficit)	(6.13)	(11.51)	5.38

The Department reported a net operating deficit of \$1.23 million. However, with a net \$4.90 million decrease due to the transfer of land parcel 7474 to the Department of Infrastructure Planning and Logistics for the State Square car park, the Department reported a comprehensive deficit of \$6.13 million. This is the result of the land transfer which is reflected in the Statement of Change in Equity. Further details are set out in notes 12 and 17.

The operating activities reported a net operating deficit of \$1.23 million which was largely attributed to \$3.76 million in asset expense, offset by the lower than expected spend of \$1.89 million against employee and administrative expenses due to a number of positions being vacant for part of the financial year and the timing of expenditure on Members of the Legislative Assembly and electorate offices use of entitlements pursuant to Remuneration Tribunal Determination.

The department received total income of \$29.54 million in 2021-22, an increase of \$0.4 million compared to 2020-21. This increase is primarily due to increased Output Appropriation for Members of the Legislative Assembly's entitlements pursuant to the Remuneration Tribunal Determination.

The Department's primary source of income is Output Appropriation (\$25.9 million), which makes up 87.68 per cent of all agency income of \$29.54 million. Further income received by the Department includes sales of goods and services of \$0.03 million or 0.12 per cent. Other income recognised by the agency includes goods and services received free of charge from the Department of Corporate and Digital Development, repairs and maintenance received free of charge from the Department of Infrastructure, Planning and Logistics, and other miscellaneous revenue.

Expenditure of \$30.76 million in 2021-22 is \$0.59 million lower than the 2020-21 expenditure.

Balance Sheet

The Balance Sheet provides a summary of the Department's financial position on assets, liabilities and equity as at 30 June 2022.

	2021-22 \$M	2020-21 \$M	Movement \$M
Assets	250.90	258.82	(7.92)
Liabilities	2.06	1.79	0.27
Equity	248.84	257.03	(8.19)

During 2021-22 the Department's total assets decreased by \$7.92 million from \$258.82 million to \$250.90 million primarily due to the transfer of land parcel 7474 to the Department of Infrastructure Planning and Logistics for the State Square car park.

Cash Flow Statement

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

	2021-22 \$M	2020-21 \$M	Movement \$M
Cash at start of year	11.61	9.69	1.92
Net movement	2.76	1.92	0.84
Cash at end of year	14.37	11.61	2.76

As at 30 June 2022, the Department's cash held of \$14.37 million was \$2.76 million more than at the end of 2020-21. The increase in cash held reflects the Department's lower than expected employee and administrative expense compared to budget estimates

Certification of the financial statements

We certify that the attached financial statements for the Department of the Legislative Assembly have been prepared based on proper accounts and records in accordance with the prescribed format, the *Financial Management Act 1995* 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 2022 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.



MATHEW BATES

Clerk and Chief Executive Officer

31 August 2022



DIEM TANG

Chief Financial Officer

31 August 2022

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Comprehensive operating statement
For the year ended 30 June 2022

	Note	2022	2021
		\$000	\$000
INCOME			
Current			
Capital			
Appropriation			
Output	4a	25,895	25,110
Sales of goods and services	4b	34	20
Goods and services received free of charge	5	3,577	3,970
Other income	4c	29	39
TOTAL INCOME	3	29,535	29,139
EXPENSES			
Employee expenses		18,485	18,841
Administrative expenses			
Property management		2,880	2,847
Purchases of goods and services	6	1,981	1,842
Depreciation and amortisation	12, 13a, 13c	3,760	3,729
Other administrative expenses ¹		3,657	4,092
TOTAL EXPENSES	3	30,761	31,351
NET SURPLUS/(DEFICIT)		(1,226)	(2,212)
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		(4,900)	(9,300)
TOTAL OTHER COMPREHENSIVE INCOME		(4,900)	(9,300)
COMPREHENSIVE RESULT		(6,126)	(11,512)

¹ Includes DCDD service charges and DIPL repairs and maintenance 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 2022

	Note	2022	2021
		\$000	\$000
ASSETS			
Current assets			
Cash and deposits	8	14,365	11,607
Receivables	10	271	109
Inventories	10	8	8
Total current assets		14,644	11,723
Non-current assets			
Property, plant and equipment	12, 17	236,127	246,960
Intangibles	13a	14	21
Biological assets	13b	-	-
Heritage and cultural assets	13c	114	116
Total non-current assets		236,255	247,097
TOTAL ASSETS		250,899	258,820
LIABILITIES			
Current liabilities			
Deposits held		1	1
Payables	14	748	634
Provisions	15	1,310	1,156
Total current liabilities		2,059	1,791
Non-current liabilities			
Provisions	15	-	-
Total non-current liabilities		-	-
TOTAL LIABILITIES		2,059	1,791
NET ASSETS		248,840	257,029
EQUITY			
Capital		156,787	158,850
Reserves	17	143,184	148,084
Accumulated funds		(51,131)	(49,905)
TOTAL EQUITY		248,840	257,029

