



LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

2012-13 ANNUAL REPORT

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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

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

Dear Chief Minister

I am pleased to submit to you the 2012-13 annual report for the Department of the Legislative Assembly in accordance with the provisions of section 28 of the *Public Sector Employment and Management Act* and section 13 of the *Financial Management Act*.

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

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

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

Yours sincerely



MICHAEL TATHAM
Clerk and Chief Executive
30 September 2013

FAST FACTS

- ✓ Seven Members separated and seven inducted following General Election. One Member separated and one inducted following Wanguri by-election.
- ✓ 14 induction sessions conducted for new Members, Electorate Officers and Ministerial Officers.
- ✓ 33 Members of the Assembly supported during transitional periods following elections (including Wanguri by-election). 25 Members supported since that time.
- ✓ Seven electorate offices handed over; three lease negotiations commenced on new electorate offices; one lease taken over for Stuart Liaison Office in Katherine.
- ✓ Five Committees supported for 34 meetings, 10 public hearings, nine briefings and five reports to the Assembly.
- ✓ 280.48 sitting hours supported (excluding Committees).
- ✓ Comprehensive review of Standing Orders commenced.
- ✓ 30% of staff attended training activities during the reporting period.
- ✓ \$378,389 spent on Member travel (excluding Ministerial travel) during calendar year 2012.
- ✓ \$36,027.90 spent on Members' mobile and satellite phones (excluding Ministerial charges) during calendar year 2012 (note that this includes retiring/defeated Members).
- ✓ Two contracts awarded: sole caterer for Parliament House (Karen Sheldon Catering); and landscaping (KJ's Designer Gardeners).
- ✓ Review of Parliamentary Education Services completed (report pending).
- ✓ 163 functions supported at Parliament House
- ✓ 1696 people undertook public tours of Parliament House.
- ✓ 126 school tours were conducted; 28 role play sessions and 16 outreach programmes completed for schools.
- ✓ Three senior staff recruited to replace long-serving officers.

OUR PURPOSE

During the reporting period, our Strategic Plan was reviewed and renewed for the period 2013-16.

Vision	Excellence in Parliamentary service.
Mission	To provide advice and services which support the Assembly, its Members and Committees, and promote community engagement.
Values	Respect Professionalism Impartiality Innovation Co-operation
Goals	<ol style="list-style-type: none">1 Support the Assembly, its Committees and Members to fulfil their parliamentary responsibilities.2 Provide administrative and support services to Members.3 Ensure Parliament House and the parliamentary precinct are maintained to a high standard.4 Enhance accountability and governance.5 Maintain a highly skilled and committed workforce.6 Engage with the community to promote participation in the parliamentary process.

MESSAGE FROM THE CLERK AND CHIEF EXECUTIVE

Purpose

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

Overview

Elections

The General Election of 25 August 2012 resulted in a change of Government. Composition of the Assembly, with the ALP in Minority Government, prior to the election was:

ALP	Country Liberals	Independent	Total
12	12 ¹	1	25

Following the election, the Assembly's composition was:

Country Liberals	ALP	Independent	Total
16	8	1	25

Two Members retired at the General Election. They were the former Members for Johnston, Chris Burns, and the former Member for Nightcliff, Jane Aagaard. The agency inducted seven new Members and arranged for the corresponding separation of the seven retiring or defeated Members.

The induction process involves not only new Members, but their electorate officers and ministerial staff. Assembly officers made a concerted effort to prepare material that was directly relevant to each of the groups. For example, Members and Electorate Officers need to have in-depth knowledge of entitlements and responsibilities under the Remuneration Tribunal Determination, whereas Ministerial staff have a requirement for information about parliamentary procedure and etiquette.

As mentioned in our last Annual Report, the agency resolved to reduce the amount of paperwork given to new Members, electorate officers and ministerial staff. A range of short video clips was prepared for new Members, and these covered topics such as the first sitting of the new Assembly, taking the oath or affirmation of office, how

¹ The former Member for Drysdale, Ross Bohlin, did not secure his party's endorsement for pre-selection of that electorate. Whilst he indicated he would run in the election as an Independent, he did not formally notify the Assembly that he had resigned from the Country Liberals so did not sit in the Chamber as an Independent.

the Chamber operates during sittings, business documents and resources available. Rather than giving Members hard copy material, a range of documents was uploaded to the agency's internet and intranet sites for immediate use and easy reference. A similar position was adopted for electorate and ministerial staff for whom material was provided electronically.

Inductions were again required when the former Member for Wanguri, Paul Henderson, retired and the Wanguri by-election on 16 February 2013 resulted in the election of the ALP's Nicole Manison. Further inductions for ministerial staff were required following the change of leadership in the Government in March 2013.

Changes arising from elections also involve the timely handover of electorate offices and, in some cases where an appropriate business case can be made, cessation of leases of existing electorate offices and moves to secure new office accommodation for Members.

Service Delivery

As indicated in the last report, the agency has undergone changes in respect of organisation and structure. One of those changes arose from the 2011 Client Survey of Members and electorate offices. The principal point of contact for clients now resides in the Office of the Clerk pursuant to which monthly reports are provided to the Clerks on issues that have arisen, and how or whether they have been resolved.

This change has been well received by Members and, in particular, electorate officers. Further, comment and feedback is sought from electorate staff during annual seminars or training sessions. Further, senior Assembly officers make every effort to visit electorate offices for routine inspections and to determine issues of concern on a case-by-case basis.

Information Technology and Communications

Many of the issues identified by Members and electorate officers relate to information technology and communications matters. As indicated in the last report, the Legislative Assembly made submissions in respect of enhanced support in this area, but to date has been unsuccessful.

One development during the reporting period is that one Member was so dissatisfied with ICT provisions, he moved outside the whole-of-government IT arrangements with external contractors and changed his IT environment to one that is wireless and uses an out-of-scope product. His wish to do so was endorsed by the Speaker on the grounds that it would cost the agency no more, but his decision means his hardware and software are unsupported by ICT contractors. Other Members are considering similar changes.

A further development was a comprehensive agency Business Application System (BAS), which highlighted gaps in support of some of the agency's core business systems. The support of agency Business Application Systems is an agency responsibility and is not covered in the whole-of-government outsourced IT support contracts. This process has further highlighted the need for dedicated in-house IT assistance and expertise to support these in-house systems.

Succession Planning

This issue has been raised in the past few annual reports in the context of preparation for the departure of long serving officers, appropriate knowledge management and relatively smooth transitions.

During the reporting period, the agency lost the services of Helen Allmich, our long serving Editor of Debates, who accepted the position of Editor with the Parliament of Tasmania. Graham Gadd, the Clerk Assistant Chamber Services, retired during the reporting period. He, too, was a long serving officer, having joined the agency in July 1975.

My own departure is imminent. I will retire on 3 July 2013 and I leave the Assembly in safe hands with Michael Tatham as the incoming Clerk. Michael has been Deputy Clerk's since 2010. The Deputy Clerk's position will be advertised in the near future.

Separation of the Parliamentary Service from the Executive Government

Previous annual reports, and in particular the Annual Report for 2011—12, contained recommendations for future directions in respect of separating the Parliamentary Service from the Executive Government and the increased independence of Parliament in respect of budget controls. Those reports identified the requirement for the Northern Territory to reinstate the independence of the Department of the Legislative Assembly and that of the Clerk so as to provide a more appropriate foundation for the future constitutional development of the Territory and to more closely meet the recommended benchmarks for democratic legislatures highlighted in the Latimer House Principles.

Options to achieve this goal were identified as:

1. Amending the *Public Sector Employment and Management Act*;
2. Establishing a Parliamentary Services Act; or
3. Establishing a Legislative Assembly (Office of the Legislative Assembly) Act.

A recent development in the administration of the ACT Legislative Assembly may provide some guidance in this matter. The ACT has a *Legislative Assembly (Office of the Legislative Assembly) Act*. Apart from the Clerk, all other staff of the Legislative Assembly remain public servants. The legislation provides for a robust legislative and administrative framework for the legislature's support agency and gives effect to the separation of powers doctrine within the framework of the ACT's constitutional system.

Since the constitutional system and size of the Northern Territory legislature is similar to that of the ACT, it is suggested that the development of Territory—specific legislation could be the most effective and viable means of restoring the legislature's governance structure. In providing for administrative autonomy and independence from the Executive, this option could reinstate the appropriate status of the Clerk and go a fair way to meeting the Commonwealth Parliamentary Association's recommended benchmarks for democratic legislatures.

Financial Independence of the Legislative Assembly

In the annual report for 2011-12 I expressed concern at the lack of any measure of financial independence of the Legislative Assembly and drew attention to the excellent benchmarks set by the Latimer House Guidelines (more fully known as the

Commonwealth Principles on the Accountability of the Relationship between the three branches of Government, agreed to by Commonwealth Heads of Government in 2003).

The Latimer House Guidelines state, in part, that 'an all party committee of members of parliament should review and administer Parliament's budget. It should not be subject to limit by the Executive'. That principle is mirrored in the Commonwealth Parliamentary Association – World Bank Institute working group benchmark 6.1.2: 'only the Legislature shall be empowered to determine and approve the budget of the Legislature.'

Further, in a report to the Commonwealth Parliament by the Joint Committee on Public Accounts and Audit Committee (JCPAA) the Committee recommended that -

The government establish a parliamentary commission co-chaired by the Speaker of the House of Representatives and the President of the Senate and comprising elected representatives to recommend funding levels for the parliamentary departments in each budget.

The 2012 meeting of the Presiding Officers and Clerks of the Australian and Pacific regions Parliaments in Honiara, Solomon Islands, took the unusual step of issuing a communiqué on the independence of parliaments, calling for parliaments to be independent, autonomous and adequately resourced. It recommended that steps be taken for parliaments to responsibly determine their own budgets, free from the constraints of the Executive, but having regard to the prevailing financial circumstances in each jurisdiction.

