

# ANNUAL REPORT

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2018 - 2019

Department of the Legislative Assembly

Department of the Legislative Assembly  
PO Box 3721  
DARWIN NT 0800

Phone: (08) 8946 1422

Website: [www.parliament.nt.gov.au](http://www.parliament.nt.gov.au)



## LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

### Clerk and Chief Executive

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

Dear Chief Minister

I am pleased to submit to you the 2018 - 19 annual report for the Department of the Legislative Assembly in accordance with section 28 of the *Public Sector Employment and Management Act 1993*. Pursuant to my responsibilities as the Accountable Officer under section 13 of the *Financial Management Act 1995* (FMA), I advise to the best of my knowledge and belief:

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

I have received advice from the Chief Executive of the Department of Corporate and Information Services, which performs a number of functions on behalf of this agency, that proper records are maintained in compliance with the FMA, Regulations and Treasurer's Directions.

Yours sincerely

A handwritten signature in purple ink, appearing to read 'Michael Tatham'.

MICHAEL TATHAM  
Clerk and Chief Executive

2 September 2019

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## Clerk and Chief Executive - Overview

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It is my pleasure to present this annual report to the Minister and the Legislative Assembly and, in turn to all Territorians, who expect value for money and high levels of good governance and service from each agency of the Government.

This Department's report outlines how these have been maintained and our approach to ensuring elected Members of the Assembly can concentrate on serving their constituents and the Government, formed in the Assembly, can proceed about its business in their offices located at Parliament House.

### Social Media

The Department has continued to develop its use of social media to keep Territorians up-to-date about what is going on in the Assembly and its committees, and to provide information about how they work.

More than 1200 people now follow the Assembly on Twitter. Twitter is used to provide live updates on Assembly and committee proceedings.

Facebook is used to provide notice of upcoming Assembly meetings, public hearings and calls for submissions to inquiries, and also to provide information on the history and role of the Assembly. This included videos by the Speaker on the week ahead at the commencement of each sittings.

The email subscription service enables subscribers to keep informed on committee inquiries. All of these channels have had increased interest, with followers up 33 per cent for Facebook, 25 per cent for the subscription service, and 13 per cent for Twitter over the year.

### Education and Outreach

The *Know Your Assembly* seminars are now five years old and have been attended by 1004 people since inception. That is more than one in every 250 Territorians.

This initiative has greatly increased awareness of the Legislative Assembly and broken down some of the myths and misconceptions and improved understanding about the role and functions of the Legislative Assembly with a focus on teaching about the distinction between the Executive Government and the Assembly.

In addition, the Assembly welcomed 4082 school students both here and through outreach and another 1675 people on public tours, 468 who attended Law Week and Commonwealth Week and the 1451 at Open Day and other adult education programmes.

The Assembly's ceremonial mace went out to the people on an education tour, visiting schools and communities up and down the Stuart Highway and over to Yulara at Uluru.

Using the ceremonial mace as a focal point for discussion about what it is and its symbolic importance to the Westminster parliamentary tradition allows an easy opener for engagement.

We have found that people are generally interested in traditions and symbols and can then separate political assumptions from the institution and ask about the role of their parliament and consider its impact upon their lives coming from a different perspective.

The mace tour was a great success and you can learn more about it on our Facebook page.

Parliament House has once again this year increased its ranking on *Trip Adviser* as one of the top things to do in Darwin.

## **Website and Communications**

In the absence of a standalone website with video-on-demand and a smooth search function, the Assembly has continued to utilise the resources of the Northern Territory Library's *Territory Stories* platform for the retrieval of Hansard.

User feedback on search functions have been addressed with an instructional *You Tube* video. The Assembly continues to welcome support and collaboration from the Northern Territory Library providing this valuable resource which fulfils a requirement of the Assembly that all tabled papers are available electronically.

## **Member Survey**

Members were surveyed last year as they are each year against questions relating to Budget Paper 3 and the performance measures reported against annually.

17 responses were received in 2018, one more than the previous year. The best return rate was in 2013 when 19 responses were received.

Aggregated responses scored well over 90 per cent satisfaction levels in each category.

## **Agency Administration**

The Department of the Legislative Assembly is a Government Department. The Chief Minister is the Cabinet Minister. Treasury advice is to Government not the Speaker. The Speaker however appears before the annual Estimates Committee at the direction of the Assembly to account for the Government's budget allocation and the Department's expenditure.

The Speaker also has a substantive role as the administrator of the Members' entitlements under the annual *Remuneration Tribunal Determination* and as the Commissioner for Public Employment for the Department. This gives the Speaker a considerable day to day role in administration and for the purposes of performance and management, as well as by a recognised convention, the Clerk reports on operational matters to the Speaker rather than the Chief Minister.

## **Procedural Support Matters**

The Table Office is continuing its review of the input and format of the Minutes of Proceedings to ensure clarity and ongoing compliance with the *Northern Territory (Self-Government) Act 1978* (Cth) to ensure they are properly kept and made available as required.

Procedural Bulletins continue to be issued by the Speaker after each Assembly meeting period to record matters of procedural importance for the Members. These are prepared with content gathered by the Office of the Clerk through meetings with all the officers who work at The Table during the Assembly meetings.

The Standing Orders review for the 13<sup>th</sup> Assembly continues to be undertaken by the Standing Orders Committee.

The Clerk is the Secretary to that Committee and is engaged in the review by undertaking consultation and research and suggesting re-writes and innovations as required for both the Standing and Sessional Orders.

The Sessional Orders are also being considered for consolidating into the next edition of the Standing orders.

The team of just two Independent Researchers have in the past year been given two new independent Members, bringing to seven the number of independent Members they serve by providing research analysis and support.

### **Building and Security**

The Department undertook a review of the media accreditation procedures during the year.

Because of the nature of employment in the media in the Northern Territory being characterised by a high turnover of media personnel, in order to ensure security and the integrity of the Assembly, a review was undertaken and another will be commenced in conjunction with the 2020 general election (August 2020) to ensure the commencement of the 14<sup>th</sup> Assembly has an accurate record of the media gallery present in Darwin at the time.

During the year, an exclusion of a person from entering the Assembly Precinct lapsed and was not renewed as the person's behaviour improved on past experience, however another person was excluded for behaviour that was unacceptable to the Members.

The *Legislative Assembly (Powers and Privileges) Act 1992* and the *Legislative Assembly (Security) Act 1998* both provide the Speaker and officers the ability to ensure the integrity of the Assembly is maintained so that the democratic institution functions without disruption or threat.

### **Other Matters**

During the year we saw the completion of a long running employment matter which consumed considerable time and resources of the Department in litigation but resulted in a favourable judgment delivered by the Work Health Court in February 2019.

I have had the privilege to meet with delegations with the Speaker and host external visitors to show them Parliament House as well as to attend the 2018 Presiding Officers and Clerks Conference in Wellington New Zealand where the Speaker presented a paper on parliamentary disorder which was informed by research undertaken by the Department's Independent Research Service staff.

The Department has worked on continued improvements to drafting of the Speaker's Determinations to support the Speaker in her role as the Commissioner for Public Employment for this Department and to ensure the smooth administration of Member entitlements.

In the latter part of the reporting period, the Department prepared for the transfer of some of our long serving staff to the Department of Infrastructure Planning and Logistics (DIPL) from 1 July 2019 as part of the Government's cost saving measures to implement budget repair. While we were also preparing for a similar transfer to the Department of Corporate and Information Services (DCIS), this transfer remains on hold while it is considered in the context of what DCIS do and how to best serve the interests of the Assembly for corporate and information services in the context of budget constraints.

My thanks go to both DIPL and DCIS for their ongoing service and support to the Assembly in a cooperative approach to shared service delivery across Government.

I also express thanks to the dedicated officers of the Department of the Legislative Assembly who remain late on Assembly meeting nights to ensure the Hansard transcripts are provided, the Minutes are posted to the website and the building operates and functions as required.

The committees team who go out of their way to deliver excellent advice and written reports for the Members, our teams who ensure security and safety and those providing the essential corporate support and hospitality services to ensure we continue to deliver a high quality product for all Territorians are all highly valued.

Thanks also to the Chief Parliamentary Counsel and his team for their collegiate approach to advice on the bills drafted and presented in the Assembly and to the Auditor-General and her auditors for their assistance and support to ensure the accountability and integrity of the Department remains a top priority for us.

Finally, the Deputy Clerk and the Speaker and her team deserve the thanks of all Territorians as they continue to provide a sensible and intelligent approach to problem solving and service delivery to make this a deeply satisfying workplace.



MICHAEL TATHAM  
**Clerk and Chief Executive**

## Functions and Objectives of the Agency

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The Department of the Legislative Assembly (DLA) facilitates the operations of the Legislative Assembly to make laws for the peace, order and good government of the Northern Territory.

The agency is structured into three divisions that provide advice and services which support the Assembly, its Members and committees and promote community engagement.

