



**LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY**

---

**2011-12 ANNUAL REPORT**

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## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

The Hon Terry Mills, MLA  
Chief Minister  
Parliament House  
Darwin NT 0800

Dear Chief Minister

I am pleased to submit to you the 2011-12 annual report for the Department of the Legislative Assembly in accordance with the provisions of section 28 of the *Public Sector Employment and Management Act* and section 13 of the *Financial Management Act*.

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

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

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

Yours sincerely

**IAN McNEILL**

Clerk of the Legislative Assembly  
28 September 2012



## FAST FACTS

- ✓ 25 Members of the Legislative Assembly supported.
- ✓ 10 Committees supported: 41 meetings, 28 hearings and 12 reports tabled.
- ✓ All Assembly and Committee proceedings reported and available for public scrutiny via the Internet
- ✓ 360.4 sitting hours supported (excluding Committee proceedings)
- ✓ 90% of Assembly staff retained during 2011-12
- ✓ 84% of staff attended training activities during the year
- ✓ 1968 people participated in 122 public tours
- ✓ 3108 school students participated in 142 school tours of Parliament House; 1200 participants in 52 role play sessions delivered in schools; 732 participants in 37 Outreach programs
- ✓ 64 education sessions delivered by the NT Electoral Commission
- ✓ 3,092,938 kWh electricity consumed, down from 3,318,615 in 2010-11 and 3,502,904 in 2009-10. This represents an 11.8% saving over three years.
- ✓ 183 functions held in Parliament House
- ✓ Three-year electricity tender awarded to Qenergy
- ✓ \$585,718.74 spent on Members' travel (exclusive of Ministerial travel) in calendar year 2011.
- ✓ \$38,679.86 spent on Members' mobile and satellite phones (exclusive of Ministerial charges incurred by the Department of the Chief Minister) in calendar year 2011.
- ✓ Approximately 90% Member and Electorate Officer satisfaction with support provided by Assembly staff
- ✓ 31,305 visitors to Parliament House
- ✓ Negotiations for a sole-caterer at Parliament House well advanced.

## OUR PURPOSE

### **Vision**

Excellence in the delivery of Parliamentary service.

### **Mission**

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

### **Values**

Respect  
Professionalism  
Impartiality  
Innovation  
Co-operation

### **Goals**

Goal 1: Provision of support to the Chamber and Committees  
Goal 2: Provision of administrative and support services to Members  
Goal 3: Management of Parliament House  
Goal 4: Promotion of community awareness and understanding of parliamentary processes

## HIGHLIGHTS OF THE YEAR

### Goal 1: provision of support to the Chamber and Committees

#### Achievements

- 1 The Assembly was supported for all sitting days during the reporting period.
- 2 Assembly Committees were supported throughout the reporting period.
- 3 All Parliamentary Records and Chamber documents were produced in a timely manner.

#### Challenges

- 1 Closure of the Office of Statehood and winding up the Sessional Committee known as the Council of Territory Cooperation.
- 2 Maintaining a viable Parliamentary Committee system with limited available Members.
- 3 Comprehensive review of Standing and Sessional orders in 2012-13

### Goal 2: provision of administrative and support services to Members

#### Achievements

- 1 Implementation of recommendations arising from the Organisational Review to streamline and enhance services to Members
- 2 Major redesign of Legislative Assembly web site and Intranet site to enhance information available to Members, Electorate Officers and the public.
- 3 Improved technologies for Members and electorate offices.
4. Comprehensive review of all Speaker's Determinations and related instruments.

#### Challenges

1. Preparation for 2012 General Election with a view to improving the induction process for new Members and staff and improving the process of separation of retiring/defeated Members.
2. Opening of the 12<sup>th</sup> Assembly and related administrative issues.
3. Conduct of familiarisation and training programs for new Members and Electorate Officers.
4. Review of Strategic Plan for 2013-15 and Unit Business Plans to reflect the new organisational structure.

### **Goal 3: management of Parliament House**

#### **Achievements**

- 1 Reduction in kWh consumption (6.8% reduction on 2010-11)
- 2 Installation of four new cooling towers with variable speed drive pumps completed. This will save in both water and energy consumption
- 3 Installation of upgraded sound and vision in the Chamber and Litchfield Room

#### **Challenges**

- 1 Electricity prices.
- 2 Impact of carbon pricing scheme.
- 3 Difficulties arising from implementation of sector-wide Asset Management System.

### **Goal 4: promotion of community awareness and understanding of parliamentary processes**

#### **Achievements**

- 1 A record number of school students participating in tours of Parliament House and role plays at schools.
- 2 Successful introduction of a new Outreach program for remote schools with sessions conducted in many regions of the Territory.
- 3 Co-ordination of the second *Step Up, Be Heard*/Youth Parliament program for senior school students.

#### **Challenges**

- 1 Provision of Outreach services to remote communities.
- 2 Reaching target audiences for adult education programs *Democracy at Work* and *Know Your Parliament*.

## MESSAGE FROM THE CEO

### Purpose

The purpose of this report is to inform stakeholders - Members of the Legislative Assembly, Government departments, the media, other parliaments, academic institutions and members of the public – of the agency's activities over the past 12 months and to comply with the requirements of section 28 of the *Public Sector Employment and Management Act*.

In preparing this annual report I have paid particular attention to my Performance Agreement, agreed with the Speaker on an annual basis and reported against quarterly, and the agency's Strategic Plan 2010-2013, which identifies three strategic priorities: improved parliamentary and client services; ensure a sustainable organisation; and position the agency for the future.

### Overview

The 11<sup>th</sup> Legislative Assembly is nearing the completion of the electoral cycle and a General Election will be conducted on 25 August 2012. It is timely to reflect on the significant changes of procedure and structure that have taken place while the Northern Territory has had a minority government since 2009. Some of the changes and reforms include: the establishment of the Council of Territory Cooperation as a sessional committee; the changed provisions for the Routine of Business to enable extended time for the consideration of General Business; changes to the Standing Orders for the conduct of Question Time including time limits for questions and answers and supplementary questions; and changes to the terms of reference for the operation of the annual Estimates Committee examining the annual appropriation legislation extending the period of the Committee's operation to over two weeks and giving the Committee a greater measure of flexibility in programming its examination of various Ministers and portfolio areas.

The year 2011-12 also saw the implementation of outcomes of the organisation review of the department. The outcomes of the review and the implementation to date and revised organisation structure are included at Appendix C. The organisational structure was designed to best implement the Strategic Plan for 2010-13 and beyond.

A disappointing event during the year was the lapse of cross-party support for the progress of the Statehood program. Supporting that program and its various committees in addition to the Council of Territory Cooperation provided a number of challenges for the department, which met the administrative and procedural challenges in most cases.

A matter of historic importance was the casting vote of the Speaker used for the first time since Self-Government. On 28 March 2012, the Speaker exercised her casting vote to ensure the passage of a Government bill, the Workers Rehabilitation and Compensation Legislation Amendment Bill. The matter raised only brief mentions in the media. The Speaker indicated her intention in the following terms:

Honourable Members, pursuant to section 27(2) of the *Northern Territory (Self-Government) Act* I record my casting vote with the ayes. Accordingly, the question is resolved in the affirmative. In making this decision, I advise that I have listened very carefully to the debate today and have received detailed briefings, including on matters raised by some Members today. I am convinced the legislation is fair and required.

## **Current Issues**

As with all small agencies the Department of the Legislative Assembly continues to face financial pressures in respect of efficiency dividends that have been in place for some years. The last three years have also seen unprecedented pressure on Assembly Committees, in particular in the number of inquiries currently on foot with the Council of Territory Cooperation and a Select Committee. The Department continues to look for ways to work smarter and to maximise existing limited resources using the application of information technology solutions where practicable.

The Department of the Legislative Assembly places a high priority on its standard of service to the Assembly, its Members and the public. The delivery of service heads up the Vision and Purpose elements of the Department's Strategic Plan at page 24 and is a point of reference in respect of strategic priorities and key strategies contained in that Plan.

In monitoring service delivery to Members the Department continues to conduct an annual survey of client service delivery to Members and their staff and to following up on the feedback received from these surveys. Details of the 2011 survey are at page 48. The Clerk's office provides a continuing update of the various issues of concern raised in the survey feedback at the Estimates Committee by individual Members, including the Leader of the Opposition, and regular feedback from Electorate Officer seminars at which there is a programmed session for the Clerk to be addressed by Electorate Officers about issues of their concern.

It is noted that many of the issues raised relate to information technology and communications issues. In this direction the Department aims at making a submission for provision of enhanced information technology support staff for Members, Electorate Officers and officers under the current shared arrangement under the whole-of-government IT and communications policy model.

A significant area of the Department's work in support of Members is in the administration of parliamentary entitlements pursuant to the Remuneration Tribunal Determination and other statutory instruments.

The Department is always able to assist with the review of entitlements by making a formal submission to the Tribunal and providing further information enabling officers of the Assembly to take the opportunity to share their significant experience in working with and supporting Members and to present the administrative perspective on relevant issues.

## **Issues for Further Consideration**

Until late in 2011 the objective of achieving Statehood was being progressed by the Statehood Steering Committee (SSC) and then the Northern Territory Constitutional Convention Committee (NTCCC) under the management of the Legal and Constitutional Affairs Committee (LCAC) in line with the Statehood program which was renewed in 2003.

It was accepted by officers of the Assembly that there was an obligation for this agency to develop an organisational framework supported by appropriate legislation and procedural documentation to place the Legislative Assembly of the Northern Territory in a position to achieve a parity of esteem with other Australian Parliaments in the event that Statehood was to be achieved.

There are some specific areas where changes could be considered before the prospect of Territory Statehood could be considered favourably, particularly by the Commonwealth Parliament. Two particular issues were the separation of the Executive from Parliament for administrative purposes in accordance with best practice and the issue of parliamentary budget control.

### **Separation of the Parliamentary Service from the Executive Government**

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

In recent years a number of Commonwealth legislatures have chosen to undertake a self-assessment against the recommended benchmark for democratic legislatures<sup>(1)</sup>.

Under the heading '*Parliamentary Staff*' the following benchmarks are noted:

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

5.4.3—all staff shall be subject to a Code of Conduct.

Previous annual reports have proposed the consideration of a *Parliamentary Service Act* similar to those applying to the Australian Parliament (1999) and the parliaments of Queensland (1988), South Australia (1985), Victoria (2005), Western Australia (1992) and the ACT (2012). This remains the case and the issue has become more evident in the context of the recent review of the *Northern Territory Public Sector Employment and Management Act* and the continuing lack of a specific Code of Conduct for parliamentary officers.

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

### **Parliamentary Budget Control**

The issue of the arrangements for funding Australian Parliaments is a matter of continuing discussion in the context of imposed efficiency and productivity 'dividends'. It is acknowledged that the cumulative impact of this model will result in a reduction of core services. The agency's budget is driven by activity levels over which it has little control. The

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<sup>(1)</sup> The 87 individual measures were the outcome of a study group on behalf of the Commonwealth Parliamentary Association (CPA) and the World Bank Institute (WBI) with the support of the United Nations Development Program (UNDP), the European Parliament and the National Democratic Institution for International Affairs

core services of the agency are to support the Assembly, its Committees and members in Parliament House and in their Electorate Offices.

The activity levels of the Chamber and Committees are not driven by the agency but by the Assembly itself—Government, Opposition and Independent Members—offering limited discretion in service levels. Similarly, there is little discretion in the provision of services to Members, the public and other building users and occupants of Parliament House as there are elementary requirements to be met.

The most recent approaches to the funding of Commonwealth Parliaments are focused on the standards outlined in the Commonwealth (Latimer House) Principles which state in part that:

an all party committee of members of parliament should review and administer parliament's budget which should not be subject to limit by the executive<sup>(2)</sup>.

That principle is also mirrored in the CPA–WBI working group benchmark 6.1.2:

only the legislature shall be empowered and determine and approve the budget of the legislature.

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

(1) the government establish a parliamentary commission co-chaired by the Speaker of the House of Representatives Legislative Assembly and President of the Senate and comprising elected representatives to recommend funding levels for the parliamentary departments in each budget<sup>(3)</sup>.

Accordingly, it could be appropriate to consider a more collaborative process to give the Assembly some autonomy in submitting, negotiating and determining its budget. It should be possible to undertake benchmarking of the current Legislative Assembly procedural and administrative arrangements against the best practice benchmarks as developed by the CPA and World Bank.

Options for consideration in this context could be:

- A separate Appropriation Bill for the Parliament as adopted by the Commonwealth Parliament in 1982;
- A committee process similar to the Senate Committee on Appropriation and Staffing or the recently established House of Representatives Appropriations and Administration Committee; or
- Consideration of a similar procedure to that now in place in the ACT Legislative Assembly where the executive is now required to table a separate Appropriation Bill in relation to the Assembly budget and, where the executive departs from the funding allocation sought by the Speaker it must table in the Assembly a statement of reasons for doing so.

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<sup>(2)</sup> Commonwealth Latimer House principles on the Three Branches of government, as agreed, endorsed by the Commonwealth Heads of Government meeting Abjua, Nigera 2003 page 23 and adopted by resolution of the ACT Legislative Assembly in 2008.

<sup>(3)</sup> Commonwealth Joint Committee on Public Accounts and Audit Committee (JCCPA report 413): *the efficiency dividend and small agency: size does matter*, December 2008.



While these options may appear symbolic they could also bring an additional level of transparency and accountability to the budget process as far as the Assembly funding arrangements are concerned.

It was understood that these issues could be progressed during the proposed Northern Territory Constitutional Convention and under the Terms of Reference that were before the LCAC in respect of 'an appropriate form of parliament for Statehood'. However, the Statehood program has been deferred indefinitely and the LCAC will not report on its reference before the end of the 11<sup>th</sup> Assembly. It may now be timely to progress these issues independently.

## **Future Directions**

In recent years the Annual Report has recorded how the issue of succession planning has been recognised and addressed by the Department of the Legislative Assembly.

As previously reported, at a time when there are a number of key senior officers with many years service approaching retirement there will be during 2012-2013 an increased focus on training and developing staff through the Department's PDP, seminars, post-sittings briefings and a publication program which will include the production and publication of a detailed Procedural Manual.

Over recent years, there has developed a range of subject headings for Speaker's Determinations made under various Acts and instruments including Remuneration Tribunal Determinations, the *Public Sector Employment and Management Act*, *Legislative Assembly (Powers and Privileges) Act* and *Northern Territory (Self-Government) Act* relating to Members' entitlements, HR matters and building administration matters. This body of instruments has been appropriately categorised, updated and published in electronic form and will now be reviewed and monitored on a regular basis.

The four-year fixed term which now applies to the Legislative Assembly provides for a general election due in August 2012. The months ahead provide a goal to prepare updated information and administrative documents for new Members and a chance to 'clear the decks' for a new Assembly.

## **Conclusion**

One area in which the Department has continued to make progress in is our relationship with various other agencies. In particular, I am grateful to the officers of the Ombudsman, the Auditor-General, Solicitor-General, Department of the Chief Minister, Protocol, Government House, Department of Business and Employment, Department of Justice, NT Police, Fire and Emergency Services and other Australian and Pacific region Parliaments who together provide a supportive network and cooperative source of procedural and administrative information.

I thank all staff for their contribution to the goals of the Department over the last year. In particular, I acknowledge the work of the Deputy Clerk who in the important work of the organisational review has taken stock of our organisational arrangements, gathered fresh ideas about services and the way we provide them and to ensure that we should make the

best of our resources providing the best support to the Assembly, its Committees and its Members.

Further, the Management Group under the leadership of the Deputy Clerk managed the administration of the Assembly and its committees in a highly effective manner during lengthy periods when I was on personal leave.

I also record my appreciation for the encouragement and support provided by Madam Speaker and her office.

We were saddened during the reporting period to mark the untimely death of my former Executive Officer, Brian Cook, who served the Legislative Assembly for 20 years, retiring in March 2010. Another retirement during the reporting period was that of Ismail (Sonny) Rachman, who served the Assembly as Registry Officer for over 20 years and retired on 29 February 2012. As Sonny noted during his retirement function, he came into the public sector with Paul [Everingham] and went out with Paul [Henderson]. We wish him well in his retirement.

## FINANCIAL REPORT OVERVIEW

The 2011-12 financial statements and notes for the Department of the Legislative Assembly have been prepared on an accrual basis in accordance with the Territory Financial Framework and the Australian Accounting Standards. The Department's financial performance in 2011-12 and comparatives for 2010-11 are reported in four financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

For the year ended 30 June 2012, the Department recorded an operating net deficit of \$4.27 million primarily relating to a number of non-cash expenditure items that were unfunded by the annual output appropriation. These included \$4.06 million in depreciation and \$0.36 million in Minor New Works projects being expensed in line with the accounting treatment.

The Department's total income in 2011-12 was \$24.92 million, of which \$22.76 million was funded by the Northern Territory Parliamentary appropriation. The Department also recognises notional revenue of \$2.12 million for goods and services received free of charge, such as Information Technology, Procurement and Payroll. This income is offset by notional expenditure to the same value.

Expenditure of \$29.19 in 2011-12 remained consistent with the 2010-11 expenditure of \$29.48 million.

## AGENCY PROFILE

Like other parliamentary services in the Westminster system, the agency's role is to serve the Assembly and its committees, and its functions are almost entirely determined by their activities.

The agency provides services in three main areas: Assembly and committees support, services to Members and public education and awareness. The agency also maintains Parliament House as the Northern Territory's premier public building.

The agency is responsible to the Assembly and all Members, and maintains complete impartiality in the delivery of services.

The Legislative Assembly is staffed by 87 full-time equivalent staff of whom 25 are Members of the Assembly and 25 are full-time equivalents employed under contract as Electorate Officers to the elected Members. Working within the agency (excluding Members and Electorate Officers) are 37 officers.

The agency administers an annual budget of \$28 million, which is divided into three output groups: Assembly Services, Members and Client Services and Building Management.

The agency is responsible for administering the following legislation:

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

## WHO WE SERVE



**Arafura**  
**Marion**  
**Scrymgour**

A Top End electorate comprising the Tiwi Islands, Kakadu and West Arnhem, including Jabiru and the communities of Gunbalanya, Maningrida, Milikapiti, Minjilang, Nguu, Pirlangimpi and Waruwi.



**Araluen**  
**Robyn**  
**Lambley**

This electorate includes the south-west Alice Spring suburbs of Arumbera, Connellan, Flynn, Gillen, Ilparpa, The Gap, White Gums and parts of Araluen and Alice Springs Town.



**Arnhem**  
**Malarndirri**  
**McCarthy**

This electorate is located in the north-east of the Northern Territory. It includes Groote Eylandt and parts of the East Arnhem and Roper regions. The major communities include Angurugu, Gapuwiyak, Milingimbi, Ngukurr, Numbulwar, Ramingining and Umbakumba.



**Barkly**  
**Gerry**  
**McCarthy**

This electorate occupies the eastern half of the interior of the Northern Territory. It extends in the south from Barrow Creek to the Roper River in the North. The division includes the Barkly Tableland, the regional centre of Tennant Creek and the communities of Borroloola, Daly Waters, Dunmarra, Elliott and Larrimah.



**Blain**  
**Terry Mills**

This electorate comprises the southern part of the City of Palmerston and includes the suburbs of Bellamack, Mitchell, Moulden, Woodroffe, Zuccoli and part of Rosebery.



**Braitling**  
**Adam**  
**Giles**

This electorate covers the north-western part of Alice Springs and includes the suburbs of Braitling, Ciccone, Larapinta, and parts of Araluen, Irlpme, Stuart and Alice Springs Town.



**Brennan**  
**Peter**  
**Chandler**

This electorate comprises the north-eastern part of the City of Palmerston and includes the suburbs of Bakewell, Farrar, Gunn, Johnston and part of Rosebery.



**Casuarina**  
**Kon**  
**Vatskalis**

This electorate lies on the northern coastline of Darwin. It includes the suburbs of Alawa, Brinkin, Lee Point, Nakara, Tiwi, the hospital precinct and parts of Casuarina and Lyons.



**Daly**  
**Rob Knight**

This electorate surrounds Darwin city and environs and extends to the south and west of the Top End. It is bounded by Kakadu National Park in the east, the Fitzmaurice River in the south and Darwin Harbour in the north. It includes the towns of Adelaide River, Batchelor, Berry Springs and Dundee Beach and the communities of Nauiyu Nambiyu, Nganmarriyanga, Peppimenarti and Wadeye.



**Drysdale**  
**Ross Bohlin**

This electorate is located in the north-west part of the City of Palmerston. It includes the suburbs of Driver, Durack, Gray, Palmerston CBD and Yarrowonga.



**Fannie Bay**  
**Michael Gunner**

This electorate lies adjacent to the Darwin CBD and includes the suburbs of East Point, Fannie Bay, The Gardens and parts of Parap and Stuart Park.



**Fong Lim**  
**David Tollner**

This electorate extends from the northern suburbs of Darwin to the western edge of the City of Palmerston. The division includes the airport and the suburbs of Archer, Bayview, Berrimah, Coonawarra, Eaton, East Arm, Hidden Valley, Ludmilla, Marlow Lagoon, The Narrows, Tivendale, Pinelands, Winnellie, Woolner and part of Parap.



**Goyder**  
**Kezia Purick**

This electorate is situated in the rural area to the south of Darwin and includes the community of Humpty Doo and the localities of Bees Creek, Black Jungle, Freds Pass, Herbert, Lambells Lagoon, Middle Point, Noonamah and Virginia.



**Greathorex**  
**Matt Conlan**

This electorate occupies the town area of Alice Springs east of the Todd River. The division includes the suburbs of Desert Springs, East Side, Mount Johns, Ross, Sadadeen, Stuart and Undoolya.



**Johnston**  
**Chris Burns**

This electorate is situated in the northern part of Darwin and includes the suburbs of Jingili, Millner, Moil and Coconut Grove.



**Karama**  
**Delia Lawrie**

The electorate was created following the 1986 redistribution. It was named after the suburb of Karama on which the division was then based. Karama is named after an Aboriginal tribal group.



**Katherine  
Willem  
Westra van  
Holthe**

This electorate includes all of the municipality of Katherine, 300km south of Darwin.



**MacDonnell  
  
Alison  
Anderson**

This electorate is bounded by the Queensland, South Australia and West Australia borders and extends across the Northern Territory to the north of Alice Springs. The division includes the communities of Amoonguna, Ampilatwatja, Aputula, Arlparra, Atitjere (Harts Range), Kaltukatjara, Hermannsburg, Kintore, Papunya, Santa Teresa and Yulara. This electorate was renamed Namatjira during the 2012 redistribution, which will be effective from the General Election on 25 August.



**Nelson  
  
Gerry Wood**

This electorate is in the rural area immediately to the east of Darwin and Palmerston. The division includes the localities of Girraween, Holtze, Howard Springs, Knuckey Lagoon, McMinns Lagoon, Mickett Creek, Shoal Bay and Palmerston Indigenous Village.



**Nhulunbuy  
  
Lynne  
Walker**

On the Gove Peninsula, this electorate includes the town of Nhulunbuy and the communities of Galiwinku, Yirrkala and their outstations.



**Nightcliff  
  
Jane  
Aagaard**

This electorate is situated in the northern part of Darwin and includes the suburbs of Nightcliff, Rapid Creek and part of Coconut Grove.



**Port Darwin  
  
John  
Elferink**

This electorate includes the inner city suburbs of Cullen Bay, the Darwin CBD, Larrakeyah and part of Stuart Park.



**Sanderson  
  
Peter  
Styles**

This electorate includes the Darwin northern suburbs of Anula, Marrara, Wagaman and Wulagi.



**Stuart  
Karl  
Hampton**

This electorate occupies the western half of the Northern Territory. It extends from the Victoria River region, Pine Creek and the area around Katherine in the north to the Tanami Desert in the south. The division includes the communities of Barunga, Beswick, Daguragu, Kalkarindji, Lajamanu, Laramba, Mataranka, Nyirripi, Ti Tree, Timber Creek, Willowra, Yarralin, Yuelamu and Yuendumu.



**Wanguri  
Paul  
Henderson**

This electorate includes the Darwin northern suburbs of Leanyer, Muirhead, Wanguri and part of Lyons.



## OUR GOVERNANCE

Through our commitment to advocacy and effective decision-making we will demonstrate good governance by being consensus-orientated, equitable, effective and efficient.

### Outcome

A high standard of democratic and corporate governance.

The Office of the Clerk provides procedural advice to the Speaker and Members of the Legislative Assembly whilst the Committees Office and Council of Territory Cooperation Secretariat provide procedural and secretariat support to Assembly Committees. The Office of the Clerk maintains a Register of Members' Interests whilst Parliamentary Services administers the *Information Act*.

Our commitments	Responsible Unit(s)	Status
Undertake a review of HR and Financial delegations in line with the agency restructure to commence in the new financial year.	Corporate Services	Underway at end of reporting period.
Review all Speaker's Determinations to comply with Remuneration Tribunal Determination No 1 of 2011.	Office of the Clerk, Corporate Services	Completed January 2012
Undertake major review of all documentation on Intranet and Internet to ensure compliance with agency corporate identification, Speaker's Determinations and Remuneration Tribunal Determinations.	Office of the Clerk, Chamber Services	Completed March 2012
Address matters arising from the NTPS staff survey and conduct appropriate staff information exchange sessions.	Office of the Clerk	Completed June 2012
Address issues raised in the Client Survey conducted in November-December 2011.	Various	Underway at end of reporting period

## THE ORGANISATION (Management Group)

### **Ian McNeill – Clerk and Chief Executive**

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

### **Michael Tatham – Deputy Clerk**

Mr Tatham holds a Bachelor of Arts, Bachelor of Laws and Master of Laws from the University of Sydney. He was admitted and practised as a criminal law solicitor in Sydney before moving to Thailand for a few years in the mid-1990s where he worked in the non-government sector analysing and advising organisations on government policy concerning human rights matters in the context of the trans-national spread of disease. He has worked for many years in senior policy roles advising ministers in the NSW and Commonwealth Governments, was the Executive Officer to the Statehood Steering Committee from its inception in 2005 and, as well as being Deputy Clerk, is the Secretary to the Northern Territory Constitutional Convention Committee, an advisory Committee to the Standing Committee on Legal and Constitutional Affairs.

### **Russell Keith – Clerk Assistant, Committees**

Mr Keith has previously worked with committees and procedural support in the New South Wales Legislative Assembly and Legislative Council, the National Assembly for Wales and the Australian Capital Territory's Legislative Assembly. He holds an Executive Masters of Public Administration from the Australian and New Zealand School of Government, a Bachelor of Legal Studies with Honours from Macquarie University and a Bachelor of Arts with Honours from the Australian National University.

Mr Keith is responsible for the Committees Office, which provides secretariat and procedural support to the Public Accounts, Legal and Constitutional Affairs, the Subordinate Legislation and Publications, the Environment and Sustainable Development, and the Estimates committees. He is also responsible for the Office of Statehood, which provides support to the NT Constitutional Convention Committee.

### **Graham Gadd – Clerk Assistant, Chamber Services**

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

**Vicki Long – Director of Parliamentary Services**

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

**Robert Donovan – Director of Building Management and Technical Services**

Mr Donovan has over 28 years experience in asset management, building/mechanical services and contract management. Mr Donovan performed similar duties with the Victorian Public Service in various local government divisions and came to us from the Darwin City Council.