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 2022

	Note	Equity at 1 July	Comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June
		\$000	\$000	\$000	\$000
2021-22					
Accumulated funds		49,905	1,226	-	51,131
Reserves	17				
Asset Revaluation Reserve		(148,084)	4,900	-	(143,184)
Total Reserves		(148,084)	4,900	-	(143,184)
Capital – transactions with owners					
Equity injections					
Capital appropriation		(1,869)	-	(41)	(1,910)
Equity transfers in		(161,191)	-	(1,097)	(162,287)
Other equity injections		(383)	-	-	(383)
Equity withdrawals					
Capital withdrawal		393	-	-	393
Equity transfers out		4,200	-	3,200	7,400
		(158,850)	-	2,062	(156,787)
Total equity at end of financial year		(257,029)	6,126	2,062	(248,840)
2020-21					
Accumulated funds		47,693	2,211	-	49,904
Reserves	17				
Asset revaluation reserves		(157,384)	9,300	-	(148,084)
Total Reserves		(157,384)	9,300	-	(148,084)
Capital – transactions with owners					
Equity injections					
Capital appropriation		(1,828)	-	(41)	(1,869)
Equity transfers in		(160,945)	-	(245)	(161,190)
Other equity injections		(383)	-	-	(383)
Equity withdrawals					
Capital withdrawal		393	-	-	393
Equity transfers out				4,200	4,200
		(162,763)	-	3,914	(158,849)
Total equity at end of financial year		(272,454)	11,511	3,914	(257,029)

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 2022

	Note	2022 \$000	2021 \$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating receipts			
Appropriation			
Output		25,895	25,110
Commonwealth			
Receipts from sales of goods and services		387	460
Total operating receipts		26,282	25,570
Operating payments			
Payments to employees		(18,304)	(18,729)
Payments for goods and services		(5,261)	(4,908)
Total operating payments		(23,565)	(23,637)
Net cash from/(used in) operating activities	9a	2,717	1,933
CASH FLOWS FROM INVESTING ACTIVITIES			
Investing receipts			
Proceeds from asset sales		-	-
Total investing receipts		-	-
Investing payments			
Purchases of assets		-	(55)
Total investing payments		-	(55)
Net cash from/(used in) investing activities		-	(55)
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing receipts			
Equity injections			
Capital appropriation		41	41
Other equity injections		-	-
Total financing receipts		41	41
Financing payments			
Equity withdrawals		-	-
Total financing payments		-	-
Net cash from financing activities	9b	41	41
Net increase in cash held		2,758	1,920
Cash at beginning of financial year		11,607	9,688
CASH AT END OF FINANCIAL YEAR	8	14,365	11,607

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 2022

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

1. Objectives and funding

The Department of the Legislative Assembly ("the Department") 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 and therefore 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 summarised financial information in the form of a comprehensive operating statement by the 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 1995* and related Treasurer's Directions. The *Financial Management Act 1995* requires the Department of the Legislative Assembly to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of agency financial statements should include:

- 1) a certification of the financial statements
- 2) a comprehensive operating statement
- 3) a balance sheet
- 4) a statement of changes in equity
- 5) a cash flow statement and
- 6) applicable explanatory notes to the financial statements.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

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.

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.

Standards and interpretations effective from 2021-22

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

c) Reporting entity

The financial statements cover the Department as an individual reporting entity. The Department of the Legislative Assembly is a Northern Territory department established under the *Interpretation Act 1978 and Administrative Arrangements Order*.

The principal place of business of the Department is:

Level 4 Parliament House
GPO Box 3721
Darwin NT 0801
Australia

d) Agency and Territory items

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

Central Holding Authority

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

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

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements.

e) Comparatives

Where necessary, comparative information for the 2020-21 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 2021-22 as a result of management decisions. Changes in policies relating to COVID-19 are disclosed in k) below.

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 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. Gross GST recoverable on commitments is disclosed separately in the commitments note.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

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 1995* 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.

k) Impact of COVID-19

The Territory Government modified its debt recovery process and postponed the payment date for a number of regulatory fees and charges to ease financial hardship faced by individuals and businesses as a result of COVID-19.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

3. Comprehensive operating statement by output group

	Note	Assembly Services		Members and Client Services		Building Management Services		Corporate Governance		Shared Services Received		Total	
		2022	2021	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000			\$000	\$000
INCOME													
Appropriation													
Output	4a	3,496	3,563	17,630	16,905	3,199	3,277	1,570	1,365			25,895	25,110
Sales of goods and services	4b						12		8			-	20
Goods and services received free of charge	5									3,576	3,970	3,576	3,970
Other income		12	21	6	-	32	15	12	3			64	39
TOTAL INCOME		3,508	3,584	17,635	16,905	3,231	3,304	1,582	1,376	3,576	3,970	29,535	29,139
EXPENSES													
Employee expenses		2,543	2,726	14,076	14,243	566	585	1,300	1,287			18,485	18,481
Administrative expenses													
Purchases of goods and services	6	468	450	1,424	1,442	2,773	2,640	195	157			3,576	3,970
Depreciation and amortisation	12,13a,13c					3,760	3,729					3,760	3,729
Goods and services received free of charge										3,576	3,970	3,576	3,970
Other administrative expenses ¹						80	122						
TOTAL EXPENSES		3,011	3,176	15,500	15,685	7,179	7,076	1,495	1,444	3,576	3,970	30,761	31,351
NET SURPLUS/(DEFICIT)		497	408	2,136	1,220	(3,948)	(3,772)	89	(68)	-	-	(1,226)	(2,212)
OTHER COMPREHENSIVE INCOME													
Asset Revaluation Reserve		-	-	-	-	(4,900)	(9,300)	-	-	-	-	(4,900)	(9,300)
COMPREHENSIVE RESULT		497	408	2,136	1,220	8,848	13,012	89	(68)			(6,126)	11,512

¹ Includes DCDD service charges and DIPL repairs and maintenance service charges. This comprehensive operating statement by output group is to be read in conjunction with the notes to the financial statements statement.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

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.

