



Department of the Legislative Assembly

2008-09 ANNUAL REPORT

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Acronyms and Abbreviations

AA	Administrative Arrangements
ANZACATT	Australian & New Zealand Association of Clerks-at-the-Table
ASPG	Australasian Study of Parliament Group
CDI	Centre for Democratic Institutions
CPA	Commonwealth Parliamentary Association
CSG	Cost Savings Group
DCM	Department of the Chief Minister
FTE	Full-time equivalent
METS	Members' Entitlements Travel System
PLS	Parliamentary Library Service
RTD	Remuneration Tribunal Determination
TRIM	Tower Records International Management
WBI	World Bank Institute





LEGISLATIVE ASSEMBLY OF THE NORTHERN TERRITORY

GPO Box 3721 Darwin NT 0801 Australia

The Hon Paul Henderson, MLA
Chief Minister
Parliament House
Darwin NT 0800

Dear Chief Minister,

2008-09 Annual Report

In accordance with the provisions of section 28 of the *Public Sector Employment and Management Act*, I am pleased to submit this Annual Report of the Department of the Legislative Assembly for the year ended 30 June 2009.

In respect of my duties as the department's Accountable Officer, pursuant to section 13 of the *Financial Management Act* I advise that, to the best of my knowledge and belief, the system of internal control provides reasonable assurance that at 30 June 2009:

- (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*, Regulations and the Treasurer's Directions; and
- (b) procedures within the agency afford proper control over expenditure, receipts and public property, and a current description of such procedures is recorded in the Accounting and Property Manual prepared in accordance with the requirements of the *Financial Management Act*.

I am not aware of any fraud, malpractice, material breach of legislation or delegation, or major error or omission from the accounts and records of the agency.

The Chief Executive Officer of the Department of Business and Employment (DBE) has advised me that, to the best of his knowledge and belief, proper records are kept of transactions undertaken by DBE on behalf of this agency, and that the employees under his control observe the provisions of the *Financial Management Act*, Regulations and Treasurer's Directions.

Further, the Chief Executive Officer of DBE has advised that financial statements prepared by DBE and included in this Annual Report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions Part 2, Sections 5 and 6 where appropriate.

All Employment Instructions issued by the Commissioner for Public Employment have been satisfied in the reporting year.

An accurate account of the agency's compliance is contained in this report.

Yours sincerely,

IAN McNEILL

Clerk of the Legislative Assembly

17 November 2009



Clerk's Overview

Purpose of the Annual Report

THE PURPOSE OF THIS REPORT is to inform stakeholders of the agency's activities over the past 12 months, and to report against priorities identified in last year's annual report.

The annual report reflects a number of internal agency documents, including my own Performance Agreement, which is settled with the Speaker on an annual basis and reported against quarterly, the agency's Strategic Plan and our Portfolio Budget Statement, which is tabled in the Legislative Assembly prior to the Estimates process to allow Members to further scrutinise the accounts and activities of the agency. Each of these documents is inter-related and each reflects the priorities of the agency.

Our stakeholders are many and varied and include: Members of the Legislative Assembly; government departments; the media; other parliaments; students; and members of the public.

Agency Objective

THE PRIMARY OBJECTIVE OF the agency is to support the 25 Members of the Legislative Assembly. This is achieved in two ways: administratively; and procedurally.

Administrative support entails ensuring that Members are equipped to carry out their duties and service their electorates. Administrative support includes provision of electorate offices, staff, telephony and information technology, motor vehicles, travel, stationery and other items necessary for Members to carry out their duties.

Procedural support entails the smooth functioning of the Legislative Assembly during sitting times, including advice to the Speaker and Members of the Assembly, recording and minuting of proceedings, preparation of papers and bills, production of the daily Notice Paper and production of the *Parliamentary Record*. It further entails administrative, procedural and research support for Legislative Assembly Committees so that they can carry out their duties and report to the Assembly in a timely manner.

Composition of the Legislative Assembly

A GENERAL ELECTION WAS called during the first part of the reporting period and resulted in 11 new Members of the Legislative Assembly, which represents a 44% turnover of seats. Of these, three are Government Members and eight are Opposition Members.

Induction courses were conducted for all new Members of the Assembly in order to comprehensively brief them on their entitlements, reporting requirements, the structure of the agency and key officers.



Following the 2008 General Election, the composition of the Legislative Assembly changed significantly and required seating changes in the Assembly Chamber to facilitate parliamentary sittings, which commenced with the opening of the Eleventh Assembly on 9 September 2008.



His Honour the Administrator inspecting the Tri-Service Guard of Honour on the occasion of the Opening of the Eleventh Assembly. Photograph: DigiFilm.

The Members for Araluen and Arafura, Jodeen Carney and Marion Scrymgour, taking the oath of office on the first sitting of the Eleventh Assembly. Photograph: DigiFilm.



**Table 1:
COMPOSITION OF THE LEGISLATIVE ASSEMBLY - AUGUST 2008**

	ALP	CL+	Ind	Total
Members	13	11	01	25
New Members	03	08*	--	11
Women	06	02	--	08
Men	07	09	01	17
Indigenous	04	01	--	05
Bush seats	07	01 RD	01 RD	09
Urban seats	06	10	--	16

+ prior to the 2008 General Election, the Country Liberal Party changed its name to the Country Liberals.

* the former CLP Member for MacDonnell (1997-2005) in Central Australia John Elferink was elected to the urban seat of Port Darwin; the former CLP Member of the House of Representatives seat of Lingiari David Tollner (2001-2007) was elected to the new industrial/rural Darwin seat of Fong Lim. Both are treated as 'new' Members for the purposes of this table.

RD - rural Darwin



The high proportion of new Members resulted in accelerated activity to properly equip the new Members with appropriate office and staff facilities.

The composition of the Legislative Assembly changed again on Friday 5 June when the ALP Member for Arafura, Marion Scrymgour, resigned from the party and sat as an Independent.

Table 2: COMPOSITION OF THE LEGISLATIVE ASSEMBLY - JUNE 2009				
	ALP	CL	Ind	Total
Members	12	11	02	25
Women	05	02	01	08
Men	07	09	01	17
Indigenous	03	01	01	05
Bush seats	06	01	02	09
Urban seats	06	10	--	16

Visiting Delegations

DURING THE REPORTING PERIOD, the agency hosted visiting delegations from the United Kingdom Parliament under the Commonwealth Parliamentary Association (CPA) program, His Excellency President Jose Ramos Horta from Timor-Leste, who addressed the Legislative Assembly on 30 October 2008, a delegation from Anhui Province in China in April and the Speaker and Clerk of the New South Wales Legislative Assembly in May.

Parliamentary Management

IN ORDER TO CARRY OUT the agency's responsibilities in what is often an unpredictable environment, it is necessary to liaise with others, most notably the Offices of the Solicitor-General and Auditor-General. We have an extremely good working relationship with both offices and are most appreciative of the quality and timeliness of advice we receive.

Further, we maintain close liaison with other parliamentary jurisdictions and often seek and advice with them. This is an important liaison fostered through the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT).

Officers of the Legislative Assembly are members of a range of professional organisations such as ANZACATT and the Australasian Study of Parliament Group (ASPG), both of which run annual professional development programs for parliamentary officers around the region. Officers of the Assembly have attended and, in some cases, presented papers at programs run by both organisations over the reporting period.



Building Management

PARLIAMENT HOUSE IS NOW ENTERING its 16th year of operation, having been officially opened in 1994. Maintenance demands in respect of the fabric of the building (both internal and external) have resulted in the development of an Asset Management Plan commensurate with the life expectancy of the building, which is in excess of 100 years. Additionally, ongoing routine maintenance, including lift, air-conditioning and security system upgrades have been achieved.

The Asset Management Plan, completed during the reporting period, will be transferred onto an Asset Management System (database) and used as a planning and working document. When fully populated, this system will provide a better profile for maintenance planning and budget requirements over five to 10 year periods.

Two major upgrades occurred during the reporting period: the security system and the sound and vision system, which is used for the recording of Parliamentary procedures. A second phase of the sound and vision upgrade is proposed for the coming reporting period.

Parliamentary Relations and Education

THE ROLE OF THE PARLIAMENTARY RELATIONS and Education Unit was expanded during the reporting period to reach a wider target audience. A change of focus was made from lower primary school students to upper secondary students, given that they are the young people who will soon be eligible to vote.

Priority was also given to reviewing activities for younger students, and included joint-delivery of education programs with the Northern Territory Electoral Commission.

Agency Structure

GIVEN THE SMALL SIZE OF THE agency and the specific skills and knowledge required by parliamentary officers, consideration is being given to the agency structure to achieve business continuity through training and redundancy planning. Whilst there are a number of generic administrative skills that can be applied in a parliamentary environment, there are also skill sets required to meet the practices and procedures of a Westminster system of government.

In part, this is achieved by post-sitting briefings and by staff rotating in the Table Office and working at the Table on a regular basis during sitting days. In addition, appropriate staff are encouraged to participate in professional development seminars (for example, ANZACATT and ASPG) to broaden and develop their knowledge.

People

IT HAS BEEN A BUSY BUT rewarding year for parliamentary officers who have responded to various challenges because of the diverse range of skills and experience we have within such a small number of employees.

The agency directly employs 43.5 full-time equivalent employees and is re-



sponsible for a further 25 full-time equivalent contract officers who serve Members as Electorate Officers.

In addition, we deal with a range of contract staff, including security officers, cleaners and those responsible for maintaining the Parliament House sound and vision system, which is critical during Legislative Assembly sitting periods.

There is one group of people I wish to particularly thank. Whilst the Parliamentary Library Service (PLS) is part of the Northern Territory Library and does not form part of this agency, PLS officers provide an invaluable service to Members and staff of the Legislative Assembly and it is appropriate that they be thanked for their work and their commitment to it.

Tourism

THE AGENCY CONTINUES to make a modest contribution to the Territory's tourism industry. During peak tourism season, we provide free public tours on Wednesday and Saturday mornings. During the less busy periods, the tours are offered on Wednesday mornings. Our guides are casual employees who are historically qualified to lead tours, and who will undergo tourism accreditation pursuant to Tourism NT's move to have operators nationally accredited.

During the reporting period, we commenced the process of national tourism accreditation for Parliament House as a destination. Mentoring for this process was provided by Tourism NT. It is intended that Parliament House will be fully accredited during the first half of the coming reporting period.