It is submitted that it is now appropriate to consider a more collaborative process to give the Legislative Assembly some independence in submitting, negotiating and determining its budget. It is available to undertake benchmarking of the current Legislative Assembly procedural and administrative arrangements against best practice benchmarks as developed by the Commonwealth Heads of Government, the CPA and World Bank Institute. This process was commenced by the Legal and Constitutional Affairs Committee. However, the reference lapsed and has not been renewed.

Other options for consideration in the context of financial independence of the Assembly could be:

- A separate Appropriation Bill for the Assembly as has been adopted by the Commonwealth Parliament since 1982;
- A committee process similar to the Senate Committee on Appropriations and Staffing or the House of Representatives Appropriations and Administration Committee;
- Consideration of a similar procedure to that now in place in the ACT Legislative Assembly where the Executive Government is required to table a separate Appropriation Bill for the Assembly budget and, where the Executive departs from funding allocation sought by the Speaker, it must table in the Assembly a statement of reasons for doing so;
- A process involving the Speaker or a Government Minister on behalf of the Speaker, having carriage of the Legislative Assembly's budget bids through the budget process on behalf of the Speaker consulting closely with the Speaker in conjunction with the appropriate Assembly committee.

While these developments are a long way from financial independence they represent progress and some recognition that the Parliament has to be treated differently.

Shared Services and Service Delivery issues

Another matter of continuing concern is the reliance that Legislative Assembly Members and officers have on other agencies or contractors providing whole-of-government or shared services.

The department has a range of continuing issues in respect of payroll related matters and the planning and provision of support for information and communications technology services to Members and officers.

The centralisation of payroll processing has created continuing difficulties in respect of the administration and delivery of pay and other entitlements to various categories of Assembly staff including Electorate Officers, tour guides and casual Hansard operators. This has led to time-consuming remedial action and has resulted from time-to-time in a reduction in morale and difficulties in recruitment.

Similarly, the outsourcing of the provision of ICT services has resulted in what could be termed a 'lowest common denominator' situation under which Members, Electorate Officers and Assembly staff have raised a number of issues relating to timely and adequate support. The department has made submissions in respect of enhanced dedicated support and resources in this area. To date these bids have been unsuccessful.

Possible remedies could be:

- Establishing a Parliamentary ICT Advisory Board comprising Members and senior staff.
- Development of strategic plan encompassing ICT requirements of the Legislative Assembly and Parliament House occupants, Members and all departmental staff.
- The centralisation of all IT functions within a single IT Unit to service Parliament House and Electorate Offices.
- Oversight the administration and funding of ICT services for the Assembly by an Assembly Committee.

Conclusion

Once again, I am grateful to the officers of the Ombudsman, the Auditor—General, Solicitor—General, Department of the Chief Minister, Protocol, Government House, Department of Business and Employment, Department of Justice, NT Police Fire and Emergency Services and other Pacific region Parliaments who together provide a supportive network and cooperative source of procedural and administrative information.

I thank all staff for their contribution to the goals of the Department over the last year. In particular, I acknowledge the work of the Deputy Clerk who has taken stock of our organisational arrangements, gathered fresh ideas about services and the way we provide them, and ensured that we make the best of our resources in the provision of support o the Assembly, its Committees and its Members.

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

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

A handwritten signature in black ink, appearing to read 'Ian McNeill', is centered within a light gray rectangular box.

IAN McNEILL
1 July 2013

MEETING OUR CHALLENGES

In our last report, we forecast several challenges. These are reported below, noting that the revised 2013-16 Strategic Plan has resulted in two additional goals which do not appear here.

Goal 1: Support the Assembly, its Committees and Members to fulfil their parliamentary responsibilities.

Challenge	Outcome
Closure of the Office of Statehood and winding up the Sessional Committee known as the Council of Territory Cooperation.	Both offices closed and material archived. Standing Committee on Legal and Constitutional Affairs has responsibility for statehood-related issues.
Maintaining a viable Parliamentary Committee system with limited available Members.	Five Standing Committees established following 2012 General Election. See page 35 for Committee activity.
Comprehensive review of Standing and Sessional orders in 2012-13	Sessional Orders review completed. Standing Orders review well advanced for presentation to Standing Orders Committee.

Goal 2: Provide administrative and support services to Members.

Challenge	Outcome
Preparation for 2012 General Election with a view to improving the induction process for new Members and staff and improving the process of separation of retiring/defeated Members.	Preparations completed. Induction process vastly improved (paperless). Separation of former Members completed in timely manner.
Opening of the 12 th Assembly and related administrative issues.	Completed.
Conduct of familiarisation and training programs for new Members and Electorate Officers.	Completed. Additional training/induction provided for Ministerial Officers.
Review of Strategic Plan for 2013-15 and Unit Business Plans to reflect the new organisational structure.	Strategic Plan reviewed to reflect structure. Business Plans completed.

Goal 3: Ensure Parliament House and the parliamentary precinct are maintained to a high standard.

Challenge	Outcome
Electricity prices	Power & Water Corporation increased their electricity tariff by 20% effective 1 January 2013. However, this does not directly impact on Parliament House because the Department of the Legislative Assembly has an electricity supply contract with QEnergy.
Impact of carbon pricing scheme	<p>In July, 2012 the Commonwealth Government's <i>Clean Energy Act</i> (CEA) came into force. This set a price of \$23.00/tonne of CO2 for the financial year 2012-13.</p> <p>QEnergy charged the department \$13.70/MWh as a separate line item on accounts, which equates to about \$42,150 per annum.</p>
Difficulties arising from implementation of sector-wide Asset Management System.	The whole-of-government Asset Management System (AMS) went live towards the end of financial year 2012-13. Difficulties are expected to dissipate as flow-on issues from the live implementation are addressed and resolved during 2013-14.

Goal 4: Engage with the community to promote participation in the parliamentary process.

Challenge	Outcome
Provision of outreach services to remote communities.	Delivered 16 remote and regional outreach sessions with 250 school students and teachers in eight communities.
Reaching target audience for adult education programs <i>Democracy at Work</i> and <i>Know Your Parliament</i> .	Delivered four sessions (69 participants); introduced new program of Community Organisation Tours with 12 sessions (139 participants).

Further, we reported the following outstanding commitments in last year's report:

Challenge	Outcome
Undertake a review of HR and Financial delegations in line with the agency restructure to commence in the new financial year.	Review of both documents completed and implemented.
Address issues raised in the Client Survey conducted in November 2011.	Completed. Responsibility for Members Entitlements and Liaison now lies with the Office of the Clerk and is reported against monthly.

AGENCY PROFILE

As with other Westminster parliamentary agencies, the Legislative Assembly is to serve the Assembly and its committees, and its functions are almost entirely determined by their activities.

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

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

At the end of the reporting period the Legislative Assembly had 96.08 full-time equivalent staff of whom 25 are Members. Each Member is entitled to a full-time Electorate Officer employed under contract. Further, the Member for Stuart is entitled to a Liaison Officer for 30 hours per week and the Member for Arnhem is entitled to a Liaison Officer at Maningrida for 15 hours per week. Both these officers are also employed under contract. These Electorate and Liaison Officers are included in the figure of 96.08 FTEs above, as are Relief Electorate Officers who fill in during the absence of a regular Electorate Officer.

Following a change to entitlements under Remuneration Tribunal Determination No 1 of 2012, all Members are entitled to an Electorate Officer Assistant for six hours per week from 1 January 2013. At the conclusion of the reporting period, 12 Members had availed themselves of this entitlement.

Working within the agency (excluding Members, Electorate, Liaison Officers and Electorate Officer Assistants) are 39.03 officers. This figure excludes Hansard and Tour Guide casuals.

The agency administers an annual budget of \$28.4 million, which is divided into three output groups: Assembly Services, Members and Client Services and Building Management.

The agency is responsible for administering the following legislation:






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

There is an anomaly in the Administrative Arrangements Order which incorrectly states that the Department of the Legislative Assembly is responsible for the administration of the *Legislative Assembly Members' Superannuation Contributions Act* and the *Legislative Assembly Members' Superannuation Fund Act*. This legislation is administered by the Northern Territory Superannuation Office.

WHO WE SERVE

Electorate		Member
Arafura		Marion Scrymgour (retired)
		Francis Kurrupuwu
Araluen		Robyn Lambley
Arnhem		Malarndirri McCarthy (defeated)
		Larisa Lee
Barkly		Gerry McCarthy
Blain		Terry Mills
Braitling		Adam Giles
Brennan		Peter Chandler





Casuarina		Kon Vatskalis
Daly		Rob Knight (defeated)
		Gary Higgins
Drysdale		Ross Bohlin (defeated)
		Lia Finocchiaro
Fannie Bay		Michael Gunner

Fong Lim		David Tollner
Goyder		Kezia Purick
Greatorex		Matt Conlan
Johnston		Chris Burns (retired)
		Ken Vowles
Karama		Delia Lawrie
Katherine		Willem Westra van Holthe

Namatjira
Nelson
Nhulunbuy
Nightcliff
Port Darwin
Sanderson



Alison Anderson
Gerry Wood
Lynne Walker
Jane Aagaard (retired)
Natasha Fyles
John Elferink
Peter Styles

Stuart		Karl Hampton (defeated)
Wanguri	  	Bess Nungarrayi Price Paul Henderson (retired) Nicole Manison (by-election)

Note: where two Members appear against one electorate, incumbency changed at the 2012 General Election. The first Member appearing was the Member for that electorate during the 11th Assembly; the second Member is the Member for the 12th Assembly except for the electorate of Wanguri for which a by—election was held on 15 February 2013 following the retirement of Paul Henderson.

Opening of the 12th Assembly

The 12th Assembly was called together by Her Honour the Administrator on 23 October 2012. Members made the oath or affirmation of office before electing a Speaker and Deputy Speaker. Ms Purick and Mr Higgins were elected respectively to those positions.



The Members for Blain, Mr Mills, and Braitling, Mr Giles, making the oath of office before the Clerk of the Legislative Assembly.



The Member for Goyder, Ms Purick, being 'dragged' to the Speaker's Chair by the Chief Minister, Mr Mills, and Leader of the Opposition, Ms Lawrie.