4. Revenue

a) Appropriation

	2022			2021		
	\$000	\$000	\$000	\$000	\$000	\$000
	Revenue from contracts with customers	Other	Total	Revenue from contracts with customers	Other	Total
Output	-	25,895	25,895	-	25,110	25,110
Total appropriation	-	25,895	25,895	-	25,110	25,110

Output appropriation is the operating payment to each agency for the outputs they provide as specified in the *Appropriation Act*. It does not include any allowance for major non-cash costs such as depreciation. Output appropriations do not have sufficiently specific performance obligations and recognised on receipt of funds.

b) Sales of goods and services

	2022			2021		
	\$000	\$000	\$000	\$000	\$000	\$000
	Revenue from contracts with customers	Other	Total	Revenue from contracts with customers	Other	Total
Sales of goods and services	34	-	34	20	-	20
Total sales of goods and services	34	-	34	20	-	20

Sale of goods

Revenue from sales of goods is recognised when the agency satisfies a performance obligation by transferring the promised goods.

Revenue from these sales are based on the price specified in the contract, and revenue is only recognised to the extent that it is highly probable a significant reversal will not occur. There is no element of financing present as sales are made with a short credit term.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

Rendering of services

Revenue from rendering of services is recognised when the agency satisfies the performance obligation by transferring the promised services.

c) Other income

	2022			2021		
	\$000	\$000	\$000	\$000	\$000	\$000
	Revenue from contracts with customers	Other	Total	Revenue from contracts with customers	Other	Total
Other income	29	-	29	39	-	39
Total other income	29	-	29	39	-	39

5. Goods and services received free of charge

	2022	2021
	\$000	\$000
Corporate and information services	2,288	2,268
Repairs and maintenance	1,288	1,702
Total goods and services received free of charge	3,577	3,970

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

Repairs and maintenance expenses and associated employee costs are centralised and provided by the Department of Infrastructure, Planning and Logistics and forms part of goods and services free of charge of the agency.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

6. Purchases of goods and services

	2022	2021
	\$000	\$000
The net surplus/(deficit) has been arrived at after charging the following expenses:		
Goods and services expenses:		
Consultants	8	3
Marketing and promotion ¹	16	8
Document production	7	11
Legal expenses ²	11	15
Recruitment ³	13	22
Training and study	40	20
Official duty fares	137	121
Travelling allowance	310	237
Accommodation	12	12
Communications	148	157
Hospitality	19	16
Information technology charges and communications	627	568
Membership and subscriptions	18	15
Motor vehicle expenses	281	332
Office requisites	12	20
Other equipment expenses	199	169
Other	123	115
	1,981	1,842

¹ Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.

² Includes legal fees, claim and settlement costs.

³ Includes recruitment-related advertising costs.

Purchases of goods and services generally represent the day-to-day running costs incurred in normal operations, including supplies and service costs recognised in the reporting period in which they are incurred.

Repairs and maintenance expense

From 1 July 2020, repairs and maintenance expenses were centralised under the Department of Infrastructure, Planning and Logistics as part of machinery of government changes. The agency now recognises a notional repairs and maintenance expense under services received free of charge in Note 5. Funding is received for repairs and maintenance works associated with agency assets apart of output appropriation. Costs associated with repairs and maintenance works on agency assets are expensed as incurred.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

7. Write-offs, postponements, waiver, gifts and ex gratia payments

	Agency				Territory items			
	2022	No. of trans.	2021	No. of trans.	2022	No. of trans.	2021	No. of trans.
	\$000		\$000		\$000		\$000	
Write-offs, postponements and waivers under the <i>Financial Management Act 1995</i>	-	-	-	-	-	-	-	-
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	-	-	-	-	-	-	-	-
Waiver or postponement of right to receive or recover money or property	-	-	-	-	-	-	-	-
Total written off, postponed and waived by delegates	-	-	-	-	-	-	-	-
<i>Amounts written off, postponed and waived by the Treasurer</i>	-	-	-	-	-	-	-	-
Write-offs, postponements and waivers due to COVID-19 ¹	-	-	-	-	-	-	-	-
Irrecoverable amounts payable to the Territory or an agency written off	-	-	-	-	-	-	-	-
Losses or deficiencies of money written off	-	-	-	-	-	-	-	-
Public property written off	-	-	-	-	-	-	-	-
Waiver or postponement of right to receive or recover money or property	-	-	-	-	-	-	-	-
Total written off, postponed and waived by the Treasurer	-	-	-	-	-	-	-	-
Write-offs, postponements and waivers authorised under other legislation^(a)	-	-	-	-	-	-	-	-
Gifts under the <i>Financial Management Act 1995</i>	2	1	-	-	-	-	-	-
Represented by:								
<i>Gifts by delegate</i>	-	-	-	-	-	-	-	-
Office furniture	-	-	-	-	-	-	-	-
Computer and other electronic equipment	-	-	-	-	-	-	-	-
Other	2	1	-	-	-	-	-	-
Total gifts by delegate	2	1	-	-	-	-	-	-
<i>Gifts by Treasurer</i>	-	-	-	-	-	-	-	-
Gifts authorised under other legislation^(a)	-	-	-	-	-	-	-	-
Ex gratia payments under the <i>Financial Management Act 1995</i>	-	-	-	-	-	-	-	-

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

8. Cash and deposits

	2022	2021
	\$000	\$000
Cash on hand	2	2
Cash at bank	14,363	11,605
	14,365	11,607

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.