Environment and Sustainability

DURING THE REPORTING period, one officer undertook the Australian Institute of Management's *Green and Lean* sustainability program, which identified three primary areas of waste in white collar working environments: electricity, paper and food. The latter is particularly the case for Parliament House, where some 445 functions were hosted during the reporting period. Because of the nature of functions (which may be hosted by the Chief Minister, a Minister or the Speaker), addressing this form of waste will require a combined effort from a variety of building users, including catering companies which are sourced from external providers. It is almost impossible to recycle food wastage (eg gifting to charitable organisations contravenes public health laws), so the approach must be more scientific and targeted at reducing supply, thereby reducing wastage.

Concerted efforts were made in respect of electricity during the reporting period. This effort will require considerable dedication during the coming reporting period when electricity charges will rise by 7% or \$60,000 per annum to an anticipated total of \$680,000 per annum.

Staff are encouraged to print material only when it is necessary, and then to print in a double-sided fashion.

The Sessional Committee on Environment and Sustainable Development resolved to adopt a 'green' policy to minimise paper waste, and all Committee documentation is provided to Members in electronic format.



The agency has re-established its Cost Savings Group (CSG) to identify and implement cost savings through better management of materials and operating costs.

History

1 JULY 2008 MARKED the 30th anniversary of self-government in the Northern Territory. Some agencies have already experienced a loss of corporate history. To that end, I consider it important to interpret the parliamentary precinct in its historic context, and work has begun on this project. The immediate vicinity of Parliament House is important in an historical context and includes:

- Darwin Post Office (bombed);
- Fort Hill (demolished)
- Fort Hill Wharf
- the Iron Ore Wharf (being dismantled)
- the Hotel Darwin (demolished)
- the former Supreme Court building (demolished)
- the Darwin Oval
- Government House
- the Administrator's Offices
- Liberty Square
- the Supreme Court
- former government Blocks 1-8 (all but one demolished)

This is particularly important in the context of various historical events and earlier plans to locate Parliament House elsewhere (for example, during the late 1970s, there was a plan to locate Parliament House, Government House and a university at East Point).

Bereavement

WE WERE SADDENED DURING the reporting period to note the passing of two former Members:

Mr William Joseph (Joe) Fisher, AM (MLC, Fannie Bay, 1969-1974*)

Mr Hyacinth Tungutalum (MLA, Tiwi, 1974-1977)

* Mr Fisher was also a non-official (ie appointed) Member of the Legislative Council from June 1961 to October 1968.

Also during the reporting period, we noted the passing of Mr Stephen Edward (Sam) Calder, AM OBE DFC. Mr Calder was the Northern Territory Member of the House of Representatives from 1966 until 1980.



Agency snapshot



Annual budget: The agency administered an annual budget of \$25.55m.

Minister: The Legislative Assembly has no Minister in Cabinet. The Member to whom Assembly officers are ultimately responsible is the Speaker. The Speaker appears on behalf of the agency at Estimates Committee hearings.

Permanent officers (FTEs):	40.5
Casuals recorded as FTEs:	2
Males:	14
Females:	28.5

Electorate Officers (FTE contracts):	25
Casuals and relief Electorate Officers:	3.5
Males:	1
Females:	27.5

Regional dispersal: Thirteen of the 25 electorate offices are located outside of Darwin, and each of these is staffed by an Electorate Officer. Of course, the majority of staff in the agency travel to Alice Springs for regional sittings of the Assembly, but there was no regional sitting during the reporting period.

Parliament House: Some 200 people work in the Territory's premier public building, and they represent the Department of the Chief Minister (DCM), Department of the Legislative Assembly, Northern Territory Library (Department of Natural Resources, Environment, the Arts and Sport), Parliamentary Counsel (DCM), Speaker's Corner Cafe staff (Karen Sheldon Catering), ISS Security staff and various contractors who service the building. In addition, there can be 100-200 visitors at any given time in the building.



Section 28(2) criteria

SECTION 28(2) OF THE *Public Sector Employment and Management Act* requires the agency to report against specific criteria. This part of the report addresses those criteria and, where the responses appear elsewhere and would be unnecessarily duplicated, readers are directed to the relevant page(s).

Functions and Objectives

THE DEPARTMENT OF THE LEGISLATIVE Assembly arises from Parts 2 and 3 of the *Northern Territory (Self-Government) Act* of the Australian Parliament, which create a body politic named the Legislative Assembly. The Legislative Assembly has state-like power, but does not have equal status with state legislatures in Australia.

That notwithstanding, the Department of the Legislative Assembly exists to support and administer the Legislative Assembly, which is comprised of 25 Members who are elected under the terms of the *Electoral Act*. Each Member of the Legislative Assembly is entitled to a variety of allowances, office accommodation, a motor vehicle, travel entitlements, staff member(s) and rates of pay. Some Members' entitlements, such as nominal salary, are tied to those of the House of Representatives and are automatically adjusted when the salaries of Members of the House of Representatives change. Other entitlements, such as Electorate Allowances and types of motor vehicle, are determined by the Remuneration Tribunal, which conducts an annual review of Members' entitlements and makes Determinations according to submissions put to it by Members and Legislative Assembly staff.

It is the job of Legislative Assembly staff to implement and track Members' allowances and entitlements. These can range from office stationery to computers and telephony, motor vehicles, fuel cards, office furniture and staffing arrangements (including relief Electorate Office staff). Obviously, Members representing remote or bush electorates have very different requirements from Members who represent urban or town electorates. That being the case, Members holding bush seats have different entitlements from their colleagues who hold urban seats.

It is also the job of Legislative Assembly staff to maintain a Register of Members' Interests pursuant to the *Legislative Assembly (Register of Members' Interests) Act*.

A major role of the agency is to provide procedural advice and support to the Legislative Assembly. This entails ensuring that Standing and Sessional Orders (the rules of the Legislative Assembly) are adequate to fulfil the requirements of the Assembly, and that correct procedure is observed during the debate and passage of legislation, tabling of papers and petitions, appointment of Committees and Terms of Reference for Committees.

Legislative Assembly staff produce the Notice Paper (agenda) for each day's sitting, and keep track of what business has been disposed of and what re-



mains before the Assembly. Our staff also record proceedings in the Chamber by way of Minutes of Proceedings and the Hansard record, which is a lightly edited verbatim account of each day's parliamentary business.

Whilst the foregoing constitutes the core business of the Department of the Legislative Assembly, as noted in the Clerk's Overview, the agency is responsible for the Northern Territory's premier public building, many functions that are held in the building, accommodating visiting parliamentary Committees who wish to take evidence in Darwin, public tours of the building and accommodating a range of tenants.

Because the nature of our core business is specialised, it is important to maintain close liaison with other parliamentary institutions, and this is achieved by way of membership of a range of parliamentary associations, as mentioned in the Clerk's Overview.

Legislation administered by the Agency

THE DEPARTMENT OF THE LEGISLATIVE Assembly 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 Members' Superannuation Contributions Act;
- Legislative Assembly Members' Superannuation Fund Act;
- Legislative Assembly (Powers and Privileges) Act;
- Legislative Assembly (Register of Members' Interests) Act;
- Legislative Assembly (Security) Act.

In addition to this legislation, we are required to conduct joint education programs with the Northern Territory Electoral Commission pursuant to the *Electoral Act*. The Parliamentary Relations and Education Unit co-ordinates delivery of these programs.

During the first half of the next reporting period, the *Legislative Assembly (Register of Members' Interests) Act* will be replaced by the *Legislative Assembly (Disclosure of Members' Interests) Act*. The new legislation requires Members to disclose their interests in a different format from the existing act. The Clerk will be the Registrar of Members Interests under the new legislation and a Committee of Members' Interests has been established to monitor Members' compliance with the new legislation.

Organisation of the Agency

FOR THE PURPOSES OF section 28 of the *Public Sector Employment and Management Act*, the agency is divided into three service delivery streams: Assembly Services; Building Management; and Members' and Electorate Services.

Assembly Services is most succinctly described as procedural advice and Chamber support, and is comprised of the Office of the Speaker, Office of the



Clerk, Chamber Services Unit and Parliamentary Committees Secretariat.

Building and Property Management, as the name suggests, entails management of Parliament House, but also includes management of Members' Electorate Offices throughout the Northern Territory. The nature of this management necessarily involves liaison with contractors and other agencies (such as those who manage various contracts affecting both Parliament House and Electorate Offices), and there is a pressing need for closer co-ordination and clearer lines of responsibility to achieve this with greater efficiency. To that end, the Clerk has written to the CEOs of the agencies concerned and requested meetings to resolve these issues. During the reporting period, there were a number of meetings with other agencies which began to address some of the problems that were identified over the preceding months.

Members and Electorate Services are provided by the Corporate Services Unit of the agency. This entails administrative and corporate support for Members of the Legislative Assembly and their Electorate Officers, and ranges from monitoring Members' travel to ensuring that motor vehicles are serviced regularly and in good repair, ensuring that Electorate Offices are properly equipped and furnished and ensuring that Information Technology services are provided in a timely manner.

Agency Operations, Initiatives and Achievements

IN ADDITION TO WHAT APPEARS as a general indicator here, each Unit of the agency has highlighted its operations, initiatives and achievements for the reporting period. These reports appear at pages 26-44.

In our last Annual Report, we identified the following priorities for the period now being reported:

- to ensure that the Legislative Assembly has a workforce with the capabilities to meet future challenges

This has proved an ongoing challenge and it has been recognised that we are approaching a critical stage where a number of senior parliamentary officers are nearing retirement. This has given rise to a preliminary review of the structure of the agency and may necessitate an external strategic review and assessment of the agency's required skill base weighed against the existing skill base, taking into account vacancies that will be created by departing officers.

In addition to succession planning, the Northern Territory Chapter of the Australasian Study of Parliament Group (ASPG) has been revived and, during the reporting period, prepared an informal education program for its members and for officers of the Legislative Assembly. The first of these was a lecture by Dr Dean Jaensch of Adelaide University in March. Dr Jaensch addressed the issue of Parliamentary Reform. The seminar was extremely well attended, which is in large part due to the promotion given to it by the Institute of Public Administration of Australia (NT).

During the coming months, agency staff have the option of a weekly seminar over seven weeks to watch the mini series *John Adams* because of its examination of the terms and conditions which were acceptable to the colo-



nies of what was to become the United States of America and the parallels between that situation and a possible future grant of statehood to the Northern Territory.

During the reporting period, two officers attended the Australasian Study of Parliament Group (ASPG) conference in Brisbane and four officers attended the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) conference at Norfolk Island. Two officers jointly presented a paper at the latter conference on Effective Repetition, a legal principle that has consequences for Members of Parliament in respect of the protection provided by parliamentary privilege.