**Mick Caldwell – Director of Security**

Mr Caldwell has extensive military and police experience together with over 10 years experience in security management and risk mitigation. He has performed similar duties with the federal department of Human Services where he was the Security Advisor for Northern Australia.

**Caroline Cavanagh – Director of Parliamentary Education Services**

Ms Cavanagh has worked in a variety of positions over more than thirty years in the Territory, including education, research, nursing, Indigenous affairs, and local government. She holds two Masters Degrees in Arts, a Bachelor of Arts, a Graduate Diploma, and other tertiary qualifications. Through her work, and for pleasure, she has travelled extensively throughout Australia, particularly in the Northern Territory.

## THE ORGANISATION STRUCTURE

The senior management group includes all Unit Heads and is characterised by a broad and diverse skill set. The group includes gender, age and educational/qualification diversity which contribute to the strength of the administration underpinning the directions of the Speaker and Members of the Assembly.

A total of 37 staff members support the agency to deliver outcomes to Members of the Assembly and other stakeholders, including the media and the public.

A major organisation review in 2010-11 resulted in minor restructuring. Remaining restructuring was completed in 2011-12.



## CORPORATE PLANNING FRAMEWORK

Our integrated planning and reporting framework ensures that strategies and financial resources are aligned in order to deliver our core services. Stakeholder input is an important element of this process.

### Strategic Plan

The agency's Strategic Plan 2010-2013 has three strategic priorities, each of which has underpinning strategies:

#### 1. Improve Parliamentary and Client Service

- Strengthen a customer service focus across all service delivery.
- Increase public engagement to improve knowledge of the parliamentary system.
- Review and monitor the structure and operations of the committee system.
- Provide effective procedural, research, advisory and information services.
- Strengthen partnerships and key relationships with external bodies and stakeholders.
- Continue to implement improved building and equipment management strategies within the parliamentary precinct and in electorate offices.

#### 2. Ensure a Sustainable Organisation

- Develop a capable and engaged workforce.
- Explore revenue generating opportunities.
- Work towards environmental sustainability.
- Enhance the governance and accountability framework.
- Provide a safe and secure workplace.
- Improve knowledge and information management.

#### 3. Position the Department for the Future

- Integrate and support the Council of Territory Cooperation as a new model of Parliamentary committee operations.
- Support the NT Constitutional Convention Committee.
- Review processes to enhance by-election and election activities.

### Clerk's Performance Agreement

The Clerk's Performance Agreement with the Speaker includes each of these strategic priorities and is further broken down into targets and actions:

#### 1. Improve Parliamentary and Client Service

*Strengthen customer service focus across all service delivery areas.*

*Review Community Engagement Program to increase public engagement and improve knowledge of the parliamentary system.*

*Monitor the structure and operations of the committee system.*

*Strengthen partnerships and key relationships with government agencies and statutory authorities as well as other parliaments and parliamentary organisations (CPA, ANZACATT, ASPG, IPAA, APSA, etc).*

*Continue to implement improved building and equipment management strategies within the parliamentary precinct and in electorate offices.*

*Maintain and improve services to Members and the public.*

*Review management and provision of IT services and instigate annual IT site visits to Electorate Offices with full written report on each office.*

*Members' satisfaction levels – conduct individual interviews and/or implement focus groups, follow up and report.*

*Prepare for separation of retiring/defeated Members and Electorate Offices. Ensure instructions and directions are up to date and relevant.*

## **2. Ensure a Sustainable Organisation**

*Develop a professional, qualified and engaged workforce and provide opportunities as an employer of choice.*

*Address matters arising from the 2011 NTPS Employee Survey, particularly in respect of Employment Based on Merit, Fair Internal Review System and Discrimination-Free and Diversity Recognised results.*

*Explore revenue-generating opportunities.*

*Comply with NTG Climate Change Policy and environmental guidelines.*

*Comply with OH&S legislative obligations pursuant to workplace safety, PSEMA and other relevant legislation.*

*Improve information and knowledge management. Comply with records management standards. Implement a system of preserving and archiving public records in electronic format.*

*Develop a Knowledge Management program and timetable.*

*Implement a system of regular review and reporting in respect of agency policy documents, including Speaker's Determinations, Accounting and Property Manual, procedural guides, Members and Electorate Officer information documents and Information Papers available to public.*

*Produce financial outcomes within budgets.*

*Investigate 'smarter' technology for Members – for example, cost-benefit of the provision of tablets (eg I-pads) for Committee Members to increase efficiency and reduce the amount of paper used.*

*Improve range of parliamentary material available on web site.*

## **3. Position the Department for the Future**

*Support Committee operations and develop a committee management and consultative forum.*

*Support the NT Constitutional Convention Committee, as an advisory body to a Standing Committee, and the 2012 Constitutional Convention.*

*Review relevant material and processes for General Election and prepare information for outgoing and incoming Members and Electorate Officers.*

*Develop the 2011-12 Audit Committee program, including asset, fleet management and travel. Develop a reporting mechanism to Members.*

*Maintain Parliament House as the Northern Territory's premier public building in accordance with a dynamic Asset Management Plan.*

*Ensure compliance with the educational delivery requirements of the Electoral Act.*

*Ensure compliance with all other Acts/instruments administered by the agency.*

*Implement changes arising from the organisational review to position the agency well for the future (staffing, structure, training, change management, etc). This includes succession planning for middle management and annual recreation leave planning and scheduling.*

*Investigate live broadcast/webcast of Committee proceedings from Litchfield Room.*

*Investigate a Daily on Demand service from the DLA web site.*

The Clerk reports to the Speaker against each of these criteria on a quarterly basis and, in accordance with a request made during the 2010 Estimates Committee hearings, forwards a copy of the quarterly report to the Chief Minister and Leader of the Opposition.

## **Policies**

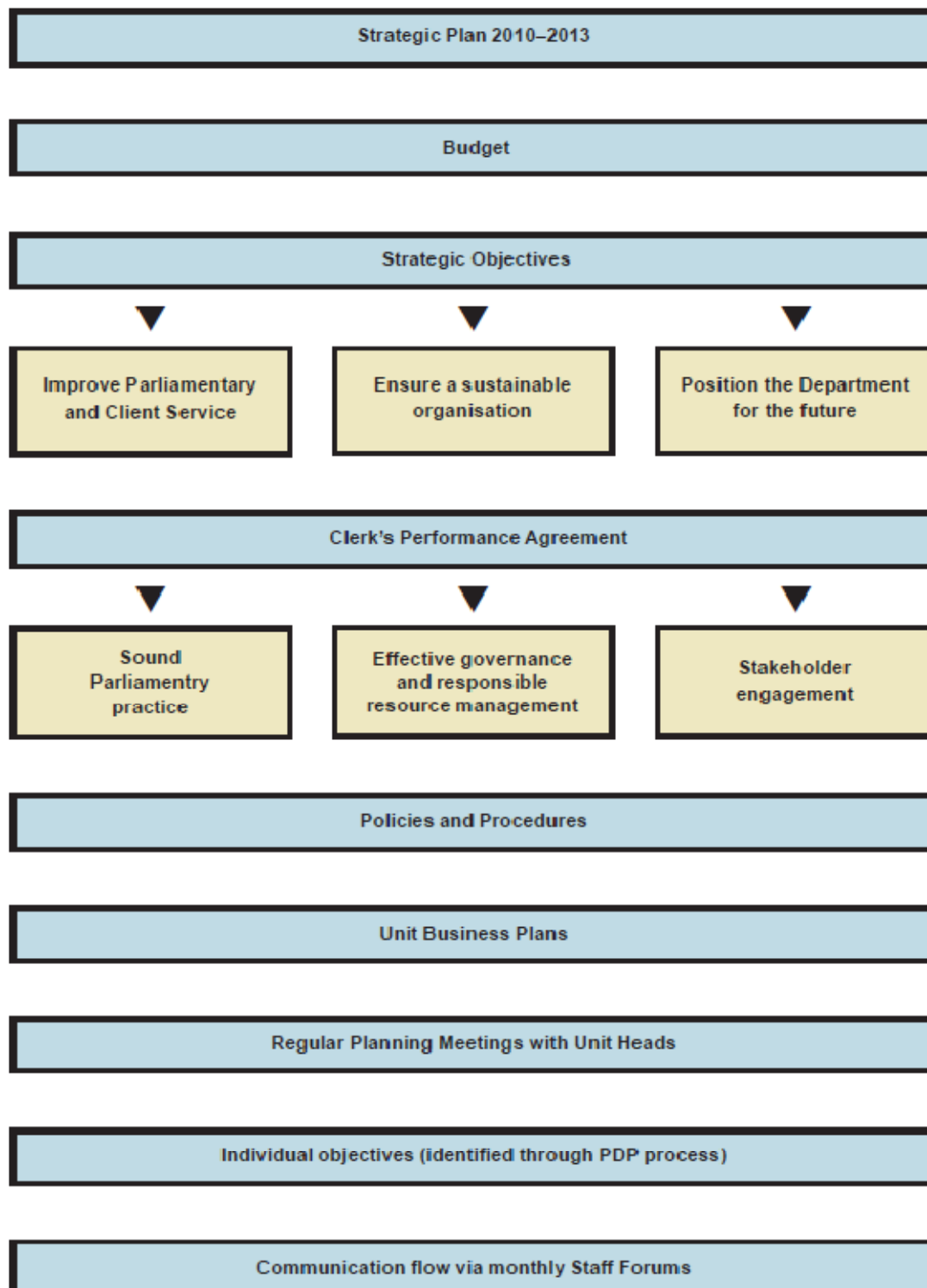
During the reporting period the agency undertook an extensive review of its policies and procedures, particularly in relation to Human Resource Management. All policies were workshopped with staff and further explained at monthly Staff Forum meetings. Each policy now has an effective date and a review date. All policies are located on the agency's intranet site.

Policies, directions and entitlements affecting Members are set down by Speaker's Determinations. All Speakers' Determinations were reviewed during the reporting period. Relevant determinations were rewritten, checked for compliance against the Remuneration Tribunal Determination and uploaded to the Members' suite of the intranet.

## **Unit Business Plans**

Each work unit of the Legislative Assembly develops an annual business plan which reflects both the Strategic Plan and the Clerk's reporting obligations whilst also addressing unit-specific targets and actions. These plans appear at Appendix A.

## INTEGRATED PLANNING MODEL





## MAJOR PROJECTS

### Sound Reinforcement

All microphones in the Chamber were replaced because they were too far from the Member speaking and inappropriately located. Custom rigid 'gooseneck' designs were placed in the best location for voice pick-up on each of the Members' desks, Dispatch Boxes, Speaker and Clerks' tables. The broadcast production room on Level 4 of Parliament House underwent complete overhaul to accommodate the new equipment with emphasis on the ease of the production.

To alleviate the problems of the existing sound system a 'bespoke' unique, multi-way loudspeaker using beam-steering was chosen to achieve outstanding performance. To complement the new sound system, the acoustic panels in the Chamber were replaced with more absorbing capture capacity. This minimises 'spill back' onto the Chamber floor.

This new sound system which has 240 'bespoke' beam-steered loudspeakers has proven to provide excellent speech intelligibility at a world-leading standard to all listeners on the Chamber floor, in the galleries, on-line and for in-house TV clients with pristine recording, which is required by Hansard.

With the integration of audio and video, a control panel simultaneously triggers both the on/off function for a microphone and the camera positioning to capture the most appropriate shot of the Member speaking. This has enabled the Building and Property Management Unit to manage production of the broadcasts and, following intensive training, diagnose problems that occur during proceedings and, if necessary, to restore broadcast.

The Litchfield Room underwent similar treatment and has the same sound system with all connectivity being controlled in the broadcast room.

This project cost \$970,000. The system is expected to endure for the next 15 years.



*'Croc' tube with shroud in the Chamber*

## **AGENCY UNITS REFLECTING OUR GOALS**

- Goal 1:**        **Provision of support to the Chamber and Committees**
- Goal 2:**        **Provision of administrative and support services to Members**
- Goal 3:**        **Management of Parliament House**
- Goal 4:**        **Promotion of community awareness and understanding of  
parliamentary processes**

**OFFICE OF THE CLERK**

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

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

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

The Clerk of the Legislative Assembly has a Performance Management Agreement with the Speaker. The Clerk provides quarterly reports against the criteria in the Agreement, with input from all business units. The reporting criteria reflect the agency's Strategic Plan 2010-2013 and there is a focus on improvement of services to Members. Arising from that focus, implementation of recommendations from the organisational review was continued during the reporting period.

**CHAMBER SUPPORT**

The Chamber Services Office sits within the Office of the Clerk and undertakes functions carried out in other Parliaments by Hansard, Table Office, Bills and Papers Office and Records Office.

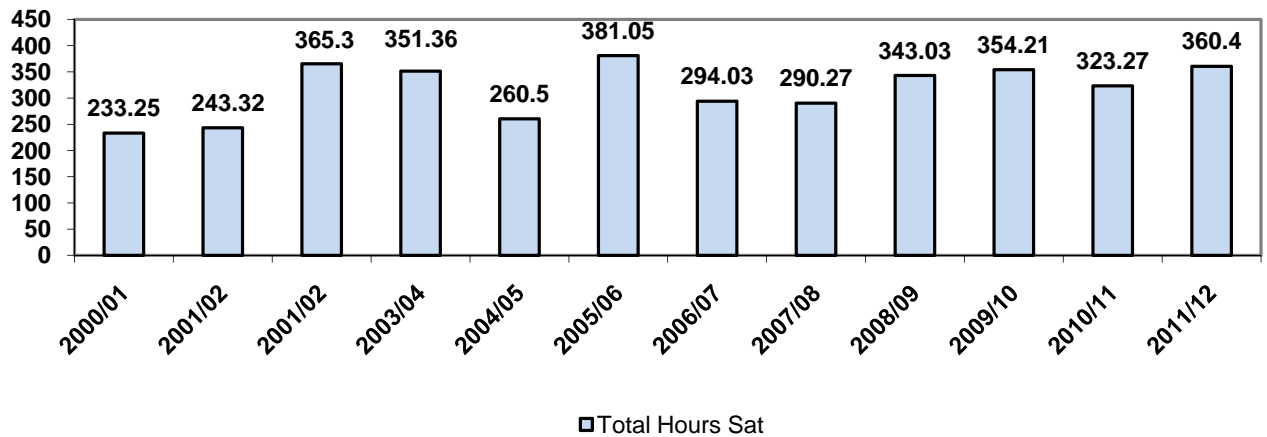
The Chamber Services Unit is an amalgamation of the Table Office and the Hansard Unit. These Units were amalgamated as they served the same clientele and had similar service outputs which provide documentation and information to Members and the public on parliamentary procedure and historical information.

The principal functions of the office include coordinating the programming of the work of the Assembly, especially during sittings, and providing associated advice and information; preparing and processing documents relating to proceedings being progressed or pending in the Chamber, Minutes of Proceedings, the Notice Paper, Processing Petitions; and processing Questions on Notice and Answers.

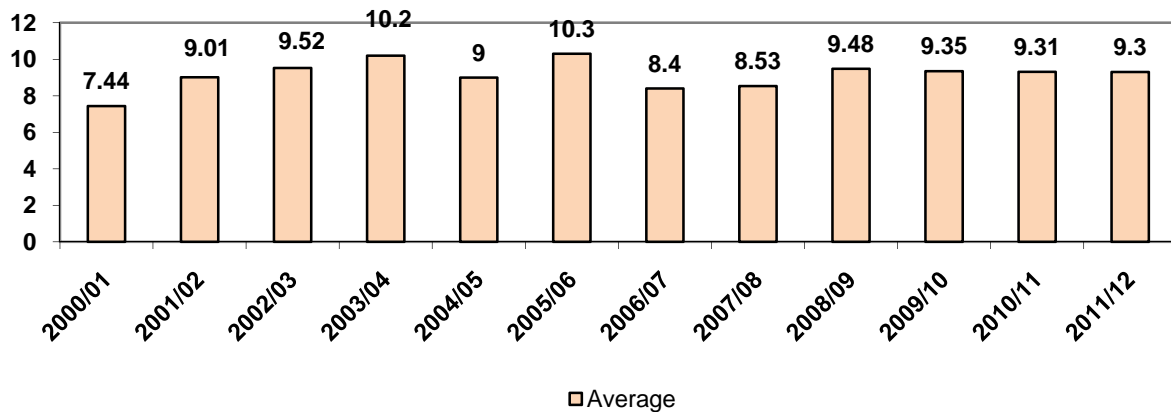
The Unit provides a parliamentary information service to all stakeholders. A core requirement of the unit is to maintain an historical record of the proceedings of Parliament by way of original papers comprising the archived Parliamentary Papers Series (tabled papers, reports, bills and original assented copies of Acts, and the official record of the parliamentary proceedings comprising the Daily Hansard, the Minutes of Proceedings and the Parliamentary Record).

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

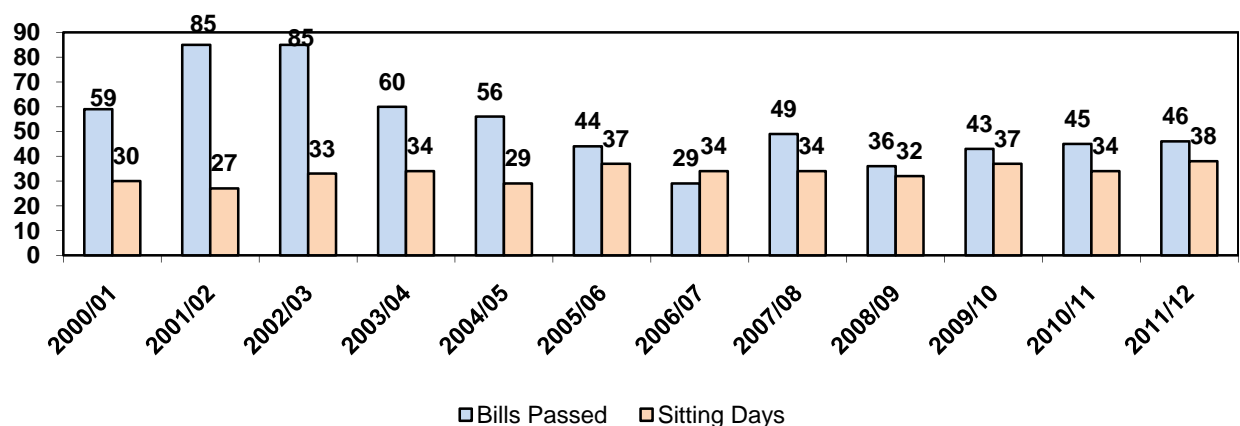
**Graph 1: Annual Sitting Hours**



**Graph 2: Average Sitting Hours per Sitting Day**

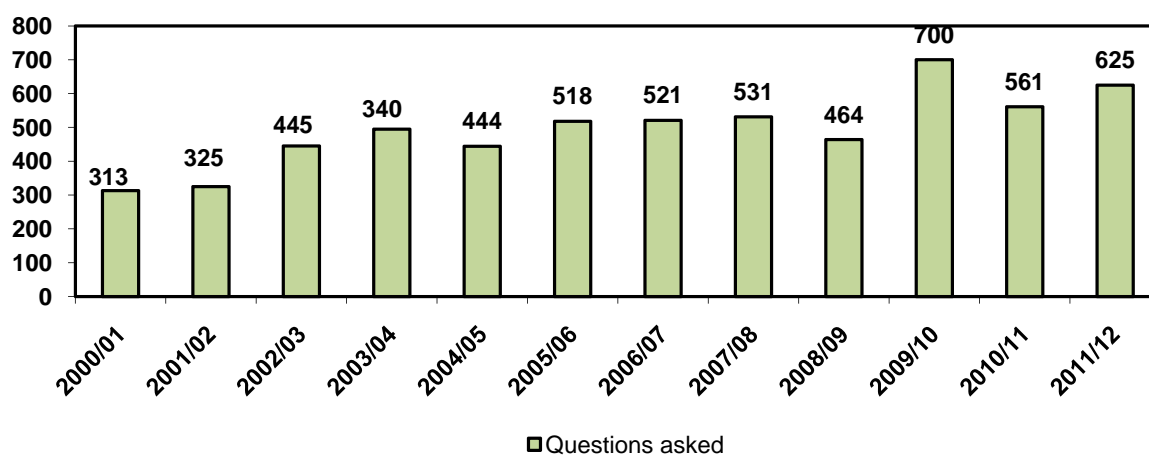


**Graph 3: Bills Passed and Sitting Days**



The legislative program of 46 Bills passed by the Assembly during the year is similar to previous years (sitting days include Estimates hearing days and where the Assembly resumes on an Estimates hearing day this day is only counted once).

**Graph 4: Questions Asked**

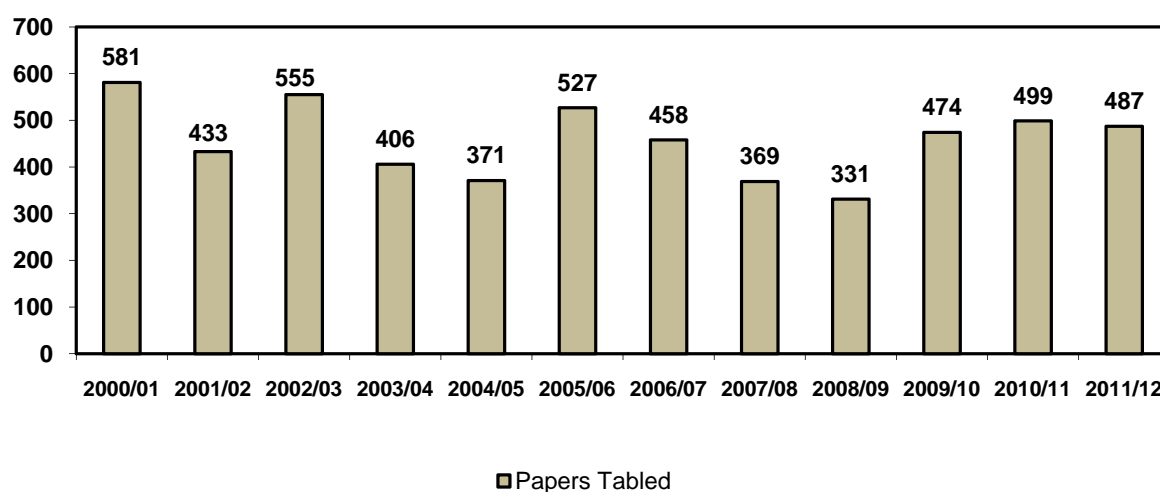


The time for Questions is usually for one hour each sitting day. Questions per sitting day averaged nearly 19. This is largely a reflection of the time limits for asking and answering questions imposed by Standing Orders.

**Table 1: Parliamentary Legislation Statistics**

	<u>Government</u>	<u>Opposition</u>	<u>Independent</u>	<u>Total</u>
<i>Brought forward 1 July 2011</i>	9	2	-	11
Introduced	41	5	-	46
Discharged	-	-	-	-
Withdrawn	-	1	-	1
Negatived	-	4	-	4
Lapsed	-	-	-	-
Passed	46			46
Acts Assented to	46			46
<i>Carried forward 30 June 2012</i>	4	2		6

**Graph 5: Tabled Papers**



This is the record of all papers Tabled in the Assembly, which includes documents presented pursuant to requirements of statutes, by the command of the Administrator, Speaker, Ministers and Members.

## **Hansard Unit**

### Daily Hansard - Production

Hard copy production of the Daily Hansard has been reduced to 10 following accepted arrangements whereby Members are given an electronic copy of the document each evening of a sitting day. Additionally at the end of each sitting night an electronic full transcript version is also uploaded by the Hansard team to the Legislative Assembly website and Members use this to view and or print just the parts required.

### Chamber Monitoring Room

Hansard provides a person to take log notes for the recording each sitting day with the camera work production being undertaken by the Building Management technical staff.



*The Parliamentary broadcast team*

## **Hansard statistics**

The performance targets for production of the Daily Hansard is that the document is –

- completed within three hours of the Assembly rising on each sitting day;
- uploaded onto our internal Lotus Notes database and web production enabled by 8am the following day;
- published by the Government Printer and ready in hard copy form for distribution to Members by 10am the day following a sitting day.

**Table 2: Hansard Completion time frames**

Hansard completion times after Assembly has risen each day				
Year	1 hour	1 – 2 hours	2 -3 hours	3 hours
2005-06	2	11	23	2
2006-07	2	29	3	Nil
2007-08	Nil	19	15	Nil
2008-09	2	19	10	3
2009-10	1	9	23	3
2010-11	Nil	20	12	2
2011-12	3*	17	18	Nil

*\* Note: one of these occasions was the result of an evacuation of the building following a fire.*



## COMMITTEES SUPPORT

The Committee Office provides support to most parliamentary committees, including research and report drafting for inquiries and logistical arrangements for meetings. The Office of the Clerk supports the House, Standing Orders and Members' Interests committees and the Council of Territory Cooperation has a dedicated secretariat.

### Committees supported during 2011-12

Committee	Meetings	Reports	Hearings	Briefings
Subordinate Legislation & Publications Committee	5	2	0	1
Public Accounts Committee	7	3	3	3
Environment & Sustainable Development Committee	0	0	0	0
Legal and Constitutional Affairs Committee	4	2	0	0
Select Committee on Youth Suicides	16	1	11	0
Estimates Committee	7	2	6	0
Standing Orders and Members' Interests	0	0	0	0
Privileges	0	0	0	0
House	2	0	0	0
Council of Territory Co-operation	11	4	8	3
<b>TOTAL</b>	<b>52</b>	<b>14</b>	<b>28</b>	<b>7</b>

The Assembly gave two new references during the reporting period: one on animal welfare governance given to the Council of Territory Cooperation and one for the Select Committee on Youth Suicides in the NT. Reports for both references were completed. Support was also provided for the ongoing work of the Public Accounts Committee and the Subordinate Legislation and Publications Committee and the longstanding reference to the Legal and Constitutional Affairs Committee on Statehood, and the production of the related reports. The Environment and Sustainable Development, Standing Orders and Privileges committees did not receive any references from the Assembly during the period.

The Council for Territory Cooperation received one reference from the Assembly, adopted on 4 May 2011, in respect of Innovation, Development and Trade. Whilst a resolution in respect of membership was adopted on 5 May 2011, the reference was not ultimately dealt with by the Committee before the end of the reporting period.

### Office of Statehood

During the reporting period the Office of Statehood was abolished by resolution of the Standing Committee on Legal and Constitutional Affairs.

The Standing Committee determined the Office of Statehood no longer had an existing function. At the same time the Committee determined that their advisory Committee, the

Northern Territory Constitutional Convention Committee would be in abeyance with no further meetings until the 12<sup>th</sup> Assembly convened and the re-formed Standing Committee gave consideration to whether there was any further Statehood project activity to be undertaken.

These outcomes were reached as a result of the debate in the Assembly on the Constitutional Convention Election Bill 2011 which resulted in the Bill being passed but the Government agreeing not to implement the outcomes of the Bill including the holding of a Constitutional Convention as proposed during April 2012. The Assembly debate suggested the Convention would be convened sometime after the first meeting of the 12<sup>th</sup> Assembly and this will now be a matter for the Government to consider in their priorities for the term of Government.