9. Cash flow reconciliation

a) Reconciliation of cash

The total of agency 'Cash and deposits' of \$14,365 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

	2022	2021
	\$000	\$000
Net surplus/deficit		
<i>Non-cash items:</i>	(1,226)	(2,211)
Depreciation and amortisation		
Asset write-offs/write-downs	3,760	3,729
Asset donations/gifts	80	122
<i>Changes in assets and liabilities:</i>		
Decrease/increase in receivables	(164)	44
Decrease/increase in inventories	1	-
Decrease/increase in payables	113	210
Decrease/increase in provision for employee benefits	126	23
Decrease/increase in other provisions	27	17
Net cash from/(used in) operating activities	2,717	1,934

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

b) Reconciliation of liabilities arising from financing activities

2021-22

	1 July	Cash flows					Other		30 June
		Loans and advances	Capital appropriation	Equity injections	Service concession liabilities	Other	Total cash flows	Other	Total other
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Deposits held	-	-	-	-	-	-	-	-	-
Borrowings	-	-	-	-	-	-	-	-	-
Other	-	-	41	-	-	-	41	-	-
Total	-	-	41	-	-	-	41	-	-

2020-21

	1 July	Cash flows					Other		30 June
		Loans and advances	Capital appropriation	Equity injections	Service concession liabilities	Other	Total cash flows	Other	Total other
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Deposits held	-	-	-	-	-	-	-	-	-
Borrowings	-	-	-	-	-	-	-	-	-
Other	-	-	41	33	-	-	74	-	-
Total	-	-	41	33	-	-	74	-	-

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

10. Receivables

	2022 \$000	2021 \$000
Current		
Accounts receivable	20	2
Less: loss allowance	-	-
GST receivables	87	73
Prepayments	161	33
Other receivables	3	1
	271	109
Non-current		
Other receivables	-	-
Total receivables	271	109

Receivables are initially recognised when the agency becomes a party to the contractual provisions of the instrument and are measured at fair value less any directly attributable transaction costs. Receivables include accounts receivable, GST receivables, prepayments and other receivables.

Receivables are subsequently measured at amortised cost using the effective interest method, less any impairments.

Receivables are generally settled within 30 days.

The loss allowance reflects lifetime expected credit losses and represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful.

Credit risk exposure of receivables

Receivables are monitored on an ongoing basis to ensure exposure to bad debts is not significant. The entity applies the simplified approach to measuring expected credit losses. This approach recognises a loss allowance based on lifetime expected credit losses for all accounts receivables, contracts receivables and accrued contract revenue. To measure expected credit losses, receivables have been grouped based on shared risk characteristics and days past due.

In accordance with the provisions of the FMA, receivables are written-off when there is no reasonable expectation of recovery.

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 2022

11. Inventories

	2022 \$000	2021 \$000
General inventories		
At cost	-	-
At net realisable value	-	-
Inventories held for distribution		
At cost	8	8
At current replacement cost	-	-
	8	8
Total inventories	8	8

Inventories include assets held either for sale (general inventories) or 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 2022

12. Property, plant and equipment

a) Total property, plant and equipment

	2022 \$000	2021 \$000
Land		
At fair value	47,400	55,500
Buildings		
At fair value	290,913	290,261
Less: accumulated depreciation	(102,822)	(99,112)
	188,091	191,149
Infrastructure		
At fair value	471	106
Less: accumulated depreciation	(20)	(17)
	450	89
Plant and equipment		
At fair value	2,176	2,176
Less: accumulated depreciation	(1,991)	(1,954)
	185	222
Leased Computer Software		
At capitalised cost	-	51
Less: accumulated depreciation	-	(51)
		-
Computer Hardware		
At capitalised cost	24	24
Less: accumulated depreciation	(24)	(24)
		-
Total Property, Plant and Equipment	236,127	246,960

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

2022 Property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2021-22 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and equipment \$000	Total \$000
Carrying amount as at 1 July 2021	55,500	191,150	89	221	246,960
Additions	-	-	-	-	-
Depreciation/amortisation expense	-	(3,710)	(4)	(37)	(3,751)
Additions from asset transfers	-	652	365	-	1,017
Assets transfer to another agency	(8,100)	-	-	-	(8,100)
Revaluation increments/decrements	-	-	-	-	-
Impairment losses	-	-	-	-	-
Carrying amount as at 30 June 2022	47,400	188,092	450	184	236,126

2021 Property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2020-21 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and equipment \$000	Total \$000
Carrying amount as at 1 July 2020	69,000	194,705	92	204	264,001
Additions	-	-	-	55	55
Depreciation/amortisation expense	-	(3,679)	(3)	(37)	(3,719)
Additions from asset transfers	-	124	-	-	124
Assets transfer to another agency	(13,500)	-	-	-	(13,500)
Revaluation increments/decrements	-	-	-	-	-
Impairment losses	-	-	-	(1)	(1)
Carrying amount as at 30 June 2021	55,000	191,150	89	221	246,960

Acquisitions

Property, plant and equipment are initially recognised at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Cost is the amount of cash or cash equivalents paid or the fair value of the other consideration given to acquire the asset at the time of its acquisition or construction or, where applicable, the amount attributed to that asset when initially recognised in accordance with the requirements of other accounting standards.

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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

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For the year ended 30 June 2022

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 separately depreciated over their expected useful lives.

Construction (work in progress)

As part of the financial management framework, the Department of Infrastructure, Planning and Logistics 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, Planning and Logistics 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 the carrying amount of these assets does not differ materially from their fair value at reporting date:

- land
- buildings
- infrastructure assets
- heritage and cultural assets
- biological assets
- intangibles

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 2020 were independently conducted. The valuer was Colliers International. Refer to Note 18. Fair value measurement for additional disclosures.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

Impairment of assets

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

Non-current physical 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 current 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 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 2022. 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 using the straight-line method over their estimated useful lives.