Madam Speaker Purick, Her Honour the Administrator and Clerk Ian McNeill.

CORPORATE GOVERNANCE

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

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

Leadership and Management

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

- Monitoring performance against objectives
- Maintaining financial accountability
- Ensuring people management and communication practices are effective, fair and equitable, and support corporate objectives

During 2012-13, Management Board meetings were referred to as Planning Meetings and were held every fortnight. This will be changed for 2013-14 with Management Board meeting on a monthly basis. All members are responsible for ensuring that their staff are briefed on decisions.

Membership

Chair:	Clerk
Members:	Deputy Clerk
	Clerk Assistant Committees
	Director Procedural Support and Education Services
	Strategic Business Support Services
	Director Building and Property Management Services
	Director Security
	Chief Finance Officer
	DCIS ICT Manager
	Personal Assistant to Speaker

Strategic and Business Planning

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

The Strategic Plan is available on the agency intranet and is emphasised at monthly staff forums and discussed with individual staff during regular performance management discussions.

The Business Planning process incorporates priorities from the Strategic Plan. Particular emphasis for the cycle was placed on addressing the strategic and operational risks identified by the Audit Committee to strengthen the management of the risks through business plans, as well as cost saving and revenue making opportunities.. Additional effort was made in building reporting capabilities to facilitate effective monthly reporting.

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

Risk Management

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

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

Audit Committee

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

- Facilitate the implementation and management of a corporate governance framework for the Department;
- Facilitate the risk assessment process and monitor strategic and business risks;
- Review the adequacy and effectiveness of internal control mechanisms established to mitigate identified risks;
- Review the adequacy of departmental policies, standards and business procedures, particularly in their applicability to and impact on governance and risk management activity;
- Review terms of reference for all audits and reviews to ensure they address the necessary standards to achieve the appropriate governance outcomes;
- Review the findings in reports from the Auditor-General, DLA internal audit, contracted auditors and other committees of review;
- Consider recommendations arising from all internal and external audits and reviews and facilitate the implementation and monitoring of action items arising from recommendations;
- Develop and review the three year audit coverage plan and progress of the annual internal audit work plan; and
- Within the context of the Committee's primary objective, undertake any other functions and activities as determined from time to time by the Clerk.

Membership

The Audit Committee is comprised of the Deputy Clerk, the Director of Strategic and Business Support Services, the Chief Finance Officer and no more than one other experienced officer drawn from within the Department. The Clerk will appoint members, including the Chair of the Committee. An external member is invited to be part of the Committee.

The Committee is required to hold a minimum of three meetings each financial year.

Work Health and Safety Committee

The Department of the Legislative Assembly is committed to providing a safe and healthy working environment for all workers, contractors and the public in accordance with the requirements of the Northern Territory *Work Health and Safety (National Uniform Legislation) Act 2011*.

Informal evaluations are carried out by the Department of Corporate and Information Services Occupational Health and Safety Advisory Service and these confirm that the Department is compliant with all areas of the legislation in accordance with its low risk status. Fortnightly meetings are held with OHSAS staff.

The Department maintains a WHS Steering Committee that oversees a further two WHS Committees for Parliament House and Electorate Offices, to which all relevant staff are invited, providing ample opportunity for consultation and involvement in any decision making impacting on health and safety. Issues resolved during the reporting period included:

- Review of Work Health Safety Management System;
- Review of WHS committee structure;
- Health and Safety Representatives were considered but not established as DLA is a small agency with a low risk environment and full staff representation at Committee meetings;
- Review of First Aid Officers;
- Training program determined;
- Developed an Asbestos Register; and
- Review of Parliament House Emergency Procedures.

During 2012-13, the following training was provided:

- WHS Harmonisation and Due Diligence attended by Director Security;
- Mental Health First Aid attended by Security Supervisor and Electorate Officers;
- WHS Awareness Session provided at DLA staff forum;
- Training for 32 Emergency Wardens;
- An Asthma workshop was provided for interested staff; and
- Workplace Safety provided by Director of Security to Electorate Officers in their offices.

Internal and External Scrutiny

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

An annual audit of Members' travel was carried out by Mr Stephen Crowther of SC Consulting. The audit found that travel entitlements utilised by Members during the period 1 January 2012 to 31 December 2012 were in accordance with the Remuneration Tribunal Determination Number 1 of 2011 and that the Annual Schedule of Members' Travel at Government Expense provides a complete and accurate record of such entitlements.

As part of the Department's ongoing commitment to excellence in education and the dissemination of information to Territorians, a review of the effectiveness of the Parliamentary Education Service was commissioned. The terms of reference included visitor information and facilities, engagement with schools, education materials, public tour programs and the departmental structure. The review was carried out by an external education consultant, Ms Dianne Stuart. A final report and outcomes will be determined during July 2013.

External

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

- Financial statements;
- Department compliance;
- Information technology;
- Controls and compliance; and
- Performance management systems.

There were no external audits conducted by the Northern Territory Auditor-General's Office during 2012-13.

The recommendations and agreed actions arising out of audits are monitored by the Audit Committee until implemented.

Other forms of external scrutiny during 2012-13 included:

- Questions On Notice in the Legislative Assembly;
- Attendance by Department officials before the Estimates Committee in response to questions addressing proposed expenditure;
- Attendance by department officials before the Council for Territory Cooperation in respect of contempt of parliament matters.

Performance and Information Management

Performance Management

The DLA Training Framework draws from Work Partnership Plans (WPPs) that have been developed by individual employees and their managers, using Unit business plans as the foundation for identification of projects and training needs.

The WPPs aim to ensure employees reach their full potential, achieve job satisfaction and maximise their opportunities and contribution. The process of giving and receiving feedback and identifying learning and organisational needs is an essential element of achieving outstanding performance.

Incorporated into the WPPs is the Northern Territory Public Sector (NTPS) Capability and Leadership Framework (CLF). The CLF provides a common language for capability and leadership development across the NTPS and describes the capabilities and behaviours required at each level of employment in order to achieve effective outcomes.

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

There is a considerable amount of in-house training provided and employees are encouraged to consider the development options outlined in the OCP Training Calendar when completing their Work Partnership Plan. In addition, specialist training linked to Parliamentary functions may also include the skilling, development and training of officers who are involved in practice and procedure, as part of the Australian and New Zealand Society of Clerks-at-the-Table, or ANZACATT, annual seminars and workshops, ANZACATT's Parliamentary Law Practice and Procedure course provided annually by the University of Tasmania, pre- and post- sittings seminars in-house for people in and around the Chamber and committee proceedings. There are also training programs for Electorate Office staff.

Access to Information

The Northern Territory *Information Act* covers Freedom of Information (FOI) issues, privacy, records and archives management, and affects how NTPS organisations collect, use and store government and personal information.

Information on the Act is available on the department's website at <http://www.nt.gov.au/lant/parliamentary-support/freedom-of-information.shtml>. There were no applications for access to information received in 2012-13.

Privacy

The department's privacy policy is available on the department's website at http://uluru.nt.gov.au/lant/ServiceCentre/Privacy_Policy_Nov_11_signed.pdf. No privacy complaints were received in 2012-13.

Records and Archives Management

The department operates in line with the requirements of the *Information Act* (the Act). Section 134 of the Act requires NTPS agencies to manage records in compliance with the Northern Territory Government records management standards. Effective records management underpins the access, correction and privacy components of the Act by ensuring the government records can be located, read and re-produced in response to requests.

The department continued the progressive roll-out and training for an upgrade to Version 7.1.1 of the Tower Records and Information Management (TRIM) System

and implementation of the Electronic Document Records Management System (EDRMS).

Legislative Compliance

The Department upholds the corporate governance principle by implementing appropriate standards, controls and policies in line with legislation so staff understand expectations and take responsibility for their decisions and actions.

Appropriate delegations enable staff to be accountable. The Delegations refer to the governing legislation and are divided into two categories:

- Financial and Procurement Delegations
- Human Resource Delegations

The agency is responsible for administering the following legislation:

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

As noted earlier, the Administrative Arrangements Order incorrectly states that the Department of the Legislative Assembly is responsible for the administration of the *Legislative Assembly Members' Superannuation Contributions Act* and the *Legislative Assembly Members' Superannuation Fund Act*. These acts are administered by the Northern Territory Superannuation Office.

Realignment of Responsibilities

During the reporting period, the agency implemented a realignment of responsibilities whereby the unit known as Parliamentary Services was renamed Strategic and Business Support Services.

Reporting responsibility for Finance, Members' Travel and Vehicles, Document Control, Members Entitlements and liaison were transferred to the Office of the Clerk. Electorate Office leasing was transferred to Building and Property Management.

Strategic and Business Support Services is responsible for Human Resource Management, Records Management, Procurement and Contract Management, and Office Services. Strategic and Business Support Services retains responsibility for requests pursuant to the *Information Act*.

One of the agency's priorities following the 2011-12 reorganisation was to identify synergies between business units. Following consideration of those issues the Chamber Services Unit was renamed Procedural Support and Education Services and was given responsibility for the Parliamentary Education Service, which effectively amalgamates the business units responsible for the provision of public information.

Service delivery is an extremely high priority for the Legislative Assembly. To this end, it is regularly discussed at monthly staff forums and in the staff newsletter *Hear, Hear*. Feedback from Members and Electorate Officers informs the department in respect of our performance in service delivery. Unfortunately, one of the greatest areas of complaint is Information Technology over which the department has little or no control.

MANAGEMENT GROUP

IAN McNEILL

Clerk and Chief Executive

As Clerk of the Parliament and Chief Executive of the agency, Mr McNeill has overall responsibility for agency operations and services. Mr McNeill was appointed to the Legislative Assembly as Deputy Clerk in 1985, a position he retained until he was appointed Clerk in 1993. A Bachelor of Arts (Social Science), Mr McNeill was a career officer of the Australian Senate from 1966 until 1985. He will retire on 3 July 2013.