### **Council of Territory Cooperation**

The Council of Territory Cooperation was established as a sessional committee in October 2009 and has produced seven reports with 76 recommendations since then. In 2010 the Department created a dedicated secretariat of four staff to support it. As the committee was only established until the end of the 11<sup>th</sup> Assembly, the secretariat was to be disbanded with the election in August 2012.

During its life, the CTC conducted 30 public hearings in Darwin, Tennant Creek, Alice Springs and Katherine and in about 10 Indigenous communities. In addition, the Chair, either travelling alone or with the CTC, undertook trips and site visits to about 20 communities. The Animal Welfare Governance Sub-Committee conducted six public hearings and a trip to Katherine and Mataranka including Mataranka Station. Details of these activities appear in the Council's final report, which was tabled in May 2012.

As the Chair noted in the Council's final report:

...the Territory Government was required to respond to CTC recommendations within three months. The CTC and its Animal Welfare Governance Sub-Committee have made over 70 recommendations. The government has responded to all and agreed to three quarters of the recommendations.

**PARLIAMENTARY SERVICES**

The Parliamentary Services Unit provides advice, services and support for Members, Electorate Officers and Assembly staff. Its activities include: management of the payment of salaries and allowances through the Department of Business and Employment (DBE) salaries unit; processing and payment of Members' travel and associated entitlements; establishment, management and administration of electorate office premises, including security systems, furniture and equipment, Minor New Works and Repairs and Maintenance; management of information technology and telecommunication services through outsourced service providers for Parliament House and electorate offices; office services including supply of furniture, equipment, stationery and general supplies; the full range of corporate services to the agency, Members and Electorate Officers, including human resource management and development, and financial management; Occupational Health and Safety programs for the agency, Parliament House and electorate offices; and management of the agency's records management systems.

**PARLIAMENTARY EDUCATION SERVICES**

Parliamentary Education Services is responsible for the provision of services and support to promote community awareness of the constitutional role and significance of the Northern Territory Parliament.

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

See Goal 4 on page 40.

**BUILDING AND PROPERTY MANAGEMENT**

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

**SECURITY SERVICES**

The Security Service Unit's primary objectives are to coordinate and manage security activities of the agency to ensure a safe and secure workplace is provided for Members, Staff, Parliament House building occupants and visitors. The Unit has a small staff consisting of two permanent employees and contract security officers from Wilson Security Pty Ltd. The Unit's key responsibilities include: delivery of security services to Parliament House; preparation and implementation of security policy, practices and procedures; provision of security advice to Members, electorate officers, staff and Parliament House building occupants; liaison with security, law enforcement and intelligence agencies on security threats and measures; provision of security education and awareness training; and emergency management including provision of policy, procedures, training and response to incidents.

During the reporting period, the visit to Darwin by the President of the United States in November 2011 resulted in enhanced security of the Parliamentary precincts. The imminent visit by the President of Indonesia and Prime Minister of Australia will attract a similar level of enhanced security.

**Goal 4****Promotion of Community Awareness and Understanding of Parliamentary Processes****PARLIAMENTARY EDUCATION SERVICES**

Parliamentary Education Services is responsible for the provision of services and support to promote community awareness of the constitutional role and significance of the Northern Territory Parliament.

The Unit provides a wide range of programs for school and tertiary students, community groups, and the general public. The Unit develops educational resources and information brochures, and conducts events that promote awareness of the parliament. Staff participate in seminars for Members, Electorate Officers and departmental staff. Guided tours of Parliament House are offered to all our clients.

**Key Achievements 2011-12**

- A record number of school students participating in tours of Parliament House and role plays at schools.
- Successful introduction of a new Outreach program for remote schools with sessions conducted in many regions of the Territory.
- Co-ordination of the second Step Up Be Heard youth parliament program for senior school students.
- Co-ordination of sessions for the NT Electoral Commission for primary, senior and tertiary students.
- Open Day at Parliament House.
- Displays and tours to commemorate the 70th anniversary of the Bombing of Darwin.
- Implementation of interactive touch screen kiosks to provide information about parliament.
- Participation in the annual Australasian Parliamentary Educators' Conference in Brisbane.



*Outreach program: Jilkminggan students learning about Parliament*

## Unit Statistics

Programs	2010-11		2011-12	
	sessions/tours	attendees	sessions/tours	attendees
Public tours	122	2210	122	1968
School tours	128	3088	142	3108
School programs (1)	28	653	52	1218
Outreach	30	721	37	732
Alice Springs sitting	23	602	n/a	n/a
Special Events for Schools	25 (2)	631	9 (3)	270
Democracy at Work	2	50	0	0
Know Your Parliament	1	19	2	22
Parliament Promotions	1 (4)	496	1 (5)	365
Other tours (6)	28	271	34	449
<b>TOTAL</b>	<b>388</b>	<b>8741</b>	<b>399</b>	<b>8132</b>

#### Notes

- (1) Includes role plays and the *Step Up Be Heard* program.
- (2) Commonwealth Week (25 sessions). Other events were planned but cancelled due to competing work commitments.
- (3) Commonwealth Week (8 sessions) and Careers Forum (1 session).
- (4) Open Day 2010.
- (5) Open Day 2011
- (6) Other tours include VIP tours, staff tours, general tours, and seminars for staff.

#### Future Priorities

- Develop and implement on-line interactive resource materials suitable for schools.
- Develop and implement a range of programs for the interactive information kiosks.
- Promote adult education programs to increase attendance.
- Co-ordinate Open Day at Parliament House 2013.
- Attend the annual Australasian Parliamentary Educators' Conference in Perth

## STRATEGIES

- ✓ **Sustainability**
- ✓ **Economic**
- ✓ **Environmental**
- ✓ **Social**
- ✓ **Risk Management**
- ✓ **Facilities and Asset Management**
- ✓ **Compliance**
- ✓ **Responsible Resource Management**



## Strategy 1 SUSTAINABILITY

The department has sought to identify and report on matters that reflect the most significant elements of our economic, social and environmental impacts in line with the Global Reporting Initiative (GRI).

## Strategy 2 ECONOMIC

The Department of the Legislative Assembly has two streams of expenditure within its \$28.9 million budget: discretionary (26%) and non-discretionary (74%). Discretionary expenditure includes operational whilst non-discretionary expenditure is specific, committed expenditure and costs associated with the administration of Members' entitlements:

	%	\$	Distribution
	26	7,524,314	Department Discretionary (Personnel \$4,308,441 & Operational \$3,215,873)
	40	11,546,292	Members
	21	6,184,992	Non Cash (depreciation \$4.1m; DBE \$2.2m)
	9	2,482,257	Repairs and Maintenance
	2	537,963	Council of Territory Cooperation
	3	918,597	Statehood
<b>Total</b>	<b>100</b>	<b>29,194,416</b>	

It is agency policy that all purchases represent value for money and are a prudent use of agency resources.

### Economic performance

Whilst the Clerk's Performance Agreement features a requirement to explore revenue generating opportunities, these are limited by the inability to charge rent for space in Parliament House which is not occupied by the Department of the Legislative Assembly. Some 8159 square metres is utilised by external users, which would attract something in the order of \$4.3 million per annum at commercial leasing rates.

The appropriate funding of Assembly committees is an enduring challenge as there is a significant variation in demand throughout the parliamentary cycle, with typically decreased demand immediately before and after an election, and through changing priorities of the Assembly. Changing priorities can be short term, such as specific inquiry references and the establishment of select committees, or longer term, such as the Statehood function given to

the Legal and Constitution Affairs Committee and the establishment of the Council of Territory Cooperation. During the 11<sup>th</sup> Assembly, supplementary funding was budgeted for Statehood (\$650,000 allocated in 2011-12) and the Council of Territory Cooperation (\$606,000) in addition to the core funding for committee support (\$548,000). The performance of the Committee Office has seen ongoing improvement, with 10 reports being produced and \$544,000 of expenditure in 2011-12 comparing favourable with the equivalent year in the 10<sup>th</sup> Assembly (2008-09), where 3 reports were produced and expenditure was \$652,000. Nevertheless, funding requirements are largely driven by Assembly demand and supplementary funding may be required again in 2012-13 depending on referrals from the Assembly.

### **Monitoring financial performance**

The department has sound processes in place to monitor and review financial performance. Monthly, quarterly and annual reports are provided to all Unit Heads for review and discussion, and regular Resource Management meetings are convened by the Chief Financial Officer.

The Department of the Legislative Assembly's financial accounts and performance are monitored on a monthly basis. Business unit heads also meet with the Chief Financial Officer and the Clerk to review financial performance and to discuss any planned significant expenditure.

### **Long-term financial strategy**

Whilst we work on a whole-of-government annual budget cycle, planning for the longer term is essential primarily because of the nature of the asset (Parliament House) we maintain. Ongoing scheduling of repairs and maintenance programs and funding is determined at the whole-of-government level, however the agency must be mindful of its obligation to maintain the Territory's premier public building.

## **Strategy 3 ENVIRONMENTAL**

Our major environmental strategy is to reduce Parliament House's carbon footprint and energy consumption. In order to achieve gains, the following energy savings projects were completed at a cost of \$736,000:

- installation of 200 LED light fittings;
- installation of four new energy and water efficient cooling towers with variable frequency drive fans;
- installation of a magnetic drive air conditioning chiller; and
- expansion of Building Management System to capture more energy savings.

As a result of these initiatives, the Legislative Assembly has reduced its carbon emissions to 1960 tonnes of CO<sub>2</sub>, which is down from 2150 tonnes in the previous year and represents a massive 8.8% decrease in greenhouse gas emissions.

The Legislative Assembly has set a 5.6% reduction target of CO2 emissions for the coming year.

Notwithstanding lower electricity consumption, costs are rising.

Year	Consumption	Cost
2009-10	3,502,904 kWh	\$647,000
2010-11	3,318,615 kWh	\$636,000
2011-12	3,092,938 kWh	\$728,000

#### **Strategy 4      SOCIAL**

The Department of the Legislative Assembly strives to be an employer of choice. We are committed to providing a safe work environment where employees are provided with development opportunities and are encouraged to perform at their best.

Regular performance reviews are conducted to ensure that we recognise and reward effort and ability as well as to identify training opportunities and ongoing professional parliamentary education.

Work life balance and flexible working practices are encouraged to promote healthy lifestyles and retain valued employees.

Equal employment opportunities are practised. Discrimination, bullying and harassment are not tolerated in the organisation. To that end, the somewhat surprising results of the 2011 NTPS Employee Survey were addressed with alacrity and involved all staff (see page 48).

A number of key guiding policies exist to promote a safe and effective work environment, including:

Flexible working arrangements

Time off in lieu (TOIL) of overtime arrangements

Workplace Behaviour policy

Cyclone and Emergency Procedures

Recruitment, retention and development of staff is essential for the agency to provide quality outcomes to our stakeholders.

#### **Human Resources**

We seek to recruit and retain skilled staff, which requires a commitment to the merit principle and the development of staff via quality leadership and the provision of a flexible working environment.

## Recruitment

Subject to the position and the nature of recruitment, we recruit staff by internal and external advertisement, and often through interstate parliamentary networks. During 2011-12, we retained 90% of our workforce.

## Learning and Development Opportunities

We aim to be an employer of choice and to develop a professional and committed workforce. In a limited parliamentary environment, training and development can be difficult however we ensure that we retain membership of parliamentary organisations such as the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT), the Australasian Study of Parliament Group (ASPG) and the Commonwealth Parliamentary Association (CPA), all of which provide professional development opportunities by way of seminars, conferences or courses.

Internal training is provided on an *ad hoc* basis and staff are encouraged to identify their training needs during the annual Personal Development Plan (PDP) process. Short courses and seminars provided locally are available to staff where relevant, and the agency encourages employees to undertake further education by offering study leave and studies assistance. 84%<sup>1</sup> of our employees undertook some form of training and/or development during the reporting period.

## Procurement

During the reporting period, the agency advertised two tenders, supply of electricity for three years and exclusive catering services to Parliament House.

In accordance with sound management practice, a Probity Auditor was engaged for both contracts to ensure that all parties were treated in a fair and transparent manner.

The supply of electricity contract for three years was awarded to QEnergy

Only one expression of interest was received in response to the call for Exclusive Catering Services to Parliament House. The lease/licence was awarded to Karen Sheldon Catering.

## Strategy 5 RISK MANAGEMENT

Under the auspices of the Internal Audit Committee an operational risk assessment was undertaken by each Business Unit which was based upon the outputs and services as documented in the Budget Papers. For each business process causal risks and internal controls to address the risks were identified. These risks and the associated controls are to be reported upon in Unit Business Plans on a quarterly basis.

## Audit Committee

The agency's Audit Committee is chaired by the Deputy Clerk, Michael Tatham, and includes:

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<sup>1</sup> This is exclusive of monthly staff forums for all staff which include elements of training.

Mr Tony Simon, Risk and OHS Advisor, City of Darwin  
Ms Vicki Long, Director of Strategic and Business Support Services  
Ms Diem Tang, Chief Financial Officer  
Ms Robyn Smith, Executive Officer to the Clerk

### **Audit Committee Activities**

The Audit Committee's Charter requires it to meet at least three times per year. In 2011-12 the Audit Committee met on four occasions.

Issues addressed by the Committee were: the implementation of actions addressing the compliance audit conducted by the Office of the Auditor-General in March 2011; review of the implementation of the recommendations of a number of audits completed in 2010-11; oversight of the Members' travel audit; an intensive operational risk analysis completed for all Units and development of a strategic risk analysis for the coming three-year period.

### **Members and Electorate Officer Survey**

Dolphin Software was commissioned to undertake a survey on behalf of the Department of Legislative Assembly. There were two surveys, one for Members and one for Electorate Officers (EOs). Both surveys were divided into three sections covering Assembly Services, Member and Client Services and Building Management. The survey was conducted online with Electorate Officers asked to complete the full EO survey, whilst Members could elect to complete any or all of the three sections for Members. Members were also advised that they could elect to have the survey completed on their behalf by their Electorate Officer.

#### Members

Note: these figures include surveys completed by Members and surveys completed on behalf of Members by Electorate Officers.

Ten Members completed the Assembly Services survey, a response rate of 40%;

Twelve Members completed the Members and Client Services Survey, a response rate of 48%; and

eight Members completed the Building Management Services survey, a response rate of 32%.

(seven members completed all three surveys).

#### Electorate Officers

Fourteen Electorate Officers responded, a response rate of 56%

The overall satisfaction rating (based on average scores of 6 and above) for each of the outputs was:

- |                               |      |
|-------------------------------|------|
| • Assembly Services           | 85%  |
| • Members and Client Services | 87%  |
| • Building Management         | 100% |

Rating by Electorate Officers was generally in the 7-8 range with scores in the 6 range for Information Technology support and software, telecommunications and Occupational Health and Safety.

## NTPS Employee Survey

### Introduction

The results of the 2011 NTPS staff survey undertaken by officers of the Department of the Legislative Assembly (DLA) identified concerns as follows:

- Employment based on merit
- Internal review system
- Diversity
- Managing performance
- Equity
- Flexible work place
- Rewarding workplace
- Leadership
- Employee input
- Safe work place

At the March staff forum staff were advised that the Deputy Clerk would consult with all staff to examine the outcome of the survey and develop a plan to address concerns coming from within the agency. To the end of the reporting period the project has so far involved:

- A brief to the Clerk outlining conduct of proposed Consultative Forums and the development of Professional Excellence Guidelines;
- Consultative Forums;
- A Report to the Clerk containing nine recommendations;
- The acceptance of the recommendations;
- Advice to the Staff Forum in May on the implementation of the recommendations;
- An agenda item 'Change' discussed in detail at that forum;
- Scheduling of a team building event and opening of suggestion box for further ideas in June 2012;
- Draft of the Professional Excellence Guidelines distributed to the June staff forum for discussion.

The recommendations contained in the report were as follows:

**Recommendation 1:** The next Staff Forum contains an agenda item entitled 'Change'. The forum is advised of the above conclusions and discussion is invited about positive and negative change and outcomes.

**Recommendation 2:** The PDP form and process is evaluated by the Unit Heads nominated at the Consultative Forum and a report is furnished to the Clerk during May 2012 which includes consideration of the skills required for Unit Heads to manage the conversation process involved in PDP and the structure in terms of reporting under the DLA Strategic Plan and Unit Business Plans.

**Recommendation 3:** Each selection panel for a permanent ongoing position within the DLA be comprised of at least three panel members with one person being external to the agency.

**Recommendation 4:** A regular HR Bulletin is generated by the HR Manager informing DLA staff of vacancies, JES activity, composition of selection panels and imminent appointments where a panel has recommended an appointment and it has been approved by the Clerk.

**Recommendation 5:** In feedback to the OCPE from the DLA, the OCPE be asked to give consideration to framing future NTPS employee survey questions to remind participants about the timeframe to be considered when providing the answer.

**Recommendation 6:** The Grievance Policy document should be re-drafted and circulated at a future staff forum for discussion and settlement of content. Staff should be advised that the HR Manager or other member of senior management can assist an aggrieved staff member with understanding the legislation and instructions referred to in the policy document and such an approach is encouraged.

**Recommendation 7:** Each DLA Unit is to ensure it convenes at least a monthly meeting and the Deputy Clerk representing the Office of the Clerk periodically attends individual unit meetings to listen to matters being discussed by staff in unit meetings and provide access to the Office of the Clerk in the broader workplace.

**Recommendation 8:** The minutes of the Unit Heads planning meetings are routinely sent to all DLA staff at the conclusion of the settlement of the minutes by the Clerk.

**Recommendation 9:** The DLA conducts a review of the approach to health and well-being within the agency and hold workplace harassment and grievance workshops and conduct further consultative forums during early 2013 on the specific topic of harassment and bullying to seek feedback from staff on their views about workplace behaviour over the past twelve months.

As a consequence of these recommendations and the consultative forum meetings, the following further actions have also been completed:

- A review of all training and services available for staff was prepared by the Human Resources Manager and reported (HR Training Review Report) to the Clerk through the Deputy Clerk on the 4<sup>th</sup> of May.

- Draft Professional Excellence Guidelines were produced for consultation with staff at the June 2012 Staff Forum.
- An internal staff survey was considered as an option at this time, however the overwhelming feedback was that a further survey was not warranted or supported.
- Final Professional Excellence Guidelines will be discussed at the August 2012 Staff Forum and promulgated with the intention that these are the overarching guide to the professional practice of DLA employees.
- A review of these Guidelines will be scheduled for July 2013.

The consultative forums were considered a success by the vast majority of participants. In total, 28 staff and nine unit heads including the Clerk and Deputy Clerk participated in the consultative forums resulting in 37 participants overall.

The Professional Excellence Guidelines are at Appendix B.

### Organisational Review

As reported in the two previous annual reports the department has undertaken a comprehensive Organisational Review which was reported in 2011-12. The purpose of the review was to assess the agency's organisation and structure in order to promote discussion how a contemporary parliamentary organisation should function and report. All officers were able to engage in the process and the implementation of the final recommendations of the review were being put in place at the end of the reporting period and will continue into 2012-2013 for the commencement of the 12<sup>th</sup> Assembly.

The outcomes of the review reflect the changing needs of the Speaker, Members of the Assembly and Assembly committees. The realignment of unit responsibilities was commenced in June 2012 and will proceed during August and September 2012. A summary of the realignment of reporting and duties together with the proposed organisational charts are at Appendix C.

## Strategy 6 FACILITIES AND ASSET MANAGEMENT

During the reporting period, the Parliament House Functions and Facilities Manual was comprehensively reviewed and updated, including new hire fees and charges for various function areas in accordance with recommendations from the Australian Valuation Office. Note that income derived from venue hire is not retained by the Assembly but is channelled into Consolidated Revenue.

Further, the department foregoes approximately \$4.3 million each year in what would otherwise be rental income for leaseable areas of Parliament House such as the space occupied by the Northern Territory Library, Parliamentary Counsel, Government and Opposition offices, Fujitsu (an external contractor) and the retail outlet currently occupied by the Craft Council. See Appendix D.



It is noteworthy that income generated by a commercial lease arrangement goes into Consolidated Revenue whilst outgoings associated with the same premises are borne by the Department.

As with other agencies, the Legislative Assembly experienced difficulty with the roll out of the whole-of-government Asset Management System. By the end of the financial year, the department had no indication of its budgetary position in relation to Minor New Works or Repairs and Maintenance. This caused some difficulty in respect of scheduled works in both Parliament House and in some of the 25 electorate offices throughout the Territory.

## **Strategy 7                      COMPLIANCE**

### **Part 9 of the *Information Act***

The agency complies with section 134(a) Part 9 of the Information Act in keeping full and accurate records of activities and operations through the electronic Tower Records International Management (TRIM) system. All transfers and maintenance of hard copy files are undertaken through TRIM.

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

The agency responded to three requests for information received pursuant to the Information Act during the reporting period.

### **Remuneration Tribunal Determination**

All Members' entitlements are administered in accordance with the Remuneration Tribunal Determination.

In accordance with Clause 8.3 of Remuneration Tribunal Determination No 1 of 2011, an annual Schedule of Member Travel at Government Expense was tabled on 28 March 2012.

Also tabled on 28 March 2012 in accordance with Clause 10.9(b) was an Annual Schedule of the respective totals of Government payments on behalf of each Member for satellite and mobile telephone use.

### **Speaker's Determinations**

Where the Remuneration Tribunal delegates authority to the Speaker in respect of Members' entitlements (for example, Clause 13.3 – Salary and Allowances for Electorate Office Staff; Clause 12.5 – Standard List of Furniture, Equipment and Software in Electorate Offices), these entitlements are administered in accordance with the terms of Speaker's Determinations.

## Members' Interests

The Clerk, as Registrar of Members Interests, maintains a Register of Members' Interests pursuant to the *Legislative Assembly (Disclosure of Interests) Act*.

### Strategy 8

### RESPONSIBLE RESOURCE MANAGEMENT

#### Financial

The finance unit provides high level strategic advice and services to the Speaker, the Department's Executive Management, and staff on all areas of budget financial management and manages all aspects of the Department's budget, financial and reporting management to support the department's achievement of strategic directions and to ensure compliance financial governance and statutory reporting obligations.

The Department's internal control framework forms the basis of ensuring accuracy of financial information and compliance with law and regulations. At an operational level, the department have internal controls in place to minimise the risk of error and fraud such as segregation of duties and restricted financial systems access.

#### Human

Human Resources were at the centre of the Department's organisational review. The organisation was restructured to make better use of existing human resources and to streamline some service delivery areas for efficiency gains.

Some further changes are expected to be finalised within the coming reporting period. These will be complementary to the changes already made and should improve the delivery of services provided to Members, electorate officers and other stakeholders.

#### Energy

Notwithstanding demonstrated savings made in respect of electricity consumption the cost of electricity has risen considerably over the past three years.

Year	Consumption	Cost
2009-10	3,502,904 kWh	\$647,000
2010-11	3,318,615 kWh	\$636,000
2011-12	3,092,938 kWh	\$728,000

Once again, Parliament House participated in *Earth Hour*. Between the hours of 6.30 and 9.30pm on 31 March, all non-essential lighting and all electrical appliances in Parliament House were switched off. Consumption was reduced from 225KwH to 203.5KwH, a commendable 9.5% reduction.

## APPENDIX A – UNIT BUSINESS PLANS

### OFFICE OF THE CLERK UNIT BUSINESS PLAN 2011-2012

STRATEGIC PRIORITY – IMPROVE PARLIAMENTARY AND CLIENT SERVICES			
Key Strategy	Actions	Outcomes	Time Frame
Strengthen customer service focus across all service delivery areas.	Monitor and follow-up Client Contact Register	More satisfied Members.	Monthly
	Review methods of educating/informing Members of procedural and policy requirements and updates.	More satisfied Members	Ongoing
	Complete tender process for sole Parliament House caterer.	Certainty, quality.	As necessary.
Review Community Engagement Program to increase public engagement and improve knowledge of the parliamentary system.	Increase range of parliamentary information available on web site (include an election timeline and other relevant information)	Better/more timely information. Better educated public.	Ongoing
	Review community engagement program to take into account potential activities such as art tours of Parliament House, sessions for new Australians following citizenship ceremonies, open invitations to public to attend information sessions (possibly in the evenings) and historic information sessions.	Higher community engagement with the parliamentary process.	One-off review but ongoing implementation.
	Investigate Community Engagement innovations using models from other jurisdictions to determine applicability in the Northern Territory.	Better Community Engagement program.	One-off review but ongoing implementation
	Prepare disaster management plan with effective community engagement/liaison methods including 'ghost' web site for immediate dissemination of information.	Better informed public and media.	Immediate development; implementation as required.

Monitor the structure and operations of the committee system	Monitor the work of the Committees Office and assess staffing/structural arrangements as necessary.	More efficient committees.	Ongoing
	Include question/s in the Member Satisfaction Survey in relation to how committees are supported.	More satisfied Members	Annual
Strengthen partnerships and key relationships with government agencies and statutory authorities as well as other parliaments and parliamentary organisations (CPA, ANZACATT, ASPG, IPAA, APSA, etc).	Maintain representation on DCM Asian Engagement Committee.	WOG involvement	Quarterly
	Maintain relationship with Parliament of Timor Leste and NTG's Timor Leste Internship and associated programs.	Honour undertakings made by Speaker and undertakings made to ASPG and ANZACATT.	Ongoing
	Maintain membership of ANZACATT, active conference participation and membership of Case Law Sub-Committee in addition to undertaking editorial duties for <i>Parliament Matters</i> .	Ensure quality liaison with other parliaments and participation in inter-parliamentary events. Make positive contribution to this organisation by voluntary undertakings.	Ongoing
	Maintain membership of ASPG, active conference participation and role on Editorial Board of <i>Australasian Parliamentary Review</i> . Prepare for ASPG conference 2012.	Ensure quality liaison with ASPG membership and participation in inter-parliamentary events. Make positive contribution to this organisation by voluntary undertakings.	Ongoing.
	Maintain membership of CPA and relevant liaison where necessary.	Ensure quality liaison with CPA and participation/contribution by Members and officers of the Legislative Assembly.	Ongoing.

Continue to implement improved building and equipment management strategies within the parliamentary precinct and in electorate offices.	Continue with scheduled repairs and maintenance programs.	Maintain Parliament House as the NT's premier public building.	Ongoing
	Monitor the roll-out of the WOG Asset Management Plan.	Ultimately, better asset and system management	Awaiting launch/release of program/package.
	Annual safety and OHS audits of Electorate Offices	Meet employer obligations and ensure the well being of Electorate Officers.	Annual
	Investigate <i>quality</i> Customer Service Delivery course for any staff for whom a need is identified.		
	Review material provided in Members' vehicles and update/replace where necessary.	More accurate information and procedures for Members.	Immediate review for implementation with allocation of motor vehicles following 2012 election.
Review management and provision of IT services and instigate annual IT site visits to Electorate Offices with full written report on each office.	Instigate IT site visits to all electorate offices on an annual basis including full written report.	Improved service to Members.	Annual.
Members' satisfaction levels – conduct individual interviews and/or implement focus groups, follow up and report.	Engage consultants to assist with devising survey containing meaningful questions, data and response analysis.	Improved information from Members.	Consultants in the near future; survey annually.