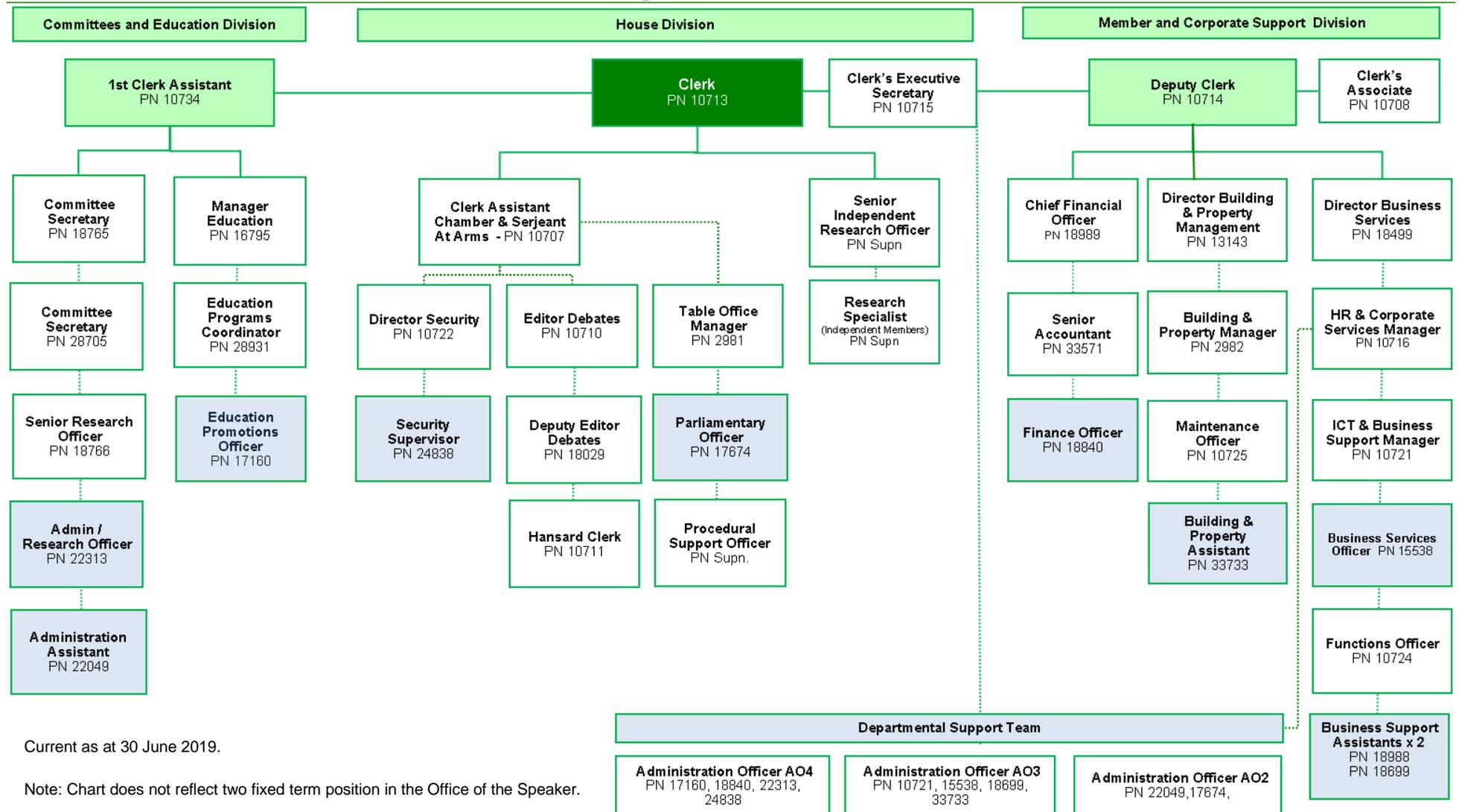
## Legislation administered by the Agency

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The DLA administers the following Legislation:

- *Constitutional Convention (Election) Act 2011*
- *Legislative Assembly (Disclosure of Interests) Act 2008*
- *Legislative Assembly (Members' Code of Conduct and Ethical Standards) Act 2008*
- *Legislative Assembly (Powers and Privileges) Act 1992*
- *Legislative Assembly (Security) Act 1998*
- *Legislative Assembly Members (Miscellaneous Provisions) Act 1987*
- *Legislative Assembly Members' Pensions Act 1979*
- *Legislative Assembly Members' Superannuation Contributions Act 2004.*

# Organisation Chart



Current as at 30 June 2019.

Note: Chart does not reflect two fixed term position in the Office of the Speaker.

## Board of Management

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The Board of Management meets monthly as the Department's senior decision-making body with responsibility for strategic leadership and management of priorities. The Board of Management is comprised of:

- Michael Tatham, Clerk and Chief Executive (Chair)
- Marianne Conaty, Deputy Clerk
- Russell Keith, First Clerk Assistant (Committees and Education)
- Sean O'Connor, Clerk Assistant Chamber and Serjeant at Arms (Procedural Services and Security)
- Diem Tang, Chief Financial Officer
- Jacqui Forrest, Director Business Services
- Melissa Johnson Acting Director Building and Property Management.

Members of the Board of Management are key management personnel for the purposes of financial reporting. Their responsibilities include:

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

DLA staff are briefed on decisions, agency direction and relevant issues arising from the Board meetings at monthly staff forums.

## Agency Operations

### House Division

#### *Office of the Clerk*

The Office of the Clerk provides procedural advice and support to the Speaker and Members of the Legislative Assembly and executive leadership of the Department of the Legislative Assembly.

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

#### *Procedural Support and Security Services*

Procedural Support includes the Hansard Unit and Table Office. The Table Office is responsible for the provision of administrative and procedural support and advice to Members during meetings of the Assembly.

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

#### *Assembly Meeting Statistics*

	2018 – 2019	2017 – 2018
Total meeting hours	243.59	237.14
Average meeting day hours	8.3	7.50
Number of meeting days	31	31
Number of bills passed	35	23
Total questions asked	515	557
Total papers tabled	463	431

#### *Parliamentary Legislation Statistics*

	Government	Opposition	Independent	Total
<i>Bills - Brought forward 1 July 2018</i>	4	-	-	4
Introduced	39	1	-	40
Withdrawn	-	-	-	-
Defeated	-	-	-	-
Passed	35	-	-	35
Acts Assented to	31	-	-	31
<i>Bills - Carried forward 30 June 2019</i>	9	-	-	9

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

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

During the reporting period, approximately 185 872 entries were screened.

### ***Research Service for Independent Members***

The Research Service supports the research requirements of each of the seven independent Members to enable them to undertake their parliamentary responsibilities by producing reliable, impartial and timely research reports, briefing material and other information on request.

In the reporting period, the Research Service for Independent Members produced 106 research reports: 68 at the request of individual Members, and 38 initiated by the service for distribution to all independent Members.

### ***Research Service Output***

<b>Initiated by:</b>	<b>Long Reports</b>	<b>Short Reports</b>	<b>Bill Digests &amp; Summaries</b>	<b>Rapid Responses</b>	<b>Meeting &amp; Briefing Notes</b>	<b>Total</b>
Individual Members	10	17	4	20	17	68
Research Service	1	0	37	0	0	38
<b>Total</b>	<b>11</b>	<b>17</b>	<b>41</b>	<b>20</b>	<b>17</b>	<b>106</b>

## Committees and Education Division

### Committees

Committees are appointed by the Assembly to inquire into and report on matters of public importance or matters relating to the administration of the Assembly. Committee membership is made up of Government, Opposition and independent Members.

The DLA provides impartial procedural, research and administrative support to committees to assist them perform their functions. The Committee Office supports scrutiny committees and the Office of the Clerk supports domestic committees.

Following the Assembly's adoption of the committee reforms proposed by the Select Committee on Opening Parliament to the People in 2017, much of the work of the Committee Office has comprised supporting the consideration of Bills referred to the Economic or Social Policy Scrutiny Committee.

### Committee Activity

Committee	Meetings	Hearings & Visits	Briefings	Reports
<b>Scrutiny</b>				
Economic Policy Scrutiny	26	2	7	17
Estimates	7	6	0	1
Public Accounts	9	1	2	3
Reducing Addictive Behaviours	11	9	1	1
Social Policy Scrutiny	27	7	16	13
<b>Domestic</b>				
House	3			
Standing Orders	3			1
Committee of Privileges				
<b>Total</b>	<b>86</b>	<b>25</b>	<b>26</b>	<b>36</b>

### Bills Referred to Committees

Bill Referral	Bills
Social Policy Scrutiny Committee	15
Economic Policy Scrutiny Committee	19
Urgent	3
30 Days	2
Appropriation	1
<b>Total to committees</b>	<b>34</b>
<b>Percentage to committees</b>	<b>85%</b>

## Reports on Bills

Reports	
Social Policy Scrutiny Committee	12
Economic Policy Scrutiny Committee	16
Reported early	12
Reported when due	16
% reports recommending amendments	50%
<b>Total reports on Bills</b>	<b>28</b>

Recommendations	
Amendments recommended	40
Amendments considered by Assembly	34
Amendments adopted by Assembly	28
% amendments adopted when considered	82%

## Education Programmes and Community Engagement

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

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

## Participants in Parliamentary Education Services Programmes

Programme	Activity	Participants	Number
Public Tours	Saturday and Wednesday tours	1675	113
		<b>1675</b>	<b>113</b>
Schools Programmes	Parliament House Tours	2531	95
	Bombing of Darwin Tours	85	3
	Role Plays	1040	35
	Step Up Be Heard	36	2
	Outreach Programmes	390	19
		<b>4082</b>	<b>154</b>
Special Events	Commonwealth Week	459	14
	Careers in Law Forum	9	1
	Democracy Dash	34	5
		<b>502</b>	<b>20</b>

Adult Education	Know Your Assembly	162	6
	Machinery of Government	32	2
	Adult Student Programmes and Tours	258	15
	General Programmes and Tours	395	32
		<b>847</b>	<b>55</b>
Parliament Promotions	Open Day	678	1
	New Teacher Expo	88	2
		<b>766</b>	<b>3</b>
<b>TOTAL</b>		<b>7872</b>	<b>345</b>

### ***Social Media***

The DLA uses social media to engage with the public and to promote the Parliament to a broad range of stakeholders.