MICHAEL TATHAM

Deputy Clerk

Mr Tatham holds a Bachelor of Arts, Bachelor of Laws and Master of Laws from the University of Sydney. He was admitted and practised as a criminal law solicitor in Sydney before moving to Thailand for a few years in the mid-1990s where he worked in the non-government sector analysing and advising organisations on government policy concerning human rights matters in the context of the trans-national spread of disease. He has worked for many years in senior policy roles advising ministers in the NSW and Commonwealth Governments, was the Executive Officer to the Statehood Steering Committee from its inception in 2005 and, as well as being Deputy Clerk, is the Secretary to the Northern Territory Constitutional Convention Committee, an advisory Committee to the Standing Committee on Legal and Constitutional Affairs. He will take up the duties of Clerk on 4 July 2013.

BEN HARRIS

Director Procedural Support and Education Services

Mr Harris has recently joined the Legislative Assembly after 15 years service as a Commissioned Officer in the Australian Defence Force. He held a range of appointments as a Commander, Instructor and Staff Officer. As a Staff Officer his experience included Operational Management, Operational Planning, Resource Management and Policy Advice to senior Commanders. Mr Harris holds qualifications in Management, Government Administration and Workplace Training and Assessment.

RUSSELL KEITH

Clerk Assistant Committees

Mr Keith has worked with committees and procedural support in the New South Wales Legislative Assembly and Legislative Council, the National Assembly for Wales and the Australian Capital Territory's Legislative Assembly. He holds an Executive Masters of Public Administration from the Australian and New Zealand School of Government, a Bachelor of Legal Studies with Honours from Macquarie University and a Bachelor of Arts with Honours from the Australian National University. Mr Keith is responsible for the Committees Office, which provides secretariat and procedural support to the Public Accounts, Legal and Constitutional Affairs, the Subordinate Legislation and Publications, the Environment and Sustainable Development, and the Estimates committees. He is also responsible for the Office of Statehood, which provides support to the NT Constitutional Convention Committee.

BILL FRYAR**Director of Building and Property Management**

Mr Fryar commenced with the Assembly in early April and was permanently appointed in late May 2013. He joined the NT public sector in 1989 with NT Property Management, where he managed and negotiated commercial leases on behalf of the NT Government for 15 years. In July 2004, Mr Fryar moved to the Department of Primary Industries, Fisheries and Minerals and Energy as their Manager, Infrastructure and Assets. In late 2011 he moved to the Power and Water Corporation as Manager of Operations and Contracts. Mr Fryar holds a Masters Degree in Public Sector Leadership from Griffith University.

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

Ms Long is a Master of Business Administration with Bachelor degrees in Arts and Education. She joined the agency in 2002, having been involved in strategic planning and management across a number of NT public sector departments since 1994. During an absence owing to long service leave, this position was temporarily filled by Jan Wilschefski.

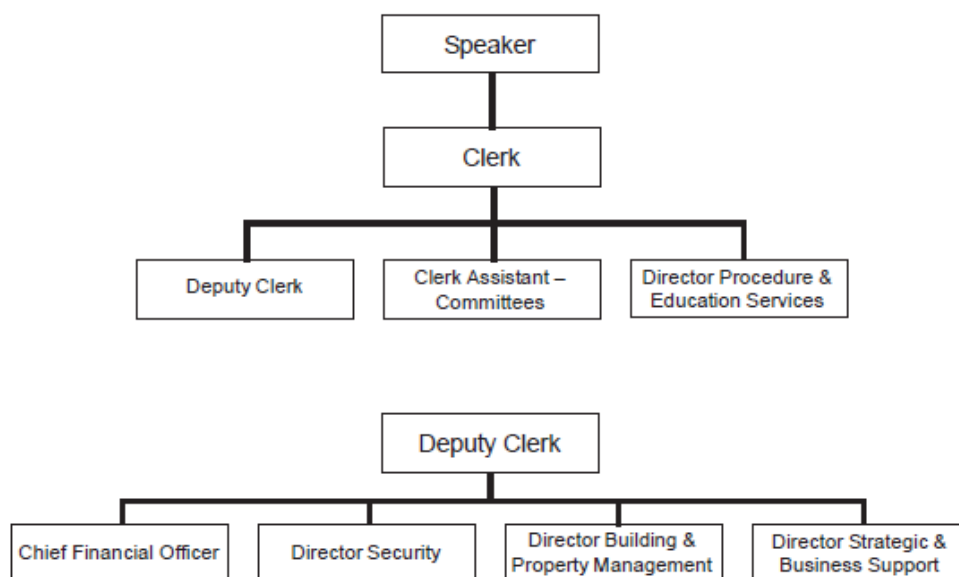
MICK CALDWELL**Director of Security**

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

MANAGEMENT ORGANISATION STRUCTURE

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

A total of 37 staff members support the agency to deliver outcomes to Members of the Assembly and other stakeholders, including the media and the public. Whilst Members' electorate staff are employed by the agency, they are responsible to their Member and are not included in the figure of 37.



Note: the schematic above represents the management structure following the agency realignment.

CORPORATE PLANNING AND REPORTING FRAMEWORK

Strategic Plan 2013-16

Budget

- Output 1: Assembly Services
- Output 2: Members and Client Services.
- Output 3: Building Management Services.

Strategic Objectives

- Support the Assembly, its Committees and Members to fulfil their parliamentary responsibilities.
- Provide administrative and support services to Members.
- Ensure Parliament House and the parliamentary precinct are maintained to a high standard.
- Enhance accountability and governance.
- Maintain a highly skilled and committed workforce.
- Engage with the community to promote participation in the parliamentary process.

Clerk's Performance Agreement

- Sound parliamentary practice.
- Effective governance and responsible resource management.
- Engage stakeholders.

Policies and Procedures

- Comprehensively reviewed and updated in close consultation with staff during the reporting period.

Unit Business Plans

- Prepared annually, reflecting the department's priorities for the period.

Management Meetings (fortnightly)

Individual Objectives (Work Partnership Plans)

Staff Forums (monthly)

REPORTS AGAINST GOALS BY BUSINESS UNIT

Goal 1: Support the Assembly, its Committees and Members to fulfil their parliamentary responsibilities.

Office of the Clerk

Achievements

- Preparation of video training clips for new Members and Electorate Officers using Parliamentary Sound and Vision system;
- Induction of Members of the 12th Assembly and efficient separation of retiring and defeated Members, electorate office staff (including provisions for Liaison Officers and Electorate Officer Assistants provided by the RTD) and the Member for Wanguri following February by-election;
- Successful opening and running of the 12th Assembly.

Challenges

- Overcoming information technology difficulties and frustrations experienced by Members and electorate office staff;
- Recruiting to senior positions;
- Implementing change across the agency.

Procedural Support and Education Services

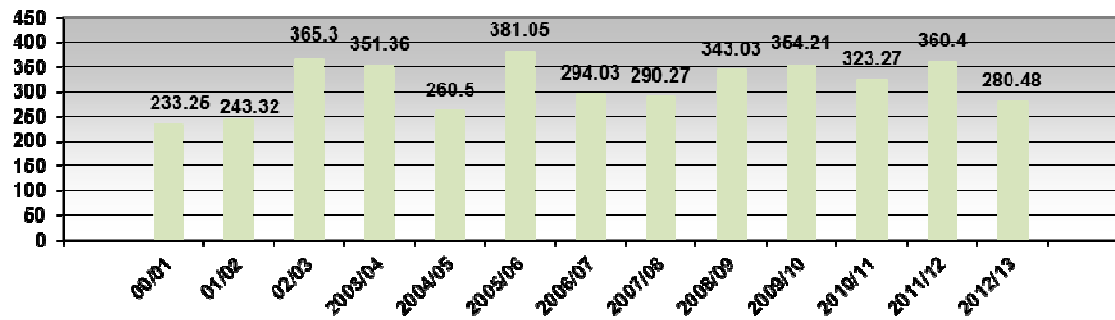
Achievements

- Successful recruitment to position of Director Procedural Support and Education Services;
- Implementation of new practices in the provision of parliamentary information for sittings and preparation of budget-related Assent bills within tight timeframes;
- Merger with Parliamentary Education Services to streamline information provision.

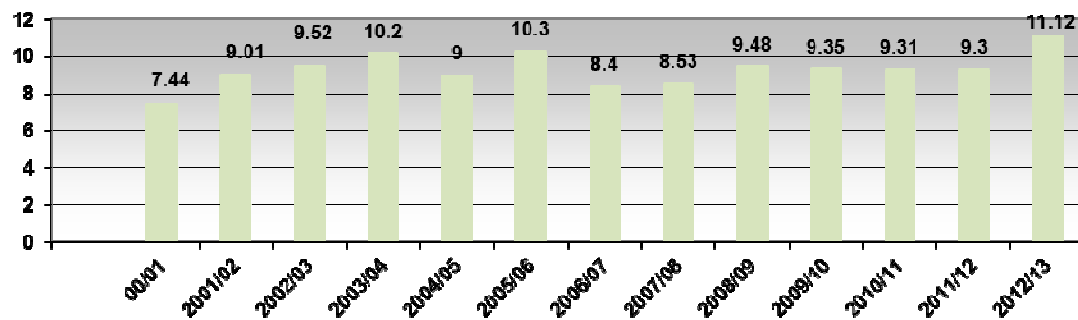
Challenges

- Losing corporate experience and memory with the retirement of Clerk Assistant Graham Gadd;
- Recruiting to the positions of Editor of Debates with the resignation of Helen Allmich (and subsequent recruitment to the Deputy Editor's position);
- Training and retaining casual staff for the operation of the Parliamentary Broadcast studio.