Prepare for separation of retiring/defeated Members and Electorate Offices. Ensure instructions and directions are up to date and relevant.	All Units to prepare material in <i>electronic</i> format for uploading to Members' laptops. Inductions and separations to be as <i>paperless</i> as possible.	More efficient and less cumbersome means of providing Members with information.	Ongoing for implementation following the 2012 election.
	Devise full-week induction course for incoming Electorate Officers modelled on the course provided by New South Wales in 2011. Locate a quality external provider for one-day pop psych course.	Better and more evenly distributed means of providing information to Electorate Officers.	Preparation ongoing for delivery following 2012 election (or sooner if EOs are having seminars).
	Detailed schematic of timeframe and orderly changeover and location of offices, signage, Chamber seating, inductions, issue of vehicles and telephony, etc.	Better planning and preparation – better dissemination of information and deadlines to Unit Heads.	Immediate and ongoing.

**STRATEGIC PRIORITY – ENSURE A SUSTAINABLE ORGANISATION**

<b>Key Strategy</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Time Frame</b>
Develop a professional and qualified workforce and provide opportunities as an employer of choice.	Undertake an active program to distinguish the Legislative Assembly from the greater public sector.	Legislative Assembly achieves same status and differentiation as parliaments in other Westminster systems.	Ongoing.
	Encourage best practice, best study and internal study programs to promote awareness of parliamentary practices and the general operation of the Legislative Assembly to staff.	Devise 12-month internal training program, year on year, in conjunction with ANZACATT (and, by definition, other parliaments) and ASPG.	Immediate and ongoing.
Explore revenue-generating opportunities.	Oversee whole-of-agency proposals for cost savings, and undertake liaison with Treasury in respect of various urgent or priority projects.	Identify stand-alone projects which require separate funding and prioritise the order of those projects.	Immediate.
	Promote Parliament House as a venue for private and corporate functions.	Increased revenue (but subject to criticism from the private sector).	Ongoing.
Comply with NTG Climate Change Policy and environmental guidelines.	Oversee policy review and implementation in respect of climate change options and <i>Territory 2030</i> where reference is made to climate change.	WOG outcomes.	Ongoing.
Comply with OH&S legislative obligations pursuant to workplace safety, PSEMA and other relevant legislation.	Prepare for new OH&S legislation and ensure compliance.	Compliance with legal requirements.	ASAP
Comply with records management standards. Implement a system of preserving and archiving public records in electronic format.	Pursue conversion of Standing and Sessional Orders from Lotus Notes database to e-Compress software for functionality and searchability.	More efficient management and retrieval of agency records.	Ongoing but increasingly urgent.

Improve information and knowledge management.	Undertake audit of Office of the Clerk training requirements and act to facilitate useful programs for staff when appropriate.	Higher qualified/better informed staff.	Ongoing.
	Implement roster system for 'second chair' in Chamber during sittings for interested staff.	More staff qualified to act as Clerk at the Table. Greater understanding of the parliamentary process.	Ongoing.
	Continue monthly staff forum to ensure all staff are apprised of agency activities.	Better informed staff.	Ongoing over 12 months.
	Pursue conversion of <i>Parliamentary Record</i> from Lotus Notes database to e-Compress software for functionality and searchability.	Better public access to information.	Ongoing (requires dedicated officer – suggest Annette Brown – for formatting)
	Investigate handover of aged material to NT Archives.	Safe storage and public access.	Serious review over coming 12 months.
Develop a Knowledge Management program and timetable.	Office of the Clerk to commence compiling and reviewing a list of key agency documents and the officers responsible for each. Oversee regular review of material and include date of last review and contact officer for each document.	More relevant and better controlled information for Members and the public.	Report quarterly.
Implement a system of regular review and reporting in respect of agency policy documents, including Speaker's Determinations, Accounting and Property Manual, procedural guides, Members and Electorate Officer information documents and Information Papers available to public.	Implement system of annual (or biannual) review of all documentation available to Members and the public. Ensure that all information is updated at least twice a year and ensure that all documentation is dated and has the contact details of the relevant DLA officer. This material to be uploaded to the web site or intranet site (as appropriate) and marked as CURRENT AS AT [date].	Better information management and improved quality of information.	Immediate and ongoing.
Produce financial outcomes within budgets.	Monitor budgets via monthly reports. Identify areas for savings.	Sound financial management.	Ongoing.



Investigate 'smarter' technology for Members – for example, cost-benefit of the provision of tablets (eg I-pads) for Committee Members to increase efficiency and reduce the amount of paper used.	Investigate value of issuing 'tablet' devices to Members. Consult Remuneration Tribunal in respect of RTD.	More efficient management of paperwork and parliamentary papers	As required.
	Investigate production of induction DVD for new Members along the lines of the one produced by the Senate.	Better provision of information to Members.	ASAP for distribution following the 2012 election.
Improve range of parliamentary material available on web site.	Investigate technology and methodology for conversion of Tabled Papers from 1978 onward in an electronic form which can be publicly accessed with searchability function (ie convert to electronic records)	Better public accessibility. More efficient management and retrieval of agency records.	Ongoing.
	Implement system of annual (or biannual) review of all documentation available to Members and the public. Ensure that all information is updated at least twice a year and ensure that all documentation is dated and has the contact details of the relevant DLA officer. This material to be uploaded to the web site or intranet site (as appropriate) and marked as CURRENT AS AT [date].	Better information management and improved quality of information.	Immediate and ongoing.

**STRATEGIC PRIORITY – POSITION THE DEPARTMENT FOR THE FUTURE**

Key Strategy	Actions	Outcomes	Time Frame
Support Committee operations and develop a committee management and consultative forum.	Establish a Committee management and consultative forum to monitor the references and progress of Committees and monitor changes in Standing Orders across jurisdictions for potential adoption and implementation in the NT.	Effective oversight of Committees operations and progress.	Ongoing. Quarterly reviews/meetings.
	Oversee activities of CTC to ensure Committee is running smoothly and Members have access to all necessary resources.	Efficient and effective operation of CTC.	Ongoing.
Support the NT Constitutional Convention Committee, as an advisory body to a Standing Committee, and the 2012 Constitutional Convention.	Review induction and materials given to new Members, the method of delivery, etc, based on feedback from previously inducted Members. Continue to streamline process so as not to overload new Members but still provide them with relevant information.	Improved training for new Members.	Immediate – Araluen by-election; ongoing thereafter.
Review relevant material and processes for General Election and prepare information for outgoing and incoming Members and Electorate Officers.	All Units to prepare material in <i>electronic</i> format for uploading to Members' laptops. Inductions and separations to be as <i>paperless</i> as possible.	More efficient and less cumbersome means of providing Members with information.	Ongoing for implementation following the 2012 election.
	Investigate production of induction DVD for new Members along the lines of the one produced by the Senate.	Better provision of information to Members.	ASAP for distribution following the 2012 election.
Develop the 2011-12 Audit Committee program, including asset, fleet management and travel. Develop a reporting mechanism to Members.	Oversee Audit Committee to ensure development and implementation of Audit program.	Agency is accountable for its public expenditure.	Ongoing.
	Report to all Members on outcome of audits undertaken pursuant to Audit program for 2010-11.	Members are better informed of agency compliance and accountability.	Ongoing.

Maintain Parliament House as the Northern Territory's premier public building in accordance with a dynamic Asset Management Plan.	Identify areas of building maintenance which may require discrete funding from Treasury and liaise with Treasury to achieve same.	Parliament House remains the Northern Territory's premier public building.	Review completed with identified requirements in priority order by end of second quarter.
	Commission and implement WOG Asset Management Plan when available.	Better management of public assets.	As AMP software becomes available.
Ensure compliance with the educational delivery requirements of the <i>Electoral Act</i> .	Continue with seminar delivery in conjunction with NT Electoral Commission. This includes specific education in relation to election of Constitutional Convention delegates in March 2012..	Agency is responsive to legislation for which it is responsible. Promotion of Constitutional Convention.	Ongoing.
Ensure compliance with all other Acts/instruments administered by the agency (see Schedule 2).	Monitor introduction of new OH&S legislation. Ensure appropriate training where necessary.	Compliance with legislation.	As soon as necessary.
	Monitor other legislative requirements on a regular basis.	Compliance with legislation.	Quarterly.
Implement changes arising from the organisational review to position the agency well for the future (staffing, structure, training, change management, etc) [consistent with 3(c) of generic performance criteria]. This includes succession planning for middle management and annual recreation leave planning and scheduling].	As required.  Introduction of quarterly call for annual leave requests and approvals with opportunity for revision of existing requests and approvals. Policy documentation to be issued in respect of this to ensure compliance.		

Investigate live broadcast/webcast of Committee proceedings from Litchfield Room & remote locations.	Investigate live broadcast of Committee proceedings from Litchfield Room and remote locations (including Convention Centre and rural/remote regions). This is particularly important for broadcast of Constitutional Convention.	Better public information; more open and accountable parliament.	ASAP
Investigate a <i>Daily on Demand</i> service from the DLA web site.	Determine what technology is required and what method of incorporating the technology into the <i>Parliamentary Record</i> a la Queensland.	Better public information; more open and accountable parliament.	ASAP

## CHAMBER SERVICES UNIT BUSINESS PLAN 2011-2012

Key Strategy	Actions	Outcomes	Time Frame
1. Strengthen customer service across all delivery areas/ Maintain or improve services to Members and the public	Put Notice Paper for each day on Internet for public accessibility	Greater public information available	From next sitting
	Investigate e-compress software for Parliamentary Record and for Standing and Sessional Orders.	Much easier access and search ability.	Ongoing subject to technology and costs.
	Delivery of timely responses to request from Members and public for parliamentary related business	Member satisfaction with responses and timeframes delivered	Ongoing
	Revise Chamber Services contribution to new Member induction program.	More streamlined induction arising from feedback of former inductees.	August 2012
	Construct "ghost web site" for community dissemination and implementation of disaster management plan (in conjunction with Director of Security)	Better informed staff and public re operation of the parliament on disaster alerts etc(Extranet or SharePoint?). To be able to be remotely activated and updated.	Investigate in conjunction with IT Manager Mr Trobbiani  A better extension of our share drives and sharing documents on server by Staff and other Agencies
	Provide effective procedural, research, advisor and information services.	Members and clients are fully briefed in response to their requests.	Ongoing.
	Electronic material for new Members' laptops	Create folder of routine documents for loading onto members laptops – RTD, Standing Orders, Hansard Manual, correction sheet Daily Hansard, Legislation links, etc.	August 2012

Key Strategy	Actions	Outcomes	Time Frame
1. Develop a professional and qualified workforce and provide opportunities as an employer of choice	Make all Chamber Services Unit staff aware of agency's new Training Policy and determine what courses each unit member would benefit from.	More qualified and flexible Unit staff.	Throughout the year, ongoing.
	Undertake PDP assessments with all Unit staff on an annual basis.	Report outcomes to Clerk.	Annual
2. Improve Information and knowledge management.	Expand and develop a range of parliamentary material on the Web and Intranet site	Increased public access to public records. eg Synopsis/ Business Before the Assembly etc	
	Implement a system of preserving and archiving public records in electronic format	Ensure a sustainable organisation. Web and Intranet based public information expansion	
3. Comply with records management standards. Implement a system of preserving and archiving public records in electronic format.	Investigate methods for a long-term project of converting Tabled Papers (hard copy) into electronic documents for electronic storage, noting that some tabled papers are suffering from fading and rust marks.	Preservation of historic and parliamentary records. Web /Intranet compatible	Ongoing
4. Maintain high staff morale and job satisfaction.	Keep staff informed of the organisational requirement through regular meetings and engaging staff in decision making processes	More efficient and knowledgeable staff able to offer correct advice	Ongoing
5. Produce financial outcomes within budgets.	Review budget to identify potential areas of cost reduction.	Working within budget.	Ongoing.

Key Strategy	Actions	Outcomes	Time Frame
1. Ensure compliance with all Acts/instruments administered by (or applying to) the agency.	Ensure Table Office complies with terms of <i>Northern Territory (Self-Government) Act</i> in respect of Minutes of the Legislative Assembly and assent to proposed laws.	The agency acts in accordance with legislative requirements demanded of it.	Ongoing
2. Annual recreation leave planning and scheduling	Undertake twice-yearly consultation with staff about proposed times for Recreation or extended leave and determine the suitability of those dates against the sitting schedule.	Ensuring key personnel are at work during critical/peak times throughout the year.	September & April
3. Support the Council of Territory Cooperation.	Table office and Hansard to produce administrative documentation and reports of debates of Convention as and when required.	Ensuring efficient delivery of CTC transcripts and other administrative materials required.	Ongoing
4. Support the Statehood Steering Committee	Determine requirements of Statehood Steering Committee for Constitutional Convention in 2011.	Ability to plan for and deliver the required product or service.	Ongoing.
5. Review process to enhance election and by-election processes.	See 1.1.3 above		

## COMMITTEE OFFICE BUSINESS PLAN 2011-12

STRATEGIC PRIORITY – IMPROVE PARLIAMENTARY AND CLIENT SERVICES			
Key Strategy	Actions	Outcomes	Time Frame
Strengthen customer service focus across all service delivery areas	Seek feedback from Members where appropriate on service delivery.	Committee Office services better adapted to the needs of Members	Ongoing
Monitor the structure and operations of the committee system	Develop options paper for committees in the new Assembly.	Members have a range of options for the work of their committees	June 2012
	Review Estimates terms of reference	Improved terms of reference	April 2012
Strengthen partnerships and key relationships with government agencies and statutory authorities as well as other parliaments and parliamentary organisations (CPA, ANZACATT, ASPG, IPAA, APSA, etc).	Foster clear and cooperative communication with government agencies.	Improved communication with government agencies.	Ongoing
	Participate in Australasian committee conferences	Increased members' awareness of options for committee activity.	Ongoing
Maintain or improve services to Members and the public	Review access to Committee Office information, particularly through website.	Improved public accessibility to committee information.	June 2012
	Facilitate completion of inquiry in to Youth Suicides	Core service provided to committees	March 2012
	Continuing scrutiny of regulations and tabled papers.	Core service provided to committee	Ongoing
	Continue to support PAC, LCAC, SLPC & SCESD meetings and inquiries, including providing high quality briefing material on matters before the committees.	Core service provided to committees	Ongoing
	Support the establishment and operation of Estimates Committee.	Core service provided to committee	June 2012



	Provide procedural support to the Assembly as required.	Improved capacity of the Department to support the Assembly and improved understanding of Assembly by Committee Office staff	Ongoing
	Review Committee Office manuals and policies.	Procedure and policy information available to Committee Office staff and procedures and policies improved.	April 2012

STRATEGIC PRIORITY – ENSURE A SUSTAINABLE ORGANISATION			
Key Strategy	Actions	Outcomes	Time Frame
Develop a professional and qualified workforce and provide opportunities as an employer of choice	Complete and implement Personal Development Plans.	Opportunities for professional development of staff identified.	Plans: January 2012. Implementation: ongoing
Improve information and knowledge management. Comply with records management standards. Implement a system of preserving and archiving public records in electronic format.	Review and implement Committee Office Document and Records Management Policy.	Trim is an up to date repository of Committee Office records, with documents entered on or near creation rather than after use.	April 2012
Implement a system of regular review and reporting in respect of agency policy documents, including Speaker's Determinations, Accounting and Property Manual, procedural guides, Members and Electorate Officer information documents and Information Papers available to public.	Annual Review of Committee Office policy and procedure documents	Policy and procedure documents kept up to date.	April 2012

Produce financial outcomes within budgets.	Monitor monthly finance reports and anticipate and respond to any budgetary pressures.	Committee Office activities remain within approved funding	Ongoing
Improve range of parliamentary material available on web site.	Annual Review of Committee Office information on website	Information on website kept accessible and up to date.	May 2012

STRATEGIC PRIORITY – POSITION THE DEPARTMENT FOR THE FUTURE			
Key Strategy	Actions	Outcomes	Time Frame
Support Committee operations and develop a committee management and consultative forum.	Provide secretariat support to committees.	Committees have necessary support to discharge their functions.	Ongoing
	Convene committee management and consultative forum	Improved coordination between committees	January 2012
Support the NT Constitutional Convention Committee, as an advisory body to a Standing Committee, and the 2012 Constitutional Convention.	Facilitate LCAC supervision of the NTCCC and the LCAC's work on Statehood	LCAC able to conduct its work on Statehood.	Ongoing
Review relevant material and processes for General Election and prepare information for outgoing and incoming Members and Electorate Officers.	Revised Members' guide to committees to be completed	Members have accessible information on committees	April 2012
Ensure compliance with all other Acts/instruments administered by the agency (see Schedule 2).	Committee guides reviewed to be consistent with <i>Legislative Assembly (Powers and Privileges) Act</i>	Committees administered according to statutory powers	April 2012

## COUNCIL OF TERRITORY CO-OPERATION SECRETARIAT BUSINESS PLAN 2010-2011

STRATEGIC PRIORITY – IMPROVE PARLIAMENTARY AND CLIENT SERVICES			
Key Strategy	Actions	Outcomes	Time Frame
Strengthen customer service focus across all service delivery areas.	Continue to provide: <ul style="list-style-type: none"> <li>• Accurate and timely advice to CTC and its Sub-Committees.</li> <li>• Effective and responsive secretariat support to the Committee and Sub-Committees.</li> <li>• Well researched formal papers and reports.</li> </ul>	More satisfied Members	Ongoing
Maintain and improve services to Members and the public.	Meetings prepared for, undertaken and follow-up action taken in accordance with Members' intentions.	More satisfied Members	Ongoing
	Seek expert advice from, and liaise with, relevant organisations.	More satisfied Members	Ongoing
	Produce high quality reports and statements of Committee proceedings and findings.	More satisfied Members	Ongoing
	Upload publicly available information to the CTC's web site and otherwise disseminate information as soon as practicable.	Better informed public	Ongoing
Monitor Members' satisfaction levels.	Seek feedback on Members' satisfaction with above Secretariat services.	Knowledge of where improvement needed.	Annually.

**STRATEGIC PRIORITY – ENSURE A SUSTAINABLE ORGANISATION**

<b>Key Strategy</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Time Frame</b>
Develop a professional and qualified workforce and provide opportunities as an employer of choice.	Encourage relevant study and/or internal training to Secretariat staff.	More responsive, motivated staff.	Ongoing
Comply with records management standards.	Use TRIM to track records and to manage CTC files. Monitor electronic records' maintenance to ensure accuracy.	Efficient management and accurate record of Secretariat's business.	Ongoing
Improve information and knowledge management.	Continue to broaden CTC-related research capability within Secretariat.  Utilise Access databases to keep track of Questions on Notice and responses, Tabled papers, submissions and to generate reports for CTC and its sub-committees, Clerk, Deputy Clerk and as required Madam Speaker.	Better informed staff and more responsive Secretariat.  Improved governance arrangements and more responsive secretariat.	Ongoing.  Ongoing
Produce financial outcomes within budget.	Monitor budget via monthly reports.	Sound financial management.	Ongoing

**STRATEGIC PRIORITY – POSITION THE DEPARTMENT FOR THE FUTURE**

<b>Key Strategy</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Time Frame</b>
Support Committee operations.	Actively participate in the Committee management and consultative forum.  Continue to share information and resources to assist Committees and integrate CTC Secretariat services.	Effective Committees operations.  Improved Committees and CTC services and consistence of approaches.	Quarterly reviews/meetings.  Ongoing.
Ensure compliance with all relevant Acts/instruments.	Amend practices as required for new OH&S legislation and ensure appropriate training where necessary.  Ensure compliance with DLA policies and practices.	Compliance with legislation.	As required.  Ongoing.
Implement changes arising from the organisational review.	As required.		

## PARLIAMENTARY SERVICES BUSINESS PLAN 2011-12

STRATEGY	ACTIONS	WHEN	WHO	STATUS
<p style="text-align: center;"><b>PRIORITY</b>  <b>(From Strategic Plan) Improve parliamentary and client services</b></p>				
Strengthen a customer service focus across all service delivery areas	Conduct client survey	By November 2011	DC/DPS	
	Maintain Client contact register, send out to Members and analyse results	Quarterly	DPS/PS staff	
Strengthen partnerships and key relationships with government agencies	Conduct regular meetings with NT Property Management	Monthly		
	Engage in external committees; HR reference group; IECDS; Finance Managers Meeting; Procurement meeting; IT management meeting; NTPM; DCI	As required		
Continue to implement improved building & equipment management strategies within electorate offices	Deliver MNW and R&M programs in electorate offices Complete security review of electorate offices Implement recommendations of security review Investigate options for Nhulunbuy relocation		DPS/OSM DS DPS/OSM DPS	



Maintain and Improve services to Members and the public	Review Speaker's Determinations as outlined	End November 2011	DPS	
	Amend entitlements section of Members' Guide	By October 2011	DPS	
	Comparative table for old/new 2011 RTD for	December 2011	DPS	
	Review administrative guidelines for administration of Members' entitlements	By November 2011	DPS	
	Develop Tribunal/Speaker rulings spreadsheet	By March 2012	DPS	
	Develop new position of Member Liaison Officer	By November 2011	DPS/HRM	
	Finalise upgrade of METS for integration with GAS	By January 2012	Travel Officer/consultant	
	Develop Members' vehicle policy	October 2011	DPS	

Review management and provision of IT services and instigate annual IT site visits to electorate offices with full written report on each office	Pursue options for improved IT connectivity <ul style="list-style-type: none"> <li>- BDSL</li> <li>- WAN connections</li> <li>- Password resets and certification</li> </ul> Refresh of Members' laptops and electorate office PCs Upgrade to Office 2007 Pursue funding for roll-out of WAN and BDSL connectivity, Wi Fi in PH and IT Director position	Ongoing   November 2011 October 2011	DPS/IT Manager	
Members' satisfaction levels –conduct individual interviews and/or focus groups, follow up and report	Conduct on-line client survey Develop and implement action plan based on survey	October/ November 2011	DC/DPS	
Prepare for separation of retiring/defeated Members and Electorate Officers. Ensure instructions and directions are up to date and relevant	<i>See Position the Department for the Future</i>			

STRATEGY	ACTIONS	WHEN	WHO	STATUS
<p style="text-align: center;"><b>PRIORITY</b>  <b>(From Strategic Plan) Ensure a sustainable organisation</b></p>				
Develop a professional and qualified workforce and provide opportunities as an employer of choice <i>(Strategic Plan Develop a capable and engaged workforce)</i>	Further develop training framework	By December 2011	HRM	
	Review Electorate Officer contract	By November 2011	HRM	
	Conduct induction programs for LA staff and Electorate Officers	As required	HRAA	
	Review induction material for LA staff and Electorate Officers	October 2011		
	Pursue the Parliamentary Officers Code of Conduct with OCPE	By November 2011	DPS	
	Implement performance progression scheme for SAO1s and SOA's2 as part of 2010-13 EA	ongoing	HRM	
	Cabinet submissions for additional staff – Committees, IT Director, Records Manager	October 2011	DPS	
	Develop action plan to address issues raised in NTPS employees survey conducted in September 2011	When survey results available	DPS/HRM	

	Define program of HR policy review and development	Completion by end November 2011	DPS/HR policy consultant	
Explore revenue generating opportunities	Assist with review of policy and procedures for charging venue hire	By February 2012	CFO	
Enhance government and accountability framework	See Audit Committee under <i>Position the Department for the Future</i>			
Comply with OH&S legislative obligations pursuant to workplace safety, PSEMA and other relevant legislation (Strategic Plan – provide a safe and secure workplace )	Conduct OH&S meetings  Undertake gap analysis of LA OH&S systems  Implement outcomes of gap analysis  Implement changes related to new workplace safety legislation effective from 1 January 2012	Quarterly  August 2011  By Nov 2011  by December 2011	HRM	
Develop a knowledge management program and timetable	Continue to refine procedures for all Parliamentary Services functions	All reviewed by March 2012	DPS/relevant PS staff	
Implement a system of regular reviews and reporting in respect of agency documents, including Speaker's Determinations, Accounting and	Include in Regular Actions list : Speaker's Determinations HR policies Accounting and Property manual Members' Guide Administrative Guidelines	By February 2012	DPS/PS staff	

Property manual, procedural guides, Members and Electorate Officers information documents and information papers available to public	IT procedures			
Produce financial outcomes within budgets	Provide monthly briefing on agency financial position to CEO	Monthly	CFO	
	Continue cost savings initiatives and reporting	ongoing	CFO	
	Ensure effective follow-up procedures with outstanding debtors	ongoing	CFO	

STRATEGY	ACTIONS	WHEN	WHO	STATUS
<p style="text-align: center;"><b>PRIORITY</b>  <b>(From Strategic Plan) Position the Department for the Future</b></p>				
Review relevant material and processes for general Election and prepare information for outgoing and incoming Members and Electorate Officers	Review general election resignation/new Member procedures	By March 2012	Clerk/DC/ DPS	
Develop the 2010-11 Audit Committee program, including assets, fleet management and travel. .Develop a reporting mechanism to Members	Undertake risk assessment process	By July 2011	DPS/Audit Committee	
	Develop 2011-14 audit coverage plan	By July 2011	DPS/Audit Committee	
	Develop 2011-12 audit plan	By July 2011	DPS/Audit Committee	
	Business Improvement Review/ review of APM (TC 10/103)	December 2011	CFO	

	Continue internal controls in line with Treasury toolkit and LA risk assessment process	ongoing	CFO	
	Monitoring FTE levels to ensure FTE numbers stay within a 2% variance of the 104 FTE cap which was imposed by Treasury (TC 10/99)	Monthly until June 2011	CFO	
	Complete review portable and attractive items	November 2011	CFO	
	Review Alcohol Management Procedures	December 2011	CFO	
	Amended travel procedures to include Cabcharge audit recommendations and TRIPS	October 2011	Travel Officer/DPS	
	Finalise contract Management review	May 2012	DPS	
	Develop procurement Plan	October 2011	CFO	
Ensure compliance with all other Acts / instruments administered by the agency	<p>Ensure compliance with Acts:</p> <ul style="list-style-type: none"> <li>- PSEMA</li> <li>- FMA</li> <li>- Procurement</li> <li>- AMSO</li> <li>- RTD</li> <li>- Information Act</li> <li>- Workplace Health and Safety Act</li> </ul>	ongoing	DPS, CFO, FO, HRM, OSM	