Twitter is used when the Assembly meets or during Estimates hearings to notify followers of the business of the Assembly as it is happening. At 30 June 2019, the DLA had 1203 followers.

Facebook is used to promote facts about Parliament House, to promote dates and call for submissions for public hearings and other events occurring at Parliament House and to advertise DLA employment vacancies. At 30 June 2019, the DLA had 587 followers.

## Member and Corporate Support Division

### Finance Unit

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

### Business Services

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

The Department of Corporate and Information Services (DCIS) manages outsourced ICT service contracts and provides an ICT Service Manager located at Parliament House to support the Legislative Assembly.

As at 30 June 2019, the DLA had a funded establishment of 40 positions comprising three executive contract officers, 30 permanent roles and seven fixed term positions. At 30 June 2019, the agency had five vacant positions. All DLA positions are in the administrative stream.

The DLA employed 18 Hansard and three Education casuals to support periods of peak activity. This is an increase of one contract from the previous year. DLA staff by level are set out below.

Positions by Level	No.
<b>Executive Contracts</b>	<b>3</b>
ECO5	1
ECO3	1
ECO1	1
<b>Senior Administration Officers</b>	<b>9</b>
SAO2	4
SAO1	5
<b>Administration Officers</b>	<b>28</b>
AO7	3
AO6	6
AO5	4
AO4	10
AO3	3
AO2	2
<b>Hansard Casuals</b>	<b>18</b>
AO4	12
AO2	6
<b>Education Casuals</b>	<b>3</b>
AO4	3
<b>TOTAL</b>	<b>61</b>

The DLA also employs electorate staff and has corporate responsibility for the administration of the remuneration of Members. This includes Electorate Officers, Relief Electorate Officers, Electorate Officer Assistants and Electorate Liaison Officers.

There is an FTE equivalent of 25 Electorate Officers with 29 people in these roles due to job share arrangements. The Members for Arafura, Arnhem, Barkly, Daly and Stuart are entitled to one full time Liaison Officer and the Members for Namatjira and Nhulunbuy are supported by an Electorate Liaison Officer employed for 15 hours per week.

Members who have an entitlement for an Electorate Office Assistant may elect to fill the role on a fixed term or casual employment capacity based on the operational needs of the office.

Relief Electorate Officers are employed on a casual basis and do not work set hours but provide ad-hoc support as required to cover periods of leave.

### ***Electorate Office Staff by position***

<b>Role</b>	<b>Headcount</b>
Electorate Officers	29
Liaison Officers	8
Electorate Office Assistants	14
Casual Electorate Officers	80
<b>TOTAL</b>	<b>131</b>

### ***Professional Development***

The DLA's performance management and development system is known as the Work Partnership Plan (WPP). During the reporting period, the WPP assessment tool and guidelines were simplified and reformed to improve employee engagement with the process and to focus on:

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

In preparation for the WPP, employees perform a self-assessment against the Capability Leadership Framework (CLF) criteria, relevant to their level, to identify their strengths and areas for development. DLA staff will trial the revised WPP assessment tool during the 2019-20 year.

The DLA supported nine training and professional development activities and eight staff members' attendance at conferences during the reporting period. The DLA also funded emergency warden training for 15 people employed in workplaces based at Parliament House.

## ***Building and Property Management***

The public areas of Parliament House are open Monday, Tuesday, Thursday and Friday from 7.30 am until 6.00 pm and from 7.30am to 8.00 pm on Wednesday. It is open Saturday, Sunday and public holidays from 9.00 am until 6.00 pm. On days when the Assembly meets, Parliament House is open until the rising of the Assembly.

The DLA is responsible for ensuring Parliament House is a safe, secure and well-maintained venue. The DLA works in partnership with the Department of Planning, Infrastructure and Logistics to undertake repairs and maintenance within the building and to plan minor new works and capital works.

Works within Parliament House and its precinct in 2018 - 19 included:

- replacement of the diesel generator controllers
- installation of a new public announcement point to enhance emergency management capacity
- installation of additional CCTV monitoring equipment
- installation of additional work health and safety equipment in the plant room.

## Corporate Governance

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

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

### Strategic and Business Planning

The Department's Strategic Plan 2016-20 commenced on 1 January 2016 and determines the DLA's goals and operational priorities. There are six major goals:

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

The goals in the Strategic Plan are translated into operational goals in Business Plans prepared by Units and then into WPPs for individual staff.

The Department maintains a Planning and Reporting Calendar containing entries for all known commitments and compliance activity for the year ahead. The Board of Management and the Audit Committee review the document on an ongoing basis.

### Risk Management and Audit

The Audit Committee assists the Clerk and the Board of Management to fulfil corporate governance responsibilities by:

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

In 2018-19, the Audit Committee comprised the Deputy Clerk (Chair), the First Clerk Assistant, the Director Business Services, an external member from the City of Darwin and two appointed observers. The Audit Committee met four times.

The external member resigned during the reporting period and a new external member from the Department of Parliamentary Services (Victoria) has been appointed for 2019 - 20.

The DLA manages potential exposures through extensive mitigation and reporting practices.

### External Scrutiny

The Department is subject to the NT Auditor-General's audit programme under the powers and responsibilities established by the *Audit Act 1995*. Two external audits were undertaken by the Northern Territory Auditor-General's Office during 2018-19.

### End of Year Review

An end of year review was conducted to assess the adequacy of selected aspects of end of financial year reporting and controls over accounting and material financial transactions. Key findings indicated the DLA's accounting and control procedures are satisfactory. The results are detailed in the Auditor-General's November 2018 report that was tabled in Parliament on 29 November 2018 ([paper number 1017](#)).

### Agency Compliance Audit

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

The audit opinion states that in general the accounting and control procedures examined provide reasonable assurance that the responsibilities of the Accountable Officer, as set out in Treasurer's Directions and Procurement Regulations and Guidelines, will be met if those systems continue to operate in the manner identified in the audit.

The results of the agency compliance audit were published in the Auditor-General's August 2019 report that was tabled in Parliament on 15 August 2019 ([paper number 1297](#)).

### Access to Information

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

Four applications to access information under the *Information Act 2002* were received in the reporting period.

### Privacy

The Department complies with the ten Information Privacy Principles (IPPs), established by Schedule 2 of the *Information Act 2002*. Staff with access to personal information are aware of their obligations to manage information carefully and records management access caveats are in place and audited.

No privacy complaints were received in the reporting period.

## Records and Archives Management

Pursuant to section 134 of the *Information Act 2002* the DLA manages corporate records in compliance with Northern Territory Government records management standards.

## Work Health and Safety

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

The WHS Staff Committee is convened by the DLA WHS Advisor and is open to all building occupants. The Committee usually meets quarterly and assists in developing standards while facilitating cooperation between management and employees. The agency WHS Policy was reviewed and updated in May 2019 and is published on the intranet.

No major issues were raised in the reporting period.

During the reporting period the DLA staff elected an employee to be the Health Safety Representative for the agency. The nominated officer did not report any issues in 2018 - 19.

There were two minor incidents reported, one categorised as body stressing and the second a slip, trip or fall. The body stressing matter was resolved through early intervention and three physiotherapy sessions. The second incident did not require medical treatment.

## Member Satisfaction Survey 2018

Members' Entitlements are reviewed by an independent Tribunal each year. The Tribunal's report determines the salary and other entitlements that enable Members to operate their electorate offices and to perform their roles as an elected representative of Territorians.

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

The services provided to Members are assessed annually by the DLA through a Member Satisfaction Survey. The results of the 2018 survey in comparison with 2017 is detailed in the table below.

### ***Member Satisfaction Survey Results***

Questions	2018 Result	2017 Result
1. Satisfaction with Chamber Support and Advice	98.12%	98.6%
2. Production of the Parliamentary Record	97.6%	98.52%
3. Satisfaction with Committee Meetings and Reports	98.13%	95.71%
4. Satisfaction with Education Programmes	98%	95.96%
5. Satisfaction with Internal Services	95%	94.76%
6. Satisfaction with External Services	91.25%	93.4%
7. Satisfaction with Building Management Services	95.7%	97.2%

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY  
FINANCIAL REPORT**

**Annexure 1: Financial Report**

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**Financial Statement Overview  
For the year ended 30 June 2019**

**OVERVIEW**

The 2018-19 financial statements and notes for the Department of the Legislative Assembly have been prepared on an accrual basis in accordance with the Northern Territory Financial Management Framework and the Australian Accounting Standards. The Department's financial performance in 2018-19 and comparatives for 2017-18 are reported in four financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

**Comprehensive Operating Statement**

The comprehensive operating statement provides information on the financial performance of the department for the financial year.

	2018–19 \$000	2017–18 \$000	Variation \$000
Operating Income	27,858	28,906	(1,048)
Operating Expenses	31,110	31,690	(580)
Net Operating Surplus/(Deficit)	(3,252)	(2,786)	(466)
Other Comprehensive Income			
<b>Comprehensive Surplus/(Deficit)</b>	<b>(3,252)</b>	<b>(2,786)</b>	<b>(466)</b>

The operating activities of the Department of the Legislative Assembly's reported a net operating deficit of \$3.2 million. The operational deficit for the year was largely attributed to \$3.8 million in depreciation being a non-cash item, offset by the under expenditure of \$0.6 million against the repairs and maintenance budget.