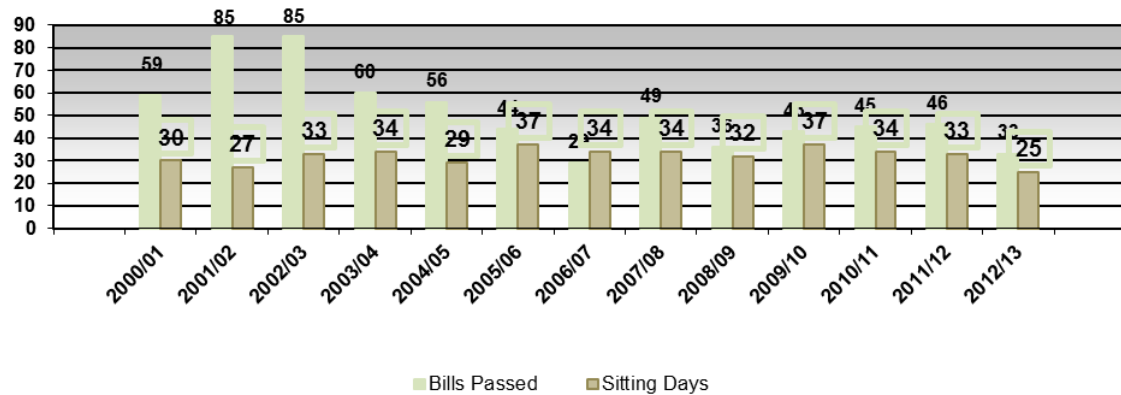
Annual Sitting Hours



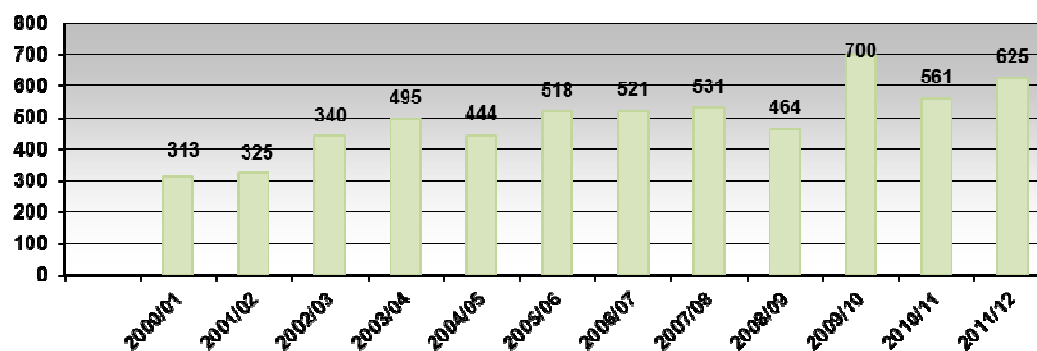
Average Sitting Hours per Sitting Day



Bills Passed and Sitting Days



Questions Without Notice Asked



Committees

Achievements

- Completed Public Accounts Committee inquiry into Public Private Partnership Arrangements for Darwin Correctional Precinct;
- Completed Legal and Constitutional Affairs Committee inquiry into Electronic Tabling of documents; and
- Maintained administrative support for Public Accounts Committee examination of Auditor-General reports, Estimates Committee hearings and the Legal and Constitutional Affairs Committee's examination of subordinate legislation.

Challenges

- Maintaining sufficient skilled staff to meet committee demands and developing options for progressing the Statehood program;
- Communicating to members the potential and procedures of parliamentary committees; and
- Increasing public accessibility to parliamentary committees.

Committee	Meetings	Public Hearings or Visits	Briefings	Reports
Public Accounts	13	04	07	01
House	02	—	—	—
Standing Orders	04	—	—	—
Legal & Constitutional Affairs (includes Subordinate Legislation and Publications Committee functions)	07	—	02	02
Estimates & Government Owned Corporations committees	08	06	—	02
Total	34	10	09	05

Goal 2: Provide administrative and support services to Members.

Strategic and Business Support Services

Achievements

- Completed the 2013-2016 Procurement Management Plan;
- Connection of all Electorate Offices to the NTG Wide Area Network, ensuring they are fully supported under the NTG Whole of Government IT Outsourcing arrangements, providing more reliable network connections with greater access to timely support; and
- Established a Learning and Development Framework that incorporates the NTPS Capability and Leadership Framework.

Challenges

- Administration of the changes flowing from the NT General Election which involved a significant changeover of Members;
- Improvements to the management of procurement contracts; and
- A document that outlines responsibilities for all Business Application Systems, including the parliamentary sound and vision system.

Finance, Vehicles and Travel

Achievements

- Implemented a number of system improvements to the electronic capturing system for the reporting of Members' travel and vehicle entitlements in accordance with the RTD, which has enhanced governance, improved efficiency and facilitated financial analysis and reporting; and
- Successfully managed Member's travel and vehicle requirements in line with the Remuneration Tribunal Determination.

Challenges

- Retrospective application of Members' entitlements following commencement of 2012 Remuneration Tribunal Determination in March but which applied from 1 January; and
- Ensuring Members complied with requirements of Remuneration Tribunal Determination.

Member and Electorate Officer Liaison

Achievements

- Comprehensive online guides to Parliamentary Procedure, Members Entitlements and related matters;
- Provision of prompt service to Members and electorate staff when questions arose or action on an issue was required; and
- Relatively smooth transition for new Members of the 12th Assembly.

Challenges

- Preparation of documentation for the 2012 General Election;
- Maintenance of that documentation to ensure it is correct in respect of the administration of Members' entitlements, key Legislative Assembly contacts and other information as and when it changes; and
- Reaching all 25 electorate offices for annual visits to discuss any problems and/or issues.

Goal 3: Ensure Parliament House and the parliamentary precincts are maintained to a high standard.

Building and Property Management

Achievements

- Finalisation and awarding of the Landscaping Contract; commenced 18 April 2013 for three years;
- The establishment and implementation of a Business Unit Contracts Register;
- Building & Property Management being used as a pilot programmed for the implementation of electronic document records management (EDRM);
- Kwh usage at Parliament House has reduced for five consecutive financial years; and
- Finalisation of the lease covering the Speaker's Corner Café and the licence covering the Level 4 kitchen for catering purposes, both with Karen Sheldon Catering.

Challenges

- Successfully managing the Infrastructure Programme while the implementation of the programme is undertaken by a central service agency;
- Successfully managing the Electorate Office lease portfolio while the management and negotiation is performed by a central service agency; and
- The implementation of the Whole of Government Asset Management System (AMS) has been a long and drawn out process with completion occurring late in 2012—13.

Security

Achievements

- \$51,000 budget savings without affecting service delivery;
- 198,000 people security screened in a 12 month period without complaint;
- Director of Security conducts all new employee inductions for the building which has greatly improved people's security awareness/culture, emergency response and Work Health Safety awareness;
- Reduced staff turn-over and maintained high moral in the contracted security guards whilst at the same time reducing work hours (pay); and
- The Security Service team's flexibility and professionalism during large scale security operations such as the Indonesian Presidential visit and like events.

Challenges

- Finding more budget savings without affecting service delivery;
- Maintaining morale in a time of budget restraint;
- Maintaining and improving the security culture;
- Preventing any planned criminal activity; and
- Ensuring no preventable accidents occur (WHS).

Goal 4: Enhance accountability and governance.

Procurement

Achievements

- Completed the 2013-16 Procurement Management Plan;
- Created the DLA Procurement Contract Register in conjunction with Director Building and Property Management;
- Finalisation of landscaping and catering leases;
- Created Contractor Performance forms to assist in contract monitoring process; and
- Procurement Delegations completed in conjunction with the Chief Finance Officer.

Challenges

- Improvements to the management of procurement contracts;
- Identifying and securing appropriate electorate office premises, particularly in remote locations;
- Sourcing expertise and/or materials that are unavailable in the Northern Territory; and
- Sourcing probity auditor with appropriate expertise from time to time.

Finance

Achievements

- Procurement Delegations completed in conjunction with the Director of Strategic and Business Support Services; and
- Introduced a variety of strategies to improve communication, system process and compliance to facilitate the development of the 2013 Budget Estimates Hearings.

Challenges

- Ensuring Members comply with the requirements of the Remuneration Tribunal Determination;
- Interpretation of some clauses of the Remuneration Tribunal Determination.

Office of the Clerk

Achievements

- Ensuring Speaker's Determinations are drafted to address any concern about provisions in the Remuneration Tribunal Determination and, where appropriate, seeking advice from the Tribunal in respect of interpretation of the RTD;
- Comprehensive internal audit of agency records and files; and
- Development of and reporting against Clerk's Performance Agreement with the Speaker of the Legislative Assembly. This agreement reflects the Strategic Plan as well as priorities agreed with the Speaker.

Challenges

- Ensuring Members are aware of their responsibilities under Disclosure of Interest legislation;
- Making Disclosure of Interest material available to stakeholders who are not resident in Darwin;
- Simplifying explanations of parliamentary procedures for a broader, non-parliamentary audience.

Goal 5: Maintain a highly skilled and committed workforce.

Human Resources

Achievements

- Human Resource Delegations were reviewed and updated;
- Established a Learning and Development Framework that incorporates the NTPS Capability and Leadership Framework;
- Reviewed, updated and re-enforced the completion of Work Partnership Plans (WPPs) and their application across the agency; and
- Created registers of Learning and Development identified in the WPP process and Training Attended.

Challenges

- Administration of the changes flowing from the NT General Election which involved a significant changeover of Members; and
- Recruitment to positions (several of them senior).