**PARLIAMENTARY EDUCATION SERVICES: BUSINESS PLAN 2011 - 2012**

<b>Strategic Priority - Improve Parliamentary &amp; Client Services</b>			
<b>Key Strategies</b>	<b>Actions</b>	<b>Special Tasks</b>	<b>Targets</b>
<ul style="list-style-type: none"> <li>Strengthen a customer service focus across all service delivery</li> <li>Increase public engagement to improve knowledge of the parliamentary system</li> <li>Provide effective procedural, research, advisory &amp; information services</li> <li>Strengthen partnerships &amp; key relationships with external bodies &amp; stakeholders</li> </ul>	<b>1 Parliament House Tours</b> <ul style="list-style-type: none"> <li>Guided tours on Saturdays</li> <li>Guided tours on Wednesdays during Dry season</li> <li>Advertise tours</li> </ul>	<ul style="list-style-type: none"> <li>audio-amplifier for tours</li> <li>review Welcome Poster &amp; move to steps</li> <li>sign on entrance to public gallery</li> <li>review Saturday tours for 2012/13</li> </ul>	122 tours; 2300 participants
	<b>2 Schools Program</b> 2.1 Parliament House Tours	<ul style="list-style-type: none"> <li>review NTEC bus funding June 2012</li> <li>design conditions for bus funding</li> <li>liaise with NTL for library tours</li> <li>liaise with Ministers' Pas</li> <li>Bombing of Darwin &amp; Federation tours</li> </ul>	130 sessions; 3000 participants
	2.2 Role Plays	<ul style="list-style-type: none"> <li>offer role plays to schools that attend tours</li> </ul>	30 sessions; 700 participants [includes SUBH]
	2.3 Outreach (Regional and Remote)	<ul style="list-style-type: none"> <li>implement &amp; review new remote format</li> <li>Minjilang; Katherine region &amp; town; Nhulunbuy; Daly/Wadeye region</li> </ul>	20 sessions; 600 participants
	2.4 Step Up Be Heard	<ul style="list-style-type: none"> <li>2 schools (Dwn High &amp; maybe Essington)</li> </ul>	[included in role plays]
	2.5 Special Events for Schools <ul style="list-style-type: none"> <li>Commonwealth Week - March 2012</li> <li>National Youth Week - April 2012</li> <li>National Careers Development Wk - May 2012 (may conflict with Naplan)</li> <li>Law Week - May 2012</li> <li>School Digital Art Competition</li> </ul>		23 sessions; 500 participants



	2.6 Publications for schools <ul style="list-style-type: none"> <li>• Newsletters x 4</li> <li>• Education Packs for each class</li> <li>• eflyers for activities &amp; events</li> <li>• Interactive programs for website</li> </ul>	<ul style="list-style-type: none"> <li>• develop &amp; implement interactive web programs</li> </ul>	Suitable publications
	<b>3 Adult Education</b> 3.1 Democracy at Work	<ul style="list-style-type: none"> <li>• Adult Learners' Week September 2012</li> </ul>	2 sessions; 50 participants
	3.2 Know Your Parliament	<ul style="list-style-type: none"> <li>• advertise in NT News</li> <li>• send leaflets to EOs</li> <li>• incorporate into Outreach Program</li> </ul>	10 sessions; 100 participants
	3.3 Community Organisations' Tours	<ul style="list-style-type: none"> <li>• develop leaflet and distribute</li> </ul>	as required
	<b>4 Parliament Promotions</b> 4.1 Open Day August 2011 4.2 Alice Springs Parliament Awareness Program 2012 4.3 ?Open Day August 2012 (election time)	<ul style="list-style-type: none"> <li>• need to confirm if there will be an Open Day August 2012</li> </ul>	2 sessions; 1000 participants
	<b>5 Other Tours &amp; Promotions</b> 5.1 Participation in seminars & inductions for MLAs, Electorate Officers, staff 5.2 VIP & other tours 5.3 Bombing of Darwin 70th Anniversary	<ul style="list-style-type: none"> <li>• develop materials &amp; conduct events for Bombing of Darwin commemoration</li> </ul>	30 sessions; 250 participants
	<b>6 Publications &amp; education website</b>	<ul style="list-style-type: none"> <li>• review all information publications</li> <li>• develop interactive web programs</li> <li>• revise History of the Site book</li> <li>• implement touch screen kiosk</li> </ul>	Relevant & innovative information for schools & the general public

	<b>7 Artworks</b>	<ul style="list-style-type: none"> <li>• install new display in Historic Lobby</li> <li>• replace emblems mounting in mezzanine</li> <li>• implement new Artworks Policy</li> </ul>	Artworks appropriately maintained & administered
	<b>8 History Project</b>	<ul style="list-style-type: none"> <li>• digitalise photographic records &amp; develop catalogue &amp; retrieval system</li> </ul>	Preservation of historical materials
	<b>9 Co-operative working relationships</b> <ul style="list-style-type: none"> <li>• NTEC, Administrator's Office &amp; Supreme Court</li> <li>• Social Educators' Assoc of NT</li> <li>• Interstate parliamentary educators</li> </ul>	<ul style="list-style-type: none"> <li>• SEANT - attend 2 meetings &amp; advertise in SEANT newsletters</li> <li>• attend annual parliamentary educators' conference</li> </ul>	Constructive & productive working partnerships
			<b>Total 369 sessions; 8500 participants.</b>

Strategic Priority - Ensure a Sustainable Organisation			
Key Strategies	Actions	Special Tasks	Targets
<ul style="list-style-type: none"> <li>Develop a capable &amp; engaged workforce</li> <li>Explore revenue-generating opportunities</li> <li>Work towards environmental sustainability</li> <li>Enhance the governance &amp; accountability framework</li> <li>Provide a safe &amp; secure workplace</li> </ul>	1 Annual Personal Development Plans 2 Identify training needs & implement training 3 Monthly Unit meetings to review training needs 4 Attend monthly DLA Staff Forums 5 Participate in work experience opportunities	<ul style="list-style-type: none"> <li>complete PDPs for all staff</li> <li>attend training</li> <li>biennial review Community Engagement Co-ordinator position</li> <li>visit to Museum of Australian Democracy in Canberra</li> </ul>	Staff possess the appropriate skills & knowledge required for their positions
	1 Participate in Resource Management & Cost Savings activities 2 Identify opportunities for grants to support programs 3 Review monthly finance reports & ensure compliance 4 Contribute towards annual estimates & budget processes	<ul style="list-style-type: none"> <li>identify possible funding sources for programs</li> </ul>	Delivery of services within budget & with cost savings
	1 Use information management systems 2 Monitor performance through recording of statistics, evaluation of programs, & reporting		Change programs as necessary to ensure ultimate in performance
	1 Monthly Unit meetings to monitor work activities 2 Encourage participation in decision-making that affects the Unit 3 Encourage staff participation in DLA cross-unit activities 4 Participate in job sharing opportunities		Happy, contented staff who provide robust, creative & high quality services

## BUILDING MANAGEMENT – BUSINESS PLAN 2011-12

STRATEGIC PRIORITY – IMPROVE PARLIAMENTARY AND CLIENT SERVICES			
Key Strategy	Actions	Outcomes	Time Frame
Strengthen customer service focus across all service delivery areas.	Liaise with stakeholders re functions throughout the building		Ongoing
Review Community Engagement Program to increase public engagement and improve knowledge of the parliamentary system.	NA		NA
Monitor the structure and operations of the committee system	Provide necessary technical and building support for Constitutional Convention at both Convention Centre and Parliament House.		Ongoing
Strengthen partnerships and key relationships with government agencies and statutory authorities as well as other parliaments and parliamentary organisations (CPA, ANZACATT, ASPG, IPAA, APSA, etc).	Prepare for ASPG conference October 2012		Ongoing

	Finalise DCI service agreement		March 2012
	Finalisation of gardening contract 2012-2015		December 2011
	Ongoing supervision of cleaning and other building service related contracts.		Ongoing
	Tender for supply of electricity 2012-15		February 2012
Continue to implement improved building and equipment management strategies within the parliamentary precinct and in electorate offices.	Continuation of LED light replacement project		Ongoing
	Installation of new magnetic drive 6 star energy rated chiller		March 2012
	Timber restoration work in Chamber		January 2012
	Expand sound reinforcement and video conferencing, Litchfield Room		February 2012
	Landscaping improvements to entrance, Parliament House		December 2011
	Carpet replacement, Levels 3 and 4		March 2012
	Replacement of power factor correction units in main switch room (owing to fire)		December 2011
Review management and provision of IT services and instigate annual IT site visits to Electorate Offices with full written report on each office.	Media proxy server – repairs and upgrade		January 2012
	Continue with operation of control room during sittings		Ongoing

Members' satisfaction levels – conduct individual interviews and/or implement focus groups, follow up and report.	NA other than maintaining the building to an appropriate standard.		Ongoing
Prepare for separation of retiring/defeated Members and Electorate Offices. Ensure instructions and directions are up to date and relevant.	Planning in progress for August 2012 to accommodation offices and other requirements of incoming and outgoing members.		Ongoing

**STRATEGIC PRIORITY – ENSURE A SUSTAINABLE ORGANISATION**

<b>Key Strategy</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Time Frame</b>
Develop a professional and qualified workforce and provide opportunities as an employer of choice.	Staff members undergoing required training (eg Castillon auto CAD course; Joanne Cert IV Project Management)		Ongoing
Explore revenue-generating opportunities.	Additional income being generated by charging external organisations for functions at Parliament House.		Ongoing
Comply with NTG Climate Change Policy and environmental guidelines.	Regularly review our practices in line with new policies and new products on the market.		Quarterly
Comply with OH&S legislative obligations pursuant to workplace safety, PSEMA and other relevant legislation.	Actively participate in OH&S meetings. Preparing for implementation of new national legislation in January 2012.		Ongoing
Comply with records management standards. Implement a system of preserving and archiving public records in electronic format.	Maintain own unit TRIM files.		Ongoing
Improve information and knowledge management.	Assisted by training of Building Services staff. All unit staff work on parliamentary broadcast from Control Room.		Ongoing
Develop a Knowledge Management program and timetable.			Ongoing

Implement a system of regular review and reporting in respect of agency policy documents, including Speaker's Determinations, Accounting and Property Manual, procedural guides, Members and Electorate Officer information documents and Information Papers available to public.	Functions manual completed and uploaded to web site. Six-monthly review of Building Management material on Intranet and Internet (in conjunction with agency-wide review and policy implementation).		Ongoing
Produce financial outcomes within budgets.	Current budget on track for meeting target.		Ongoing
Investigate 'smarter' technology for Members – for example, cost-benefit of the provision of tablets (eg I-pads) for Committee Members to increase efficiency and reduce the amount of paper used.	Litchfield Room upgrade & development & implementation of IP based high-definition video conferencing (saving through connectivity fee reduction).		Jan-February 2012
Improve range of parliamentary material available on web site.	Part of agency-wide review of material.		Ongoing



**STRATEGIC PRIORITY – POSITION THE DEPARTMENT FOR THE FUTURE**

<b>Key Strategy</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Time Frame</b>
Support Committee operations and develop a committee management and consultative forum.	NA except for room setup and upgrade of sound and vision facilities in Litchfield Room.		Jan-February 2012
Support the NT Constitutional Convention Committee, as an advisory body to a Standing Committee, and the 2012 Constitutional Convention.	Full logistical support for Constitutional Convention.		Ongoing
Review relevant material and processes for General Election and prepare information for outgoing and incoming Members and Electorate Officers.	NA except preparation for office changes/signage following election.		Ongoing
Develop the 2011-12 Audit Committee program, including asset, fleet management and travel. Develop a reporting mechanism to Members.	NA		
Maintain Parliament House as the Northern Territory's premier public building in accordance with a dynamic Asset Management Plan.	All minor new works scheduled for 2011-12 financial year underway.		

Ensure compliance with the educational delivery requirements of the <i>Electoral Act</i> .	NA		
Ensure compliance with all other Acts/instruments administered by the agency (see Schedule 2).	Compliance with procurement guidelines in respect of tenders for electricity and gardening/landscaping. Probity Auditor to be engaged for electricity tender.		Dec 2011–Feb 2012
Implement changes arising from the organisational review to position the agency well for the future (staffing, structure, training, change management, etc) [consistent with 3(c) of generic performance criteria]. This includes succession planning for middle management and annual recreation leave planning and scheduling].	Reorganisation of Unit arising from Org Review and departure of T6	Cost savings (and \$40,000 for IT position), greater efficiencies in Unit.	By March 2012
Investigate live broadcast/webcast of Committee proceedings from Litchfield Room & remote locations.	This is underway. See above.		Jan-Feb 2012
Investigate a <i>Daily on Demand</i> service from the DLA web site.	Proxy Server can deliver this once it has been repaired. Will investigate early in 2012.		January 2012

## SECURITY SERVICES UNIT BUSINESS PLAN 2011-2012

STRATEGIC PRIORITY – IMPROVE PARLIAMENTARY AND CLIENT SERVICES			
Key Strategy	Actions	Outcomes	Time Frame
Strengthen customer service focus across all service delivery areas	Client Satisfaction - Provide input into the Department's Client Satisfaction survey. Receive and investigate feedback and complaints from clients and visitors.	Survey results are received and indicate a good level of service Complaints are few and are acted upon in a professional and timely manner	Annually. Issued annually otherwise ongoing throughout the year.
Strengthen partnerships and key relationships with government agencies and statutory authorities as well as other parliaments and parliamentary organisations	Liaise and consult with partner agencies regularly Liaise with State and Federal law enforcement, intelligence and security agencies to maintain a current threat picture and discuss appropriate security measures. Act promptly to address any adverse stakeholder issues if/when they arise.	Effective stakeholder relationships exist and are well maintained.	Ongoing.
Continue to implement improved building and equipment management strategies within the parliamentary precinct and in electorate offices.	Work with building management and the security system supplier/maintainer to ensure optimal operation of the security system.	The security system is well maintained with minimal faults or downtime.	Ongoing with quarterly review.
Maintain or improve services to Members and the public.	Provide timely response and quality advice to Members and staff on security matters. Monitor customer service standards delivered by the security contractor and report against Contract KPIs. Security staff to undertake customer service training/refresher course annually.	High standards of security services are delivered to all clients.	Quality service ongoing. Customer service monitoring and reporting monthly. Customer service training for security staff annually

STRATEGIC PRIORITY – ENSURE A SUSTAINABLE ORGANISATION			
Key Strategy	Actions	Outcomes	Time Frame
Develop a professional and qualified workforce and provide opportunities as an employer of choice.	<p>Implement the Department's Performance Management Policy within the Security Services Unit. This includes developing and implementing Personal Development Plans for all NTG staff in the Unit.</p> <p>The Director of Security to participate in agency &amp; staff management activities to share leadership skills and knowledge acquired through completion of the Public Sector Management Program. (PSMP).</p>	<p>PDPs completed and reviewed.</p> <p>Staff participation in training courses and workshops.</p> <p>Best practice leadership and management practices are considered and applied to agency projects and tasks eg strategic planning, organisational restructure, knowledge management etc.</p>	Ongoing, but reviewed at least twice a year.
Comply with OH&S obligations pursuant to PSEMA.	<p>As a member of the various OH&amp;S Committees attend meetings and complete designated tasks.</p> <p>Identify and report hazards</p> <p>Report and investigate incidents</p> <p>Conduct OHS Inspections and Reviews</p>	<p>Regular OH&amp;S meetings are attended and designated tasks are completed.</p> <p>Hazards and incidents reported and managed.</p> <p>OHS inspections &amp; reviews conducted.</p>	Ongoing.
Comply with records management standards. Implement a system of preserving and archiving public records in electronic format.	<p>Comply with records management policy (eg use of trim, classification of documents etc)</p> <p>Comply with NT Information Privacy Principals (IPPs) to protect personal information and maintain accurate records.</p>	Unit records are preserved with greater emphasis on electronic records (ie use of TRIM).	Ongoing

Maintain high staff morale and job satisfaction.	<p>Staff leave and other entitlements are effectively managed in consultation with the member (eg leave plans, work life balance etc).</p> <p>A positive organisation culture is promoted.</p> <p>Opportunities for staff input and feedback on personal and organisational matters exists and consideration is given to responses received.</p>	<p>Staff entitlements are properly managed, and organisational outcomes for management of leave and other entitlements are met.</p> <p>Organisation and Unit Morale is high, as is individual job satisfaction.</p>	Ongoing, but reviewed at least twice per year in conjunction with PDPs.
Produce financial outcomes within budgets.	<p>Prepare and monitor unit budget to ensure unit outcomes are met within budget allocation.</p> <p>Investigate cost saving opportunities.</p>	<p>Unit outcomes are met within budget allocation.</p> <p>Cost savings are identified.</p>	<p>Budget completed July 2011.</p> <p>Monthly monitoring of expenditure (budget tracking)</p>
Provide a safe and secure workplace.	<p>Implement protective security measures at Parliament House so as to maintain a safe and secure workplace.</p> <p>Prepare Emergency Management Plans, provide training to key staff and test procedures regularly.</p> <p>Cyclone planning, preparation and response.</p> <p>Coordinate the Planning, Preparation and Operation of the Executive Government Emergency Coordination Facility (EGECF).</p> <p>Monitor and advise on Electorate Office Security</p> <p>Conduct Protective Security Reviews of all Electorate Offices.</p>	<p>Parliament House security procedures are implemented, monitored and reviewed.</p> <p>Emergency Procedures are issued, warden training is conducted and evacuation drills are conducted successfully.</p> <p>Cyclone procedures are issued and building occupants familiar with their contents.</p> <p>Facility is prepared and procedures are in place.</p> <p>Security threats and incidents are reported.</p> <p>Security measures &amp; training are implemented where necessary.</p> <p>Electorate Offices are visited and security reviewed.</p>	<p>Emergency procedures issued and training delivered annually.</p> <p>Facilities prepared for cyclone season by End of October.</p> <p>Security threats &amp; incidents reported and counter measures implemented on occurrence.</p> <p>Security training delivered as required.</p> <p>Electorate Office Security Review delivered IAW schedule.</p>

**STRATEGIC PRIORITY – POSITION THE DEPARTMENT FOR THE FUTURE**

<b>Key Strategy</b>	<b>Actions</b>	<b>Outcomes</b>	<b>Time Frame</b>
Maintain Parliament House as the Northern Territory's premier public building in accordance with a dynamic Asset Management Plan.	<p>Work with the Director Building Management to ensure security and emergency system assets are included in the Asset Management Plan and assist with fault reporting.</p> <p>Consult with the Director Building Management on security and emergency equipment acquisition, maintenance and disposal.</p> <p>Security staff conduct daily building checks and report faults or defects (eg lights out, door handles broken, etc).</p>	<p>Security and emergency systems meet Parliament House operational requirements and operate with minimal faults/defects.</p> <p>Defects are detected and reported in a timely manner.</p>	<p>Input is provided to annual R&amp;M and MNW programs.</p> <p>Monitoring and reporting ongoing.</p>
Ensure compliance with all other Acts/instruments administered by the agency [ <i>Legislative Assembly (Powers and Privileges) Act and the Legislative Assembly (Security) Act</i> ]	<p>Security staff have knowledge of, and correctly apply their powers under the Legislative Assembly – Powers and Privileges and Security Acts.</p> <p>Training and testing is conducted for security staff on their powers under the relevant legislation.</p> <p>Incident reports are prepared where powers under the legislation are used.</p>	100% compliance with legislative requirements.	On induction for new staff, and at least annually for existing staff.
Continue the organisational review to position the agency well for the future (staffing, structure, training, change management, etc) This includes succession planning for middle management and annual recreation leave planning and scheduling.	<p>The Security Services Unit provides input to the Organisational Review and implements recommendations as directed.</p> <p>Recreation leave planning/scheduling for Unit staff is conducted.</p>	<p>Organisational review recommendations are implemented</p> <p>Leave is effectively managed to ensure entitlements are utilised and the Unit continues to operate without disruption.</p>	<p>Organisational review recommendations implemented IAW directed timeframes.</p> <p>Initial leave planning in January, schedule revised in June.</p>

## **APPENDIX B – PROFESSIONAL EXCELLENCE GUIDELINES**

### **Department of the Legislative Assembly Professional Excellence Guidelines**

#### **BACKGROUND**

At the Department of the Legislative Assembly (DLA) Staff Forum held on 22 March 2012 the Clerk and Chief Executive of the Legislative Assembly advised DLA staff that the Deputy Clerk would undertake a project to address concerns disclosed in the results of the 2011 NTPS Staff Survey,

The project has thus far involved:

- A brief to the Clerk outlining conduct of proposed Consultative Forums and the development of Professional Excellence Guidelines
- Consultative Forums
- A Report to the Clerk containing nine recommendations
- The acceptance of the recommendations
- Advice to a Staff Forum held on 18 May 2012 on the implementation of the recommendations
- Agenda Item 'Change' discussed in detail at that Staff Forum
- Scheduling of a team building event with opening of suggestion box for further ideas for 7 June 2012.
- Draft of these Professional Excellence Guidelines – to be distributed to the June Staff Forum for discussion

The next steps involve:

- Consultation with staff at the June Staff Forum
- Final Professional Excellence Guidelines published by the end of September 2012
- A review of the Professional Excellence Guidelines scheduled for July 2013.

#### **APPROACH**

The May Staff Forum considered 'Change' as a result of a significant number of staff expressing concern the DLA does not handle change very well.

The Professional Excellence Guidelines are designed to recognise the everyday nature, the achievements and challenges of our workplace, including change, and to influence outcomes as we approach each working day with the tools provided.

Recognising that we are all individuals, yet we operate in a team environment, and taking into consideration that we are here to provide excellent parliamentary service, it is recommended the following five guideline headings be adopted and adhered to:

1. Professional Knowledge
2. Professional Improvement
3. Professional Practice
4. Professional Commitment
5. Professional Respect

## PROFESSIONAL KNOWLEDGE

During the DLA Consultative Forums a number of staff revealed they had not completed a Personal Development Plan (PDP) during the past 12 months.

PDPs and professional excellence are intrinsically linked.

The May Staff Forum was briefed on a proposed redesign of the format and the content of the form by focusing on its dual purpose of assisting staff development and meeting management goals.

During the discussion, some staff indicated a dislike of the process and advised it sometimes felt like an imposition for those who may not seek promotion.

It is important to remember however that PDPs are not just about career advancement per se. While these matters may be discussed, the focus is on assisting the staff member and the DLA obtain the best results within the existing position and its requirements.

During the consultative forums merit selection was also discussed.

A comment was made that there is a need to ensure that process is followed in the first place and that the selection panel is credible and not biased. When asked whether there should be a requirement for an external panellist on each selection panel, this was well received.

The Report to the Clerk contained Recommendation 3: *Each selection panel for a permanent ongoing position within the DLA is comprised of at least three panel members with one person being external to the agency.*

And Recommendation 4: *A regular HR Bulletin is generated by the HR Manager informing DLA staff of vacancies, JES activity, composition of selection panels and imminent appointments where a panel has recommended an appointment and it has been approved by the Clerk.*

These recommendations have been adopted as DLA policy and put into practice.

The Consultative Forums recognised merit includes consideration of the potential for future development as well as equity and diversity principles being applied.

### Guideline 1: Professional Knowledge

*The DLA and staff members will work to share knowledge and promote the development of knowledge and examine opportunities, where they exist, to expand on knowledge as required.*

*Merit selection principles will be applied to engage the best person for the position and to continue to develop staff to assist them perform their role.*

## PROFESSIONAL IMPROVEMENT

The DLA is committed to giving all employees access to training opportunities, fair working conditions and opportunities for promotion and, consistent with NTG policy, everyone has an equal opportunity to make the most of their talents and abilities in the workplace

Merit, equity and fairness are vital to a healthy workplace. Closely linked to Professional Knowledge, Professional Improvement encompasses a range of activities which might include things like:

- On the job training
- A formal training course
- Tertiary studies
- Approved study leave
- Attendance at a seminar
- Discussion at a Staff Forum



- Consultation with colleagues
- Staff rotation possibilities

The DLA Training and Development Framework outlines a range of training sessions available and advises which of these are compulsory.

It is the mutual responsibility of the DLA and staff to ensure that staff undertakes required training. Staff who have not undertaken the required training sessions in the past few years should advise the HR Manager.

To assist in identifying training courses which will enhance productivity, capability and career development all employees should discuss these opportunities in the context of completing their PDP and seek feedback from the supervisor about identifying relevant skill development courses which may be of benefit to the employee and to the DLA.

The following sessions as outlined in the Training and Development Framework are compulsory:

- Code of Conduct/Ethics
- Cross Cultural Awareness
- Work Health and Safety
- Bullying/Harassment prevention
- Client Services Workshop
- Effective Supervision Skills (for supervisors)
- Developing Leadership Skills (for supervisors)
- Staff Selection Panel Training (for panel members)

The Deputy Clerk and HR Manager will undertake a Familiarisation Session for DLA staff on the 2012 Training and Development Framework during July 2012. This Session will coincide with the July or August Staff Forum.

At the Familiarisation Session, staff will be reminded about the requirements for their training to be up to date and asked to comment on the content of the Framework papers.

Electorate Officers and Members are not considered to be staff for the purpose of the Framework; however there are modules for EO induction and further training to increase skills and reference to Member professional development under the Remuneration Tribunal Determination (RTD). The Framework papers will be configured into three sections to better define the content for the target audiences.

The July Familiarisation Session will also canvass further ideas on in-house development opportunities.

Module No 9 of the Framework states the DLA supports in-house development opportunities for all employees including:

- Mentoring
- Rotations
- Shadowing
- Project opportunities
- Higher Duties
- Lunch Time Sessions
- LA Networkers Group

At this stage this list appears to be a list of objectives rather than being realised in practice.

The July Familiarisation Session will canvass staff further on the practicalities of these arrangements within the DLA, whether they should be added to or reduced and how to implement them in practice with a timeframe for doing so if agreed.

The DLA will also revise and publicise performance management systems including pay progression (where applicable), best practice procedure for managing underperformance of managers and employees as well as recognition of superior performance.

## **Guideline 2: Professional Improvement**

*The DLA and employees will provide opportunities for improvement and seek opportunities for improvement for the individual and in the operation of the agency as a whole.*

*The DLA will, where possible, provide workplace improvements as available to assist the development potential of individual employees and to facilitate best practice service delivery in the parliamentary environment.*

## **PROFESSIONAL PRACTICE**

The DLA is committed to a consultative and open workplace valuing the contribution of every staff member. Adherence to taking direction and competence in giving direction are also key requirements.

Managing people was a key area where the DLA scored poorly in the NTPS staff survey. However, responses received during the Consultative Forum quick surveys resulted in the vast majority of staff indicating they know what they are doing and they work to a plan.

The Consultative Forums concluded that the following factors will generally contribute to individual performance outcomes:

- Flexible Workplace
- Rewarding Workplace
- Clear Leadership
- Employee Input
- Safe Workplace

Job satisfaction is often very personal. Apart from the obvious aspect of being paid to do work, employees may obtain satisfaction when they receive positive feedback, know they have solved a difficult problem or have overcome an obstacle and reached a goal.

Working in the DLA is hopefully rewarding and satisfying for all staff no matter what their role. Each position exists because of an identified need and each occupant of that position has satisfied criteria to do the job. However, tasks often change and demands can vary over time and people's ability can vary as well.

## **Guideline 3: Professional Practice**

*Clear direction from management is to be given so that required tasks are completed.*

*For simple tasks an oral direction may suffice.*

*For longer term and or more complex tasks the direction might be best given in writing. It is the responsibility of the manager to outline the task and give clear direction. It is the responsibility of the employee assigned a task to follow direction, and carry out the assigned task.*

*It is always available to the assignee to question the direction by seeking clarity, more information or to better understand the context or the rationale behind the direction.*

*While flexibility is often available, failure to complete an assigned task within a reasonable timeframe is not acceptable.*

*What is considered a reasonable timeframe should form part of the direction of the person in authority and the accepted understanding of the assignee.*

## PROFESSIONAL COMMITMENT

Some days we feel better and more motivated than others, some days the equipment we use appears to be better and more motivated to assist us than on other days, and some days our colleagues, clients and contacts are more motivated and helpful than on others.