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

	2022	2021
Buildings	100 years	100 years
Infrastructure assets	40 years	40 years
Plant and equipment	10 years	10 years
Heritage and cultural assets	100 years	100 years

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

13.a) Intangibles

	2022	2021
	\$000	\$000
Computer software		
At capitalised cost	37	37
Less: accumulated amortisation	(23)	(16)
Written down value – 30 June	14	21

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Notes to the financial statements

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Intangible valuations

The latest revaluations as at 30 June 2020 were independently conducted. The valuer was Colliers International. Refer to Note 18 Fair value measurement for additional disclosures.

Impairment of Intangibles

Agency intangible assets were assessed for impairment as at 30 June 2022. No impairment adjustments were required as a result of this review.

13. b) Biological assets

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

13. c) Heritage and cultural assets

	2022 \$000	2021 \$000
Carrying amount		
At valuation	149	149
Less: Accumulated depreciation	(35)	(33)
Written down value – 30 June	114	116
Reconciliation of movements		
Carrying amount at 1 July	116	119
Additions	-	-
Disposals	-	-
Depreciation	(2)	(3)
Additions/disposals from asset transfers	-	-
Carrying amount as at 30 June	114	116

Heritage and cultural assets valuation

Heritage and Cultural Assets have not been independently valued. Refer to Note 18. Fair value measurement for additional disclosures.

Impairment of heritage and cultural assets

Agency heritage and cultural assets were assessed for impairment as at 30 June 2022. No impairment adjustments were required as a result of this review.

14. Payables

	2022 \$000	2021 \$000
Accounts payable	122	31
Accrued expenses	626	603
Total payables	748	634

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 20 days from receipt of valid invoices under \$1 million or 30 days for invoices over \$1 million.

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For the year ended 30 June 2022

15. Provisions

	2022 \$000	2021 \$000
Current		
<i>Employee benefits</i>		
Recreation leave	987	877
Leave loading	107	91
<i>Other current provisions</i>		
<i>Other provisions</i>	216	188
	<u>1,310</u>	<u>1,156</u>
Non-current		
<i>Employee benefits</i>		
Other employee benefits	-	-
<i>Other non-current provisions</i>		
<i>Other provisions</i>	-	-
	<u>-</u>	<u>-</u>
Total provisions	<u>1,310</u>	<u>1,156</u>

The Agency employed 96.28 Full Time Equivalent employees as at 30 June 2022 (95.24 Full Time Equivalent employees as at 30 June 2021).

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 and other leave entitlements
- other types of employee benefits.

As part of the financial management framework, the Central Holding Authority assumes the long service leave liabilities of government agencies, including Department of the Legislative Assembly and therefore no long service leave liability is recognised in agency financial statements.

Superannuation

Employees' superannuation entitlements are provided through the:

- Northern Territory Government and Public Authorities Superannuation Scheme (NTGPASS)

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For the year ended 30 June 2022

- 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 therefore not recognised in agency financial statements.

16. Commitments

Commitments contracted represent future obligations or cash outflows that are not recognised as liabilities on the balance sheet and can be reliably measured.

Disclosures in relation to capital and other commitments are detailed below

	2022		2021	
	Internal	External	Internal	External
	\$000	\$000	\$000	\$000
Other expenditure commitments				
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:				
Within one year		1,662		2,243
Later than one year and not later than five years		217		1,190
Later than five years		-		-
Total commitments (exclusive of GST)		1,879		3,433
Plus: GST recoverable		188		343
Total commitments (inclusive of GST)		2,068		3,777

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For the year ended 30 June 2022

17. Reserves

Asset revaluation surplus

(i) Nature and purpose of the asset revaluation surplus

The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.

	Land		Buildings		Infrastructure		Investments		Total	
	2022	2021	2022	2021	2022	2021	2022	2021	2022	2021
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
(ii) Movements in the asset revaluation surplus										
Balance as at 1 July	45,280	54,580	103,332	103,332	(106)	(106)	(422)	(422)	148,084	157,384
Changes in accounting policies		-		-		-		-		-
Correction of prior period errors		-		-		-		-		-
Increment/decrement	(4,900)	(9,300)		-		-		-	(4,900)	(9,300)
Impairment (losses)/reversals		-		-		-		-		-
Transfers to accumulated funds		-		-		-		-		-
Balance as at 30 June	40,380	45,280	103,332	103,332	(106)	(106)	(422)	(422)	143,184	148,084

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For the year ended 30 June 2022

18. Fair value measurement

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

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

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

Observable inputs are publicly available data 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 not available publicly but 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

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
- 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.

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Notes to the financial statements

For the year ended 30 June 2022

a) Fair value hierarchy

The table below presents non-financial assets recognised at fair value in the balance sheet categorised by levels of inputs used to compute fair value.

	Level 1		Level 2		Level 3		Total fair value	
	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21	2021-22	2020-21
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
Assets								
Land (Note 12)	-	-	47,400	55,500	-	-	47,400	55,000
Buildings (Note 12)	-	-	-	-	188,091	191,150	188,091	191,150
Infrastructure (Note 12)	-	-	-	-	450	89	450	89
Plant and Equipment (Note 12)	-	-	-	-	185	221	185	221
Intangibles (Note 13a)	-	-	-	-	14	21	14	21
Heritage and cultural assets (Note 13c)	-	-	-	-	114	116	114	116
Total assets	-	-	47,400	55,500	188,854	191,597	236,254	247,097

There were no transfers between Level 1 and Levels 2 or 3 during 2021-22.