- that activity within the Legislative Assembly is based on good governance, accountability and transparency

The Department of the Legislative Assembly is subject to the same principles of management that apply to other public sector agencies. Accountability is achieved in a number of ways, including the Clerk's Performance Agreement with the Speaker, which is reviewed annually and which is tied to strategic agency documents such as the Strategic Plan, Unit Business Plans, the Portfolio Budget Statement, appearance before the Estimates Committee and the Annual Report.

In addition, during the reporting period, the agency received and processed two requests pursuant to the *Information Act*.

Details of Members' travel are tabled annually in the Legislative Assembly. Once tabled, this document is a public document and open to scrutiny by a number of parties, not least of whom is the media.

As noted earlier, the Clerk is the custodian of Members' Interests declarations. Whilst not published anywhere, these declarations are available for public inspection during normal business hours and are therefore open to scrutiny (in Darwin, at least).

- develop and publish comprehensive materials including the revision of the standing orders, procedural databases and draft legislation

The Standing Orders Committee twice reported to the Legislative Assembly during the reporting period. The first report, tabled in November 2008, concerned amendments to orders dealing with the sitting and adjournment times of the Assembly, speech time limits for Members during debates, the internal sound and vision system (including broadcasting of material from that system), consideration of General Business (as opposed to Government Business), and the conduct of Question Time. Effectively, the report adopted by the Assembly introduced three new sitting days per calendar year, reduced Members' speech times during Adjournment from 15 to five minutes but provided for incorporation of qualified adjournment material, abolished luncheon and dinner suspension breaks introduced as Sessional Orders and created set times for the House to move into Adjournment with a definite adjournment time each evening.



The second report, tabled in May 2009, resolved to adopt gender-neutral language in the Standing Orders at the time of the next reprint or, in the case of electronic material, republication.

A number of internal manuals have been produced, which address some concerns about loss of corporate memory and knowledge.

A system of management, review and control of documents available for public information was implemented. This was considered essential after a number of documents available on the agency web site were identified as being significantly out of date or as containing incorrect information.

Work on the Speaker's Rulings and Parliamentary Precedents database continued, however during the reporting period it became apparent that Lotus Notes is becoming obsolete. An alternative database is required to ensure that material already loaded on the database is not lost.

An invaluable resource that was completed and implemented during the reporting period is the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) case law database. This project has been several years in the making and was achieved with cross-jurisdictional support and co-operation, particularly from the New Zealand Parliament. Mr Ian McNeill, Clerk of the Legislative Assembly of the Northern Territory, served on the ANZACATT Case Law Steering Committee, together with Mr Peter McHugh, Clerk of the Legislative Assembly of Western Australia, and Ms Debra Angus, Deputy Clerk of the New Zealand House of Representatives. This database contains case law which directly affects or could affect parliaments, and the project included rewriting keywords and headnotes to reflect parliamentary issues rather than strictly legal issues.

During the reporting period, parliamentary benchmarking came to the fore through the collaborative efforts of institutions such as the Commonwealth Parliamentary Association (CPA), Australian National University's Centre for Democratic Institutions (CDI) and the World Bank Institute (WBI). These organisations hosted a professional development course for parliamentary Speakers at the Queensland Parliament which included a one-day workshop on benchmarks for democratic legislatures. We have sought benchmarking criteria and, in the coming months, will assess the Northern Territory Legislative Assembly's performance against them.

- to promote awareness of and engage participation in parliamentary processes

There are two elements to this task: the Parliamentary Relations and Education Unit; and the Statehood Steering Committee Secretariat. Both units have a significant education and community engagement focus, and both achieved well during the reporting period.

In the case of the Parliamentary Relations and Education Unit, school programs were revised and refined to make more productive use of the time spent with each group. In some cases, this included co-operative program delivery with the Northern Territory Electoral Commission. In these instances, students had to debate and decide upon how to cast their vote in respect of their favourite lunch before they entered the ballot box. At last count, after the



distribution of preferences, chicken emerged as the clear leader over lasagne, steak and fish. A number of informal votes have been recorded, and the students are understood to have thoroughly enjoyed the experience.

It is appropriate here to thank officers of the NT Electoral Commission for their support of the program and their co-operation in delivering it.

The Statehood Steering Committee Secretariat continued its community engagement program in a climate of what might be described as public apathy. It is the case that interest in matters such as statehood tends to peak and trough, and interest is spiked only when there is a catalyst to which the public reacts. In recent times, there has been no such catalyst, so interest in the concept is once again on the wane.

- to ensure the infrastructure assets and physical environments maintained by the Legislative Assembly are well managed and sustained

As the building is now 16 years old, several major infrastructure assets are now showing signs of failing. As no strategic asset management was in place, these assets were only replaced or upgraded when the asset completely failed or when the required budget became available. This *ad hoc* approach was not good enough to maintain a iconic building like Parliament House.

Staff over the past six months have developed a draft 10 year Strategic Asset Management Plan. This plan will be fully implemented next financial year. The plan has identified current and future liabilities of the building with projected financial liabilities. This will allow Legislative Assembly staff to implement an orderly replacement program with no financial peaks or troughs and bid for sufficient funding to undertake these works over the next 10 years. The implementation of the asset management plan will reduce the repairs and maintenance budget in future years.

The Strategic Asset Management Plan will be updated on an annual basis or as required to ensure its contents are correct and compliant with current Australian Standards.

Financial Planning and Performance of the Agency

DETAILED FINANCIAL STATEMENTS appear at pages 45-79. As noted in the Agency Snapshot, the agency has an annual budget of \$25.55 million. This can be broadly divided into: salaries (agency officers and electorate officers), Operational Expenses, Assembly Services, Corporate Services, Building and Property Management (including Security) and Major Works.

As for other agencies, the coming reporting period will include a 7% increase in electricity charges. This amounts to an anticipated figure of \$60,000 per annum. Parliament House is a large and public building and, of course, is relatively expensive to maintain and run. For this reason, the agency will engage in a concerted effort to address energy use and efficiency over the coming reporting period.

Major maintenance and equipment upgrade expenses during the reporting period were: Lift Upgrades (\$600,000); and Sound and Vision System upgrade, Stage 1 (\$600,000).



Equal Opportunity Management Programs & Initiatives

The agency has an Equal Employment Opportunity Plan (EEOP) in place and has complied with its requirements. The Department's EEOP will be reviewed during 2009-10 when the Office of the Commission for Public Employment releases its new strategies on:

- Indigenous Employment and Career Development
- Willing and Able - employment of disabled people

The Department of the Legislative Assembly has commented on the draft strategies as part of the Cabinet Submission process. Additionally, the Human Resources Manager has been an active member of the IECD Coordinators Network Meeting since its re-establishment early in 2009 by the Office of the Commissioner for Public Employment.

The Department offered work experience to a Year 11 Indigenous boarding student from Kormilda College in June 2009.

Management Training and Staff Development Programs

A range of formal and informal training and development opportunities have been sponsored and are outlined as follows:

Conference Attendance

Four officers attended the Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) Conference.

Two officers attended the Australasian Study of Parliament Group (ASPG) Conference and Annual General Meeting.

Studies Assistance

The agency once again provided sponsorship to several employees to undertake tertiary level qualifications during the last financial year. These included:

- Certificate IV in Project Management
- Certificate IV in Occupational Health and Safety

Generic training opportunities

The August 2008 Northern Territory Election provided the opportunity for the Clerk to undertake several detailed pre-, during, and post- briefing sessions for all staff on the tasks, roles and responsibilities of Parliamentary Officers.

The agency has introduced new templates for use by all work units and a training program was rolled out which all staff were encouraged to attend. Additionally training sessions were provided following the migration of the new Microsoft Outlook format.



Individual Development Opportunities:

A range of individual developmental opportunities were undertaken to develop skills including:

- developing specifications and tender documents;
- dealing with challenging situations;
- TRIM training;
- Photoshop introduction;
- security risk management; and
- superannuation and retirement seminars.

Inductions:

Following the 2008 Northern Territory Election, intense detailed induction programs were organised for 11 new Members of the Legislative Assembly. Additionally, induction programs were run for the new Electorate Officers.

Electorate Officers:

A range of training opportunities are on offer to the 25 Electorate Officers who are employed throughout the Northern Territory. The agency once again provided sponsorship to several Electorate Officers to undertake tertiary level qualifications and general development opportunities during the reporting period. These included:

- Certificate IV in Indigenous Leadership Program
- Certificate IV Occupational Health and Safety
- Indigenous Women's Leadership Program
- Improving Writing Skills
- Introduction to Government Working
- Microsoft Outlook
- Understanding Demographic Data
- Turning Data into Information
- First Aid

Occupational Health and Safety Programs

The agency has an Occupational Health and Safety Committee which includes representatives from all of the Northern Territory Government agencies which occupy Parliament House. Areas of responsibility include Parliament House, the Parliamentary precinct and all 25 electorate offices throughout the Northern Territory.

In December 2007 the Legislative Assembly passed legislation creating, on commencement in April/May 2008, the *Workplace Health and Safety Act* (WHS Act) and the *Workers Rehabilitation and Compensation Act*. Representatives from NT WorkSafe and the Department of Business and Employment (DBE) Occupational Health and Safety (OHS) were invited to attend an OHS Committee meeting by the Clerk to provide an overview of the new legislation and the implications for implementation within the Northern Territory Public Sector (NTPS).



Given the implications of the new legislation and the complexity of the governance structure which will be required it was decided to request a gap analysis to be undertaken on the existing safety management systems in place by members of the Occupational Health and Safety advisory team from the DBE. The gap analysis was finalised in April 2008 and the OHS Committee is working through the recommendations.



Corporate Governance

THE AGENCY'S STRATEGIC direction and priorities are set out in the Strategic Plan 2007-10, developed at a workshop facilitated by an external consultant and attended by staff across the agency.

The outcomes and outputs for the agency are outlined in Budget Paper No. 3. The outputs and performance measures form the basis for reporting to Treasury in terms of quantity, quality and cost.

The agency continues to produce a Portfolio Budget Statement (PBS) each financial year, which provides performance information down to sub-output level and is a key resource for information required for the Annual Report. The PBS is sent to all Members prior to the Estimates Committee hearings and provides valuable information for assessing the agency's performance against its objectives and financial allocation.

The objectives set down in the Clerk's Performance Agreement form the link between the Strategic Plan and Unit Business Plans. These objectives are reported against on a quarterly basis.