The department received total income of \$27.8 million in 2018-19, an decrease of \$1.05 million from 2017-18 primarily due to increased Output Appropriation resulting from one off funding of \$1 million in 2017-18 for repairs and maintenance as part of Government Economic Stimulus Programs.

The department also recognises notional revenue of \$2.3 million for goods and services received free of charge, which includes Information Technology, Procurement and Payroll. This income is offset by notional expenditure to the same value.

Expenditure of \$31.1 million in 2018-19 is \$0.6 million higher than the 2017-18 expenditure predominantly due to an increase in repair and maintenance expense.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**  
**FINANCIAL REPORT**

**Balance Sheet**

The Balance Sheet provides a summary of the department's financial position on assets, liabilities and equity as at 30 June 2019.

	<b>2018–19</b> <b>\$000</b>	<b>2017–18</b> <b>\$000</b>	<b>Variation</b> <b>\$000</b>
Assets	287,919	290,198	(2,279)
Liabilities	1,382	1,511	(129)
Equity	286,537	288,687	(2,150)

During 2018-19 the Department's total assets decreased by \$2.3 million from \$290.2 million to \$287.9 million primarily due to an decrease of \$3.5 million in the depreciative value of property, plant and equipment and an increase of \$1.3 million in the cash position due to lower than expected repairs and maintenance and employee expense.

**Cash Flow Statement**

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

	<b>2018–19</b> <b>\$000</b>	<b>2017–18</b> <b>\$000</b>	<b>Variation</b> <b>\$000</b>
Cash at start of year	6,612	5,320	1,292
Net movement	1,287	1,292	(5)
Cash at end of year	7,899	6,612	1,287

As at 30 June 2019, the Department's cash held of \$7.9 million was \$1.3 million more than at the end of 2017-18. The increase in cash held reflects the Department's under expenditure compared to budget estimates.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

FINANCIAL REPORT

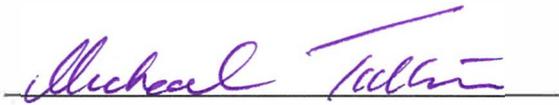
**Certification of the Financial Statements**

---

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

We further state that the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2019 and the financial position on that date.

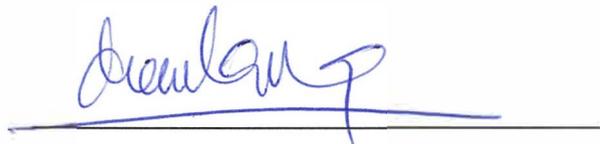
At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.



MICHAEL TATHAM

**Clerk and Chief Executive Officer**

3<sup>o</sup> August 2019



DIEM TANG

**Chief Financial Officer**

3<sup>o</sup> August 2019

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**  
**Comprehensive Operating Statement**

**For the year ended 30 June 2019**

	Note	2019	2018
		\$000	\$000
<b>INCOME</b>			
Appropriation			
Output		25,398	26,432
Sales of goods and services		80	83
Goods and services received free of charge	4	2,338	2,296
Other income		42	94
<b>TOTAL INCOME</b>	<b>3</b>	<b>27,858</b>	<b>28,906</b>
<b>EXPENSES</b>			
Employee expenses		18,164	17,743
Administrative expenses			
Purchases of goods and services	5	1,935	2,350
Repairs and maintenance		2,159	2,876
Property management		2,710	2,849
Depreciation and amortisation	11, 12	3,804	3,578
Other administrative expenses <sup>1</sup>		2,338	2,296
<b>TOTAL EXPENSES</b>	<b>3</b>	<b>31,110</b>	<b>31,690</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(3,252)</b>	<b>(2,786)</b>
<b>OTHER COMPREHENSIVE INCOME</b>			
<b>Items that will not be reclassified to net surplus/deficit</b>			
Changes in accounting policies		-	-
Correction of prior period errors		-	-
Changes in asset revaluation surplus		-	-
<b>TOTAL OTHER COMPREHENSIVE INCOME</b>		<b>-</b>	<b>-</b>
<b>COMPREHENSIVE RESULT</b>		<b>(3,252)</b>	<b>(2,786)</b>

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

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**  
**Balance Sheet**

**As at 30 June 2019**

	Note	2019 \$000	2018 \$000
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and deposits	7	7,899	6,612
Receivables	9	63	106
Inventories	10	12	12
Prepayments		42	54
<b>Total current assets</b>		<b>8,016</b>	<b>6,783</b>
<b>Non-current assets</b>			
Property, plant and equipment	11, 17	279,782	283,305
Heritage and cultural assets	12c, 17	121	111
<b>Total non-current assets</b>		<b>279,903</b>	<b>283,415</b>
<b>TOTAL ASSETS</b>		<b>287,919</b>	<b>290,198</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Deposits held		1	1
Payables	13	317	414
Provisions	14	1,064	1,094
Other liabilities	15	-	2
<b>Total current liabilities</b>		<b>1,382</b>	<b>1,511</b>
<b>Non-current liabilities</b>			
Provisions	14	-	-
<b>Total non-current liabilities</b>		<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>		<b>1,382</b>	<b>1,511</b>
<b>NET ASSETS</b>		<b>286,537</b>	<b>288,687</b>
<b>EQUITY</b>			
Capital		162,102	161,001
Reserves	16	169,603	169,603
Accumulated funds		(45,168)	(41,916)
<b>TOTAL EQUITY</b>		<b>286,537</b>	<b>288,687</b>

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**  
**Statement of Changes in Equity**  
**For the year ended 30 June 2019**

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
<b>2018-19</b>					
<b>Accumulated funds</b>		41,916	3,252 <sup>(1)</sup>	-	45,168
<b>Asset Revaluation Reserves</b>	16	(169,603)	-	-	(169,603)
<b>Capital – transactions with owners</b>					
Equity injections					
Capital appropriation		(1,746)	-	(41)	(1,787)
Equity transfers in		(159,298)	-	(1,061)	(160,359)
Other equity injections		(350)	-	-	(350)
Specific purpose payments		-	-	-	-
Commonwealth – capital		-	-	-	-
Equity withdrawals					
Capital withdrawal		393	-	-	393
Equity transfers out		-	-	-	-
		(161,001)	-	(1,102)	(162,103)
<b>Total equity at end of financial year</b>		<b>(288,687)</b>	<b>3,252</b>	<b>(1,102)</b>	<b>(286,537)</b>
<b>2017-18</b>					
<b>Accumulated funds</b>		39,130	2,786	-	41,916
<b>Asset Revaluation Reserves</b>	16	(169,603)	-	-	(169,603)
<b>Capital – transactions with owners</b>					
Equity injections					
Capital appropriation		(1,705)	-	(41)	(1,746)
Equity transfers in		(158,207)	-	(1,090)	(159,298)
Other equity injections		(350)	-	-	(350)
Equity withdrawals					
Capital withdrawal		393	-	-	393
Equity transfers out		-	-	-	-
		(159,869)	-	(1,131)	(161,001)
<b>Total equity at end of financial year</b>		<b>(290,341)</b>	<b>2,786</b>	<b>(1,131)</b>	<b>(288,687)</b>

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

<sup>(1)</sup> Net surplus/(deficit) from the Comprehensive Operating Statement.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**  
**Cash Flow Statement**

**For the year ended 30 June 2019**

	Note	2019 \$000	2018 \$000
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Operating receipts</b>			
Appropriation			
Output		25,398	26,432
Receipts from sales of goods and services		668	786
<b>Total operating receipts</b>		<b>26,066</b>	<b>27,218</b>
<b>Operating payments</b>			
Payments to employees		(18,201)	(17,724)
Payments for goods and services		(6,582)	(8,243)
<b>Total operating payments</b>		<b>(24,783)</b>	<b>(25,967)</b>
<b>Net cash from/(used in) operating activities</b>	8	<b>1,283</b>	<b>1,251</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Investing receipts</b>			
Proceeds from asset sales		-	-
<b>Total investing receipts</b>		<b>-</b>	<b>-</b>
<b>Investing payments</b>			
Purchases of assets		(37)	-
<b>Total investing payments</b>		<b>(37)</b>	<b>-</b>
<b>Net cash from/(used in) investing activities</b>		<b>(37)</b>	<b>-</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>Financing payments</b>			
Equity withdrawals		-	-
<b>Total financing payments</b>		<b>-</b>	<b>-</b>
<b>Net cash from/(used in) financing activities</b>	8	<b>41</b>	<b>41</b>
Net increase/(decrease) in cash held		1,287	1,292
Cash at beginning of financial year		6,612	5,320
<b>CASH AT END OF FINANCIAL YEAR</b>	7	<b>7,899</b>	<b>6,612</b>

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

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# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

For the year ended 30 June 2019

### 1. Objectives and funding

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

The key functional responsibilities of the agency are:

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

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

### 2. Statement of significant accounting policies

#### a) Statement of compliance

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act 1995* and related Treasurer's Directions. The *Financial Management Act 1995* requires the Department of the Legislative Assembly to prepare financial statements for the year ended 30 June based on the form determined by the Treasurer. The form of agency financial statements should include:

- (i) a certification of the financial statements
- (ii) a comprehensive operating statement
- (iii) a balance sheet
- (iv) a statement of changes in equity
- (v) a cash flow statement and
- (vi) applicable explanatory notes to the financial statements.