Recruitment

During the reporting period, the following recruitment activity in respect of senior officers was underway or completed:

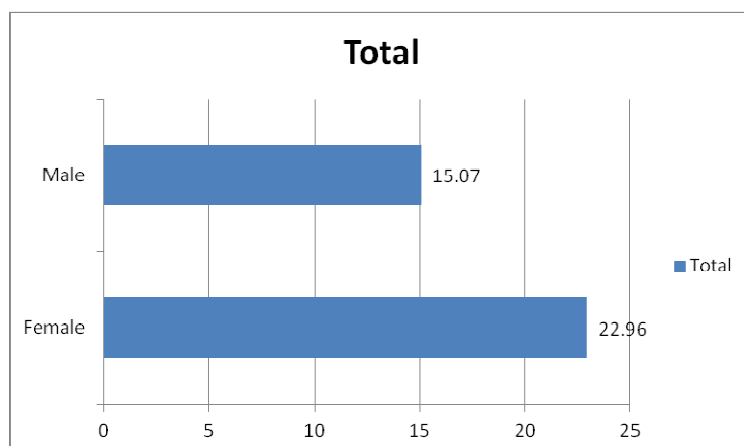
- Clerk and Chief Executive
- Director of Procedural Support and Education Services
- Director of Building and Property Management
- Editor of Debates

Full Time Equivalent By Classification

Classification	30 June 2012	30 June 2013
Executive Contract Officer 5	2.0	1.0
Executive Contract Officer 2	1.0	1.0
Executive Contract Officer 1	1.0	2.5
Senior Administrative Officer 2	2.0	3.0
Senior Administrative Officer 1	6.0	4.0
Administrative Officer 7	1.0	2.0
Administrative Officer 6	6.0	5.0
Administrative Officer 5	6.4	3.0
Administrative Officer 4	6.19	9.53
Administrative Officer 3	2.93	3.0
Administrative Officer 2	2.0	4.0
Total	36.52	38.03

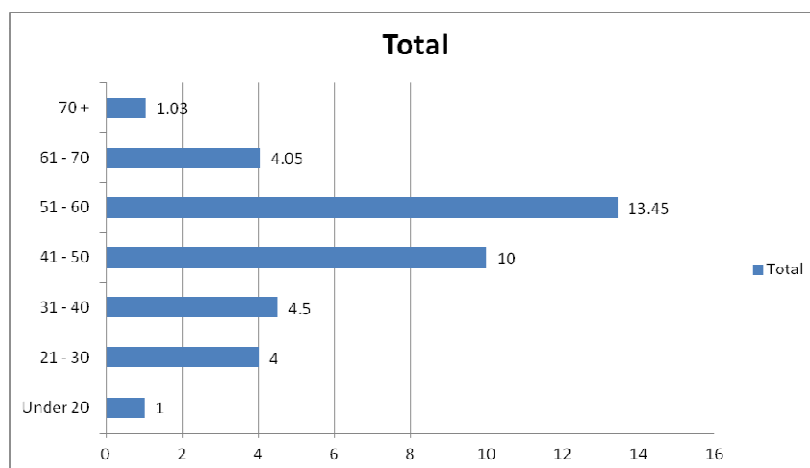
The table does not include the 25 Members of the Legislative Assembly, their Electorate Officers, Electorate Officer Assistants, Casual Relief Electorate Officers, or Electorate Liaison Officers. The Department employs and provides administrative support to Members and Electorate Office support staff.

Employees By Gender



This table indicates the number of male and female employees in the Department as at 30 June 2013 and is exclusive of Members, Electorate Officers, Electorate Officer Assistants, Casual Relief Electorate Officers, or Electorate Liaison Officers.

Employees By Age Group



This table provides a breakdown of the Department's employees by age group as at 30 June 2013. It does not include Members, Electorate Officers, Electorate Officer Assistants, Casual Relief Electorate Officers, or Electorate Liaison Officers.

Training Activities

Australasian Study of Parliament Group Annual Conference

The Northern Territory Chapter hosted this conference at Parliament House in October 2012. The conference theme was *Constitutions – reviewed, revised and adapted* and attracted leading constitutional lawyers Anne Twomey and George Williams in addition to delegates from all Australian and New Zealand jurisdictions. The ASPG newsletter of October 2012 reported:

The 33rd ASPG Conference held in Darwin on 4th and 5th October was voted a great success by all delegates.

[The conference] attracted excellent papers with wide ranging discussion.

Referring to Twomey and Williams, the newsletter said:

Their vast knowledge of the subject added much, both through their papers and during discussion.

The conference was attended by four parliamentary officers from the Legislative Assembly of the NT.

ANZACATT Professional Development Seminar 2014

The 2013 ANZACATT Professional Development Seminar was hosted by the Australian Senate in Canberra. The theme was *Agents for Change and Custodians of Parliamentary Traditions: the role of the parliamentary officer past, present and future*. The seminar was attended by two officers of the Assembly, one of whom presented a paper.

Work for the 2014 ANZACATT Professional Development Seminar, which will be hosted by the Legislative Assembly of the Northern Territory in January 2014, was well underway by the end of the reporting period. The PDS program had been drafted and approved by the ANZACATT Executive and syndicate nominations had been called for.

Australasian Council of Public Accounts Committees (ACPAC)

ACPAC has a full conference every two years and a 'mid-term' meeting during the year in between. The last conference was in Sydney on 10-12 April 2013. It was attended by the Clerk Assistant — Committees and the Public Accounts Committee Chair, Ms Finocchiaro whose report on the conference was tabled by Madam Speaker in the Assembly on 27 June 2013 (Paper 405).

Goal 6: Engage with the community to promote participation in the parliamentary process.

Parliamentary Education Services managed the following programs:

- Conducted education sessions for 795 school students throughout the NT;
- Conducted education sessions for 69 community groups;
- Continued a successful co-operative working relationship with the NT Electoral Commission and NT Supreme Court through joint delivery of education programs;
- Launched the first tranche of new website interactive programs and touchscreen information services; and
- Completed the digitalisation the Department's photographic collection.

Summary of attendance at all PES programs 2012-2013			
Public tours			1696
School tours	students	2027	2264
	teachers	237	
Role Plays	students	582	632
	teachers	50	
Outreach program	students	213	250
	teachers	37	
Special Events for Schools(1)	students & teachers		341
Democracy at Work			28
Know Your Parliament			41
Community Organisation Tours			139
Parliament Promotions (2)			216
TOTAL number of people			5607

Notes

(1) Commonwealth Week 2013 and Law Week Forum.

(2) General tours, VIP tours, staff tours, and inductions for staff.

Parliamentary Educators' Conference

One officer attended the Australasian Parliamentary Educators' Conference in Perth from 21-23 November 2012.

FINANCIAL REPORT

PRESCRIBED FORMAT OF AGENCY FINANCIAL STATEMENTS

Consistent with the requirements of Treasurer's Directions Section R2.1 this Appendix provides agencies with the prescribed format for agency financial statements for 2012-13 and future financial years (unless amended).

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

FINANCIAL STATEMENT OVERVIEW

For the Year Ended 30 June 2013

OVERVIEW

The 2012-13 financial statements and notes for the Department of the Legislative Assembly have been prepared on an accrual basis in accordance with the Territory Financial Framework and the Australian Accounting Standards. The Department's financial performance in 2012-13 and comparatives for 2011-12 are reported in four financial statements: the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity and Cash Flow Statement.

Comprehensive Operating Statement

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

	2012-13 (\$'000)	2011-12 (\$'000)
Income	24 383	24 919
Expenses	27 617	29 191
Other comprehensive income	-	-
Surplus/(Deficit)	(3 234)	(4 272)

For the year ended 30 June 2013, the Department recorded an operating net deficit of \$3.23million primarily relating to \$4.09 million in depreciation expense, which was not funded by the annual output appropriation, offset by the under expenditure of \$0.87 million against the budget estimates.

The Department's total income in 2012-13 was \$24.38 million, of which \$22.13 million was funded by the Northern Territory Parliamentary appropriation. The Department also recognises notional revenue of \$2.06 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 \$27.62 million in 2012-13 is \$1.57million lower than the 2011-12 expenditure of \$29.19million predominantly due to the cessation of the Office of Statehood and Council of Territory Co-operation from 2012-13.

Balance Sheet

The Balance Sheet provides a summary of the department's financial position on assets, liabilities and equity as at 30 June 2013.

	2012-13 (\$'000)	2011-12 (\$'000)
Assets	282 983	286 423
Liabilities	1 412	1 978
Equity	281 570	284 445

During 2012-13 the Department's total assets decreased by \$3.44 million from \$286.42 million to \$282.98 million primarily due to \$4.09 million in depreciation offset by an increase of \$0.45 in the cash position and \$0.22 million in the capitalisation of Minor New Works.

Cash Flow Statement

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

	2012-13 (\$'000)	2011-12 (\$'000)
Cash at start of year	906	676
Net movement	455	230
Cash at end of year	1 361	906

As at 30 June 2013, the Department's cash held of \$1.36 million was \$0.45 million more than at the end of 2011-12. The increase in cash held reflects the Department's under expenditure compared to budget estimates.

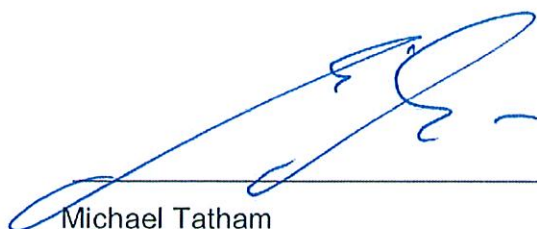
DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

CERTIFICATION OF THE FINANCIAL STATEMENTS

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

We further state that the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement, and notes to and forming part of the financial statements, presents fairly the financial performance and cash flows for the year ended 30 June 2012 and the financial position on that date.