Management Board

The agency's Management Board comprises the Executive and Unit Heads and meets on a regular basis either at:

- Weekly Planning Meetings - a weekly meeting is held to review the past week's activities and to identify key tasks and issues for the ensuing week. These meetings in a small agency serving the parliament are a valuable means of ensuring that management and planning issues are coordinated effectively. The meetings also provide a regular platform for the exchange of information between Unit Heads on the full range of departmental operations; or
- Management Board meetings - *ad hoc* meetings of the Management Board are held to discuss major policy and strategic developments, updating of progress against business plans and specific higher level management issues not addressed in the weekly meetings. The meetings frequently include a guest speaker to address the Board on significant issues that impact on whole-of-government operations.

Audit

Audit Committee

The agency's Audit Committee met formally on four occasions during the reporting period, meeting the requirements of its Charter. The Committee also convened as a whole or in part on an *ad hoc* basis to deal with specific issues.

The Committee Chairman wishes to acknowledge the contribution of Mr



Tony Simons, Manager Internal Audit, Department of Planning and Infrastructure to the Committee in his role as an external member to the Committee.

The Audit Committee revised the Internal Audit Committee Charter, undertook a risk assessment process, and developed an Audit Coverage Plan for 2008-11 and Audit Plan for 2008/09.

Cabcharge Audit

An audit of Cabcharge use by agency officers was undertaken and a number of recommendations made to provide greater control over the use of cabcharge vouchers and cards.

Audit of Members' Travel and Mobile/Satellite Telephone Entitlements

Clauses 5.1 to 5.3 of the Administrative Arrangements prescribe accountability requirements in respect of Member travel as follows:

5.1 Government expense for Member travel, and for associated Travelling Allowance or expenses reimbursement, may not be incurred unless accountability requirements and procedures established by the Accountable Officer, including certification that conditions set out in this Determination are met, are followed.

5.2 Where Government expense has been incurred for Member travel as well as for Travelling Allowance or expenses reimbursement, the Member must confirm the application of such expense under procedures established by the Accountable Officer. Where a Member is paid Travelling Allowance at a Capital City rate in Schedule 1 the Member must specifically confirm that the relevant overnight stays were in the Capital City concerned.

5.3 The Speaker shall table an "Annual Schedule of Member travel at Government expense" during the first Sittings of the Assembly each year. For each occasion of Member travel, including travel using frequent flier points under sub-clause 3.11, this Schedule is to contain the following particulars:

- (a) the name and home base of the respective Member;
- (b) the subclause of this Determination covering the entitlement to travel;
- (c) the primary purpose of the travel;
- (d) a brief form itinerary;
- (e) the dates of the travel;
- (f) the category of accompanying person (if any);
- (g) the number of overnight stays, Travelling Allowance or expenses reimbursement paid;
- (h) Government expense incurred.

To ensure compliance with the Administrative Arrangements and to ensure that Members' entitlements have been administered in accordance with statutory requirements, an audit of Member travel for the 2008 year was arranged, undertaken by Stanton International Pty. Ltd.

The overall objective of the review was to determine whether Member travel was undertaken in accordance with the Administrative Arrangements (AA) and the relevant Remuneration Tribunal Determination (RTD), and whether the



Annual Schedule of Member travel at Government Expense prepared by the agency provided a complete and accurate representation of travel entitlements utilised during the period 1 January 2008 to 31 December 2008.

The specific objectives of the audit were to:

- determine whether travel entitlements utilised by Members during the period 1 January 2008 to 31 December 2008 were in accordance with relevant Remuneration Tribunal Determinations;
- determine whether the 'Annual Schedule of Member Travel at Government Expense' prepared by the Department of the Legislative Assembly provides a complete and accurate representation of travel entitlements utilised during the period 1 January 2008 to 31 December 2008;
- determine whether the format and content of the 'Annual Schedule of Members' Travel at Government Expense' reflects the requirement outlined in the Remuneration Tribunal Determinations;
- where appropriate, recommend amendments to the format and phrasing of the Statements of Members' Travel Entitlements prepared by the Department of Legislative Assembly
- report to the Department of the Legislative Assembly on any procedural or control matters noted during the audit that need to be addressed, together with information about any errors that need to be rectified before the Schedule is finalised;
- evaluate the adequacy and effectiveness of the annual reconciliation process between the Department of the Legislative Assembly and the Department of the Chief Minister, designed to ensure that there is no duplication of payments; and
- prepare a report expressing a formal opinion on Objective 1, for the purpose of being tabled in Parliament.

The audit reviewed all travel entitlements utilised by Members during the period 1 January 2008 – 31 December 2008 inclusive. During the audit the data contained in the draft schedule was compared to that held on the Members' Entitlements Travel System (METS) and to supporting documentation. METS was reviewed to ensure that all travel recorded on the system had been included in the schedule. The travel entitlements utilised in that period were checked against the Member entitlements specified in the relevant RTDs and associated Administrative Arrangements.

In their report to the Accountable Officer, the auditors stated that:

It is our opinion that the travel entitlements utilised by members during this period were in accordance with the Remuneration Tribunal Determination Number 2 of 2007 and with the associated Administrative Arrangements, and that the Schedule provides a complete and accurate record of such entitlements.



Schedule of payments for satellite phone and mobile telephones

Pursuant to clause 7.9(c) of the Administrative Arrangements, a schedule containing the respective totals of Government payments on behalf of each Member for satellite telephones and for mobile telephones during 2008 was prepared and subjected to an internal audit prior to tabling by the Speaker in the February 2009 sittings.

Compliance with Part 9 of the *Information Act*.

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

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

The agency responded to the five requests received pursuant to the *Information Act* during the reporting period.



Executive Management Group

Ian McNeill, PSM - Clerk of the Legislative Assembly

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.

David Horton - Deputy Clerk of the Legislative Assembly

AS DEPUTY CHIEF Executive, Mr Horton undertakes a range of responsibilities for agency operations and management as directed by the Clerk. After a 35-year career in the Royal Australian Navy, Mr Horton joined the NT Public Service in 1996 as Official Secretary to the Administrator. He joined the Legislative Assembly in 1998 when he was appointed Deputy Clerk.

Graham Gadd - Clerk Assistant

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

Vicki Long - Director of Corporate Services

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

Robert Donovan - Director of Building Services

MR DONOVAN JOINED the agency in November 2008 and came with over 25 years experience in asset management, building/mechanical services and contract management. Mr Donovan performed similar duties with the Victorian Public Service.



Samantha Day-Johnston - Director of Security

MS DAY-JOHNSTON has been the agency's Director of Security since June 2006. She has an extensive security, intelligence and law enforcement background serving previously with the Queensland Police Service and Australian Defence Forces. She has formal qualifications including several diplomas in Management, Administration and Operations. She holds a Graduate Certificate in Public Sector Management and is undertaking further studies in Occupational Health and Safety.



Office of the Clerk

Unit Overview

THE OFFICE OF THE CLERK is responsible for procedural advice to all Members of the Legislative Assembly, and for particular advice to the Speaker. The Office of the Clerk is responsible for administrative and procedural arrangements for each sitting day subject to the business of the Assembly. On sitting days, the Clerk and Deputy Clerk sit in the Chamber to provide advice and support as required during the conduct of the business of the Legislative Assembly. This includes noting tabled papers, recording divisions and clarifying Standing Orders as and when questions arise.

The Clerk is Secretary of the Standing Orders Committee and the Committee of Members' Interests. The Deputy Clerk is Secretary of the House Committee. These committees are comprised of Members of the Assembly and report to the Assembly. The Clerk is Secretary of the Privileges Committee if the need arises (there was no requirement during the reporting period).

The Clerk is the Chief Executive Officer of the agency and as such is subject to the same legislation as any department CEO, however the Legislative Assembly is different in the sense that it does not serve the government; it serves the Parliament (ie all Members of the Legislative Assembly). It is because of this difference that we have identified a future need for a separate, discrete parliamentary service, as is the case in most other Australian jurisdictions.

Key Achievements

- following the 9 August 2008 General Election, induct and brief the 11 new Members, organise staff and electorate offices for them and convene the Assembly for the opening sitting one month later on 9 September 2008;
- successfully hosted two visiting Parliamentary delegations;
- address environmental sustainability issues associated with the use of Parliament House;
- commence planning for the Alice Springs sitting of the Legislative Assembly in November 2009;
- maintain liaison with other parliamentary bodies such as the Commonwealth Parliamentary Association (CPA), ANZACATT and ASPG as well as the networks of Clerks in other jurisdictions;
- prepare for change of legislation in respect of Members' interests and their duties of disclosure;
- enter into a Performance Management Agreement with the Speaker, reflecting the Strategic Plan, Unit Business Plans & Portfolio Budget Statement.



Future Priorities

- liaise with Remuneration Tribunal during the Tribunal's annual review of Members' entitlements;
- successfully manage the regional sitting of the Legislative Assembly in Alice Springs in November 2009;
- conduct an internal review (in the first instance) of the agency to identify organisational, staff and succession requirements;
- review the agency's Strategic Plan (current plan is 2007-2010) and other reporting criteria to reflect the needs and requirements of the Legislative Assembly, its officers and Electorate Officers;
- complete the stage two upgrade of the sound and vision system; and
- implement an internal training program for parliamentary officers.



Chamber Services Unit

Unit Overview

THE CHAMBER SERVICES UNIT is comprised of the Table Office and Hansard Unit and provides administrative support to Members for the conduct of parliamentary business, is responsible for record keeping and archiving in respect of papers tabled in the Legislative Assembly, prepares and processes legislation in conjunction with the Cabinet Office, Parliamentary Counsel, government agencies and the Office of the Administrator. The unit is responsible for the production of the *Daily Hansard* (an uncorrected daily transcript of parliamentary proceedings) and the *Parliamentary Record* (a corrected edition of a parliamentary sitting). The Chamber Services Unit is responsible for producing the daily Notice Paper and Minutes of Proceedings. Further, the unit is responsible for maintaining Standing Orders and incorporating any changes to them following a resolution of the Assembly. The unit is also responsible for the agency's web site, which is acknowledged to be in need of a general upgrade.

Key Achievements

Table Office:

- production of an indexed Style Manual in respect of Minutes of Proceedings and Parliamentary Procedure;
- construction, development and launch of the agency's Intranet site;
- creation of indices for and case binding of Assent copies of Acts 2008 (*Parliamentary Record* volume LXXIV);
- creation of indices for *Parliamentary Record* bound volumes LXXV to LXXIX for the period 11 October 2005 to 22 February 2007;
- creation of indices and case binding of Parliamentary Papers of 2008 and four case bound condolence tributes; and
- in accordance with Standing Orders Report No 1 of November 2008, undertake a 2009 reprint of Standing Orders in hard copy.

Note: The case binding of the *Parliamentary Record* means the binding program has been completed to February 2007. The program is dependent upon our financial capacity and upon expertise at the Government Printer.