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Notes to the financial statements

For the year ended 30 June 2022

b) Valuation techniques and inputs

Valuation techniques used to measure fair value in 2021-22 are:

	Level 2 techniques ^(b)	Level 3 techniques ^(b)
Asset classes		
Land	Market	
Buildings	Market	Cost
Infrastructure		Cost
Plant and Equipment		Cost
Computer Software		Cost
Heritage and Cultural		Cost

There were no changes in valuation techniques from 2020-21 to 2021-22.

Level 2 fair values of land and buildings 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 current replacement costs because an active market does not exist for such facilities. The current replacement cost was based on a combination of internal records of the historical cost of the facilities, adjusted for contemporary technology and construction approaches. Significant judgement was also used in assessing the remaining service potential of the facilities, given local environmental conditions, projected usage, and records of the current condition of the facilities.

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For the year ended 30 June 2022

c) Additional information for level 3 fair value measurements

(i) Reconciliation of recurring level 3 fair value measurements of non financial assets

	Buildings	Infrastructure	Plant and equipment	Computer Equipment	Heritage and Culture
	\$000	\$000	\$000	\$000	\$000
2021-22					
Fair value as at 1 July 2021	191,150	89	221	21	116
Additions	652	365	51	-	-
Disposals	-	-	(51)	-	-
Depreciation	(3,710)	(4)	(37)	(7)	(2)
Gains/(losses) recognised in net surplus/deficit	-	-	-	-	-
Gains/(losses) recognised in other comprehensive income	-	-	-	-	-
Fair value as at 30 June 2022	188,091	450	185	14	114
2020-21					
Fair value as at 1 July 2020	194,705	92	204	28	119
Additions	124	-	55	-	-
Disposals	-	-	-	-	-
Depreciation	(3,679)	(3)	(37)	(7)	(3)
Gains/(losses) recognised in net surplus/deficit	-	-	(1)	-	-
Gains/(losses) recognised in other comprehensive income	-	-	-	-	-
Fair value as at 30 June 2021	191,150	89	221	21	116

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19. 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 paid; investment in shares; 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.

The Department of the Legislative Assembly has limited exposure to financial risks as discussed below.

Exposure to interest rate risk, foreign exchange risk, credit risk, price risk and liquidity risk arise in the normal course of activities. The Territory Government'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) Categories of financial instruments

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

	Fair value through profit or loss			Fair value through other comprehensive income	Total
	Mandatorily at fair value	Designated at fair value	Amortised cost		
	\$000	\$000	\$000	\$000	\$000
2021-22					
Cash and deposits	-	14,365	-	-	14,365
Receivables	-	-	20	-	20
Total financial assets	-	14,365	20	-	14,385
Deposits held	-	1	-	-	1
Payables	-	748	-	-	748
Total financial liabilities	-	749	-	-	749

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2020-21

Cash and deposits	-	11,607	-	-	11,607
Receivables	-	-	2	-	2
Total financial assets	-	11,607	2	-	11,609
Deposits held	-	1	-	-	1
Payables	-	634	-	-	634
Total financial liabilities	-	635	-	-	635

Categories of financial instruments

The agency's financial instruments are classified in accordance with AASB 9.

Financial assets are classified under the following categories:

- amortised cost
- fair value through other comprehensive income (FVOCI)
- fair value through profit and loss (FVTPL).

Financial liabilities are classified under the following categories:

- amortised cost
- fair value through profit and loss (FVTPL).

These classification are based on the agency's business model for managing the financial assets and the contractual terms of the cash flows. Where assets are measured at fair value, gains and losses will either be recorded in profit or loss, or other comprehensive income.

Financial instruments are reclassified when and only when the agency's business model for managing those assets changes.

Financial assets with embedded derivatives are considered in their entirety when determining whether their cash flows are solely payment of principal and interest.

Financial assets at amortised cost

Financial assets are classified at amortised cost when they are held by the agency to collect the contractual cash flows and the contractual cash flows are solely payments of principal and interest.

These assets are initially recognised at fair value and subsequently measured at amortised cost using the effective interest method, less impairment. The agency's financial assets categorised at amortised cost include receivables, advances paid, leases receivables, term deposits and certain debt securities.

Financial assets at fair value through other comprehensive income

Financial assets are classified at fair value through other comprehensive income when they are held by the agency to both collect contractual cash flows and sell the financial assets, and the contractual cash flows are solely payments of principal and interest.

These assets are initially and subsequently recognised at fair value. Changes in the fair value are recognised in other comprehensive income, except for the recognition of impairment gains or losses and interest income which are recognised in the operating result in the comprehensive operating statement. When financial assets are derecognised, the cumulative gain or loss previously recognised in other comprehensive income is reclassified from equity to the comprehensive operating statement.

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For equity instruments elected to be categorised at FVOCI, changes in fair value recognised in other comprehensive income are not reclassified to profit or loss on derecognition of the asset. Dividends from such instruments continue to be recognised in the comprehensive operating statement as other income when the agency's right to receive payments is established.

The agency does not have any financial assets under this category.

Financial assets at fair value through profit or loss

Financial assets are classified at FVTPL where they do not meet the criteria for amortised cost or FVOCI. These assets are initially and subsequently recognised at fair value with gains or losses recognised in the net result for the year.

The agency's financial assets categorised at FVTPL include investments in managed unit trusts and certain debt instruments. Unrealised gains in relation to these investments are recognised in other economic flows in the comprehensive operating statement, however realised gains are recognised in the net result.