Notwithstanding these factors, the overall goal every day is to deliver excellent service to the Speaker, the Members and the public.

Professional Commitment means employees undertake to adhere to DLA policies and procedures and agree to participate in an honest and accountable manner

Professional commitment allows suggestions for change through appropriate channels and recognises and values the contributions of individuals to the team.

Professional commitment encompasses adherence to the Code of Conduct, values confidentiality where required, understand prioritisation and timeliness and adheres to excellence in both personal and submitted presentations as well as interacting with Members, electorate officers and colleagues.

The DLA recognises the circumstances of employees such as having parental responsibilities, being a carer or having similar responsibilities and changes in family circumstances may impact upon the work day from time to time.

The DLA encourages the support of colleagues in times of difficulty and provides professional assistance where required. Details are available through the DLA intranet.

We are guided by the values as outlined in the DLA Code of Conduct Our values are:

- Respect
- Professionalism
- Impartiality
- Innovation
- Cooperation

### Guideline 4: Professional Commitment

*The DLA and employees adhere to a high standard of ethical excellence in the delivery of parliamentary service by maintaining accountability and diligence and by daily adhering to the core values expressed in the Code of Conduct.*

## PROFESSIONAL RESPECT

Less than half of the DLA's NTPS Survey respondents thought that if they lodge a grievance they would not suffer any negative consequences.

Participants at each of the Consultative Forums were asked what the DLA Grievance Process is and the awareness of an existing policy was low over all. The content of the existing policy document is being reconsidered in light of those discussions.

In the NTPS workplace bullying is defined as the less-favourable treatment of an employee by one or more employees, which harms, intimidates, threatens, victimises, undermines, offends, degrades, ridicules, insults or humiliates an employee or employees, whether in front of co-workers, clients, visitors, customers or alone.

*Bullying behaviour may include, but is not limited to:*

- *intimidation;*
- *isolating a person from others;*
- *withholding information that someone needs to perform effectively;*
- *shouting/ teasing/ sarcasm;*
- *spreading malicious gossip;*
- *sabotaging someone's work;*
- *taking credit for someone's work;*
- *threats of violence or physical abuse;*
- *assigning meaningless tasks unrelated to the job;*
- *inappropriate comments about personal appearance;*
- *unrealistic, embarrassing or degrading work demands;*
- *constant criticisms;*
- *sending abusive / rude electronic messages (e.g. sms text messages, e-mail);and*
- *racist, sexist, religious or impairment denigration Initiation practices.*

*Bullying does **not** include:*

- *occasional differences of opinion and non-aggressive conflicts and problems in working relations; and*
- *workplace counselling, managing poor performance and other actions in accordance with the Public Sector Employment and Management Act.*

#### **Guideline 5: Professional Respect**

*All employees are entitled to be treated with dignity and respect by their colleagues, their managers, Members and clients.*

*The DLA does not accept workplace bullying and will not tolerate such behaviour under any circumstance. Managers and supervisors have a responsibility to ensure employees are not bullied.*

*Employees who have been subject to harassment/ bullying or staff who think they have witnessed harassment bullying should report it to the HR Manager or to the Deputy Clerk.*

**IMPLEMENTED (OR IN PROCESS OF IMPLEMENTATION) FOR NOTING BY SPEAKER**

**Clerk of Committees**

1. The title of 'Clerk of Committees' is discontinued and the Clerk Assistant – Committees is given the discrete role of overseeing and implementing a uniform approach to all Assembly Committee business (including the CTC in consultation with the Secretary to the CTC), ensuring consistency in approach and format for meetings, recordings and minutes. The Clerk Assistant – Committee should also prepare a Committees and Chairs Manual for publication by 1 July 2011.

**Implementation Outcomes**

Clerk Assistant role confirmed and publication completed.

**Associate to the Clerk**

2. The position of Associate to the Office of the Clerk is trialled for a period of 12 months with the first Associate commencing in early 2011. An interim assessment should be made by the Clerk and Deputy Clerk by 30 July 2011 to determine whether to proceed to recruit a 2012 Associate or return to the previous approach.

**Implementation Outcomes**

Implemented.

**Hansard Staffing**

3. The Clerk Assistant – Chamber Services, in conjunction with the Clerk's Executive Officer, the Human Resources Manager and the Editor of Debates prepare a brief report to the Clerk on the staffing requirements of the Hansard area taking into account there must be either a saving of overall costs or no net increase in costs and the report is to be delivered to the Clerk by no later than 30 April 2011.

**Implementation Outcomes**

Recruitment action completed.

**Office of Statehood**

4. With the conclusion of the existence of the Statehood Steering Committee and the creation of the NTCCC, the Office of Statehood should become a discrete project office under the day to day management of the Committees Unit and the Clerk Assistant - Committees. The Deputy Clerk will continue a specialist role as Secretary to the NTCCC but all support for and management of NTCCC business should be undertaken by the Office of Statehood within the Committees Unit.

### Implementation Outcomes

Implemented.

#### **Committees Unit Structure & Staffing**

5. The Clerk Assistant - Committees will provide a brief report to the Clerk on the staffing and budgetary requirements of the Committees Unit taking into account the existing staffing structure and budget allocation, the future of any unfilled and unfunded positions, the options for re-engagement of staff on long leave if the staff member returns and any options for the position if the staff member does not return.

### Implementation Outcomes

Recruitment action completed.

#### **Director of Security**

7. The position of Director of Security remains a specialist security position requiring a broad understanding of the priorities of the Assembly and the unique nature of the parliamentary precinct and other aspects of parliamentary service but not extending to undertaking the role of Serjeant at Arms.

### Implementation Outcomes

Implemented.

#### **Seeking External Advice (Solicitor-General, Department of Justice, Office of the Commissioner for Public Employment)**

13. As a matter of policy, all agency matters which require a decision, direction or policy advice from the OCPE should be briefed up to the Clerk and the Speaker in the first instance. The brief will contain a recommendation to the Clerk and the Speaker as to whether the author of the brief (usually the HR Manager and/or Director of Parliamentary Services) feels that discrete advice should be sought from the OCPE to assist the Speaker making a decision in a matter. The same policy applies to seeking legal advice. The DLA will seek Solicitor General or any other legal advice including from the Department of Justice only after approval by the Clerk.

In both instances preliminary discussions and information gathering is not precluded, however neither the OCPE nor the DoJ or the SG should not be approached ahead of the Speaker for definitive advice. The OCPE should be approached at all times on the basis that information is sought to assist the Commissioner responsible for the DLA – the Speaker of the Assembly. This policy approach should commence immediately.

### Implementation Outcomes

Implemented.

## **Consultation with MLAs**

14. A copy of this Review document is circulated to all Members of the Legislative Assembly seeking feedback and comment by 30 April 2011.

### **Implementation Outcomes**

Implemented.

## **Facilities & Functions Manual**

15. An updated Facilities & Functions Manual is forwarded to the Speaker for approval and dissemination to all building users as the binding policy document for the use of Parliament House facilities.

### **Implementation Outcomes**

Completed.

## **TRIM File Inactivity Audit & File Management Process**

21. The Audit Committee tasks the Office Services Manager to provide the Committee with a complete list of all existing DLA files (not including staff personnel files) which have not had any activity recorded on them since September 2010, and the Committee provides a report to the Clerk on any concerns or matters arising from this exercise by 30 June 2011.

22. The Clerk Assistant – Committees, Secretary to the CTC and a nominee of the Director of Parliamentary Services should convene to resolve concerns raised by Unit Heads about the overall storage, management and naming of departmental files and report to the Clerk with a proposed resolution by 30 April 2011 for implementation by 30 June 2010.

### **Implementation Outcomes**

Recruitment for temporary officer to be considered to clear backlog and re focus the filing system and the Clerk to be advised.

## **MATTERS FOR FUTURE CONSIDERATION AND ENDORSEMENT BY SPEAKER**

### **Council of Territory Co-operation**

6. The Council of Territory Cooperation continues for the time being as an ad-hoc sessional committee with stand alone management though to the Clerk and Deputy Clerk. A re-assessment of this approach should be made if the CTC continues its existence into the 2011-12 financial year.

### **Implementation Outcomes**

For consideration in the context of the outcome of the 2012 Territory election.

### **Media Monitoring**

12. Officers representing the DBE, DCM and DLA convene by the end of February 2011 to determine the future of the proposed media monitoring program for the Assembly and brief the Clerk accordingly.

### **Implementation Outcomes**

Awaiting advice from Government Agencies.

## **MATTERS FOR IMMEDIATE CONSIDERATION/ENDORSEMENT BY SPEAKER**

### **Serjeant at Arms**

8. The Executive Officer to the Clerk, in consultation with the Clerk Assistant – Chamber Support examines the existing arrangements where the Editor of Debates has the title Serjeant at Arms, gives consideration to the practical nature of this arrangement and whether the role should remain as is or be allocated to the Table Office Manager or elsewhere. A report of this review is to be provided to the Clerk by 30 April 2011.

### **Implementation Outcomes**

Clerk to offer options to the Speaker for consideration.

### **Security Unit Future Structure and Accountability**

9 The Director of Security and the Director of Building and Property Management convene with the Director of Parliamentary Services to prepare and provide a briefing paper to the Clerk on the scope for flexibility in the delivery of security, safety and emergency management related services and opportunities for closer integration with Parliamentary Services and Building & Property Management by 30 April 2011.

### **Implementation Outcomes**

Security remains under the overall direction of the Deputy Clerk in version two of the organisational chart with a view to moving to come under the direction of an Executive Director of Corporate Services if version three is realised.

### **Vehicles Officer**

10. The position of Travel Officer re-incorporates the role of liaising with NT Fleet for the ordering of and disposing of vehicles. Members and DLA staff with vehicles allocated to them under their RTD entitlements or salary packages are responsible for the use of the vehicle while in their possession including ensuring it is serviced and maintained according to the manual. It is also recommended that this policy approach is communicated to the Members.

### **Implementation Outcomes**

Speaker to consider a change to model of service delivery for members.

### **Information Technology**

11. The Department develops a detailed submission to Government seeking funds to upgrade all electorate offices to the Wide Area Network and the recruitment and retention of a specialist Information Technology officer with hands-on capability to assist Members as required. The Director of Parliamentary Services should undertake this with the assistance of DBE IT Manager.



### **Implementation Outcomes**

A brief to the Government is to be undertaken in the context of an assessment of House Committee IT trial which is now underway.

#### **Catering**

16. The DCM and the DLA agree to a tender process to engage a single caterer for Parliament House for a period of three years.

### **Implementation Outcomes**

Sole caterer appointed.

#### **PREU Tasks**

17. The Director of the PREU, the Executive Officer to the Clerk and the Clerk Assistant – Committees form a working group and undertake an analysis of the existing staffing arrangements and functions of the PREU and develop a strategy on parliamentary relations, education and external relations for submission to the Clerk by 30 April 2011.

### **Implementation Outcomes**

PREU to become Parliamentary Education Service and fall within the Office of the Clerk. Implemented.

#### **Media Relationships**

18. The Working Group referred to in recommendation 17 examines the DLA's existing media policy and provides recommendations to the Clerk concerning the ability of individual Agency Units to engage in media relationships and a proper approval process to undertake that liaison if such liaison is recommended. The Working Group is to report to the Clerk on this matter by 30 April 2011.

### **Implementation Outcomes**

Media policy implemented.

#### **Proposed Model**

19. An amended version of the draft Option 3 is adopted as per the proposed organisational chart (see figure 2) which broadly provides for a more distinct Assembly Services and Corporate Services approach and, subject to the review at recommendation 9, for the time being retains the Security Unit reporting through the Deputy Clerk.

### **Implementation Outcomes**

Of the organisational charts included in this document, it is suggested version 2 be implemented now and version 3 be the long term goal for implementation based on capacity to fund the model. For consideration by the Clerk in consultation with the Speaker.

## **Parliamentary Services Staffing**

20. The Director of Parliamentary Services in conjunction with the Executive Officer to the Clerk undertakes a review of the requirements of the Unit and advises the Clerk whether the existing staffing arrangements are suitable and, if not, provides advice on cost neutral options for re-structuring the Unit. Advice is to be provided by 30 April 2011.

### **Implementation Outcomes**

For consideration by the Clerk in the context of an agreed Organisational Structure.

## **Interagency Agreements**

23. The Deputy Clerk, Director of Parliamentary Services and the Director of Building and Property Management are to identify all aspects of inter-agency dependency, review existing formal agreements, and develop appropriate model MOU's and SLA's as required and give consideration to vacating the field where possible and report to the Clerk on proposals for consideration and implementation by 30 April 2011.

### **Implementation Outcomes**

Ongoing.

## **Broadcast of Question Time**

24. The arrangement with Territory FM is reviewed and advice provided to the Speaker and the House Committee on the reach of the broadcast, Internet streaming and cost benefit before any decision is taken to enter into a contract with Territory FM.

### **Implementation Outcomes**

For consideration by the Speaker and the House Committee if required.

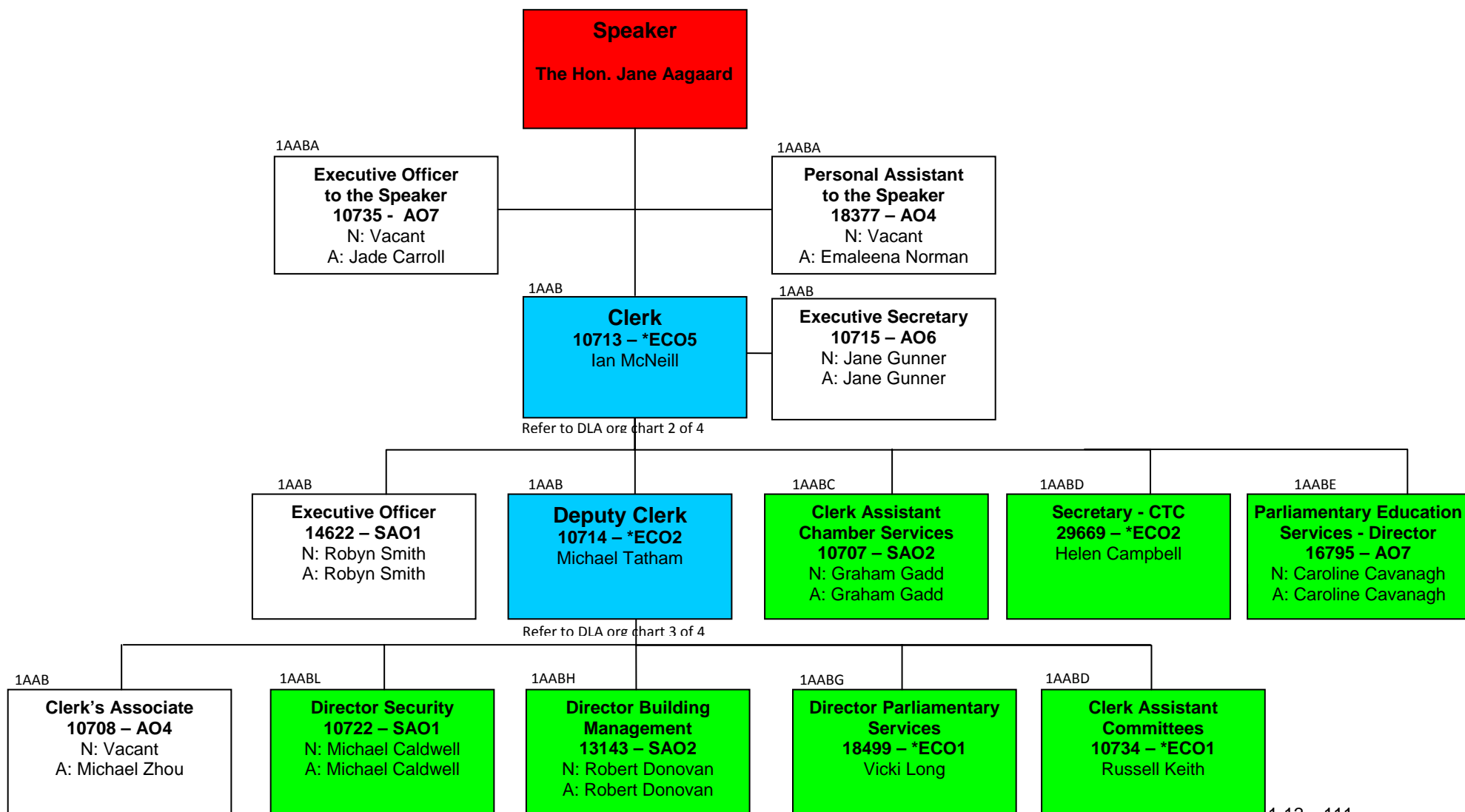
## **Implementation of new Org Chart by 1 July**

25. Further to Recommendation 19, The Clerk considers all of the individual Unit reports recommended by this Review and, subject to the recommendations contained therein, promulgates a new organisational chart under the same broad Structure of 'Assembly and Security Services' and 'Corporate and Building Services' reflecting any personnel changes for implementation by 1 July 2011.

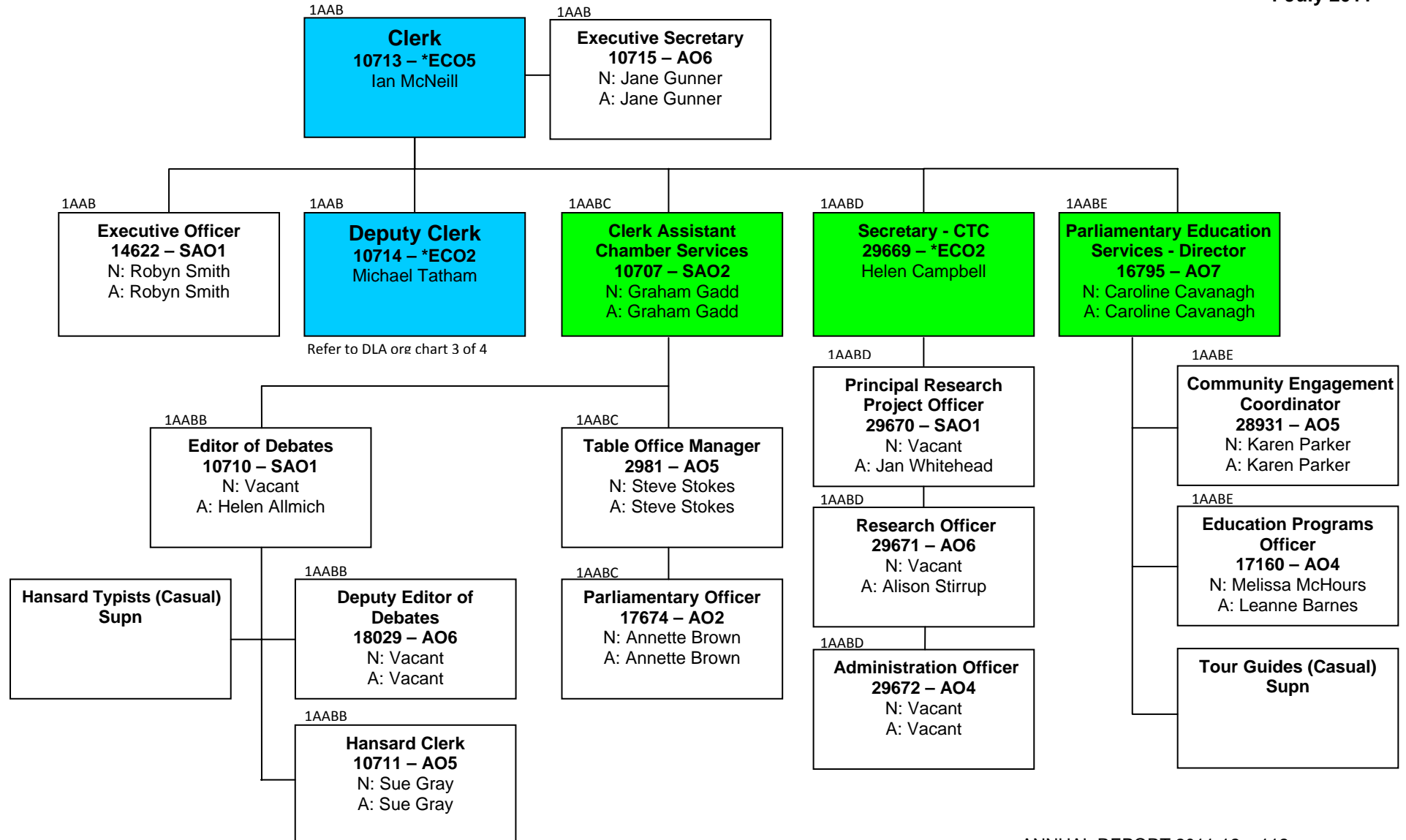
### **Implementation Outcomes**

For consideration by the Clerk in consultation with the Speaker.

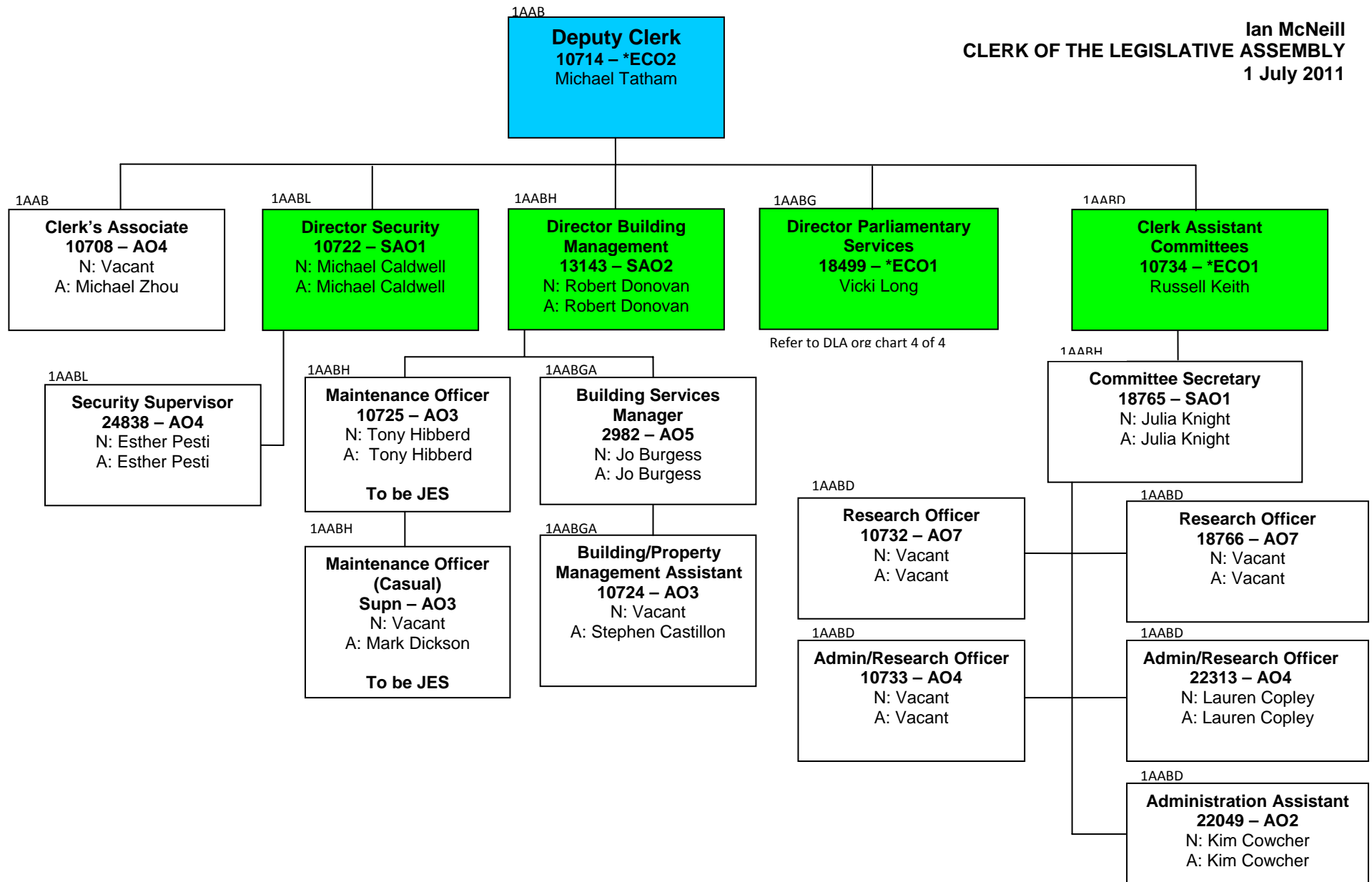
Ian McNeill  
 CLERK OF THE LEGISLATIVE ASSEMBLY  
 1 July 2011



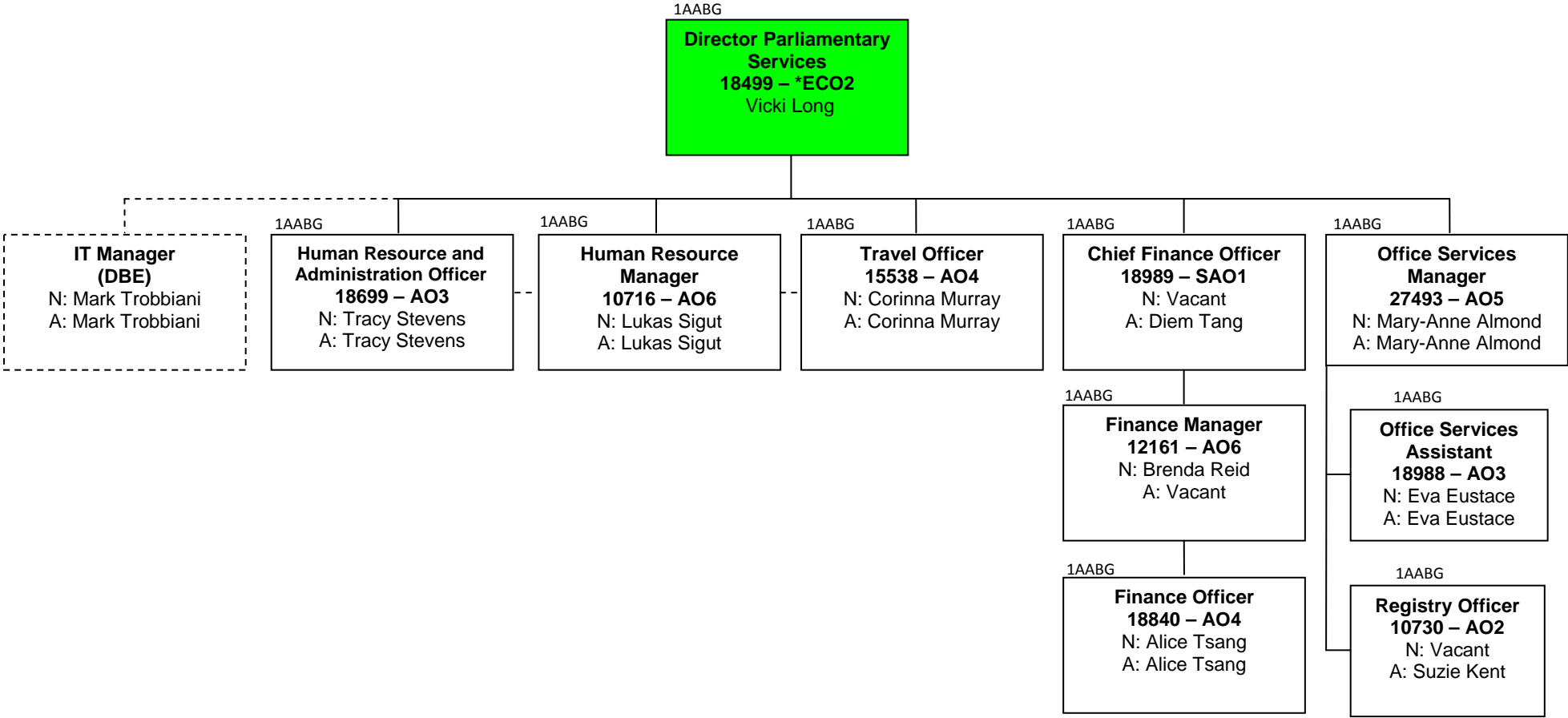
Ian McNeill  
CLERK OF THE LEGISLATIVE ASSEMBLY  
1 July 2011



Ian McNeill  
CLERK OF THE LEGISLATIVE ASSEMBLY  
1 July 2011



Ian McNeill  
CLERK OF THE LEGISLATIVE ASSEMBLY  
1 July 2011



## APPENDIX C – AGENCY REALIGNMENT AND PROPOSED ORGANISATION CHARTS

2012-13



### LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

Office of the Clerk - Acting Clerk

#### MEMORANDUM

**TO:** Speaker  
**FROM:** Acting Clerk  
**RE:** Realignment of Unit Responsibilities

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#### Matter for Consideration

As discussed at a meeting with you on Tuesday 17 July I submit for your consideration and approval a draft Memorandum to all DLA staff reflecting proposed changes to responsibilities and reporting structure within your Department.