Hansard Unit:

- produced 33 Rushes (extracts of speeches/debates requested urgently);
- produced 35 *Daily Hansards*;
- produced six *Parliamentary Records* totalling some 4000 pages;
- participated in an Australia and New Zealand Hansard Benchmarking Survey overseen by the Queensland Parliament.

Parliamentary Statistics

Statistic	Annual hrs sat	Average hrs sat	Bills passed	Questions asked	Papers tabled
Year					
1997-98	180.26	8.23	51	249	495
1998-99	285.43	8.32	90	438	909
1999-00	266.11	8.07	78	340	567
2000-01	233.26	7.44	59	313	581
2001-02	243.32	9.01	85	325	433
2002-03	365.30	9.52	85	445	555
2003-04	351.36	10.20	60	495	406
2004-05	260.50	9.00	56	444	371
2005-06	381.05	10.30	44	518	527
2006-07	294.03	8.40	29	521	458
2007-08	296.27	8.53	49	531	369
2008-09	343.03	9.48	36	464	428

Table 3: Overview of Parliamentary Statistics

The Legislative Assembly sat on 35 days during the reporting period. This figure includes the annual Estimates Committee hearings. The estimate for 2008-09 sitting hours was 310. The actual figure was 343, the increase resulting from an extra sitting day being scheduled on 16 February 2009 and increased daily hours following the 2008 General Election. The 'average hours sat' column in the above table represents the daily average of hours sat.

Item of Business	No
Matters of Public Importance	15
Petitions Presented	428
Written Questions submitted	67
Ministerial Statements	15

Table 4: Business (other than bills) transacted in the Legislative Assembly



	Govt	Oppn	Ind	Total
<i>B/forward 1 July 2008*</i>	3	2	0	5
Introduced	41	5	0	46
Discharged	0	0	0	0
Withdrawn	0	0	0	0
Negatived	0	0	0	0
Lapsed	0	0	0	0
Passed	36	0	0	36
Acts assented to	36	0	0	36
<i>C/forward 30 June 2009</i>	5	5	0	10

Table 5: Bills processed in the Legislative Assembly

* The Tenth Assembly was prorogued on 21 July 2008 when the Chief Minister called an election for 9 August 2008. At that time, all business before the Assembly lapsed, which means the five bills appearing in the first line of the table lapsed.

The Hansard Unit

'HANSARD' IS THE INFORMAL NAME of the written hard copy and printed official report of parliamentary debates, named after TC Hansard who was first to record the British Parliament's debates during the 1800s.

Hansard is produced, stored and published via a complex set of integrated components of audio visual technology, digital recording systems, local area networks, file and print servers, Business Application Servers, Web technology and thus represents the convergence of many technologies.

The Hansard Unit is responsible for the production of the *Parliamentary Record*. The unit records proceedings of parliamentary sittings and some committee meetings and produces a written transcript of those proceedings.

The unit is integral to providing an historical and chronological record of parliamentary proceedings as an aid to statutory interpretation of intent of the parliament. The *Interpretation Act* provides that the *Parliamentary Record* (specifically second reading speeches of Ministers) may be examined by courts to determine the intent of parliament in respect of legislation.

The Hansard Unit preserves the integrity of the parliament as an institution. Editors of the proceedings of the Assembly must have appropriate skills and knowledge so as to not change the intent or meaning of words spoken by Members, but to faithfully reflect proceedings of the Legislative Assembly in a manner that upholds the integrity of the institution.



Year	< 1 hr	1-2 hrs of the Assembly rising	2-3 hrs	> 3 hrs
2005-06	2	11	23	2
2006-07	2	29	3	0
2007-08	0	19	15	0
2008-09	2	19	10	3

Table 6: Daily Hansard completion times in relation to the time the Assembly rose on each sitting day

In respect of Table 6, on 29 October 2008 the Assembly sat until 1am on 30 October. The target timeframe for editing was not met on that night. Staff were sent home at 2am and the balance of material was completed the following sitting day. The document relating to 29 October was produced in two parts, the second part being the Adjournment Debate.

All targets were met for completion of the *Parliamentary Record* (four weeks from the conclusion of the sitting). Delivery of the product was affected on two occasions by mechanical breakdown at the Government Printer.

Future Priorities

- successfully complete the regional sitting of the Legislative Assembly in Alice Springs and produce *Daily Hansard* for sitting from Darwin;
- continue review and upgrade of both Intranet and Internet sites; and
- train staff in the use of the upgraded (new) sound and vision streaming system.



Committees Secretariat

Unit Overview

THE COMMITTEES SECRETARIAT provides administrative, procedural and research support to Parliamentary Committees, which are comprised of Members of the Legislative Assembly (Government, Opposition and Independent). There are three types of Committees: Standing; Sessional; and Select.

Standing Committees are enduring committees of the Assembly and are appointed at the beginning of each parliamentary session. At present, the Legislative Assembly has seven Standing Committees: the House Committee; Legal and Constitutional Affairs Committee; Committee of Privileges; Public Accounts Committee; Standing Orders Committee; and Subordinate Legislation and Publications Committee. During the reporting period, the Committee of Members' Interests was established in accordance with legislation, and Membership of this committee is the same as the Standing Orders Committee. The Clerk, Ian McNeill, is the Registrar of Members' Interests.

Sessional Committees are appointed for the life of an Assembly (ie from when the Assembly first meets after a General Election until the Assembly is prorogued for the next election). The Sessional Committee on Environment and Sustainable Development is the Assembly's only sessional committee at present. The Sessional Committee on Sport and Youth lapsed when the Legislative Assembly was prorogued on 21 July 2008. Because the Committee had not reported, the Assmebly ordered, at the first sitting in September 2008, that documents in relation to the Committee's work be tabled by the October sitting. Documents in relation to evidence taken and submissions received were tabled in the Assembly on 21 October 2008.

Select Committees are appointed for a specific timeframe within the life of an Assembly. Presently, the Legislative Assembly has two Select Committees: the Estimates Committee; and the Government-Owned Corporations Scrutiny Committee. Each of these committees is comprised of the same membership as the Public Accounts Committee. The Select Committee on Substance Abuse in the Community lapsed when the Legislative Assembly was prorogued on 21 July 2008.



Key Achievements

Committee	References/ Inquiries	Deliberative Meetings	Public Hearings	Papers Tabled/ Reports Made
House	Nil	Four	NA	Nil
Legal & Constitutional Privileges	Three Nil	Six Nil	Nil Nil	One Nil
Public Accounts	Two	Nine	Nil	Nil
Standing Orders	Three	Five	NA	Two
Subordinate Legislation	One	Six	NA	Reported to Speaker
Members' Interests	Statutory	Three	NA	One
Environment	One	Four	Two	Nil
Sport & Youth	Lapsed	NA	NA	Two volumes tabled
Estimates/GOC	NA	Thirty	Four days	Report tabled
Substance Abuse	Lapsed	NA	NA	NA

Table 7: Summary of 2008-09 Committee Activities

Notes to Committee Achievements:

The House Committee is responsible for Parliament House and the parliamentary precincts. It does not receive references from the Legislative Assembly.

The Committee of Privileges meets only when there has been a complaint arising in relation to the *Legislative Assembly (Powers and Privileges) Act*. There was no complaint during the reporting period.

The Subordinate Legislation Committee received a reference from the Speaker and reported to the Speaker.

The Committee of Members' Interests was established by the *Legislative Assembly (Disclosure of Interests) Act 2008*, which was passed in November 2008 and which repealed the *Legislative Assembly (Register of Members' Interests) Act 1982* and *Legislative Assembly (Register of Members' Interests) Amendment Act 1987*. Whilst the new act did not commence during the reporting period, meetings of the Committee to oversee the new legislation were necessary prior to its commencement.

Future Priorities

- to serve Parliamentary Committees and respond to their needs/requirements in order to facilitate timely reporting to the Legislative Assembly.



Parliamentary Relations and Education Unit

Unit Overview

THE PARLIAMENTARY RELATIONS AND Education Unit is responsible for the provision of services and support to promote community awareness of the constitutional role and significance of the Parliament.

Consequently, the Unit's activities include the provision of a variety of programs for students (from primary to tertiary) and the general public, guided tours of Parliament House for the public and visiting delegations, development of resources and information brochures, promotional activities, and participation in seminars or forums for Members, Electorate Officers and agency staff. In addition, the Unit is responsible for the management of artworks and historical projects associated with the Parliament.

Key Achievements

KEY ACHIEVEMENTS DURING the reporting period were:

- a renewed focus on role plays for school and tertiary students to enhance their learning experience;
- conducted *Parliament of the Birds* or *Parliament of the Wizards* role plays in schools in response to teachers' concerns about difficulties in making travel arrangements to Parliament House;
- introduced training sessions for school and tertiary students with the NT Electoral Commission and Statehood Steering Committee as complementary to tours of Parliament House. Both have been well received and are popular with students;
- developed new programs aimed at specific community and educational groups such as migrants and senior school students;
- co-ordinated Youth Parliament 2008;
- participated in activities associated with National Youth Week, Commonwealth Day, and Enrol to Vote Week;
- developed new resource materials for school students such as a quiz book for senior students and a revised version of *Government in the Northern Territory*;
- developed new information brochures for visitors to Parliament House to provide details about the history and specific features of the Parliament;
- created new promotional display stands describing various aspects of our democratic system;
- participated in induction or information seminars for Electorate Officers;
- launched a new website promoting parliamentary education and containing resources for teachers and students; and
- continued to offer extra free guided tours of Parliament House during the Dry Season in response to visitor demand. Feedback from participants remains very positive.





Students from Katherine South Primary School undertaking parliamentary role plays.

Statistical Information

	2007-08	2008-09
School Tours of Parliament House		
Number of schools	50	36
Number of students	2741	1448
Role-play Sessions for Students		
Number of schools	8	20
Number of students	213	425
Free Public Guided Tours of Parliament House		
Number of tours	100	122
Number of participants	2823	2575
Distinguished Guests - Tours of Parliament House		
Number of VIPs	17	15

Table 8: Summary of PREU Statistics, 2008-09

Note: the decrease in number of schools and students attending Parliament House is perhaps a reflection of some difficulties that schools have in arranging transport and the associated costs for school excursions. However, the emphasis on role-play sessions conducted in schools will continue in the next reporting year, resulting in a broader and more in-depth experience for more students whilst avoiding any transport problems.