#### b) Basis of accounting

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

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

### For the year ended 30 June 2019

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

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

#### Standards and interpretations effective from 2018-19

##### AASB 9 Financial Instruments

The agency applied AASB 9 for the first time in 2018-19. AASB 9 Financial Instruments replaces AASB 139 Financial Instruments: Recognition and Measurement for annual periods beginning on or after 1 January 2018. The agency has not restated the comparative information, which continues to be reported under AASB 139. Where applicable, differences arising from the adoption of AASB 9 have been recognised directly in accumulated funds and other components of equity. The nature and effect of the changes as a result of adoption of this new accounting standard are described below.

##### *Classification and measurement*

Financial instruments have been reclassified into one of three measurement bases – amortised cost, fair value through other comprehensive income (FVOCI) and fair value through profit or loss (FVTPL). The classification of these instruments is based on the Department's business model for managing the financial assets and the contractual terms of the cash flows.

The classification and measurement requirements of AASB 9 did not have a significant impact to the Department. The following are the changes in the classification of the financial assets:

- The Department's debt instruments are comprised of receivables. These assets were classified as Loans and Receivables as at 30 June 2018 under AASB 139 and were measured at amortised cost. As these assets are held to collect contractual cash flows that are solely payments of principal and interest, they continue to be measured at amortised cost from 1 July 2018.

The Department has not designated any financial liabilities as at fair value through profit or loss. There are no changes in classification and measurement for the Department's financial liabilities.

In summary, upon the adoption of AASB 9, the Department had the following reclassifications as at 1 July 2018.

	Balances at 30 June 2018	AASB 9 categories			Fair value through OCI
		Balances at 1 July 2018		Amortised cost	
		Fair value through profit or loss			
		Mandatorily at fair value	Designated at fair value		
<b>AASB 139 categories</b>	\$000	\$000	\$000	\$000	\$000
Loans and receivables					
Receivables	19	-	-	19	-
Advances paid	-	-	-	-	-
Held to maturity investments	-	-	-	-	-
Securities	-	-	-	-	-
Fair value through profit or loss	-	-	-	-	-
Investments in shares	-	-	-	-	-
	19	-	-	19	-

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

#### For the year ended 30 June 2019

##### *Impairment*

The adoption of AASB 9 requires the loss allowance to be measured using a forward-looking expected credit loss (ECL) approach, replacing AASB 139's incurred loss approach. AASB 9 also requires a loss allowance to be recognised for all debt instruments other than those held at fair value through profit or loss.

There has been no changes to impairment losses following the adoption of AASB 9.

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

##### **Standards and interpretations issued but not yet effective**

No Australian accounting standards have been early adopted for 2018-19.

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

##### **AASB 16 Leases**

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

For lessees with operating leases, a right-of-use asset will now be included in the balance sheet together with a lease liability for all leases with a term of 12 months or more, unless the underlying assets are of low value. The comprehensive operating statement will no longer report operating lease rental payments. Instead, amortisation expense will be recognised relating to the right-of-use asset and interest expense relating to the lease liability.

The right-of-use asset will be amortised generally on a straight-line basis while the lease liability will reduce to reflect lease payments made and increase to reflect the interest on the liability. Consistent with methodology applied to other long term liabilities, the lease liability is discounted using the Territory bond rates. As the lease term progresses, the carrying amount of the asset (cost less accumulated amortisation) is likely to reduce more quickly than the liability, resulting in a lower net asset in the earlier stages of the lease arrangement.

For lessors, the finance and operating lease distinction remains largely unchanged.

Inter-governmental leases or subleases lease arrangements are excluded from the scope of AASB 16 pursuant to Treasurer's Direction Leases. As the Department of information and Corporate Services manage the leases on behalf of the Department. As a consequence, AASB 16 is not expected to have an impact on the financial position of the Department of Legislative Assembly.

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

#### For the year ended 30 June 2019

#### **AASB 1058 Income for Not-for-Profit Entities and AASB 15 Revenue from Contracts with Customers**

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

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

Under AASB 15, revenue from agreements which are enforceable, have sufficiently specific performance obligations and transfer goods or services to the customer or third party beneficiary will be recognised when or as performance obligations are satisfied, and not immediately upon receipt as currently occurs. Consequently, more liabilities will be recognised in the balance sheet after adoption of this standard.

Where a transaction does not meet the criteria above or is classified as a donation transaction, revenue will be accounted for in accordance with AASB 1058.

Impacts identified include:

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

The modified retrospective approach has been elected to transition to the new revenue standards. This approach does not require restatement of comparative year with the cumulative impact adjusted to the opening accumulated funds.

AASB 1058 is not expected to have an impact on the financial position of the Department of Legislative Assembly.

#### **c) Reporting entity**

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

The Department of Legislative Assembly is a Northern Territory department established under the *Interpretation Act 1978 Administrative Arrangements Order*.

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

For the year ended 30 June 2019

The principal place of business of the Department is:

Level 4 Parliament House  
GPO Box 3721  
Darwin NT 0801  
Australia

### **d) Agency and Territory items**

The financial statements of Department of Legislative Assembly include income, expenses, assets, liabilities and equity over which the Department of 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.

### **e) Comparatives**

Where necessary, comparative information for the 2018-19 financial year has been reclassified to provide consistency with current year disclosures.

### **f) Presentation and rounding of amounts**

Amounts in the financial statements and notes to the financial statements are presented in Australian dollars and have been rounded to the nearest thousand dollars, with amounts of \$500 or less being rounded down to zero. Figures in the financial statements and notes may not equate due to rounding.

### **g) Changes in accounting policies**

There have been no changes to accounting policies adopted in 2018-19 as a result of management decisions.

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

For the year ended 30 June 2019

#### **h) Accounting judgments and estimates**

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

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

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

#### **i) Goods and services tax**

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

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

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

#### **j) Contributions by and distributions to government**

The agency may receive contributions from Government where the Government is acting as owner of the agency. Conversely, the agency may make distributions to Government. In accordance with the *Financial Management Act 1995* and Treasurer's Directions, certain types of contributions and distributions, including those relating to administrative restructures, have been designated as contributions by, and distributions to, Government. These designated contributions and distributions are treated by the agency as adjustments to equity.

The statement of changes in equity provides additional information in relation to contributions by, and distributions to, Government.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2019

3. Comprehensive operating statement by output group

	Note	Assembly Services		Members and Client Services		Building Management Services		Corporate Governance		Total	
		2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>INCOME</b>											
Appropriation											
Output		3,136	3,287	15,804	15,265	5,278	6,652	1,210	1,228	25,398	26,432
Commonwealth		-	-	-	-	-	-	-	-	-	-
Sales of goods and services		-	-	-	-	15	20	65	64	83	83
Interest revenue		-	-	-	-	-	-	-	-	-	-
Goods and services received free of charge	4	-	-	-	-	-	-	2,338	2,296	2,338	2,296
Gain on disposal of assets		-	-	-	-	-	-	-	-	-	-
Other income		21	35		28	21	3		28	40	94
<b>TOTAL INCOME</b>		<b>3,127</b>	<b>3,322</b>	<b>14,804</b>	<b>15,293</b>	<b>5,314</b>	<b>6,674</b>	<b>3,628</b>	<b>3,616</b>	<b>27,858</b>	<b>28,905</b>
<b>EXPENSES</b>											
Employee expenses		2,743	2,861	13,238	12,713	905	795	1,279	1,374	18,163	17,743
Administrative expenses											
Purchases of goods and services	5	536	632	1,353	1,665	2,618	2,734	139	168	4,646	5,199
Repairs and maintenance		-	-	-	-	2,159	2,874	-	-	2,159	2,874
Depreciation and amortisation	11, 12	-	-	-	-	3,804	3,578	-	-	3,804	3,578
Other administrative expenses <sup>1</sup>		-	-	-	-	-	-	2,338	2,296	2,338	2,296
<b>TOTAL EXPENSES</b>		<b>3,251</b>	<b>3,493</b>	<b>14,589</b>	<b>14,378</b>	<b>9,486</b>	<b>9,981</b>	<b>3,756</b>	<b>3,838</b>	<b>31,110</b>	<b>31,690</b>
<b>NET SURPLUS/(DEFICIT)</b>		<b>(152)</b>	<b>(171)</b>	<b>1,215</b>	<b>910</b>	<b>(4,172)</b>	<b>(3,307)</b>	<b>(143)</b>	<b>(222)</b>	<b>(3,252)</b>	<b>(2,785)</b>
<b>OTHER COMPREHENSIVE INCOME</b>											
Asset Revaluation Reserve		-	-	-	-	-	-	-	-	-	--
<b>COMPREHENSIVE RESULT</b>		<b>(152)</b>	<b>(171)</b>	<b>1,215</b>	<b>910</b>	<b>(4,172)</b>	<b>(3,307)</b>	<b>(143)</b>	<b>(222)</b>	<b>(3,252)</b>	<b>(2,785)</b>

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

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

For the year ended 30 June 2019

### Income

Income encompasses both revenue and gains.

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

#### Grants and other contributions

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

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

#### Appropriation

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

Commonwealth appropriation follows from the intergovernmental agreement on federal financial relations, resulting in specific purpose payments (SPPs) and national partnership (NP) payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by the Department of Treasury and Finance on behalf of the Central Holding Authority and then passed on to the relevant agencies as Commonwealth appropriation.