#### Background

During the past six months, as the Department has undertaken a range of procurement functions and examined our records management functions it has become clear the Department requires a greater emphasis on process compliance and outcomes.

In order to achieve this it is proposed the Office of the Clerk, and particularly the Deputy Clerk, take a more direct role with Finance and Member relations matters.

This will free up a proposed role of Director Strategic and Business Support Services to focus on procurement and records as well as Office Services, IT and HR.

Recent Staff Forums have focused on HR management with further engagement of DLA staff in workshops and seminars on workplace behaviours, change management and professional excellence. The proposed arrangements will also enhance this approach.

As indicated, the main changes are a re-alignment of some aspects of corporate services from the former Parliamentary Services unit into the Office of the Clerk reporting to the Deputy Clerk.

As discussed, it is my view these proposed arrangements will better focus the Department's delivery of services to the Speaker and the Members as we head into a new Assembly after the General election in August.

Should you wish to discuss any of the content of the attached memorandum I am available to do so at your convenience.

#### Recommendation

Speaker approves the content of the attached Memorandum to all DLA Staff.

**Michael Tatham**

Acting Clerk



## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

Office of the Clerk - Acting Clerk

### MEMORANDUM

**TO:** All DLA Staff  
**THROUGH:** Speaker  
**FROM:** Acting Clerk  
**RE:** Realignment of Unit Responsibilities

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#### Background

As part of the ongoing assessment of the Department's service delivery to the Speaker, Assembly Members and our responsibilities to comply with the requirements of Government and the Speaker, all staff are advised of the following realignment of reporting and duties.

#### Strategic & Business Support Services – HR, IT, Procurement, Records, Office Services

Responsibilities under the former position of Director Parliamentary Services will change to reflect a renewed emphasis upon strategic delivery of records management and assume a new role of co-ordinating a centralised procurement process and IT and ICT support services. This position will be retitled as Director Strategic and Business Support Services.

This position will have overarching responsibility for Information Technology, Human Resources, Records Management, Office Services and Procurement as well as a range of other matters. The role ensures the Department complies to a high standard with all requirements concerning records and procurement processes and undertakes all procurement in a timely manner and according to the procurement guidelines.

The Unit will publish an updated Training and Development Framework for promulgation to staff by September this year with a focus on skills and training to ensure best practice and enhanced service delivery to Members. The Unit will continue to liaise with other agencies around HR, IT and ICT service delivery.

#### Office of the Clerk - Leadership, Strategic Plan, Finance, Member Liaison, Education, Security

The office of the Clerk will continue to be the focus of overall Departmental leadership and oversee the delivery of the Strategic Plan with excellent service to the Speaker and Members.

The previous Parliamentary Services Unit functions relating to Finance, Member Travel and Member Vehicles will transfer to the responsibility of the Deputy Clerk within the Office of the Clerk.

Within this structure, the Chief Finance Officer will report to the Deputy Clerk, the Travel and Vehicle Officer will report to the CFO, the former position of Finance Manager will become Member and Finance Liaison Officer and will report 50% to the Executive Officer to the Clerk and 50% to the CFO.

This improved alignment will give the Clerk as CEO of the Department greater visibility on everyday Member and finance related matters and allow for Departmental refocusing on Strategic and key business support services.

The Director of Security, with integrated responsibility for Workplace Health and Safety, will continue to report to the Deputy Clerk.



The Director of Parliamentary Education Services will report to the Clerk and through the Deputy Clerk as directed from time to time.

The Executive Officer to the Clerk will focus on managing and directing Member's everyday inquiries, and will manage Remuneration Tribunal associated matters including the publication, retention and dissemination of all updated Speaker's Determinations and management, in association with the Table Office Manager, of Member related content on the Department's Intranet site.

### **Building and Property Management Services – Parliament House, Electorate Offices, Functions, Broadcasting**

During the month of July, Building and Property Management Services will be absorbing the administration of all Minor New Works and Leasing to better align its functions with existing responsibilities in Repairs and Maintenance and other building matters.

The Unit structure is now being finalised with Building Services JAQs ready for submission to a JES process and the new structure to be put in place during August.

### **Other Units**

Consideration of the functions carried out in other units continues to be subject to scrutiny and discussion. The requirements of the 12<sup>th</sup> Assembly will determine a number of matters in the Committees Secretariat for example. Opportunities to re-align duties and reporting to ensure better outcomes will continue to be examined as and when they arise.

### **Managing Change**

As discussed at the recent Staff Forums, managing change is as important as the outcome of the proposed change. During the move toward these new arrangements we aim to minimise disruption and deliver better outcomes.

On an everyday basis the Members and their staff will still direct their questions and matters for solution to many of the same officers with a different reporting line being the only discernable change. They will talk to Office Services within the newly named Strategic and Business Support Services Unit about stationery and requisites such as mobile phones and payment of bills. The Travel Officer will be their contact point for travel and vehicles,

Building and Property Management Services will be the area to talk to about electorate office leases and office fit outs. However they will soon be speaking with the Executive Officer to the Clerk and the new position of Member Liaison to ensure overall coordination matters relating to Members and these officers will be the identified first point of contact where a Member or their staff is in doubt.

Whereas these matters often went to the Director of Parliamentary Services the new approach will free up the Director of Strategic and Business Support Services to concentrate our efforts in areas where in the past we have not always achieved all our goals.

To ensure all staff, the Members and the Speaker are part of this process of change with no disruption to them during the lead up to the General Election on 25 August a series of discussions will take place as we implement arrangements..

As a result of this re-alignment initiative some office accommodation will also be changing.

A meeting will take place shortly with all affected staff to discuss the plans.

All minor relocations will take place during early August.

Relocation will reflect the re-alignment to group those staff working together in proximity to each other in the best way possible with the office accommodation we already have available to us. No structural changes will be made to existing office space walls and doors.

### **Timeframes**

- Friday 20 July – Short Unit Meetings with Acting Clerk to discuss the above
- Monday 6 August commencement of relocations
- Monday 13 August commencement of all new reporting responsibilities
- Monday 20 August relocations complete and 'go live' for all changes.

**Concluding Remarks**

I hope you will join with me in using this opportunity to refocus our efforts to provide the best service possible to Assembly Members in the 12<sup>th</sup> Assembly and continue to maintain our already high standards.

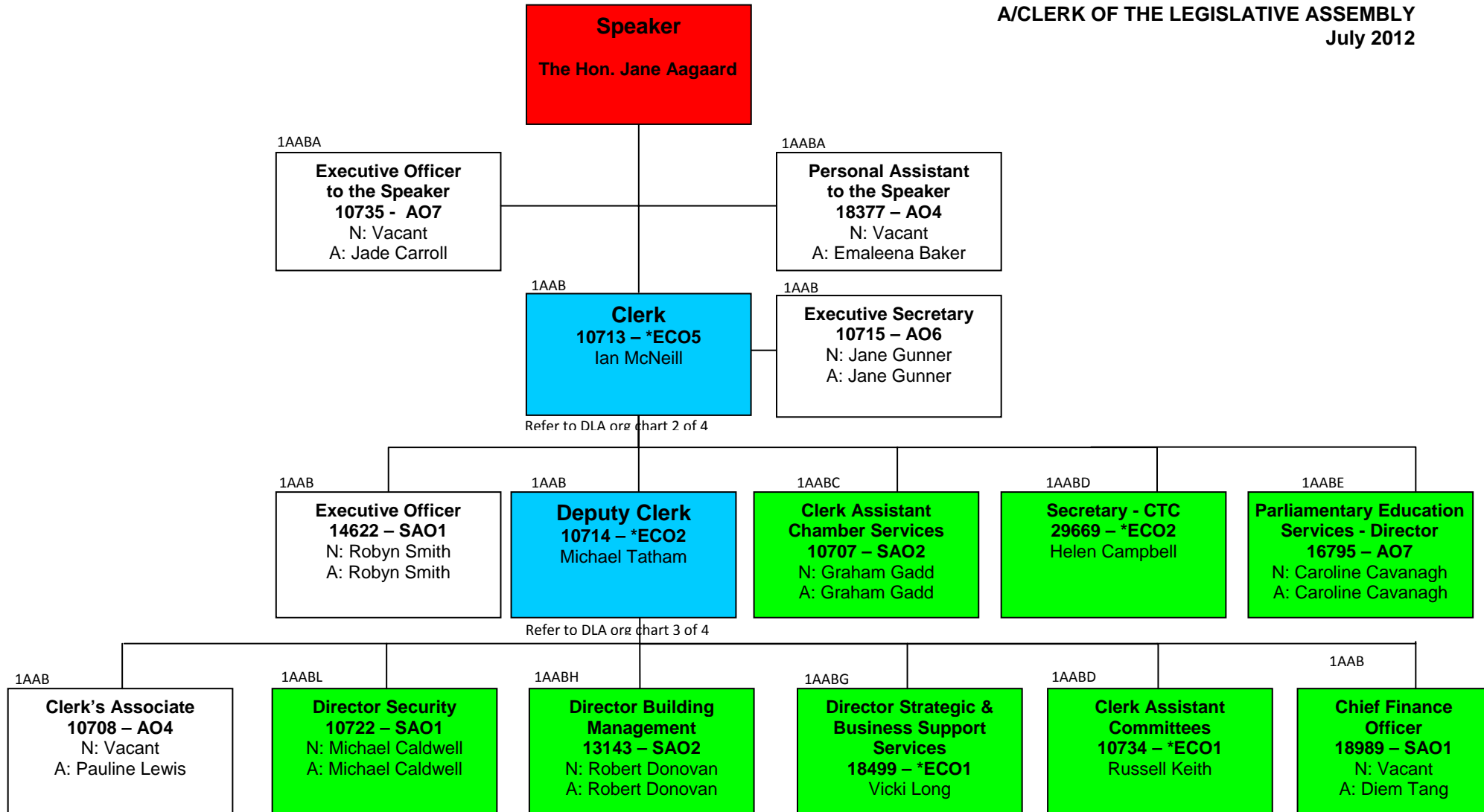
These changes are being phased in from now but are not taking place today. Finishing up of tasks and orderly hand-over where required will be required where that is to be done. The aim is to settle the new reporting lines and office accommodation into place by Monday 20 August ready for the new Assembly shortly thereafter.

I will provide copies of a revised organisational chart at the Friday meetings.

**Michael Tatham**

Acting Clerk

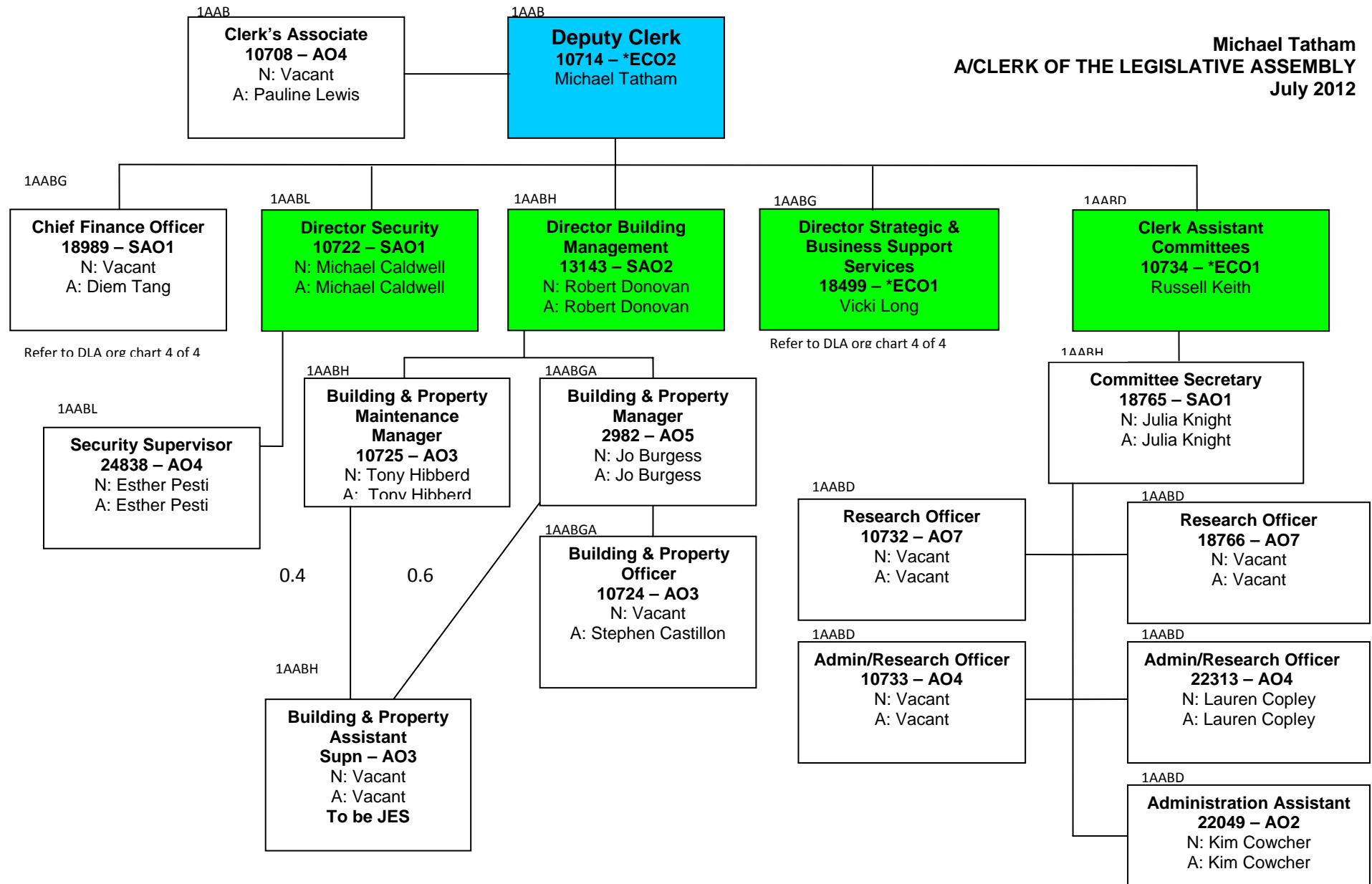
**Michael Tatham**  
**A/CLERK OF THE LEGISLATIVE ASSEMBLY**  
**July 2012**

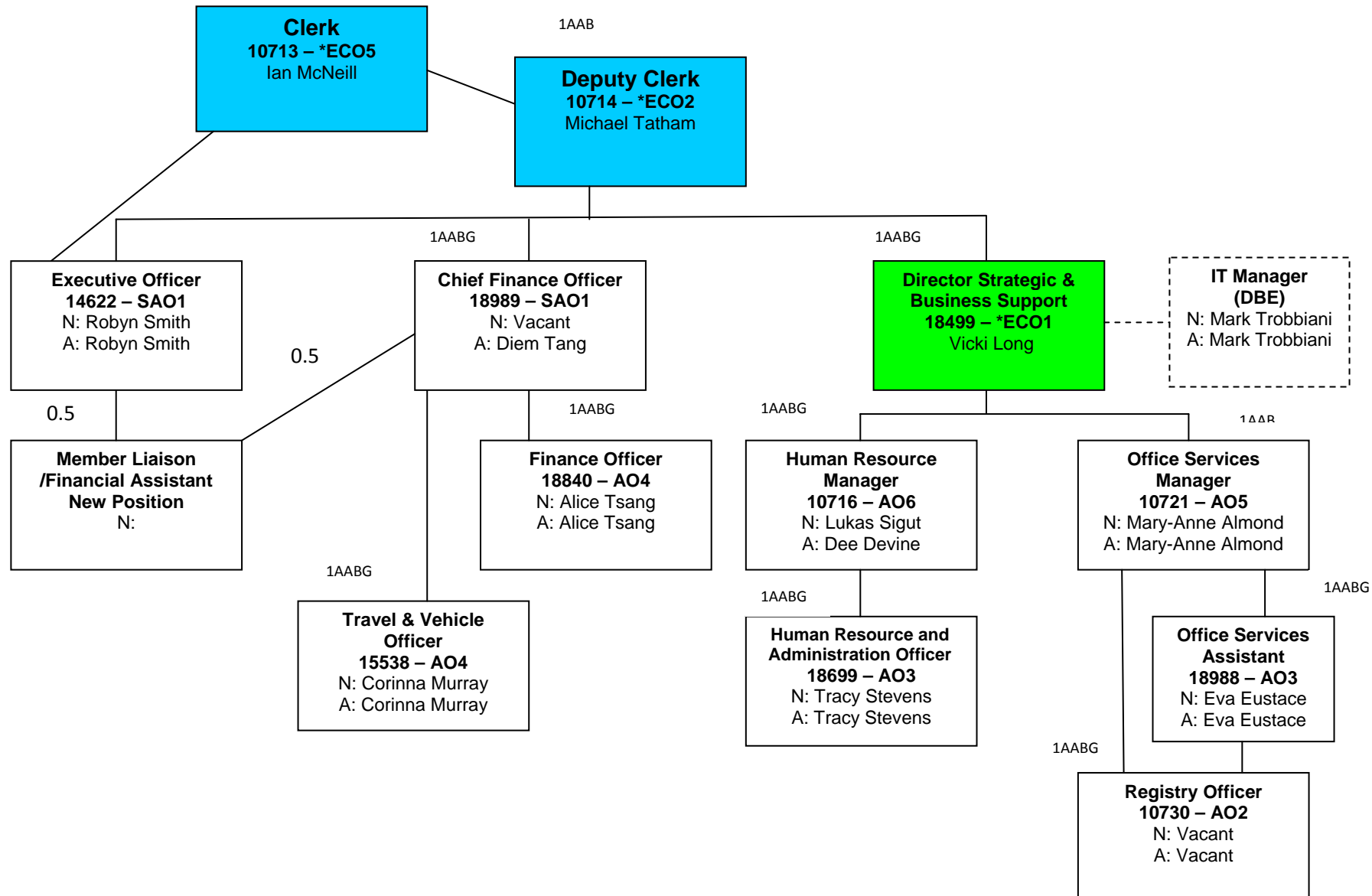


Refer to DLA org chart 4 of 4

Refer to DLA org chart 4 of 4

**Michael Tatham**  
**A/CLERK OF THE LEGISLATIVE ASSEMBLY**  
**July 2012**





## APPENDIX D – FOREGONE INCOME

### Library – Level 2

Library Area	794M <sup>2</sup> @ \$475.00/m <sup>2</sup>	\$377,150.
Mezzanine Area	150M <sup>2</sup> @ \$400.00/m <sup>2</sup>	\$ 60,000.
Office and Amenities	1878M <sup>2</sup> @ \$450.00/m <sup>2</sup>	\$845,167
SUB TOTAL	\$1,283,317 pa	<b>\$1,283,317</b>

### Craft Shop Outlet – Level 2

Retail Area	45m <sup>2</sup> @ \$575.00/m <sup>2</sup>	\$ 25,875
SUB TOTAL	\$ 25,875 pa	<b>\$ 25,875</b>

### Parliamentary Counsel - Level 3

Office Area	840M <sup>2</sup> @ \$550.00/m <sup>2</sup>	\$462,000
SUB TOTAL	\$462,000 pa	<b>\$462,000</b>

### Leader of Opposition - Level 4

Office Area	350m <sup>2</sup> @ \$550.00/m <sup>2</sup>	\$192,500
SUB TOTAL	\$192,000 pa	<b>\$192,000</b>

### Central Equipment Room - Level 4 (Fujitsu – external contractor)

70 m <sup>2</sup> @ \$575.00/m <sup>2</sup>	\$ 40,250
\$ 40,250 pa	<b>\$ 40,250</b>

### Government Offices - Level 5

4,102m <sup>2</sup> @ \$575.00/m <sup>2</sup>	\$2,358,650
SUB TOTAL	\$2,358,650 pa

**TOTAL \$4,362,092**

Total letable area within Parliament House 8,229m<sup>2</sup>

These figures are based on a valuation given by AVO to DLA March 2011

**PRESCRIBED FORMAT OF AGENCY FINANCIAL STATEMENTS**

Consistent with the requirements of Treasurer's Directions Section R2.1 this Appendix provides agencies with the prescribed format for agency financial statements for 2011-12 and future financial years (unless amended).

Although the prescribed format has been developed to cover a wide range of agency circumstances and situations, in some situations agencies may need to include additional financial information and/or disclosures. Treasurer's Directions Section R2.1 and this Appendix provide this flexibility in certain circumstances. In this regard, agencies should refer to italicised comments within the prescribed format.

## FINANCIAL STATEMENT OVERVIEW

For the Year Ended 30 June 2012

### OVERVIEW

The 2011-12 financial statements and notes for the Department of the Legislative Assembly have been prepared on an accrual basis in accordance with the Territory Financial Framework and the Australian Accounting Standards. The Department's financial performance in 2011-12 and comparatives for 2010-11 are reported in four financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

### Comprehensive Operating Statement

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

	2010–11	2011–12
	(\$'000)	(\$'000)
Income	25 190	24 919
Expenses	29 482	29 191
Other comprehensive income	-	-
Surplus/(Deficit)	(4 292)	(4 272)

For the year ended 30 June 2012, the Department recorded an operating net deficit of \$4.27 million primarily relating to a number of non-cash expenditure items that were unfunded by the annual output appropriation. These included \$4.06 million in depreciation and \$0.36 million in Minor New Works projects being expensed in line with the accounting treatment.

The Department's total income in 2011-12 was \$24.92 million, of which \$22.76 million was funded by the Northern Territory Parliamentary appropriation. The Department also recognises notional revenue of \$2.12 million for goods and services received free of charge, such as Information Technology, Procurement and Payroll. This income is offset by notional expenditure to the same value.

Expenditure of \$29.19 in 2011-12 remained consistent with the 2010-11 expenditure of \$29.48 million.



## Balance Sheet

The Balance Sheet provides a summary of the department's financial position on assets and liabilities and equity as at 30 June 2012.

	2010-11	2011-12
	(\$'000)	(\$'000)
Assets	289 381	286 423
Liabilities	1 933	1 978
Equity	287 448	284 445

The Department's net assets at the end of the year were \$284.45 million compared to \$287.45 million in 2010-11. The decrease of 3.01 million is primarily due to \$4.06 million in depreciation offset by \$0.88 million in the capitalisation of Minor New Works.

## Cash Flow Statement

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

	2010-11	2011-12
	(\$'000)	(\$'000)
Cash at start of year	777	676
Net movement	(101)	230
Cash at end of year	676	906

As at 30 June 2012, the Department's cash held of \$0.9 million was \$0.23 million more than at the end of 2010-11.

## CERTIFICATION OF THE FINANCIAL STATEMENTS

We certify that the attached financial statements for the *Department of the Legislative Assembly* have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act 2009* 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 2012 and the financial position on that date.

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



Ian McNeill  
Clerk of the Legislative Assembly  
31 August 2012



Diem Tang  
A/Chief Financial Officer  
31 August 2012

# COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2012

	Note	2012	2011
		\$000	\$000
<b>INCOME</b>			
Grants and subsidies revenue			
Current		3	0
Appropriation			
Output		22,765	23,072
Sales of goods and services <sup>(b)</sup>		22	23
Goods and services received free of charge	4	2,119	2,082
Gain on disposal of assets <sup>(a)</sup>	5	1	9
Other income <sup>(b)</sup>		9	4
<b>TOTAL INCOME</b>	3	<b>24,919</b>	<b>25,190</b>
<b>EXPENSES</b>			
Employee expenses		14,101	13,861
Administrative expenses			
Purchases of goods and services	6	4,186	4,593
Repairs and maintenance		2,482	2,528
Property Management		2,237	2,364
Depreciation and amortisation	10,11	4,066	3,984
Other administrative expenses <sup>1</sup>		2,119	2,152
<b>TOTAL EXPENSES</b>	3	<b>29,191</b>	<b>29,482</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(4,272)</b>	<b>(4,292)</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>			
<b>COMPREHENSIVE RESULT</b>		<b>(4,272)</b>	<b>(4,292)</b>

<sup>1</sup> Includes DBE service charges.