Future Priorities

THE UNIT'S PRIORITIES for the coming year are to:

- co-ordinate the first Open Day at Parliament House in collaboration with Open Days at Government House and the Supreme Court;
- co-ordinate the schools program for the regional parliamentary sitting in Alice Springs;
- initiate the new *Step Up Be Heard* program aimed at providing senior students with an holistic experience of election campaigning and parliamentary procedures;
- initiate the Young Adult Education and Adult Education Programs;
- conduct an Outreach Program to remote schools;
- attend the annual Australasian Parliamentary Education Conference;
- revise all educational resources and materials for schools; and
- review the History Project, which involves collating historical photographs and materials about parliament.



Katherine South Primary School students receiving parliamentary education



Statehood Steering Committee Secretariat

Unit Overview

THE OFFICE OF THE CHAIRMAN, Statehood Steering Committee, originally established in January 2005, supports the work of the Statehood Steering Committee.

The Committee was established to provide advice to the Standing Committee on Legal and Constitutional Affairs on factors leading to an eventual grant of Statehood for the Northern Territory and to engage with Territorians on the many issues to be addressed in order to facilitate that eventual grant of Statehood.

During the reporting period the Office employed an Executive Officer, a Community Engagement Officer, Marketing and Promotions Officer and an Administration/Research Officer to support the Committee's program of work.

The Statehood Steering Committee is comprised of a Chairman who is a Member of the Legislative Assembly and also the Chair of the Legislative Assembly Standing Committee on Legal and Constitutional Affairs. There is also a Co-Chair who is a community representative and not a member of the Legislative Assembly as well as two Members of the Legislative Assembly who are also members of the Standing Committee on Legal and Constitutional Affairs. As at June 30 2009 18 other community members brought the overall membership of the Statehood Steering Committee to 22 Territorians.

Unit Objectives

THE UNIT'S OBJECTIVE IS TO educate and inform Territorians about issues relating to constitutional development, governance and what Statehood means for the Northern Territory in Australia's federal system of government. The Unit is also tasked to assist the Committee develop a program of work that will lead to an eventual grant of Statehood for the Northern Territory.

The Unit supports the Committee's consultation and education work and provides research and analysis so the Committee may determine how to undertake its program of work in the most efficient and timely manner.

Key Achievements

TERRITORY DAY ON 1 JULY 2008 was the 30th anniversary of the promulgation of the *Northern Territory Self Government Act 1978*, an Act of the Commonwealth Parliament permitting the Northern Territory to function as a self governing territory and creating the polity we are governed by today.

The Committee rolled out a new initiative for the reporting period which was officially called the *Walking Together* campaign with a focus on inclusiveness across the Territory and delivering education sessions on the history of significant events in governance specifically targeted to Indigenous Territorians.



This education program continued throughout the reporting period and is ongoing. The Committee is tasked to develop the understanding of all Territorians about Statehood including but not limited to ensuring Indigenous Territorians have access to appropriate information on Statehood.

The Office supported four full Committee meetings and three Executive Group meetings during the year and undertook 23 outreach projects across Territory communities.

Many of these were to multiple destinations in conjunction with local festival, shows and events and assisted in increasing the visibility of the Statehood education and information campaign for follow up school and organisational briefings as requested.

The Committee commenced planning for a concerted program leading up to a series of workshop events and a constitutional convention

Future Priorities

THE STATEHOOD STEERING COMMITTEE is now developing a plan for the final phase of the program which will see a series of constitutional workshops rolled out across the Northern Territory during the 2010 calendar year with a view to holding a constitutional convention in Darwin in the first half of 2011.

2011 is a significant year because it will be the one hundredth anniversary since the state of South Australia surrendered the Northern Territory to the Commonwealth and approximately one sixth of the Australian land mass became a de-facto internal colony of the Commonwealth Government.

Once a convention is concluded, the Committee will report to the Standing Committee on Legal and Constitutional Affairs and eventually be dissolved as the Assembly and the Territory Government of the day consider the next steps toward a plebiscite so Territorians can decide if they wish to take that final step toward Statehood by asking the Commonwealth to admit a new State under the Australian Constitution.



Building and Property Management

Unit Overview

AS A RESULT OF THE TECHNICAL Services Unit being understaffed, a review of the Technical Services Unit and Building Services was undertaken. As both units performed similar tasks and had to work in close liaison with each other it was apparent that this review be seriously looked at. The outcome of the review resulted with both the Technical Services and Building Services being amalgamated into one unit. This amalgamation has resulted in the delivery of better service coupled with cost effectiveness and staff being able to be multi skilled. The services and functions provided by previous departments still remain the same but are now delivered under one banner. The team has become a very cohesive unit and renamed Building and Property Management.

Building and Property Management Unit activities include but are not limited to:

- maintenance of all electrical equipment and fixtures;
- mechanical services maintenance;
- structural and building maintenance;
- acquisition and maintenance of Members and staff vehicles;
- oversee all functions at Parliament House sponsored by the Legislative Assembly;
- manage cleaning, landscaping/gardening, plant and sanitisation contracts
- upkeep of accommodation and furniture; and
- management and supervision of all leased areas within Parliament House.

This will ensure that Parliament House retains its status as the premier public building in the Northern Territory and that the occupants and users of the building are able to carry out their duties in a safe and secure environment.

Key Achievements

THE FOCUS IN THE PAST 12 months has been on increased maintenance of the building fabric and a number of key operational building systems necessary for the operations of Parliament House.

This program has been progressive over a number of years but has escalated in recent years as the building and operating systems move into their 16th year of use.

The major task undertaken this year has been the replacement Hansard camera system and associated electronics. In October 2008 a report was received for a consultant pointing out the deficiencies with Parliament Houses sound and vision systems. This report confirmed staffs suspicions of a failing system. A scope of works was developed in conjunction with all stakeholders for the replacement of the camera system within available budget. The scope of works involved:



- replacement of existing cameras with High Definition broadcast quality TV cameras and lenses with robotic pan and tilt heads;
- replacement of existing control system with touch screen to allow rapid selection of cameras; and
- upgrading operating systems within the Hansard room.

A contract has been let to a local company with works being due for completion by early October 2009.

Ongoing problems with the building's remaining five lifts have now been rectified with all electronic controls being replaced as well as the installation of an additional braking system to comply with the current Australian Standards.

Energy Management and reducing greenhouse gas emissions is high on the agenda for Parliament House. As Parliament House is the Territory's premium public building and has the capacity, if not controlled, to be inefficient in its use of power. The Legislative Assembly will ensure that it plays its part in the national and international effort to control climate change.

Accordingly, there will be a determined focus on the development of energy management. With this in mind staff are now looking replacement of the aged air-conditioning system including the cooling towers. Preliminary investigations indicate that a payback time of the capital investment would be achievable within six years.

The Building and Property Management Unit will continue to monitor Federal and Northern Territory Government programs and available grants relating to climate change.

A draft 10-year Strategic Asset Management Plan has been produced. This has identified that Parliament House will require substantial funding over the next five years to keep the building in pristine condition to reflect its importance in the Northern Territory. This data will be loaded into an asset management system next year and continually updated.

Speakers Corner Café was refurbished throughout the year with the provision of new cooking appliances, sinks, salad bar and dishwashing equipment. The focus of this upgrade was for the café to provide good quality and healthy food alternatives.

Future Priorities

FOLLOWING COMPLETION OF work on the Chamber camera system in October, maintenance priorities will be given to the following for the period 2009-10:

- completion of the sound reinforcement system in the Chamber;
- progressively work on the building fabric to maintain high levels of presentation;
- continual upgrading of landscaping within the Parliamentary Precinct;
- further development of an Energy Management Plan; and
- introduce a water conservation plan and implement water saving measures.



Security Services Unit

Unit Overview

THE SECURITY SERVICES UNIT, which is now in its third year of operation, exists to provide a safe and secure workplace for Members and staff of the Legislative Assembly, Parliament House building occupants and visitors.

The Unit consists of a Director of Security and Security Supervisor, both employed by the Department of the Legislative Assembly, and a support team of uniformed contract security staff who provide 24 hours a day, seven days a week security for the Parliamentary precinct. ISS Security Pty Ltd provided the contract security services for the reporting period.

Unit Objectives

THE SECURITY SERVICES UNIT'S primary objectives are to coordinate and manage the security activities of the Department including:

- the delivery of security services to Parliament House;
- preparation and implementation of security policy, practices and procedures;
- the provision of security advice to Members, electorate officers, staff and Parliament House building occupants;
- Liaison with security, law enforcement and intelligence agencies on security threats and measures;
- provision of security education and awareness training; and
- emergency management including provision of policy, procedures, training and response to incidents.

Key Achievements

THE MOST SIGNIFICANT achievement this year have been the continued improvements to security technology within Parliament House. The electronic security system upgrade of Parliament House security systems is all but complete. Sophisticated digital closed circuit television is operating throughout Parliament House and the Parliamentary Precinct incorporating advanced analytical functions. Secure high tech access control systems with biometric options restricting access to non-public areas, all monitored by a fully integrated intruder alarm system. This fully integrated high tech security system enhances the capabilities of the Security Services Unit enabling more effective and efficient use of security resources.

Primarily driven by the ever-present threat from tropical cyclones, the Security Services Unit working closely with Building Management and the Department of the Chief Minister created an area within Parliament House, that if required, can be utilised by the Executive Government to coordinate emergency incidents or events.



As part of the Public Sector Management Program, the Director of Security completed a Work Based Project aimed at improving Security Coordination and Management across the State Square Precinct. An Action Plan now exists to guide the State Square Security Committee in its activities to improve State Square Security.

Security screening of visitors to Parliament House is an important role conducted by the Security Services unit. During FY 08-09 a total of 139,594 visitors were recorded entering the Main Entrance of Parliament House. This is a 50% increase on the previous year's 93,263. The breakdown of visitors and their reason for entry are shown in the table below.

Reason for Visit	% of total
Northern Territory Library	54%
Functions	19%
Visitors (tourists, etc)	18%
Official appointments	5%
Speaker's Corner Cafe	4%

Table 9 - Visitors to Parliament House, 2008-09

Future Priorities

THE SECURITY SERVICES UNIT will continue to develop and enhance the Department's Security Program through the implementation of its Business Plan which focuses on providing security capability, assurance and good governance. Developing and implementing security projects and producing new security and emergency management policies and procedures that align with public sector and industry best practice lay among the Unit's highest priorities.

The Unit's main focus will be on the completion of the Electorate Office Security Review Project. This labour intensive and time consuming task will provide a reference point from which the agency can plan and further develop Electorate Office and Members' security.