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



Michael Tatham

Clerk of the Legislative Assembly

30 August 2013



Diem Tang

Chief Financial Officer

30 August 2013

COMPREHENSIVE OPERATING STATEMENT

For the year ended 30 June 2013

	Note	2013 \$000	2012 \$000
INCOME			
Grants and subsidies revenue			
Current		2	3
Appropriation			
Output		22,135	22,765
Sales of goods and services		43	22
Goods and services received free of charge	4	2,066	2,119
Gain on disposal of assets	5	1	1
Other income		136	9
TOTAL INCOME	3	24,383	24,919
EXPENSES			
Employee expenses		13,461	14,101
Administrative expenses			
Purchases of goods and services	6	3,237	4,186
Repairs and maintenance		2,171	2,482
Property Management		2,584	2,237
Depreciation and amortisation	10, 11	4,099	4,066
Other administrative expenses		2,066	2,119
TOTAL EXPENSES	3	27,617	29,191
NET SURPLUS/(DEFICIT)		(3,235)	(4,272)
OTHER COMPREHENSIVE INCOME			
TOTAL OTHER COMPREHENSIVE INCOME		-	-
COMPREHENSIVE RESULT		(3,235)	(4,272)

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

BALANCE SHEET

As at 30 June 2013

	Note	2013	2012
		\$000	\$000
ASSETS			
Current Assets			
Cash and deposits	7	1,361	906
Receivables	8	101	96
Inventories	9	18	20
Prepayments		1	18
Total Current Assets		1,481	1,040
Non-Current Assets			
Property, plant and equipment	10	281,394	285,274
Heritage and cultural assets	11	108	109
Total Non-Current Assets		281,502	285,383
TOTAL ASSETS		282,983	286,423
LIABILITIES			
Current Liabilities			
Payables	12	449	781
Provisions	13	698	942
Total Current Liabilities		1,148	1,723
Non-Current Liabilities			
Provisions	13	265	255
Total Non-Current Liabilities		265	255
TOTAL LIABILITIES		1,412	1,978
NET ASSETS		281,570	284,445
EQUITY			
Capital		157,089	156,728
Reserves	14	150,741	150,741
Accumulated funds		(26,260)	(23,025)
TOTAL EQUITY		281,570	284,444

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

STATEMENT OF CHANGES IN EQUITY
For the year ended 30 June 2013

	Note	Equity at 1 July \$000	Comprehensive result \$000	Transactions with owners in their capacity as owners \$000	Equity at 30 June \$000
2012-13					
Accumulated Funds		23,025	3,235		26,260
Reserves					
Asset Valuation Reserve		(150,741)			(150,741)
Total Reserves	14	(150,741)			(150,741)
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		(1,200)		(41)	(1,241)
Equity transfers in		(155,571)		(320)	(155,891)
Other equity injections		(350)			(350)
Equity withdrawals					
Capital withdrawal		393			393
		(156,728)		(361)	(157,089)
Total Equity at End of Financial Year		(284,444)	3,235	(361)	(281,570)
2011-12					
Accumulated Funds		18,753	4,273		23,026
Reserves					
Asset Valuation Reserve		(150,741)			(150,741)
Total Reserves	14	(150,741)			(150,741)
Capital – Transactions with Owners					
Equity injections					
Capital appropriation		(1,159)		(41)	(1,200)
Equity transfers in		(154,344)		(1,227)	(155,571)
Other equity injections		(350)			(350)
Equity withdrawals					
Capital withdrawal		393			393
		(155,460)		(1,268)	(156,728)
Total Equity at End of Financial Year		(287,448)	4,273	(1,268)	(284,443)

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

CASH FLOW STATEMENT
For the year ended 30 June 2013

	Note	2013	2012
		\$000	\$000
CASH FLOWS FROM OPERATING ACTIVITIES			
Operating Receipts			
Grants and subsidies received			
Current		2	3
Appropriation			
Output		22,135	22,765
Receipts from sales of goods and services		853	779
Total Operating Receipts		22,990	23,547
Operating Payments			
Payments to employees		(13,826)	(14,002)
Payments for goods and services		(8,750)	(9,356)
Total Operating Payments		(22,575)	(23,358)
Net Cash From/(Used in) Operating Activities	15	415	189
CASH FLOWS FROM FINANCING ACTIVITIES			
Financing Receipts			
Equity injections			
Capital appropriation		41	41
Total Financing Receipts		41	41
Net Cash From/(Used in) Financing Activities		41	41
Net increase/(decrease) in cash held		456	230
Cash at beginning of financial year		906	676
CASH AT END OF FINANCIAL YEAR	7	1,361	906

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

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2013

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

1. OBJECTIVES AND FUNDING

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

The key functional responsibilities of the agency are:

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

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

2. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

a) Basis of Accounting

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

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

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.

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

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

Standard/Interpretation	Summary	Effective for annual reporting periods beginning on or after	Impact on financial statements
AASB 9 <i>Financial Instruments</i> (Dec 2010), AASB 2010-7 <i>Amendments to Australian Accounting Standards arising from AASB 9</i> (Dec 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127], AASB 2012-6 <i>Amendments to Australian Accounting Standards – Mandatory Effective Date of AASB 9 and Transition Disclosures</i> [AASB 9, 2009-11, 2010-7, 2011-7 & 2011-8]	AASB 9 incorporates revised requirements for the classification and measurement of financial instruments resulting from the IASB's project to replace IAS 39 <i>Financial Instruments: Recognition and Measurement</i> (AASB 139 <i>Financial Instruments: Recognition and Measurement</i>).	1 Jan 2015	Impact is dependent on nature of the financial instruments used by the department for the 2014-15 financial year.

c) Agency and Territory Items

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

Central Holding Authority

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

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

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

The Central Holding Authority recognises and records all Territory items, and as such, these items are not included in the agency's financial statements. However, as the agency is accountable for certain Territory items managed on behalf of Government, these items have been separately disclosed in Note 22 – Schedule of Territory Items.

d) Comparatives

Where necessary, comparative information for the 2011-12 financial year has been reclassified to provide consistency with current year disclosures.

e) Presentation and Rounding of Amounts

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

f) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2012-13 as a result of management decisions.

g) Accounting Judgments and Estimates

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

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

- Allowance for Impairment Losses – Note 2(o), 8: Receivables and 16: Financial Instruments.
- Depreciation and Amortisation – Note 2(k), Note 10: Property, Plant and Equipment, and Note 11.

h) Goods and Services Tax

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

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

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

i) Income Recognition

Income encompasses both revenue and gains.

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

Grants and Other Contributions

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

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

Appropriation

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

Sale of Goods

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

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

Rendering of Services

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

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

Interest Revenue

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

Goods and Services Received Free of Charge

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

Disposal of Assets

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

Contributions of Assets

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

j) Repairs and Maintenance Expense

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

k) Depreciation and Amortisation Expense

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

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

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

	2013	2012
Buildings	100 years	100 years
Infrastructure Assets	82 years	82 years
Plant and Equipment	10 years	10 years
Leased Plant and Equipment	3 years	3 years
Heritage and Cultural Assets	100 years	100 years

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

l) Interest Expense

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

m) Cash and Deposits

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

n) Inventories

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

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

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

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

o) Receivables

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

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

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

p) Property, Plant and Equipment

Acquisitions

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

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

Complex Assets

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

Subsequent Additional Costs

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

Construction (Work in Progress)

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

q) Revaluations and Impairment

Revaluation of Assets

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

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

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

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

Impairment of Assets

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

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

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

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

r) Assets Held for Sale

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

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

s) Leased Assets

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

Finance Leases

Finance leases are capitalised. A 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

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

Operating Leases

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

t) Payables

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

u) Employee Benefits

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

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

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

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

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

v) Superannuation

Employees' superannuation entitlements are provided through the:

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

The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government employee-nominated schemes. Superannuation

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

liabilities related to government superannuation schemes are held by the Central Holding Authority and as such are not recognised in agency financial statements.

w) Contributions by and Distributions to Government

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

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

x) Commitments

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

3. COMPREHENSIVE OPERATING STATEMENT BY OUTPUT GROUP

		Assembly Services		Members and Client Services		Building Management Services		Total	
	Note	2013	2012	2013	2012	2013	2012	2013	2012
		\$000	\$000	\$000	\$000	\$000	\$000	\$000	\$000
INCOME									
Grants and subsidies revenue								-	-
Current		2	3					2	3
Capital								-	-
Appropriation								-	-
Output		3,783	4,781	12,635	10,244	5,716	7,740	22,135	22,765
Sales of goods and services ^(b)			22					-	22
Goods and services received free of charge	4	223	235	1,620	1,649	223	235	2,066	2,119
Gain on disposal of assets ^(a)	5	1	1					1	1
Other income ^(b)		20	9	23		137		179	9
TOTAL INCOME		4,029	5,051	14,278	11,893	6,076	7,975	24,383	24,919
EXPENSES									
Employee expenses		2,768	3,619	9,674	9,464	1,019	1,008	13,461	14,091
Administrative expenses								-	-
Purchases of goods and services	6	695	1,547	2,632	2,610	2,492	2,277	5,820	6,434
Repairs and maintenance		-	-	210	390	1,961	2,092	2,171	2,482
Depreciation and amortisation	10, 11	7	14	242	285	3,850	3,765	4,099	4,064
Other administrative expenses ¹		223	235	1,620	1,649	223	235	2,066	2,119
TOTAL EXPENSES		3,694	5,415	14,378	14,398	9,546	9,377	27,618	29,190
NET SURPLUS/(DEFICIT)		336	(364)	(100)	(2,505)	(3,470)	(1,402)	(3,234)	(4,271)
OTHER COMPREHENSIVE INCOME^(c)									
Changes in accounting policies ^(e)		-	-	-	-	-	-	-	-
Correction of prior period errors ^(e)		-	-	-	-	-	-	-	-
TOTAL OTHER COMPREHENSIVE INCOME									
COMPREHENSIVE RESULT		336	(364)	(100)	(2,505)	(3,470)	(1,402)	(3,234)	(4,271)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

	2013	2012
	\$000	\$000
4. GOODS AND SERVICES RECEIVED FREE OF CHARGE		
Corporate and information services	2,066	2,119
	2,066	2,119
5. GAIN ON DISPOSAL OF ASSETS		
Proceeds from sale of minor assets	1	1
Total Gain on Disposal of Assets	1	1
6. PURCHASES OF GOODS AND SERVICES		
The net surplus/(deficit) has been arrived at after charging the following expenses:		
Goods and services expenses:		
Consultants ⁽¹⁾	22	359
Advertising ⁽²⁾	1	6
Marketing and promotion ⁽³⁾	22	220
Document production	140	209
Legal expenses ⁽⁴⁾	2	32
Recruitment ⁽⁵⁾	17	19
Training and study	25	25
Official duty fares	191	297
Accommodation	50	63
Audit Fees	12	0
Communications	296	374
Hospitality	84	76
Information Technology	895	781
	2013	2012
	\$000	\$000
Membership and Subscriptions	20	16
Motor Vehicle Expenses	632	790
Office Requisites	132	134
Travelling allowance	194	231
Other Equipment Expenses	449	486
Other	53	68
	3,237	4,186
⁽¹⁾ Includes marketing, promotion and IT consultants.		
⁽²⁾ Does not include recruitment, advertising or marketing and promotion advertising.		
⁽³⁾ Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.		
⁽⁴⁾ Includes legal fees, claim and settlement costs.		
⁽⁵⁾ Includes recruitment-related advertising costs.		
7. CASH AND DEPOSITS		
Cash on hand	5	5
Cash at bank	1,356	901
	1,361	906
8. RECEIVABLES		
Current		
Accounts receivable	32	30
Less: Allowance for impairment losses	2	2