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

**BALANCE SHEET**  
**As at 30 June 2012**

	Note	2012	2011
		\$000	\$000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and deposits	7	906	676
Receivables	8	96	109
Inventories	9	20	22
Prepayments		18	5
<b>Total Current Assets</b>		<b>1,040</b>	<b>812</b>
<b>Non-Current Assets</b>			
Property, plant and equipment	10	285,274	288,458
Heritage and cultural assets	11	109	111
<b>Total Non-Current Assets</b>		<b>285,383</b>	<b>288,569</b>
<b>TOTAL ASSETS</b>		<b>286,423</b>	<b>289,381</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	12	(781)	(794)
Provisions	13	(942)	(848)
<b>Total Current Liabilities</b>		<b>(1,723)</b>	<b>(1,642)</b>
<b>Non-Current Liabilities</b>			
Provisions	13	(255)	(291)
<b>Total Non-Current Liabilities</b>		<b>(255)</b>	<b>(291)</b>
<b>TOTAL LIABILITIES</b>		<b>(1,978)</b>	<b>(1,933)</b>
<b>NET ASSETS</b>		<b>284,445</b>	<b>287,448</b>
<b>EQUITY</b>			
Capital		(156,728)	(155,460)
Asset Revaluation Reserve	14	(150,742)	(150,741)
Accumulated funds		23,025	18,753
<b>TOTAL EQUITY</b>		<b>(284,445)</b>	<b>(287,448)</b>

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

# STATEMENT OF CHANGES IN EQUITY

For the year ended 30 June 2012

	Note	Equity at 1 July	Comprehensive result	Transactions with owners in their capacity as owners	Equity at 30 June
		\$000	\$000	\$000	\$000
<b>2011-12</b>					
<b>Accumulated Funds</b>		(18,753)	(4,273)	-	(23,026)
		<u>(18,753)</u>	<u>(4,273)</u>	<u>-</u>	<u>(23,026)</u>
<b>Asset Revaluation Reserve</b>	14	150,741	-	-	150,741
<b>Capital – Transactions with Owners</b>		155,460	-	-	155,460
Equity injections					
Capital appropriation		-	-	41	41
Equity transfers in		-	-	1,227	1,227
		<u>155,460</u>	<u>-</u>	<u>1,268</u>	<u>156,728</u>
<b>Total Equity at End of Financial Year</b>		<u><b>287,448</b></u>	<u><b>(4,273)</b></u>	<u><b>1,268</b></u>	<u><b>284,443</b></u>
<b>2010-11</b>					
<b>Accumulated Funds</b>		(14,461)	(4,292)	-	(18,753)
		<u>(14,461)</u>	<u>(4,292)</u>	<u>-</u>	<u>(18,753)</u>
<b>Asset Revaluation Reserve</b>	14	150,741	-	-	150,741
<b>Capital – Transactions with Owners</b>		154,147	-	-	154,147
Equity injections					
Capital appropriation		-	-	41	41
Equity transfers in		-	-	1,272	1,272
		<u>154,147</u>	<u>-</u>	<u>1,313</u>	<u>155,460</u>
<b>Total Equity at End of Financial Year</b>		<u><b>290,427</b></u>	<u><b>(4,292)</b></u>	<u><b>1,313</b></u>	<u><b>287,448</b></u>

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

## CASH FLOW STATEMENT

For the year ended 30 June 2012

	Note	2012	2011
		\$000	\$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Operating Receipts</b>			
Grants and subsidies received			
Current		3	
Appropriation			
Output		22,765	23,072
Commonwealth		779	897
<b>Total Operating Receipts</b>		<b>23,547</b>	<b>23,969</b>
<b>Operating Payments</b>			
Payments to employees		(14,002)	(13,942)
Payments for goods and services		(9,356)	(10,128)
<b>Total Operating Payments</b>		<b>(23,358)</b>	<b>(24,070)</b>
<b>Net Cash From/(Used in) Operating Activities</b>	15	<b>189</b>	<b>(101)</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Investing Payments</b>			
Purchases of assets		-	(41)
<b>Total Investing Payments</b>		<b>-</b>	<b>(41)</b>
<b>Net Cash From/(Used in) Investing Activities</b>		<b>-</b>	<b>(41)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Financing Receipts</b>			
Equity injections			
Capital appropriation		41	41
<b>Total Financing Receipts</b>		<b>41</b>	<b>41</b>
<b>Net Cash From/(Used in) Financing Activities</b>		<b>41</b>	<b>41</b>
Net increase/(decrease) in cash held		230	(101)
Cash at beginning of financial year		676	777
<b>CASH AT END OF FINANCIAL YEAR</b>	7	<b>906</b>	<b>676</b>

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

**NOTES TO THE FINANCIAL STATEMENTS**  
**For the year ended 30 June 2012**

**INDEX OF NOTES TO THE FINANCIAL STATEMENTS**

Note

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2. Statement of Significant Accounting Policies
3. Comprehensive Operating Statement by Output Group
- INCOME**
4. Goods and Services Received Free of Charge
5. Gain on Disposal of Assets
- EXPENSES**
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14. Reserves
- OTHER DISCLOSURES**
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16. Financial Instruments
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18. Contingent Liabilities and Contingent Assets
19. Events Subsequent to Balance Date
20. Accountable Officer's Trust Account
21. Write-offs, Postponements, Waivers, Gifts and Ex Gratia Payments

## 1. OBJECTIVES AND FUNDING

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

The key functional responsibilities of the agency are:

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

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

## 2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

### a) Basis of Accounting

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

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

The financial statements have been prepared using the accrual basis of accounting, which recognises the effect of financial transactions and events when they occur, rather than when



cash is paid out or received. As part of the preparation of the financial statements, all intra-agency transactions and balances have been eliminated.

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

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

**AASB 2010-4 Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 1, 7, 101 & 134 and Interpretation 13]**

The Standard amends a number of pronouncements as a result of the IASB's 2008-2010 cycle of annual improvements. Key amendments include clarification of content of statement of changes in equity (AASB 101) and financial instrument disclosures (AASB 7). The Standard does not impact the financial statements.

**AASB 2010-5 Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 & 1038 and Interpretations 112, 115, 127, 132 & 1042]**

The Standard makes numerous editorial amendments to a range of Australian Accounting Standards and Interpretations, including amendments to reflect changes made to the text of IFRSs by the IASB. The Standard does not impact the financial statements.

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

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

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
AASB 9 <i>Financial Instruments</i> (Dec 2010), AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (Dec 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]	AASB 9 incorporates revised requirements for the classification and measurement of financial instruments resulting from the IASB's project to replace IAS 39 <i>Financial Instruments: Recognition and Measurement</i> (AASB 139 <i>Financial Instruments: Recognition and Measurement</i> ).	1 Jan 2013	Impact is dependent on nature of the financial instruments used by the department for the 2012-13 financial year.
AASB 13 <i>Fair Value Measurement</i> , AASB 2011-8 <i>Amendments to Australian Accounting Standards arising from AASB 13</i> [AASB 1, 2, 3, 4, 5, 7, 9, 2009-11, 2010-7, 101, 102, 108, 110, 116, 117, 118, 119, 120, 121, 128, 131, 132, 133, 134, 136, 138, 139, 140, 141, 1004, 1023 & 1038 and Interpretations 2, 4, 12, 13, 14, 17, 19, 131 & 132]	Replaces the guidance on fair value measurement in existing AASB accounting literature with a single standard. The Standard defines fair value, provides guidance on how to determine fair value and requires disclosures about fair value measurements.	1 Jan 2013	Various disclosure adjustments could occur to make the notes to the financial statement more user friendly. No financial impact is expected.

## c) Agency and Territory Items

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

### Central Holding Authority

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

The Central Holding Authority also records all Territory items, such as income, expenses, assets and liabilities controlled by the Government and managed by agencies on behalf of the Government. The main Territory item is Territory income, which includes taxation and

royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges.

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

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

#### **d) Comparatives**

Where necessary, comparative information for the 2010-11 financial year has been reclassified to provide consistency with current year disclosures.

#### **e) Presentation and Rounding of Amounts**

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

#### **f) Changes in Accounting Policies**

There have been no changes to accounting policies adopted in 2011-12 as a result of management decisions.

#### **g) Accounting Judgments and Estimates**

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

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

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

- Employee Benefits – Note 2(v) and Note 13: Non-current liabilities in respect of employee benefits are measured as the present value of estimated future cash outflows based on the appropriate Government bond rate, estimates of future salary and wage levels and employee periods of service.
- Contingent Liabilities – Note 18 The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year Government bond rate.
- Allowance for Impairment Losses – Note 2(o), 8: Receivables and 16: Financial Instruments.

- Depreciation and Amortisation – Note 2(k), Note 10: Property, Plant and Equipment, and Note 11.

## **h) Goods and Services Tax**

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

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

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

## **i) Income Recognition**

Income encompasses both revenue and gains.

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

### **Grants and Other Contributions**

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

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

### **Appropriation**

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

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

Revenue in respect of appropriations is recognised in the period in which the agency gains control of the funds.

### **Sale of Goods**

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

- the significant risks and rewards of ownership of the goods have transferred to the buyer;

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

### **Rendering of Services**

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

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

### **Interest Revenue**

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

### **Goods and Services Received Free of Charge**

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

### **Disposal of Assets**

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

### **Contributions of Assets**

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

## **j) Repairs and Maintenance Expense**

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

## **k) Depreciation and Amortisation Expense**

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

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

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

	2012	2011
Buildings	100 years	100 years
Infrastructure Assets	82 years	82 years
Plant and Equipment	10 years	10 years
Leased Plant and Equipment	3 years	3 years
Heritage and Cultural Assets	100 years	100 years

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

#### **l) Interest Expense**

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

#### **m) Cash and Deposits**

For the purposes of the Balance Sheet and the Cash Flow Statement, cash includes cash on hand, cash at bank and cash equivalents. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Cash at bank includes monies held in the Accountable Officer's Trust Account (AOTA) that are ultimately payable to the beneficial owner – refer also to Note 20.

#### **n) Inventories**

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

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

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

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

#### **o) Receivables**

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

The allowance for impairment losses represents the amount of receivables the agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 16 Financial Instruments. Reconciliation of changes in the allowance accounts is also presented.

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

#### **p) Property, Plant and Equipment**

##### **Acquisitions**

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$10 000 are recognised in the year of acquisition and depreciated as outlined below. Items of

property, plant and equipment below the \$10 000 threshold are expensed in the year of acquisition.

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

### **Complex Assets**

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

### **Subsequent Additional Costs**

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

### **Construction (Work in Progress)**

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

## **q) Revaluations and Impairment**

### **Revaluation of Assets**

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

- land;
- buildings;
- infrastructure assets;
- heritage and cultural assets;

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

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

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

### **Impairment of Assets**

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

Non-current physical and intangible agency assets are assessed for indicators of impairment on an annual basis. If an indicator of impairment exists, the agency determines the asset's recoverable amount. The asset's recoverable amount is determined as the higher of the

asset's depreciated replacement cost and fair value less costs to sell. Any amount by which the asset's carrying amount exceeds the recoverable amount is recorded as an impairment loss.

Impairment losses are recognised in the Comprehensive Operating Statement. They are disclosed as an expense unless the asset is carried at a revalued amount. Where the asset is measured at a revalued amount, the impairment loss is offset against the asset revaluation surplus for that class of asset to the extent that an available balance exists in the asset revaluation surplus.

In certain situations, an impairment loss may subsequently be reversed. Where an impairment loss is subsequently reversed, the carrying amount of the asset is increased to the revised estimate of its recoverable amount. A reversal of an impairment loss is recognised in the Comprehensive Operating Statement as income, unless the asset is carried at a revalued amount, in which case the impairment reversal results in an increase in the asset revaluation surplus. Note 14 provides additional information in relation to the asset revaluation surplus.

#### **r) Assets Held for Sale**

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

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

#### **s) Leased Assets**

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

##### **Finance Leases**

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

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

##### **Operating Leases**

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

#### **t) Payables**

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



#### **u) Employee Benefits**

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and recreation leave. Liabilities arising in respect of wages and salaries, recreation leave and other employee benefit liabilities that fall due within twelve months of reporting date are classified as current liabilities and are measured at amounts expected to be paid. Non-current employee benefit liabilities that fall due after twelve months of the reporting date are measured at present value, calculated using the Government long-term bond rate.

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

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

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

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

#### **v) Superannuation**

Employees' superannuation entitlements are provided through the:

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

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

#### **w) Contributions by and Distributions to Government**

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

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

**x) Commitments**

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 17.

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

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### 3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

		Assembly Services		Members and Client Services		Building Management Services		Total	
	Note	2012	2011	2012	2011	2012	2011	2012	2011
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>INCOME</b>									
Grants and subsidies revenue									
Current		3	-	-	-	-	-	3	-
Appropriation									
Output		4,781	4,552	10,244	10,933	7,740	7,587	22,765	23,072
Sales of goods and services <sup>(b)</sup>		22	18	-	-	-	5	22	23
Goods and services received free of charge	4	235	492	1,649	1,248	235	342	2,119	2,082
Gain on disposal of assets <sup>(a)</sup>	5	1	9	-	-	-	-	1	9
Other income <sup>(b)</sup>		9	-	-	1	-	3	9	4
<b>TOTAL INCOME</b>		<b>5,051</b>	<b>5,071</b>	<b>11,893</b>	<b>12,182</b>	<b>7,975</b>	<b>7,937</b>	<b>24,919</b>	<b>25,190</b>
<b>EXPENSES</b>									
Employee expenses		3,619	3,366	9,464	9,787	1,008	708	14,091	13,861
Administrative expenses									
Purchases of goods and services	6	1,547	1,875	2,610	2,843	2,277	2,241	6,434	6,959
Repairs and maintenance		-	-	390	123	2,092	2,404	2,482	2,527
Depreciation and amortisation	10, 11	14	14	285	279	3,765	3,691	4,064	3,984
Other administrative expenses <sup>1,2</sup>		235	500	1,649	1,301	235	350	2,119	2,151
<b>TOTAL EXPENSES</b>		<b>5,415</b>	<b>5,755</b>	<b>14,398</b>	<b>14,333</b>	<b>9,377</b>	<b>9,394</b>	<b>29,190</b>	<b>29,482</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(364)</b>	<b>(684)</b>	<b>(2,505)</b>	<b>(2,151)</b>	<b>(1,402)</b>	<b>(1,457)</b>	<b>(4,271)</b>	<b>(4,292)</b>
<b>OTHER COMPREHENSIVE INCOME</b>									
Changes in accounting policies <sup>(d)</sup>		-	-	-	-	-	-	-	-
Correction of prior period errors <sup>(d)</sup>		-	-	-	-	-	-	-	-
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>COMPREHENSIVE RESULT</b>		<b>(364)</b>	<b>(684)</b>	<b>(2,505)</b>	<b>(2,151)</b>	<b>(1,402)</b>	<b>(1,457)</b>	<b>(4,271)</b>	<b>(4,292)</b>

<sup>1</sup> Includes DBE service charges.

<sup>2</sup> 2012 'Other administrative expenses' distribution percentage across the outputs retrospectively applied to 2011 figures to allow comparability.

The 2012 method aligns the DBE service charges income with the corresponding expenditure for the output groups.

Since the income and expense for this activity offset at an agency level, it should also offset at the output group level.

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

	2012 \$000	2011 \$000
<b>4. GOODS AND SERVICES RECEIVED FREE OF CHARGE</b>		
Corporate and information services	2,119	2,082
Internal audits and reviews	-	-
	<u>2,119</u>	<u>2,082</u>
<b>5. GAIN ON DISPOSAL OF ASSETS</b>		
Assets acquired for nil consideration	1	9
Gain on the disposal of non-current assets	<u>1</u>	<u>9</u>
<b>6. PURCHASES OF GOODS AND SERVICES</b>		
The net surplus/(deficit) has been arrived at after charging the following expenses:		
<b>Goods and services expenses:</b>		
Consultants <sup>(1)</sup>	359	123
Advertising <sup>(2)</sup>	6	1
Marketing and promotion <sup>(3)</sup>	220	407
Document production	209	229
Legal expenses <sup>(4)</sup>	32	9
Recruitment <sup>(5)</sup>	19	28
Training and study	25	69
Official duty fares	297	361
Travelling allowance	231	267
	<u>1,398</u>	<u>1,494</u>
<sup>(1)</sup> Includes marketing, promotion and IT consultants.		
<sup>(2)</sup> Does not include recruitment, advertising or marketing and promotion advertising.		
<sup>(3)</sup> Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.		
<sup>(4)</sup> Includes legal fees, claim and settlement costs.		
<sup>(5)</sup> Includes recruitment-related advertising costs.		
<b>7. CASH AND DEPOSITS</b>		
Cash on hand	5	5
Cash at bank	901	671
	<u>906</u>	<u>676</u>

## NOTES TO THE FINANCIAL STATEMENTS

**For the year ended 30 June 2012**

	2,012 \$000	2,011 \$000
<b>8. RECEIVABLES</b>		
<b>Current</b>		
Accounts receivable	30	29
Less: Allowance for impairment losses	2	-
	<u>32</u>	<u>29</u>
Interest receivables		
GST receivables	64	80
Other receivables	-	-
	<u>64</u>	<u>80</u>
<b>Total Receivables</b>	<u><b>96</b></u>	<u><b>109</b></u>
 <b>9. INVENTORIES</b>		
<b>General Inventories</b>		
At cost	3	4
At net realisable value	-	-
	<u>3</u>	<u>4</u>
<b>Inventories Held for Distribution</b>		
At cost	17	18
At current replacement cost	-	-
	<u>17</u>	<u>18</u>
<b>Total Inventories</b>	<u><b>20</b></u>	<u><b>22</b></u>

*During the year the Department of the Legislative Assembly had no inventory written off.*

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

	2,012 \$000	2,011 \$000
<b>10. PROPERTY, PLANT AND EQUIPMENT</b>		
<b>Land</b>		
At fair value	56,000	56,000
<b>Buildings</b>		
At fair value	294,747	293,867
Less: Accumulated depreciation	(66,033)	(62,283)
	228,714	231,584
<b>Infrastructure</b>		
At fair value	125	125
Less: Accumulated depreciation	(14)	(12)
	111	113
<b>Construction (Work in Progress)</b>		
At capitalised cost	-	-
<b>Plant and Equipment</b>		
At fair value	2,019	2,019
Less: Accumulated depreciation	(1,580)	(1,271)
	439	748
<b>Computer Hardware</b>		
At Capitalised Cost	37	37
Less: Accumulated depreciation	(27)	(24)
	10	13
<b>Total Property, Plant and Equipment</b>	<b>285,274</b>	<b>288,458</b>

### Property, Plant and Equipment Valuations

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

### Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2012. No impairment adjustments were required as a result of this review.

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

**10. PROPERTY, PLANT AND EQUIPMENT (continued)**  
**2012 Property, Plant and Equipment Reconciliations**

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2011-12 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2011	56,000	231,584	113	748	13	288,458
Depreciation	-	(3,750)	(2)	(309)	(3)	(4,064)
Additions/(Disposals) from asset transfers	-	880	-	-	-	880
<b>Carrying Amount as at 30 June 2012</b>	<b>56,000</b>	<b>228,714</b>	<b>111</b>	<b>439</b>	<b>10</b>	<b>285,274</b>

**2011 Property, Plant and Equipment Reconciliations**

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2010-11 is set out below:

	Land \$000	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2010	56,000	234,434	116	723	-	291,273
Additions	-	-	-	28	13	41
Depreciation	-	(3,672)	(3)	(308)	-	(3,983)
Additions/(Disposals) from asset transfers	-	822	-	305	-	1,127
<b>Carrying Amount as at 30 June 2011</b>	<b>56,000</b>	<b>231,584</b>	<b>113</b>	<b>748</b>	<b>13</b>	<b>288,458</b>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

	2012	2011
	\$000	\$000
<b>11. HERITAGE AND CULTURAL ASSETS</b>		
<b>Carrying amount</b>		
At valuation	127	127
Less: Accumulated depreciation	(18)	(16)
Written down value – 30 June	<u>109</u>	<u>111</u>
<b>Reconciliation of movements</b>		
Carrying amount at 1 July	111	112
Depreciation	(1)	(1)
<b>Carrying amount as at 30 June</b>	<u>110</u>	<u>111</u>

### Heritage and Cultural Assets Valuation

The Department of the Legislative Assembly does not own any heritage related assets. An independent revaluation of Cultural Assets has not been conducted as at 30 June 2012. A revaluation of these assets will be conducted under the NT Treasury proposed whole of Government three year asset revaluation plan with the Australian Valuation Office once the program is initiated.

### Impairment of Heritage and Cultural Assets

Agency heritage and cultural assets were assessed for impairment as at 30 June 2012. No impairment adjustments were required as a result of this review.



## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

	2012	2011
	\$000	\$000
<b>12. PAYABLES</b>		
Accounts payable	167	341
Accrued expenses	614	453
Other payables	-	-
<b>Total Payables</b>	<b>781</b>	<b>794</b>
<b>13. PROVISIONS</b>		
<b>Current</b>		
Employee benefits		
Recreation leave	524	552
Leave loading	82	80
Other employee benefits	10	17
Other current provisions		
Other Provisions	326	199
	942	848
<b>Non-Current</b>		
Employee benefits		
Recreation leave	255	291
Other non-current provisions	-	-
	255	291
<b>Total Provisions</b>	<b>1,197</b>	<b>1,139</b>

The Agency employed 90.1 full time equivalent employees as at 30 June 2012 (99.7 employees as at 30 June 2011).

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

	2012	2011
	\$000	\$000
<b>14. RESERVES</b>		
<b>Asset Revaluation Surplus</b>		
(i) Nature and purpose of the asset revaluation surplus		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.		
(ii) Movements in the asset revaluation surplus		
Balance as at 1 July	150,741	150,741
<b>Balance as at 30 June</b>	<b>150,741</b>	<b>150,741</b>
	2012	2011
	\$000	\$000

## 15. NOTES TO THE CASH FLOW STATEMENT

### Reconciliation of Cash

The total of agency 'Cash and deposits' of \$905,681 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

<b>Net Surplus/(Deficit)</b>	<b>(4,273)</b>	<b>(4,292)</b>
<i>Non-cash items:</i>		
Depreciation and amortisation	4,066	3,984
Asset write-offs/write-downs	-	23
Asset donations/gifts	-	(9)
Repairs and Maintenance - minor new works	346	131
<i>Changes in assets and liabilities:</i>		
Decrease/(Increase) in receivables	13	39
Decrease/(Increase) in inventories	2	5
Decrease/(Increase) in prepayments	(13)	17
Decrease/(Increase) in other assets	-	-
(Decrease)/Increase in payables	(12)	93
(Decrease)/Increase in provision for employee benefits	(68)	(85)
(Decrease)/Increase in other provisions	128	(7)
<b>Net Cash from Operating Activities</b>	<b>189</b>	<b>(101)</b>

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### 16. FINANCIAL INSTRUMENTS

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

#### a) Categorisation of Financial Instruments

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

	2012	2011
	\$000	\$000
<b>Financial Assets</b>		
Cash and deposits	906	676
Loans and receivables	96	109
<b>Financial Liabilities</b>		
Payables	(781)	(794)

#### b) Credit Risk

The agency has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the agency has adopted a policy of only dealing with

credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

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

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### Receivables

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

	Aging of Receivables	Aging of Impaired Receivables	Net Receivables
	\$000	\$000	\$000
<b>2011-12</b>			
Not overdue	73	-	73
Overdue for less than 30 days	1	-	1
Overdue for 30 to 60 days	-	-	-
Overdue for more than 60 days	22	-	22
<b>Total</b>	<b>96</b>	<b>-</b>	<b>96</b>
<b>2010-11</b>			
Not overdue	88	-	88
Overdue for less than 30 days	1	-	1
Overdue for 30 to 60 days	1	-	1
Overdue for more than 60 days	19	-	19
<b>Total</b>	<b>109</b>	<b>-</b>	<b>109</b>

### c) Liquidity Risk

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

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

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### 2012 Maturity analysis for financial assets and liabilities

	Interest Bearing			Non Interest Bearing	Total	Weighted Average
	Fixed or Variable	Less than a Year	1 to 5 Years	More than 5 Years		
	\$000	\$000	\$000	\$000	\$000	%
<b>Assets</b>						
Cash and deposits	-	-	-	906	906	
Receivables	-	-	-	96	96	
<b>Total Financial Assets</b>	-	-	-	<b>1,002</b>	<b>1,002</b>	
<b>Liabilities</b>						
Payables	-	-	-	(781)	(781)	
<b>Total Financial Liabilities</b>	-	-	-	<b>(781)</b>	<b>(781)</b>	

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### 2011 Maturity analysis for financial assets and liabilities

	Interest Bearing			Non Interest Bearing	Total	Weighted Average
	Fixed or Variable	Less than a Year	1 to 5 Years			
	\$000	\$000	\$000	\$000	\$000	%
<b>Assets</b>						
Cash and deposits	-	-	-	676	676	
Receivables	-	-	-	109	109	
<b>Total Financial Assets</b>	-	-	-	<b>785</b>	<b>785</b>	
<b>Liabilities</b>						
Payables	-	-	-	(794)	(794)	
<b>Total Financial Liabilities</b>	-	-	-	<b>(794)</b>	<b>(794)</b>	

#### d) Market Risk

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

##### (i) Interest Rate Risk

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

##### (ii) Price Risk

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

##### (iii) Currency Risk

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

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### (e) Net Fair Value

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

Level 1 – derived from quoted prices in active markets for identical assets or liabilities.

Level 2 – derived from inputs other than quoted prices that are observable directly or indirectly.

Level 3 – derived from inputs not based on observable market data.

	Total Carrying Amount	Net Fair Value Level 1	Net Fair Value Level 2	Net Fair Value Level 3	Net Fair Value Total
2012	\$000	\$000	\$000	\$000	\$000
<b>Financial Assets</b>					
Cash and deposits	906	906	-	-	906
Receivables	96	96	-	-	96
<b>Total Financial Assets</b>	<b>1,002</b>	<b>1,002</b>	<b>-</b>	<b>-</b>	<b>1,002</b>
<b>Financial Liabilities</b>					
Payables	(781)	(781)	-	-	(781)
<b>Total Financial Liabilities</b>	<b>(781)</b>	<b>(781)</b>	<b>-</b>	<b>-</b>	<b>(781)</b>
<b>2011</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>	<b>\$000</b>
<b>Financial Assets</b>					
Cash and deposits	676	676	-	-	676
Receivables	109	109	-	-	109
<b>Total Financial Assets</b>	<b>785</b>	<b>785</b>	<b>-</b>	<b>-</b>	<b>785</b>
<b>Financial Liabilities</b>					
Payables	(794)	(794)	-	-	(794)
<b>Total Financial Liabilities</b>	<b>(794)</b>	<b>(794)</b>	<b>-</b>	<b>-</b>	<b>(794)</b>

*The net fair values of the financial instruments disclosed above are based on carrying amount. These values materially represent the net fair value of these instruments.*

## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

	2012	2011
	\$000	\$000
<b>17. COMMITMENTS</b>		
<b>(i) Capital Expenditure Commitments</b>		
Capital expenditure commitments primarily related to the maintenance of buildings. Capital expenditure commitments contracted for at balance date but not recognised as liabilities are payable as follows:		
Within one year	-	-
Later than one year and not later than five years	-	-
Later than five years	-	-
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>-</u>
<b>(ii) Other Expenditure Commitments</b>		
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:		
Within one year	-	92
Later than one year and not later than five years	-	-
Later than five years	-	-
	<u>-</u>	<u>92</u>
	<u>-</u>	<u>92</u>
<b>(iii) Operating Lease Commitments</b>		
The agency leases property under non-cancellable operating leases expiring from zero to four years. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The agency also leases items of plant and equipment under non-cancellable operating leases. Future operating lease commitments not recognised as liabilities are payable as follows:		
Within one year	125	12
Later than one year and not later than five years	89	294
Later than five years	-	-
	<u>214</u>	<u>306</u>
	<u>214</u>	<u>306</u>



## NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2012

### 18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2012 or 30 June 2011.

### 19. EVENTS SUBSEQUENT TO BALANCE DATE

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

### 20. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

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

Nature of Trust Money	Opening Balance			Closing Balance
	1 July 2011	Receipts	Payments	30 June 2012
Security deposits	170	10	20	160
	<b>170</b>	<b>10</b>	<b>20</b>	<b>160</b>

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

The Department of the Legislative Assembly has no write offs, postponements, waivers, gifts or ex gratia payments in 2011-12 and 2010-11.