Parliamentary Services Unit

Unit overview

THE PARLIAMENTARY SERVICES Unit provides advice, services and support for Members, Electorate Officers and departmental staff. Its activities include:

- management of the payment of salaries and allowances through the Department of Business and Employment (DBE) salaries unit;
- processing and payment of Members' travel and associated entitlements;
- acquisition and maintenance of Members' vehicles;
- establishment, management and administration of electorate office premises, including security systems, furniture and equipment, Minor New Works and Repairs and Maintenance;
- information technology and telecommunication services for Parliament House and electorate offices;
- office services including supply of furniture, equipment, stationery and general supplies;
- the full range of corporate services to the agency, Members and Electorate Officers, including human resource management and development, and financial management.
- Occupational Health and Safety and Equal Employment Opportunity programs within the agency; and
- manages the agency's records management systems.

Unit objective

THE UNIT'S OBJECTIVE is to provide a high level of service to the Legislative Assembly to allow Members and staff to fulfil their parliamentary duties.

Key achievements

ELEVEN NEW MEMBERS of Parliament - In August 2008 a Northern Territory election was held and eleven new Members were elected. This resulted in a very high workload for the Parliamentary Services Unit, with setting up new electorate offices and staff, changeover of vehicles, provision of new technology and equipment and a range of other entitlements. Induction was provided to the new Members and their staff.

Establishment of the new Fong Lim electorate office - changes to the electoral boundaries resulted in the abolition of the Millner electorate office and the creation of the new Fong Lim electorate. Premises were located in the Winnellie Shopping Centre and were fully refitted to accommodate the new members.

Other electorate office relocations - in order to accommodate changed boundaries and to effect savings in fitouts of new offices, the Johnston office was relocated from the Moil Shopping Centre to the previous Millner office in



the Rapid Creek Shopping Centre. The Arafura office was relocated from Smith Street in the city to the office vacated by the member for Johnston in the Moil Shopping Centre.

Electorate Office security and safety - a range of actions were undertaken as a result of the Occupational Health and Safety Audit undertaken in late 2007, and a program of security review was established, to be implemented in 2009-10.

ICT cabling project relocation - the ICT cabling project relocation of 300 staff from the Chan building and within Parliament House was successfully completed in September 2008. This was a major logistical project and was completed with the aim of minimising disruption to staff and providing them with alternative accommodation to meet their requirements. This project required a major effort and long hours from staff involved.

Review of OH&S procedures based on new legislation - a review of current structures and procedures was undertaken to ensure compliance with the new *Workplace Health and Safety Act*. Changes will be ongoing into the 2009-10 year.

Induction - the new Induction process for new LA staff and new Electorate Officers continues to be provided in a timely and systematic manner, with good feedback from participants.

Organisational review - a review of the organisation was commenced to assess the current structure and roles, to ensure the most effective work inter-relationships and to assist with succession planning into the future. This will continue into 2009-10.

Future Priorities

ELECTORATE OFFICE SECURITY and safety - development of a self-inspection regime for electorate offices and completion of the programmed security review.

Organisational review - continuation of the review of the organisation to assess the current structure and roles, to ensure the most effective work interrelationships and to assist with succession planning into the future.

Development of a parliamentary staff code of conduct - this code of conduct is to be an adjunct to the Code of conduct which exists as an Employment Instruction under the *Public Sector Employment and Management Act* and will set out the special requirements for parliamentary officers in the department of legislative Assembly.

Further implementation of the new *Workplace Health and Safety Act* - ongoing implementation of policies, plans and structures to ensure compliance with the Act.



FINANCIAL REPORT



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY 2008-09

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 2008-09 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 REPORT

FINANCIAL STATEMENT OVERVIEW

For the Year Ended 30 June 2009

The Department of the Legislative Assembly achieved its stated outcome "delivery of parliamentary services throughout the Northern Territory to facilitate effective representation by Members of the Legislative Assembly, good governance and parliamentary democracy".

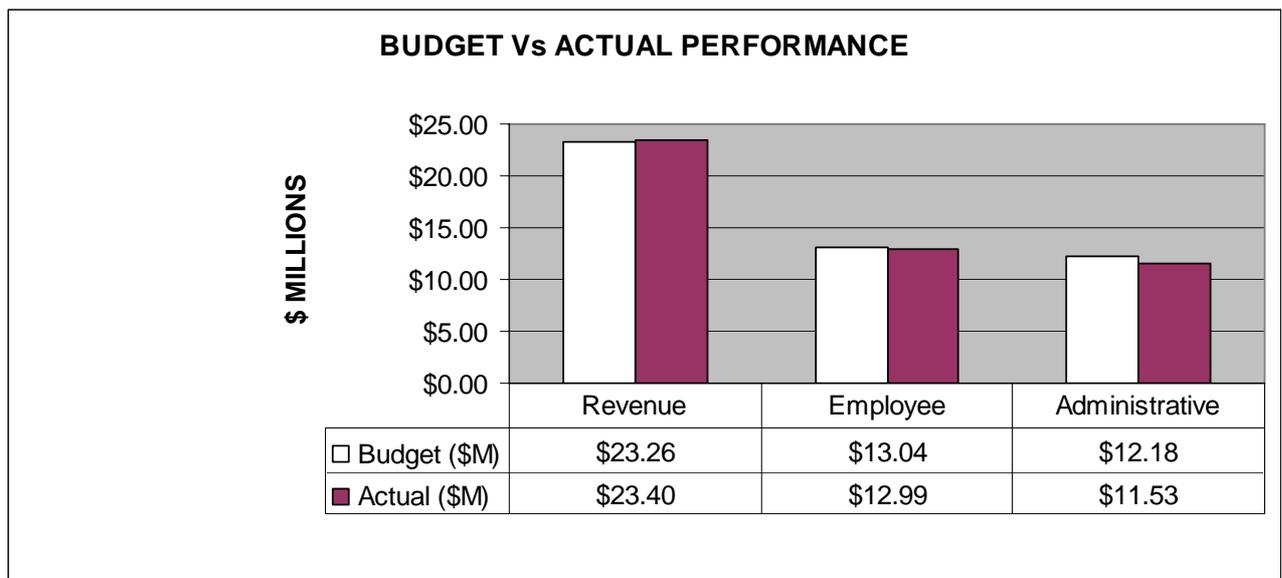
Operating Statement:

For the year ended 30 June 2009, the Department of the Legislative Assembly recorded a deficit of \$1.117 million in comparison to a budgeted deficit of \$1.959 million. This is in line with the Financial Management Principles issued by the NT Treasury requiring agencies to manage resources so that the operating result is better than the approved budget by optimising agency revenue and delivering outputs at or below budgeted costs.

Operating Revenue for the year was \$23.407 million of which the greatest component was Output Revenue of \$21.384 million. Revenue for goods and services received free of charge was \$1.989 million while a total of \$35 000 was received from services provided to the public in relation to building hire and functions.

Total expenses of \$24.525 million were recorded against the anticipated published budget of \$25.224 million. The favourable difference is due from a delay in repairs and maintenance projects re-scheduled to commence early in the 2009-10 financial year.

Expenses consisted of \$12.997 million for employee costs, \$11.527 million for administrative expenditure that includes a notional amount of \$1.989 million for services received free of charge. The graph below provides an illustration of the department's performance in achieving its objectives in line with the total annual budget allocated.



Balance Sheet:

FINANCIAL REPORT

The net assets position of the department at 30 June 2009 remained stable at \$159.198 million as per the budget allocated.

Cash Flow Statement:

The increased cash balance is due from a delay in repairs and maintenance payments directly related to output appropriation.

FINANCIAL REPORT

CERTIFICATION OF THE FINANCIAL STATEMENTS

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

We further state that the information set out in the 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 2009 and the financial position on that date.

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



IAN McNEILL
Clerk
31 August 2009



CORALEE HOLLAND
Chief Finance Officer
31 August 2009

OPERATING STATEMENT
For the year ended 30 June 2009

	NOTE	2009 \$'000	2008 \$'000
INCOME			
Taxation Revenue			
<i>Grants and Subsidies Revenue</i>		0	3
Current		0	3
Appropriation		21 384	19 069
Output		21 384	19 069
Sales of Goods and Services		22	16
Interest Revenue			
Goods and Services Received Free of Charge	4	1 989	1 873
Gain on Disposal of Assets	5	6	(8)
Other Income		7	24
TOTAL INCOME	3	<u>23 407</u>	<u>20 976</u>
EXPENSES			
Employee Expenses		12 997	11 961
<i>Administrative Expenses</i>			
Purchases of Goods and Services	6	5 834	5 793
Repairs and Maintenance		1 861	1 510
Depreciation and Amortisation	10	1 839	1 740
Other Administrative Expenses ⁽¹⁾		1 993	1 873
<i>Grants and Subsidies Expenses</i>			
Current		0	1
TOTAL EXPENSES	3	<u>24 525</u>	<u>22 877</u>
NET SURPLUS/(DEFICIT)	15	<u>(1 117)</u>	<u>(1 901)</u>

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

¹ Includes DBE service charges.

BALANCE SHEET
As at 30 June 2009

	NOTE	2009 \$'000	2008 \$'000
ASSETS			
<i>Current Assets</i>			
Cash and Deposits	7	1 137	307
Receivables	8	123	188
Inventories	9	40	3
Prepayments		19	7
Other Assets		0	0
Total Current Assets		1 319	506
<i>Non-Current Assets</i>			
Property, Plant and Equipment	10	159 300	152 186
Heritage and Cultural Assets	11	113	110
Total Non-Current Assets		159 413	152 296
TOTAL ASSETS		160 732	152 802
LIABILITIES			
<i>Current Liabilities</i>			
Deposits Held		0	(1)
Payables	12	(435)	(476)
Provisions	13	(803)	(742)
Total Current Liabilities		(1 237)	(1 219)
<i>Non-Current Liabilities</i>			
Provisions	13	(297)	(296)
Total Non-Current Liabilities		(297)	(296)
TOTAL LIABILITIES		(1 534)	(1 515)
NET ASSETS		159 198	151 287
EQUITY			
Capital	15	(151 769)	(142 740)
Reserves		(19 017)	(19 017)
Accumulated Funds		11 588	10 471
TOTAL EQUITY		(159 198)	(151 287)