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

GST receivables	34	32
	67	64
Total Receivables	101	96

9. INVENTORIES

General Inventories

At cost	4	3
Inventories Held for Distribution		
At cost	14	17
Total Inventories	18	20

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

10. PROPERTY, PLANT AND EQUIPMENT

Land

At fair value	56,000	56,000
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Buildings

At fair value	294,949	294,747
Less: Accumulated depreciation	(69,867)	(66,033)
	225,082	228,714

Infrastructure

At fair value	141	125
Less: Accumulated depreciation	(16)	(14)
	125	111

Construction (Work in Progress)

At capitalised cost	-	-
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Plant and Equipment

At fair value	1,975	2,019
Less: Accumulated depreciation	(1,793)	(1,580)
	182	439

Leased Computer Software

At capitalised cost	51	51
Less: Accumulated depreciation	(51)	(51)
	-	-

Computer Hardware

At cost	37	37
Less: Accumulated depreciation	(31)	(27)
	6	10

Total Property, Plant and Equipment	281,395	285,274
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Property, Plant and Equipment Valuations

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2013. No impairment adjustments were required as a result of this review.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

10. PROPERTY, PLANT AND EQUIPMENT (continued)
2013 Property, Plant and Equipment Reconciliations

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

	Land \$000	Buildings \$000	Infrastructure \$000	Construction (Work in Progress) \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2012	56,000	228,714	111	-	439	10	285,274
Depreciation	-	(3,834)	(2)	-	(257)	(3)	(4,096)
Additions/(Disposals) from asset transfers	-	201	16	-	-	-	217
Carrying Amount as at 30 June 2013	56,000	225,081	125	-	182	7	281,395

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

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

	Land \$000	Buildings \$000	Infrastructure \$000	Construction (Work in Progress) \$000	Plant and Equipment \$000	Computer Hardware \$000	Total \$000
Carrying Amount as at 1 July 2011	56,000	231,584	113	-	748	13	288,458
Depreciation	-	(3,750)	(2)	-	(309)	(3)	(4,064)
Additions/(Disposals) from asset transfers	-	881	-	-	-	-	881
Carrying Amount as at 30 June 2012	56,000	228,714	111	-	439	10	285,275

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

	2013	2012
	\$000	\$000
11. HERITAGE AND CULTURAL ASSETS		
Carrying amount		
At valuation	127	127
Less: Accumulated depreciation	(20)	(18)
Written down value – 30 June	107	109
Reconciliation of movements		
Carrying amount at 1 July	109	110
Depreciation	(1)	(1)
Carrying amount as at 30 June	108	109

Heritage and Cultural Assets Valuation

The Department of the Legislative Assembly does not own any heritage related assets. An independent revaluation of Cultural Assets has not been conducted as at 30 June 2013. A revaluation of these assets will be conducted under the NT Treasury proposed whole of Government three year asset revaluation plan with the Australian Valuation Office once the program is initiated.

Impairment of Heritage and Cultural Assets

Agency heritage and cultural assets were assessed for impairment as at 30 June 2013. No impairment adjustments were required as a result of this review.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

	2013	2012
	\$000	\$000
12. PAYABLES		
Accounts payable	213	167
Accrued expenses	236	614
Total Payables	449	781
13. PROVISIONS		
Current		
<i>Employee benefits</i>		
Recreation leave	454	524
Leave loading	68	82
Other employee benefits	10	10
<i>Other current provisions</i>		
Other provisions	166	326
	698	942
Non-Current		
<i>Employee benefits</i>		
Recreation leave	265	255
Total Provisions	963	1,197

The Agency employed 96 employees as at 30 June 2013 (90 employees as at 30 June 2012).

	2013	2012
	\$000	\$000
14. RESERVES		
Asset Revaluation Surplus		
<i>(i) Nature and purpose of the asset revaluation surplus</i>		
The asset revaluation surplus includes the net revaluation increments and decrements arising from the revaluation of non-current assets. Impairment adjustments may also be recognised in the asset revaluation surplus.		
<i>(ii) Movements in the asset revaluation surplus</i>		
Balance as at 1 July	150,741	150,741
Balance as at 30 June	150,741	150,741

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

	2013	2012
	\$000	\$000
15. NOTES TO THE CASH FLOW STATEMENT		
Reconciliation of Cash		
The total of agency 'Cash and deposits' of \$1,361,000 recorded in the Balance Sheet is consistent with that recorded as 'Cash' in the Cash Flow Statement.		
Reconciliation of Net Surplus/(Deficit) to Net Cash from Operating Activities		
Net Surplus/(Deficit)	(3,235)	(4,273)
Non-cash items:		
Depreciation and amortisation	4,099	4,066
R&M - Minor New Works Non Cash	102	346
Changes in assets and liabilities:		
Decrease/(Increase) in receivables	(4)	13
Decrease/(Increase) in inventories	2	2
Decrease/(Increase) in prepayments	17	(13)
(Decrease)/Increase in payables	(332)	(12)
(Decrease)/Increase in provision for employee benefits	(74)	(68)
(Decrease)/Increase in other provisions	(160)	128
Net Cash from Operating Activities	415	189

Non-Cash Financing and Investing Activities

The Department of the Legislative Assembly did not enter into financial lease agreement in 2012-13 or 2011-12.

16. FINANCIAL INSTRUMENTS

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

a) Categorisation of Financial Instruments

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

	2013	2012
	\$000	\$000
Financial Assets		
Cash and deposits	1,361	906
Loans and receivables	101	96

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

Financial Liabilities

Payables	(449)	781)
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b) Credit Risk

The agency has limited credit risk exposure (risk of default). In respect of any dealings with organisations external to Government, the agency has adopted a policy of only dealing with credit worthy organisations and obtaining sufficient collateral or other security where appropriate, as a means of mitigating the risk of financial loss from defaults.

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

Receivables

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

Internal Receivables

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

2011-12

Not overdue			
Overdue for less than 30 days			
Overdue for 30 to 60 days			
Overdue for more than 60 days			
Total	-		-

External Receivables

	Aging of Receivables \$000	Aging of Impaired Receivables \$000	Net Receivables \$000
2012-13			
Not overdue	85		85
Overdue for less than 30 days	2		2
Overdue for 30 to 60 days	2		2

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

Overdue for more than 60 days	11	11
Total	100	100

2011-12

Not overdue	73	0	73
Overdue for less than 30 days	1	0	1
Overdue for 30 to 60 days	0	0	0
Overdue for more than 60 days	22	0	22
Total	96	0	96

c) Liquidity Risk

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

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

2013 Maturity analysis for financial assets and liabilities

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

2012 Maturity analysis for financial assets and liabilities

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

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.

Interest Rate Risk

The Department of the Legislative Assembly is not exposed to interest rate risk as agency financial assets and financial liabilities are non-interest bearing.

Price Risk

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

Currency Risk

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

Net Fair Value

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

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

	Total Carrying Amount	Net Fair Value Level 1	Net Fair Value Level 2	Net Fair Value Level 3	Net Fair Value Total
	\$000	\$000	\$000	\$000	\$000
2013					
Financial Assets					
Cash and deposits	1,361	1,361			1,361
Receivables	101	101			101
Total Financial Assets	1,462	1,462			1,462
Financial Liabilities					
Payables	(449)	(449)			(449)
Total Financial Liabilities	(449)	(449)			(449)
	Total Carrying Amount	Net Fair Value Level 1	Net Fair Value Level 2	Net Fair Value Level 3	Net Fair Value Total
	\$000	\$000	\$000	\$000	\$000
2012					
Financial Assets					
Cash and deposits	906	906			906
Receivables	96	96			96
Total Financial Assets	1,002	1,002			1,002
Financial Liabilities					
Payables	(781)	(781)			(781)
Total Financial Liabilities	(781)	(781)			(781)

The net fair value of the Department of the Legislative Assembly's financial instruments are based on Cash value (Cash and Deposits) and value of goods and services received/supplied (Receivables and Payables)

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

	2013		2012	
	Internal ^(a)	External ^(a)	Internal	External
	\$000	\$000	\$000	\$000
17. COMMITMENTS				
(i) Capital Expenditure Commitments				
Capital expenditure commitments primarily related to the maintenance of buildings.				
Capital expenditure commitments contracted for at balance date but not recognised as liabilities are payable as follows:				
Within one year				
Later than one year and not later than five years				
Later than five years				
(ii) Operating Lease Commitments				
The agency leases property under non-cancellable operating leases expiring from zero to four years. Leases generally provide the agency with a right of renewal at which time all lease terms are renegotiated. The agency also leases items of plant and equipment under non-cancellable operating leases.				
Future operating lease commitments not recognised as liabilities are payable as follows:				
Within one year		168		125
Later than one year and not later than five years		195		89
Later than five years		0		0
		363		214
(iii) Other Expenditure Commitments				
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:				
Within one year				
Later than one year and not later than five years				
Later than five years				

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2013

18. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2013 or 30 June 2012.

19. EVENTS SUBSEQUENT TO BALANCE DATE

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

20. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

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

Nature of Trust Money	Opening Balance 1 July 2012	Receipts	Payments	Closing Balance 30 June 2013
Security deposits	160	68.18	(10.00)	218.18
	160	68.18	(10.00)	218.18

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

The Department of the Legislative Assembly has no write offs, postponements, waivers, gifts or ex gratia payments in 2012-13 and 2011-12.

22. SCHEDULE OF TERRITORY ITEMS

The Department of the Legislative Assembly holds no Territory Items in 2012-13 or 2011-12.