Financial liabilities at amortised cost

Financial liabilities at amortised cost are measured at amortised cost using the effective interest rate method. The agency does not have any financial liabilities under this category.

Financial liabilities at fair value through profit or loss

Financial liabilities are classified at FVTPL when the liabilities are either held for trading or designated as FVTPL. Financial liabilities classified at FVTPL are initially and subsequently measured at fair value with gains or losses recognised in the net result for the year.

For financial liabilities designated at FVTPL, changes in the fair value of the liability attributable to changes in the agency's credit risk are recognised in other comprehensive income, while remaining changes in the fair value are recognised in the net result.

The agency's financial liabilities categorised at FVTPL include deposits held and payables.

b) Credit risk

Credit risk is the risk that one party to a financial instrument will cause financial loss for the other party by failing to discharge an obligation

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.

Credit risk relating to receivables is disclosed in Note 10.

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For the year ended 30 June 2022

c) Liquidity risk

Liquidity risk is the risk 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 it will always have sufficient funds to meet its liabilities when they fall due. This is achieved by ensuring minimum levels of cash are held in the agency bank account to meet various current employee and supplier liabilities. The agency's exposure to liquidity risk is minimal. Cash injections are available from the Central Holding Authority in the event of one-off extraordinary expenditure items arise that deplete cash to levels that compromise the agency's ability to meet its financial obligations.

The following tables detail the agency's remaining contractual maturity for its financial liabilities, calculated based on undiscounted cash flows at reporting date.

2022 Maturity analysis for financial liabilities

	Carrying amount \$000	Less than a year \$000	1 to 5 years \$000	More than 5 years \$000	Total \$000
Liabilities					
Deposits held	1	1	-	-	1
Payables	748	748	-	-	748
Total financial liabilities	749	749	-	-	749

2021 Maturity analysis for financial liabilities

	Carrying amount \$000	Less than a year \$000	1 to 5 years \$000	More than 5 years \$000	Total \$000
Liabilities					
Deposits held	1	1	-	-	1
Payables	634	634	-	-	634
Total financial liabilities	635	635	-	-	635

d) Market risk

Market risk is the risk 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

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rate.

(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.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

(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.

20. 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
- close family members of the portfolio minister or KMP including spouses, children and dependants
- all public sector entities that are controlled and consolidated into the whole of government financial statements
- 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 the Department the Legislative Assembly. These include the Chief Minister, the Chief Executive Officer and the six additional members of the Board of Management of the Department the Legislative Assembly as listed on page below:

- Chief Minister, Hon Natasha Fyles, MLA
- Chief Minister, Hon Michael Gunner, MLA
- Clerk (Chief Executive Officer), Mr Mathew Bates
- Acting Clerk, Ms Marianne Conaty
- Acting Clerk, Mr Russell Keith
- Deputy Clerk, Ms Marianne Conaty
- Acting Deputy Clerk, Mr Russell Keith
- First Clerk Assistant, Mr Russell Keith
- Acting First Clerk Assistant, Ms Julia Knight
- Clerk Assistant Chamber and Serjeant-at-Arms, Mr Craig Muir
- Acting Clerk Assistant Chamber and Serjeant-at-Arms, Ms Penny Hart
- Chief Financial Officer, Mrs Diem Tang
- Director Business Services, Mr Cameron Tyrrell
- Director Building and Property Management, Ms Melissa Johnson

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

iii) Remuneration of key management personnel

The details below include 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.

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

	2022	2021
	\$000	\$000
Short-term benefits	1,807	1,850
Post-employment benefits	185	140
Total	1,992	2,125

iv) Related party transactions:

Transactions with Northern Territory Government-controlled entities

The Department's 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.

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. All other related party transactions in excess of \$10,000 have been provided in the tables below.

2022	Transaction	Net receivable/	Commitments
Transaction type	value for year	(payable) as at	as at
	ended	30 June 2022	30 June 2022
	30 June 2022		
	\$000	\$000	\$000
<i>Examples</i>			
<i>Sales of goods</i>	-	-	-
<i>Purchases of goods</i>	-	-	-
<i>Grants</i>	-	-	-
<i>Services received</i>	-	-	-

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

2021 Transaction type	Transaction value for year ended 30 June 2021 \$000	Net receivable/ (payable) as at 30 June 2021 \$000	Commitments as at 30 June 2021 \$000
<i>Examples</i>			
<i>Sales of goods</i>	-	-	-
<i>Purchases of goods</i>	-	-	-
<i>Grants</i>	-	-	-
<i>Services received</i>	-	-	-

21. Contingent liabilities and contingent assets

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2022 or 30 June 2021.

22. Events subsequent to balance date

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

23. Budgetary information

Comprehensive operating statement	2021-22 Actual ^(a)	2021-22 Original Budget ^(b)	Variance ^(c)	Note
	\$000	\$000	\$000	
INCOME				
Appropriation				
Output	25,895	25,105	790	
Sales of goods and services	34	75	(41)	
Goods and services received free of charge	3,577	4,560	(983)	
Other income	29	52	(23)	
TOTAL INCOME	29,535	29,792	(257)	
EXPENSES				
Employee expenses	18,485	20,248	(1,763)	
Administrative expenses				
Purchases of goods and services	4,860	4,984	(124)	
Depreciation and amortisation	3,760	3,721	(39)	
Service free of charge	3,577	4,560	(983)	
Other administrative expenses	80	-	80	
TOTAL EXPENSES	30,761	33,513	(2,751)	1
NET SURPLUS/(DEFICIT)	(1,226)	(3,721)	2,494	
OTHER COMPREHENSIVE INCOME				
Items that will not be reclassified to net surplus/deficit				
Changes in asset revaluation surplus	(4,900)	-	(4,900)	2
TOTAL OTHER COMPREHENSIVE INCOME	(4,900)	-	(4,900)	
COMPREHENSIVE RESULT	(6,126)	(3,721)	(2,405)	

^(a) The line items and corresponding amounts duplicate those reported on the face of the comprehensive operating statement.