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

#### Sale of goods

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

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

#### Rendering of services

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

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

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

For the year ended 30 June 2019

	2019	2018
	\$000	\$000
<b>4. Goods and services received free of charge</b>		
Corporate and information services	2,338	2,296
	<b>2,338</b>	<b>2,296</b>

## 5. Purchases of goods and services

The net surplus/(deficit) has been arrived at after charging the following expenses:

### Goods and services expenses:

Consultants <sup>(1)</sup>	21	19
Advertising <sup>(2)</sup>	1	4
Marketing and promotion <sup>(3)</sup>	23	12
Document production	13	17
Legal expenses <sup>(4)</sup>	26	37
Training and study	13	92
Official duty fares	167	300
Travelling allowance	253	286
Accommodation	44	109
Communications	168	183
Hospitality	77	98
Information Technology	611	636
Membership and Subscriptions	15	28
Motor Vehicle Expenses	340	351
Office Requisites	10	15
Other Equipment Expenses	97	111
Other	56	52
	<b>1,935</b>	<b>2,350</b>

<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.

### Repairs and maintenance expense

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

### Interest expense

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

**6. Write-offs, postponements, waivers, gifts and ex gratia payments**

	Agency		Agency		Territory items		Territory items	
	2019	No. of Trans.	2018	No. of Trans.	2019	No. of Trans.	2018	No. of Trans.
	\$000		\$000		\$000		\$000	
<b>Write-offs, postponements and waivers under the <i>Financial Management Act 1995</i></b>	<b>2</b>	<b>1</b>	-	<b>1</b>	-	-	-	-
Represented by:								
<i>Amounts written off, postponed and waived by Delegates</i>								
Irrecoverable amounts payable to the Territory or an agency written off	-	-	-	-	-	-	-	-
Losses or deficiencies of money written off	-	-	-	-	-	-	-	-
Public property written off	-	-	-	1 <sup>1</sup>	-	-	-	-
Waiver or postponement of right to receive or recover money or property	<b>2</b>	<b>1</b>	-	-	-	-	-	-
<b>Total written off, postponed and waived by delegates</b>	<b>2</b>	<b>1</b>	-	<b>1</b>	-	-	-	-
<i>Amounts written off, postponed and waived by the Treasurer</i>	-	-	-	-	-	-	-	-
Irrecoverable amounts payable to the Territory or an agency written off	-	-	-	-	-	-	-	-
Losses or deficiencies of money written off	-	-	-	-	-	-	-	-
Public property written off	-	-	-	-	-	-	-	-
Waiver or postponement of right to receive or recover money or property	-	-	-	-	-	-	-	-
<b>Total written off, postponed and waived by the Treasurer</b>	-	-	-	-	-	-	-	-
<b>Write-offs, postponements and waivers authorised under other legislation</b>	-	-	-	-	-	-	-	-
<b>Gifts under the <i>Financial Management Act 1995</i></b>	-	-	-	-	-	-	-	-
<b>Gifts authorised under other legislation</b>	-	-	-	-	-	-	-	-
<b>Ex gratia payments under the <i>Financial Management Act 1995</i></b>	-	-	-	-	-	-	-	-

1) One transaction was written off at a value of less than \$500.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

	2019	2018
	\$000	\$000
<b>7. Cash and deposits</b>		
Cash on hand	2	5
Cash at bank	7,897	6,607
	<b>7,899</b>	<b>6,612</b>

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.

**8. Cash flow reconciliation**

**a) Reconciliation of cash**

The total of agency 'Cash and deposits' of \$7,898,616 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>	(3,252)	(2,784)
<i>Non-cash items:</i>		
Depreciation and amortisation	3,804	3,578
Asset write-offs/write-downs	-	-
Asset donations/gifts	-	-
Gain/loss on disposal of assets	-	-
R&M – Minor New Work Non-cash	805	628
<i>Changes in assets and liabilities:</i>		
Decrease/increase in receivables	43	(8)
Decrease/increase in inventories	(1)	1
Decrease/increase in prepayments	10	(44)
Decrease/increase in other assets	-	-
Decrease/increase in payables	(97)	(135)
Decrease/increase in provision for employee benefits	(17)	24
Decrease/increase in other provisions	(12)	(8)
Decrease/increase in other liabilities	-	(2)
<b>Net cash from operating activities</b>	<b>1,283</b>	<b>1,251</b>

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2019

	2019 \$000	2018 \$000
<b>9. Receivables</b>		
<b>Current</b>		
Accounts receivable	14	19
Less: Loss allowance	-	-
Interest receivables		
GST receivables	48	86
Other receivables	1	1
	<b>63</b>	<b>106</b>
<b>Non-current</b>		
Other receivables	-	-
	-	-
<b>Total receivables</b>	<b>63</b>	<b>106</b>

**Prepayments**

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

**10. Inventories**

**General inventories**

At cost	-	-
At net realisable value	-	-
	-	-

**Inventories held for distribution**

At cost	12	12
At current replacement cost	-	-
	<b>12</b>	<b>12</b>
<b>Total inventories</b>	<b>12</b>	<b>12</b>

During the year the Department of Legislative Assembly was required to write-off nil (2017-18: \$469.70) of uniform due to stock variances.

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

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

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

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

	2019	2018
	\$000	\$000
<b>11. Property, plant and equipment</b>		
<b>Land</b>		
At fair value	84,910	84,910
<b>Buildings</b>		
At fair value	282,662	282,604
Less: accumulated depreciation	(88,159)	(84,582)
	194,503	198,022
<b>Infrastructure</b>		
At fair value	106	106
Less: accumulated depreciation	(11)	(9)
	95	97
<b>Plant and equipment</b>		
At fair value	2,302	2,309
Less: accumulated depreciation	(2,064)	(2,033)
	238	275
<b>Computer Software</b>		
At fair value	37	-
Less: accumulated depreciation	(1)	-
	36	-
<b>Leased Computer Software</b>		
At fair value	51	51
Less: accumulated depreciation	(51)	(51)
	-	-
<b>Computer Hardware</b>		
At capitalised cost	37	37
Less: accumulated depreciation	(37)	(37)
	-	-
<b>Total Property, Plant and Equipment</b>	<b>279,782</b>	<b>283,305</b>

**2019 Property, plant and equipment reconciliations**

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2018-19 is set out below:

	Land	Buildings	Infrastructure	Plant and equipment	Computer Software	Total
	\$000	\$000	\$000	\$000	\$000	\$000
Carrying amount as at 1 July 2018	84,910	198,022	97	275	-	283,305
Additions	-	242	-	-	37	279
Disposals	-	-	-	-	-	-
Depreciation	-	(3,762)	(2)	(37)	(1)	(3,802)
<b>Carrying amount as at 30 June 2019</b>	<b>84,910</b>	<b>194,503</b>	<b>95</b>	<b>238</b>	<b>36</b>	<b>279,782</b>

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

#### For the year ended 30 June 2019

##### 2018 Property, plant and equipment reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2017-18 is set out below:

	Land	Buildings	Infrastructure	Plant and equipment	Total
	\$000	\$000	\$000	\$000	\$000
Carrying amount as at 1 July 2017	84,910	201,097	100	312	286,419
Additions	-	462	-	-	462
Disposals	-	-	-	-	-
Depreciation	-	(3,537)	(3)	(37)	(3,576)
<b>Carrying amount as at 30 June 2018</b>	<b>84,910</b>	<b>198,022</b>	<b>97</b>	<b>275</b>	<b>283,305</b>

##### Acquisitions

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

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

##### Complex assets

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

##### Subsequent additional costs

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

##### Construction (work in progress)

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

##### Revaluations and impairment

###### Revaluation of assets

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

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

### For the year ended 30 June 2019

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

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

#### Impairment of assets

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

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

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

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

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2019. No impairment adjustments were required as a result of this review.

#### Depreciation and amortisation expense

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

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

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

	2019	2018
Buildings	100 years <sup>(a)</sup>	100 years
Infrastructure assets	40 years	40 years
Plant and equipment	10 years	10 years
Leased plant and equipment	3 years	3 years
Heritage and cultural assets	100 years	100 years

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

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

**12a. Intangibles**

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

**12b. Biological assets**

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

**12c. Heritage and cultural assets**

**Carrying amount**

At valuation

Less: Accumulated depreciation

Written down value – 30 June

	2019	2018
	\$000	\$000
	149	137
	(28)	(27)
	<b>121</b>	<b>111</b>

**Reconciliation of movements**

Carrying amount at 1 July

Depreciation

Additions/disposals from asset transfers

**Carrying amount as at 30 June**

	111	112
	(6)	(1)
	16	
	<b>121</b>	<b>111</b>

**Heritage and cultural assets valuation**

The Heritage and Cultural Assets have not been independently valued. Refer to Note 17: Fair value measurement for additional disclosures.

**Impairment of heritage and cultural assets**

Agency heritage and cultural assets were assessed for impairment as at 30 June 2019. No impairment adjustments were required as a result of this review.

**Assets held for sale**

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

**Leased assets**

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

**Finance leases**

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

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

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

For the year ended 30 June 2019

#### 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 should be recognised as a deduction of the lease expenses over the term of the lease.

	2019	2018
	\$000	\$000
<b>13. Payables</b>		
Accounts payable	38	59
Accrued expenses	279	355
<b>Total payables</b>	<b>317</b>	<b>414</b>

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.