^(b) Original budget amounts correspond to those disclosed in the NTG Budget 2021-22 BP3 Agency Budget Statements (May 2021), classified on a basis that is consistent with the presentation and classification adopted in the corresponding financial statement.

^(c) Variance = Actual amount – Budget amount.

Notes:

The following note descriptions relate to variances greater than to variances greater than \$0.2 million, or where multiple significant variances have occurred.

- Below budget employee expenses resulted from a number of positions being vacant for part of the financial year. Below purchases of goods and services below budget predominantly as a result of timing of expenditure on Members of the Legislative Assembly and electorate offices use of entitlements pursuant to Remuneration Tribunal Determination.
- Variation due to the accounting recognition land transfer to the Department of Infrastructure, Planning and Logistics following the completion of the car parking.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

Balance Sheet	2021-22 Actual ^(a)	2021-22 Original budget ^(b)	Variance ^(c)	Note
	\$000	\$000	\$000	
ASSETS				
Current assets				
Cash and deposits	14,365	9,688	4,677	1
1Receivables	110	116	(6)	
Inventories	8	8	-	
Prepayments	161	36	125	
Total current assets	14,644	9,848	4,796	
Non-current assets				
Property, plant and equipment	236,127	243,351	(7,224)	2
Heritage and cultural assets	114	116	(2)	
Other assets (Intangibles)	14	16	(2)	
Total non-current assets	236,255	243,483	(7,228)	
TOTAL ASSETS	250,899	253,331	(2,432)	
LIABILITIES				
Current liabilities				
Deposits held	2	2	-	
Payables	748	424	324	
Provisions	1,310	1,116	194	
Total current liabilities	2,059	1,542	518	
TOTAL LIABILITIES	2,060	1,792	267	
NET ASSETS	248,839	251,789	(2,950)	
EQUITY				
Capital	156,787	158,842	(2,055)	
Reserves	143,184	148,084	(4,900)	
Accumulated funds	(51,131)	(55,137)	4,006	
TOTAL EQUITY	248,839	251,789	(2,950)	

(a) The line items and corresponding amounts duplicate those reported on the face of the balance sheet.

(b) Original budget amounts correspond to those disclosed in the NTG Budget 2021-22 BP3 Agency Budget Statements (May 2021), classified on a basis that is consistent with the presentation and classification adopted in the corresponding financial statement.

(c) Variance = Actual amount – Budget amount.

Notes:

1. Below budget employee expenses resulted from a number of positions being vacant for part of the financial year. Below purchases of goods and services below budget predominantly as a result of timing of expenditure on Members of the Legislative Assembly and electorate offices use of entitlements pursuant to Remuneration Tribunal Determination.
2. Variation due to the accounting recognition land transfer to the Department of Infrastructure, Planning and Logistics following the completion of the car parking.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2022

Cash flow statement	2021-22 Actual ^(a)	2021-22 Original budget ^(b)	Variance ^(c)	Note
	\$000	\$000	\$000	
CASH FLOWS FROM OPERATING ACTIVITIES				
Operating receipts				
Appropriation				
Output	25,895	25,895	-	
Receipts from sales of goods and services	42	127	(85)	
Total operating receipts	25,937	26,022	(85)	
Operating payments				
Payments to employees	18,304	21,034	(2,730)	
Payments for goods and services	4,902	4,988	(86)	
Total operating payments	23,206	26,022	(2,816)	
Net cash from/(used in) operating activities	2,731	-	2,731	1
CASH FLOWS FROM INVESTING ACTIVITIES				
Investing receipts				
Proceeds from asset sales	-	2	(2)	
Sales of investments	-	-	-	
Total investing receipts	-	2	(2)	
Investing payments				
Purchases of assets	-	43	(43)	
Advances and investing payments	-	-	-	
Total investing payments	-	43	(43)	
Net cash from/(used in) investing activities	-	(41)	41	
CASH FLOWS FROM FINANCING ACTIVITIES				
Financing receipts				
Equity injections				
Capital appropriation	41	41	-	
Total financing receipts	41	41	-	
Financing payments				
Equity withdrawals	-	-	-	
Total financing payments	-	-	-	
Net cash from/(used in) financing activities	41	41	-	
Net increase/(decrease) in cash held	2,758	-	2,758	
Cash at beginning of financial year	11,607	9,688	1,919	
CASH AT END OF FINANCIAL YEAR	14,365	9,688	4,677	

(a) The line items and corresponding amounts duplicate those reported on the face of the cash flow statement. Add or delete lines as required.

(b) Original budget amounts correspond to those disclosed in the NTG Budget 2021-22 BP3 Agency Budget Statements (May 2021), classified on a basis consistent with the presentation and classification adopted in the corresponding financial statement.

(c) Variance = Actual amount – Budget amount.

Notes:

The following note descriptions relate to variances greater than to variances greater than \$0.2 million, or where multiple significant variances have occurred.

1. Below budget employee expenses resulted from a number of positions being vacant for part of the financial year.