	2019	2018
	\$000	\$000
<b>14. Provisions</b>		
<b>Current</b>		
<i>Employee benefits</i>		
Recreation leave	812	811
Leave loading	99	113
Other employee benefits	2	6
<i>Other current provisions</i>		
<i>Other provisions</i>	151	164
	<b>1,064</b>	<b>1,094</b>
<b>Non-current</b>		
<i>Employee benefits</i>		
Other employee benefits	-	-
<i>Other non-current provisions</i>		
Other provisions	-	-
	<b>1,064</b>	<b>1,094</b>

The Agency employed 96 Full Time Equivalent employees as at 30 June 2019 (101 employees as at 30 June 2018).

#### 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

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

#### For the year ended 30 June 2019

expected to be paid. Non-current employee benefit liabilities that fall due after twelve months of the reporting date are measured at present value, calculated using the government long-term bond rate.

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

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

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

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

	2019	2018
	\$000	\$000
<b>15. Other liabilities</b>		
<b>Current</b>		
Other liabilities	2	2
	<hr/> 2	<hr/> 2
<b>Non-current</b>		
Other liabilities	-	-
	<hr/> -	<hr/> -
<b>Total other liabilities</b>	<hr/> <b>2</b>	<hr/> <b>2</b>

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2019

16. Reserves

**Asset revaluation surplus**

*(i) Nature and purpose of the asset revaluation surplus*

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

	Land		Buildings		Infrastructure		Plant & Equipment		Total	
	2019	2018	2019	2018	2019	2018	2019	2018	2019	2018
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<i>(ii) Movements in the asset revaluation surplus</i>										
Balance as at 1 July	70,490	70,490	99,641	99,641	(106)	(106)	(422)	(422)	169,603	169,603
Changes in accounting policies	-	-	-	-	-	-	-	-	-	-
Correction of prior period errors	-	-	-	-	-	-	-	-	-	-
Increment/decrement	-	-	-	-	-	-	-	-	-	-
Impairment (losses)/reversals	-	-	-	-	-	-	-	-	-	-
Transfers to accumulated funds	-	-	-	-	-	-	-	-	-	-
<b>Balance as at 30 June</b>	<b>70,490</b>	<b>70,490</b>	<b>99,641</b>	<b>99,641</b>	<b>(106)</b>	<b>(106)</b>	<b>(422)</b>	<b>(422)</b>	<b>169,603</b>	<b>169,603</b>

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

### For the year ended 30 June 2019

#### 17. Fair value measurement

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

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

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

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

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

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

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

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

Level 3 – inputs are unobservable.

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

- the fair value of cash, deposits, advances, receivables and payables approximates their carrying amount, which is also their amortised cost
- the fair value of derivative financial instruments are derived using current market yields and exchange rates appropriate to the instrument and
- the fair value of other monetary financial assets and liabilities is based on discounting to present value the expected future cash flows by applying current market interest rates for assets and liabilities with similar risk profiles.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

**a) Fair value hierarchy**

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

	Level 1		Level 2		Level 3		Total fair value	
	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18	2018-19	2017-18
	\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
<b>Assets<sup>(a)</sup></b>								
Land (Note 11)	-	-	84,910	84,910	-	-	84,910	84,910
Buildings (Note 11)	-	-	-	-	194,503	198,022	194,503	198,022
Infrastructure (Note 11)	-	-	-	-	95	97	95	97
Plant and Equipment (Note 11)	-	-	-	-	238	275	238	275
Computer Software (Note 11)	-	-	-	-	36	-	36	-
Heritage and Cultural (Note 12)	-	-	-	-	121	111	121	111
<b>Total assets</b>	-	-	<b>84,910</b>	<b>84,910</b>	<b>194,957</b>	<b>198,505</b>	<b>279,903</b>	<b>283,415</b>

There were no transfers between Level 1 and Levels 2 or 3 during 2018-19.

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2019

**b) Valuation techniques and inputs**

Valuation techniques used to measure fair value in 2018-19 are:

	Level 2 techniques <sup>(b)</sup>	Level 3 techniques <sup>(b)</sup>
<b>Asset classes<sup>(a)</sup></b>		
Land (Note 11)	Market	
Buildings (Note 11)		Cost
Infrastructure (Note 11)		Cost
Plant and Equipment (Note 11)		Cost
Computer Software (Note 11)		Cost
Heritage and Cultural (Note 12)		Cost

There were no changes in valuation techniques from 2017-18 to 2018-19.

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

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

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the financial statements

For the year ended 30 June 2019

c) Additional information for level 3 fair value measurements

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

	Buildings \$000	Infrastructure \$000	Plant and Equipment \$000	Computer Software	Heritage and Culture
<b>2018-19</b>					
Fair value as at 1 July 2018	198,022	97	275	-	111
Additions	242	-	-	37	12
Disposals	-	-	-	-	-
Transfers from Level 2	-	-	-	-	-
Transfers to Level 2	-	-	-	-	-
Depreciation	(3,761)	(2)	(37)	(1)	(2)
Gains/losses recognised in net surplus/deficit	-	-	-	-	-
Gains/losses recognised in other comprehensive income <sup>(c)</sup>	-	-	-	-	-
<b>Fair value as at 30 June 2019</b>	<b>194,503</b>	<b>95</b>	<b>238</b>	<b>36</b>	<b>121</b>
<b>2017-18</b>					
Fair value as at 1 July 2017	201,097	100	312	-	112
Additions	462	-	143	-	-
Disposals	-	-	(143)	-	-
Depreciation	(3,537)	(3)	(37)	-	(1)
Gains/losses recognised in net surplus/deficit	-	-	-	-	-
Gains/losses recognised in other comprehensive income	-	-	-	-	-
<b>Fair value as at 30 June 2018</b>	<b>198,022</b>	<b>97</b>	<b>275</b>	<b>-</b>	<b>111</b>

## 18. Financial instruments

A financial instrument is a contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity.

Financial assets and liabilities are recognised on the balance sheet when the agency becomes a party to the contractual provisions of the financial instrument. The agency's financial instruments include cash and deposits; receivables; advances paid; investment in shares; payables; advances received; borrowings and derivatives.

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

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

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

### a) Categories of financial instruments

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

#### 2018-19 Categories of financial instruments

	Fair value through profit or loss			Total
	Designated at fair value	Amortised cost	Fair value through other comprehensive income	
	\$000	\$000	\$000	\$000
Cash and deposits	7,899	-	-	7,899
Receivables <sup>1</sup>	-	15	-	15
<b>Total financial assets</b>	-	-	-	-
	-	-	-	-
Deposits held <sup>1</sup>	1	-	-	1
Payables <sup>1</sup>	317	-	-	317
<b>Total financial liabilities</b>	<b>8,217</b>	<b>15</b>	-	<b>8,232</b>

<sup>1</sup> Total amounts disclosed here exclude statutory amounts.

Fair value through profit or loss

	Designated at fair value	Total
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# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

For the year ended 30 June 2019

	\$000	\$000
Cash and deposits	6,612	6,612
Receivables <sup>1</sup>	20	20
<b>Total financial assets</b>	<b>6,628</b>	<b>6,628</b>
Deposits held <sup>1</sup>	1	1
Payables <sup>1</sup>	414	414
<b>Total financial Liabilities</b>	<b>415</b>	<b>415</b>

### Classification of financial instruments from 1 July 2018

From 1 July 2018, the agency classifies its financial assets in the following measurement categories:

- those to be measured subsequently at fair value (either through other comprehensive income (OCI) or through profit or loss), and
- those to be measure at amortised cost.

The classification depends on the agency's business model for managing the financial assets and the contractual terms of the cash flows.

For assets measured at fair value, gains and losses will either be recorded in profit or loss or OCI. For investments in equity instruments that are not held for trading, the agency has made an irrevocable election at the time of initial recognition to account for the equity investment at fair value through other comprehensive income (FVOCI).

The agency reclassifies debt investments when and only when its business model for managing those assets changes.

At initial recognition, the agency measures a financial asset at its fair value plus, in the case of a financial asset not at fair value through profit or loss (FVTPL), transaction costs that are directly attributable to the acquisition of the financial asset. Transaction costs of financial assets carried at FVTPL are expensed in profit or loss.

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

#### *Debt instruments*

Subsequent measurement of debt instruments depends on the agency's business model for managing the asset and the cash flow characteristics of the asset. There are three measurement categories into which the agency classifies its debt instruments:

- *Amortised cost:* Assets that are held for collection of contractual cash flows where those cash flows represent solely payments of principal and interest are measured at amortised cost. Interest income from these financial assets is calculated using the effective interest rate method. Any gain or loss arising on derecognition is recognised directly in profit or loss and presented in other gains/(losses).
- *FVOCI:* Assets that are held for collection of contractual cash flows and for selling the financial assets, where the assets' cash flows represent solely payments of principal and interest, are measured at FVOCI. Movements in the carrying amount are taken through OCI, except for the recognition of impairment gains or losses and interest income which

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

#### For the year ended 30 June 2019

are recognised in profit or loss. When the financial asset is derecognised, the cumulative gain or loss previously recognised in OCI is reclassified from equity to profit or loss and recognised in other gains/(losses). Interest income from these financial assets is calculated using the effective interest rate method.

- *FVTPL*: Assets that do not meet the criteria for amortised cost or FVOCI are measured at FVTPL. A gain or loss on a debt investment that is subsequently measured at FVTPL is recognised in profit or loss and presented net within other gains/(losses) in the period in which it arises.

Changes in the fair value of financial assets at FVTPL are recognised in other gains/(losses) in the statement of profit or loss as applicable. Impairment losses (and reversal of impairment losses) on equity investments measured at FVOCI are not reported separately from other changes in fair value.

Financial liabilities are classified into the following categories either at FVTPL or at amortised cost. The classification and measurement of financial liabilities under AASB 9 is substantially the same as in AASB 139, except where an entity designates financial liabilities at FVTPL. For such liabilities, the fair value changes of liabilities designated at FVTPL are presented as follows:

- the fair value changes attributable to changes in the liability's credit risk are recognised in OCI; and
- the remaining changes in the fair value are recognised in profit or loss.

#### **Classification of financial instruments until 30 June 2018**

The agency has elected not to restate comparative information. As a result, the comparative information provided continues to be accounted for in accordance with AASB 139.

Financial assets are classified into the following categories:

- financial assets at fair value through profit or loss
- loans and receivables and

#### **Loans and receivables**

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market other than those held for trading and available for sale. Loans and receivables exclude statutory receivables. Loans and receivables are measured initially at fair value and subsequently at amortised cost using the effective interest rate method less impairment.

#### **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.

Credit risk relating to receivables is disclosed in note 9.

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

For the year ended 30 June 2019

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

The following tables detail the agency's remaining contractual maturity for its financial liabilities, calculated based on undiscounted cash flows at reporting date. The undiscounted cash flows in these tables differ from the amounts included in the balance sheet which are based on discounted cash flows.

#### 2019 Maturity analysis for financial liabilities

	Carrying amount	Less than a year	1 to 5 years	More than 5 years	Total
	\$000	\$000	\$000	\$000	\$000
<b>Liabilities</b>					
Deposits held	1	1	-	-	1
Payables	317	317	-	-	317
<b>Total financial liabilities</b>	<b>318</b>	<b>318</b>	-	-	<b>318</b>

#### 2018 Maturity analysis for financial liabilities

	Carrying amount	Less than a year	1 to 5 years	More than 5 years	Total
	\$000	\$000	\$000	\$000	\$000
<b>Liabilities</b>					
Deposits held	1	1	-	-	1
Payables	549	549	-	-	549
<b>Total financial liabilities</b>	<b>550</b>	<b>550</b>	-	-	<b>550</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 Legislative Assembly is not exposed to interest rate risk as agency financial assets and financial liabilities, are non-interest bearing.

##### (ii) Price risk

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

# DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

## Notes to the financial statements

For the year ended 30 June 2019

### (iii) Currency risk

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

## 19. Related Parties

### i) Related Parties

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

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

### ii) Key management personnel (KMP)

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

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

## DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

### Notes to the financial statements

#### For the year ended 30 June 2019

##### iii) Remuneration of key management personnel

Chief Minister as the Chief Minister's remunerations and allowances are payable by the Department of the Legislative Assembly and consequently disclosed within the Treasurer's annual financial statements. The aggregate compensation of key management personnel of Department of the Legislative Assembly is set out below:

	2018-19	2017-18
	\$000	\$000
Short-term benefits	1,815	1,803
Long-term benefits	-	-
Termination benefits	153	160
Total	1,968	1,963

##### iv) Related party transactions:

###### Transactions with Northern Territory Government controlled entities

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

###### Other related party transactions are as follows:

Given the breadth and depth of Territory Government activities, related parties will transact with the Territory Public sector in a manner consistent with other members of the public including paying stamp duty and other government fees and charges and therefore these transactions have not been disclosed. All other related party transactions in excess of \$10,000 have been provided in the tables below.

## 20. Contingent liabilities and contingent assets

The Department of Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2019 or 30 June 2018.

## 21. Events subsequent to balance date

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

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

**22. Budgetary information**

<b>Comprehensive Operating Statement</b>	2018-19 Actual \$000	2018-19 Original budget \$000	Variance \$000	Note
<b>INCOME</b>				
Output	25,398	25,281	117	
Sales of goods and services	80	75	5	
Goods and services received free of charge	2,338	2,342	(4)	
Other income	43	52	(9)	
<b>TOTAL INCOME</b>	<b>27,859</b>	<b>27,750</b>	<b>109</b>	
<b>EXPENSES</b>				
Employee expenses	18,164	18,717	(553)	1
Administrative expenses				
Purchases of goods and services	4,646	4,701	(55)	
Repairs and maintenance	2,159	1,990	169	
Depreciation and amortisation	3,804	3,622	182	
Other administrative expenses	2,338	2,342	(4)	
<b>TOTAL EXPENSES</b>	<b>31,111</b>	<b>31,372</b>	<b>(261)</b>	
<b>NET SURPLUS/(DEFICIT)</b>	<b>(3,252)</b>	<b>(3,622)</b>	<b>370</b>	
<b>COMPREHENSIVE RESULT</b>	<b>(3,252)</b>	<b>(3,622)</b>	<b>370</b>	

**Notes:**

The following note descriptions relate to variances greater than \$200,000, or where multiple significant variances have occurred.

1. Employee expenses are under budget by \$0.553 million primarily due to employee budget for Electorate Officers' various categories not fully used.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

<b>Balance Sheet</b>	2018-19 Actual \$000	2018-19 Original budget \$000	Variance \$000	Note
<b>ASSETS</b>				
<b>Current assets</b>				
Cash and deposits	7,899	5,320	2,579	1
Receivables	63	99	(36)	
Inventories	12	13	(2)	
Prepayments	43	10	33	
Other assets				
<b>Total current assets</b>	<b>8,017</b>	<b>5,442</b>	<b>2,575</b>	
<b>Non-current assets</b>				
Property, plant and equipment	279,782	279,687	95	
Heritage and cultural assets	121	121		
<b>Total non-current assets</b>	<b>279,903</b>	<b>279,808</b>	<b>95</b>	
<b>TOTAL ASSETS</b>	<b>287,920</b>	<b>285,250</b>	<b>2,670</b>	
<b>LIABILITIES</b>				
<b>Current liabilities</b>				
Deposits held	1	1		
Payables	317	552	(235)	2
Provisions	1,064	1,077	(13)	
<b>Total current liabilities</b>	<b>1,383</b>	<b>1,632</b>	<b>(248)</b>	
<b>TOTAL LIABILITIES</b>	<b>1,383</b>	<b>1,632</b>	<b>(248)</b>	
<b>NET ASSETS</b>	<b>286,537</b>	<b>283,618</b>	<b>2,919</b>	
<b>EQUITY</b>				
Capital	162,101	161,272	829	
Reserves	169,602	169,602	-	
Accumulated funds	(45,166)	(47,257)	2,091	
<b>TOTAL EQUITY</b>	<b>286,537</b>	<b>283,618</b>	<b>2,919</b>	

**Notes:**

The following note descriptions relate to variances greater than \$200,000, or where multiple significant variances have occurred.

1. The budget cash and deposit balance at the end of the financial year is a result of the under spend in repairs and maintenance and Members and Electorate offices use of entitlements pursuant to Remuneration Tribunal Determination.
2. The payables reflects lower than expected payments to be made for goods and /or services of 2018-19.

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**Notes to the financial statements**

**For the year ended 30 June 2019**

<b>Cash Flow Statement</b>	2018-19	2018-19	Variance	Note
	Actual	Original		
	\$000	\$000	\$000	
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>				
<b>Operating receipts</b>				
Appropriation	25,398	25,281	117	
Output				
Receipts from sales of goods and services	127	127	-	
<b>Total operating receipts</b>	<b>25,525</b>	<b>25,408</b>	<b>117</b>	
<b>Operating payments</b>				
Payments to employees	18,201	18,717	(516)	1
Payments for goods and services	6,079	6,691	(612)	2
<b>Total operating payments</b>	<b>24,280</b>	<b>25,408</b>	<b>(1,128)</b>	
<b>Net cash from/(used in) operating activities</b>	<b>1,245</b>	<b>-</b>	<b>(1,245)</b>	
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>				
<b>Investing receipts</b>				
Proceeds from asset sales		2		
<b>Total investing receipts</b>		<b>2</b>	<b>(2)</b>	
<b>Investing payments</b>				
Purchases of assets	37	43	4	
<b>Total investing payments</b>	<b>37</b>	<b>43</b>	<b>4</b>	
<b>Net cash from/(used in) investing activities</b>	<b>(37)</b>	<b>(41)</b>	<b>4</b>	
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>				
<b>Financing receipts</b>				
Capital appropriation	41	41	-	
<b>Total financing receipts</b>	<b>41</b>	<b>41</b>	<b>-</b>	
<b>Financing payments</b>				
Equity withdrawals		-		
<b>Total financing payments</b>		<b>-</b>		
<b>Net cash from/(used in) financing activities</b>	<b>41</b>	<b>41</b>	<b>-</b>	
Net increase/(decrease) in cash held	1,287	-	<b>1,287</b>	
Cash at beginning of financial year	6,612	5,320	1,292	
<b>CASH AT END OF FINANCIAL YEAR</b>	<b>7,899</b>	<b>5,320</b>	<b>2,579</b>	

The following note descriptions relate to variances greater than \$200,000, or where multiple significant variances have occurred.

1. Payments of employee expenses are under budget by \$0.553 million primarily due to employee budget for Electorate Officers' various categories not fully used.
2. Payments for goods and services lower than budget mainly due to under spent in repairs and maintenance.