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 2009

	NOTE	2009 \$'000	2008 \$'000
BALANCE OF EQUITY AT 1 JULY		<u>151 287</u>	<u>152 581</u>
<i>Capital</i>	15		
Balance at 1 July		<u>142 740</u>	<u>142 134</u>
Equity Injections		9 028	607
Equity Withdrawals		<u>0</u>	<u>0</u>
Balance at 30 June		151 769	142 740
<i>Reserves</i>	15		
Balance at 1 July		<u>19 017</u>	<u>19 017</u>
Increase/(Decrease) in Asset Revaluation Reserve		<u>0</u>	<u>0</u>
Balance at 30 June		19 017	19 017
<i>Accumulated Funds</i>	15		
Balance at 1 July		<u>(10 471)</u>	<u>(8 570)</u>
Surplus/(Deficit) for the Period		<u>(1 117)</u>	<u>(1 901)</u>
Balance at 30 June		(11 588)	(10 471)
BALANCE OF EQUITY AT 30 JUNE		<u>159 198</u>	<u>151 287</u>

This 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 2009

	NOTE	2009 \$'000	2008 \$'000
CASH FLOWS FROM OPERATING ACTIVITIES			
<i>Operating Receipts</i>			
Taxes Received			
<i>Grants and Subsidies Received</i>			
Current		0	3
Appropriation			
Output		21 384	19 069
Receipts From Sales of Goods And Services		819	771
Total Operating Receipts		<u>22 203</u>	<u>19 842</u>
<i>Operating Payments</i>			
Payments to Employees		(12 925)	(11,904)
Payments for Goods and Services		(8 481)	(7 950)
<i>Grants and Subsidies Paid</i>			
Current		(0)	(1)
Total Operating Payments		<u>(21 406)</u>	<u>(19 855)</u>
Net Cash From/(Used In) Operating Activities	16	<u>797</u>	<u>(13)</u>
CASH FLOWS FROM INVESTING ACTIVITIES			
<i>Investing Receipts</i>			
Proceeds from Asset Sales	5	0	0
Total Investing Receipts			
<i>Investing Payments</i>			
Purchases of Assets		(8)	(21)
Total Investing Payments		<u>(8)</u>	<u>(21)</u>
Net Cash From/(Used In) Investing Activities		<u>(8)</u>	<u>(21)</u>
CASH FLOWS FROM FINANCING ACTIVITIES			
<i>Financing Receipts</i>			
Deposits Received		(1)	(0)
<i>Equity Injections</i>	15		
Capital Appropriation		41	41
Total Financing Receipts		<u>40</u>	<u>41</u>
<i>Financing Payments</i>			
Finance Lease Payments		0	0
Equity Withdrawals		0	0
Total Financing Payments		<u>0</u>	<u>0</u>
Net Cash From/(Used In) Financing Activities		<u>40</u>	<u>41</u>
Net Increase/(Decrease) in Cash Held		830	7
Cash at Beginning of Financial Year		<u>307</u>	<u>300</u>
CASH AT END OF FINANCIAL YEAR	7	<u>1 137</u>	<u>307</u>

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 2009

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NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

1. OBJECTIVES AND FUNDING

The Department of the Legislative Assembly provides operational support, services and professional advice to Members of the Northern Territory Legislative Assembly and other clients, and promotes understanding of parliamentary democracy.

The key functional responsibilities of the agency are:

- supporting Members of the Legislative Assembly, parliamentary committees and clients;
- facilitating the effective operation of the Chamber during sittings of the sittings of the Legislative Assembly;
- managing the Parliament House facility;
- providing administrative services relating to Members' salaries, allowances and entitlements; Members' electorate offices and electorate office staff;
- promoting community awareness and understanding of parliamentary democracy and the operations of the Legislative Assembly; and
- providing administrative support to the Statehood Steering Committee and its secretariat.

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, the agency has 1 Output Group and 3 Outputs. Note 3 provides summary financial information in the form of an Operating Statement by Output.

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

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

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

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

AASB 1004 Contributions (revised)

The revisions have the effect of relocating the requirements on contributions from AASs 27, 29 and 31, substantively unamended (with some exceptions), into AASB 1004. The Standard will not have an impact on the Financial Statements.

AASB 1050 Administered Items

The main requirements of the Standard are for a government department to disclose administered income, expenses, assets and liabilities (applying the principles of AASB 1052), along with details of certain non-department controlled transfers. The Department of the Legislative Assembly is unable to conform to all the requirements of the Standard for 2008-09 because administered items are not disclosed by output group.

AASB 1051 Land Under Roads

The Standard requires land under roads acquired after the end of the first reporting period ending on or after 31 December 2007 to be accounted for under AASB 116 Property, Plant and Equipment, with transitional provisions for land acquired prior to that date. Land under roads is not recognised in the balance sheet as it cannot be reliably measured at this stage.

AASB 1052 Disaggregated Disclosures

The main requirements of the Standard are for a government department to disclose by each major activity the major classes of incomes and expenses, and assets deployed and liabilities incurred. The Department of the Legislative Assembly is unable to conform to all the requirements of the Standard for 2008-09 because assets and liabilities are not disaggregated by output group.

AASB 2007-9 Amendments to Australian Accounting Standards arising from the Review of AAS 27, AAS 29 and AAS 31

The Standard relocates certain relevant requirements from AASs 27, 29 and 31, substantively unamended, into existing topic-based standards. This standard also makes consequential amendments, arising from the short-term review of AASs 27, 29 and 31, to AASB 5, AASB 8, AASB 101 and AASB 114. The Standard will not have an impact on the Financial Statements.

AASB 2008-10 Amendments to Australian Accounting Standards – Reclassification of Financial Instruments,

AASB 2009-3 Amendments to Australian Accounting Standards – Embedded Derivatives

AASB 2008-10 permits the reclassification of some non-derivative financial assets in particular circumstances. AASB 2009-3 specifies the treatment of embedded derivatives within reclassified instruments. Both Standards have no financial impact on the Financial Statements because the The Department of the Legislative Assembly has not reclassified its financial assets in the current period.

AASB Interpretation 14 AASB 119 The Limit on a Defined Benefit Asset, Minimum Funding Requirements and their Interaction

The interpretation clarifies when refunds or reductions in future contributions in relation to defined benefit assets should be regarded as available and provides guidance on the impact of minimum funding requirements on such assets. It also gives guidance on when a minimum funding requirement might give rise to a liability. The Standard will not have a material financial impact on the Financial Statements.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

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.

AASB 101 Presentation of Financial Statements (revised September 2007), AASB 2007-8 Amendments to Australian Accounting Standards Arising from AASB 101, AASB 2007-10 Further Amendments to Australian Accounting Standards arising from AASB 101

Effective for annual reporting period beginning on or after 1 January 2009.

The main changes from the previous version of AASB 101 require an entity to: (a) present non-owner changes in equity separately from owner changes in equity. The former cannot be presented in the statement of changes in equity; (b) display components of other comprehensive income in the statement of comprehensive income.

AASB 2009-2 Amendments to Australian Accounting Standards – Improving Disclosures about Financial Instruments

Effective for annual reporting period beginning on or after 1 January 2009 that ends on or after 30 April 2009.

The Standard amends AASB 7 to require enhanced disclosures about fair value measurement of financial instruments.

AASB Interpretation 18 Transfer of Assets from Customers

Effective for annual reporting beginning on or after 1 July 2009.

The Interpretation clarifies the accounting for agreements in which an entity receives from a customer an item of property, plant and equipment that the entity must then use either to connect the customer to a network or to provide the customer with ongoing access to a supply of goods or services.

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 The Department of the Legislative Assembly has control (Agency items). Certain items, while managed by the Agency, are controlled and recorded by the Territory rather than the Agency (Territory items). Territory items are recognised and recorded in the Central Holding Authority as discussed below.

Central Holding Authority

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

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

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

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

Comparatives

Where necessary, comparative information for the 2008-09 financial year has been reclassified to provide consistency with current year disclosures.

d) Presentation and Rounding of Amounts

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

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.

e) Changes in Accounting Policies

There have been no changes to accounting policies adopted in 2008-09 as a result of management decisions.

f) Accounting Judgements and Estimates

The preparation of the financial report requires the making of judgements 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 of making the judgements 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.

Judgements and estimates that have significant effects on the financial statements are disclosed in the relevant notes to the financial statements. Notes that include significant judgements 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 19: The present value of material quantifiable contingent liabilities are calculated using a discount rate based on the published 10-year Government bond rate.
- Doubtful Debts – Note 2(o) & 8: Receivables.
- Depreciation and Amortisation – Note 2(k), Note 10: Property, Plant and Equipment and Note 11.

g) 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.

h) Income Recognition

Income encompasses both revenue and gains.

Income is recognised at the fair value of the consideration received, exclusive of the amount of goods and services tax (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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

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 is new to 2008-09, and follows from the Intergovernmental Agreement on Federal Financial Relations. It has resulted in Special Purpose Payments and National Partnership payments being made by the Commonwealth Treasury to state treasuries, in a manner similar to arrangements for GST payments. These payments are received by Treasury on behalf of the Central Holding Authority and then on-passed to the relevant agencies as Commonwealth Appropriation.

Revenue in respect of Appropriations is recognised in the period in which the Agency gains control of the funds.

Sale of Goods

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

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

Rendering of Services

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

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

Interest Revenue

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

Goods and Services Received Free of Charge

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

Disposal of Assets

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

Contributions of Assets

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

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.

i) 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.

j) 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:

	<u>2009</u>	<u>2008</u>
Buildings	100 Years	100 Years
Infrastructure Assets	82 Years	82 Years
Plant and Equipment	10 Years	10 Years
Heritage and Cultural Assets	100 Years	100 Years
Leased Plant and Equipment	3 Years	3 Years

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

k) Interest Expense

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

l) 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 21.

m) 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 are regularly assessed for obsolescence and loss.

n) Receivables

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

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

The allowance for impairment losses represents the amount of receivables the Agency estimates are likely to be uncollectible and are considered doubtful. Analyses of the age of the receivables that are past due as at the reporting date are disclosed in an aging schedule under credit risk in Note 17 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.

o) Property, Plant and Equipment

Acquisitions

All items of property, plant and equipment with a cost, or other value, equal to or greater than \$5,000 are recognised in the year of acquisition and depreciated as outlined below. Items of property, plant and equipment below the \$5,000 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 *Financial Management Framework*, the Department of Planning and Infrastructure is responsible for managing general government capital works projects on a whole of Government basis. Therefore appropriation for capital works is provided directly to the Department of Planning and Infrastructure and the cost of construction work in progress is recognised as an asset of that Department. Once completed, capital works assets are transferred to the Agency.

p) 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;

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.

Impairment of Assets

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

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

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 Operating Statement 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 Reserve for that class of asset to the extent that an available balance exists in the Asset Revaluation Reserve.

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 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 Reserve. Note 15 provides additional information in relation to the Asset Revaluation Reserve.

q) Assets Held for Sale

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

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

r) Leased Assets

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

Finance Leases

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

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

Operating Leases

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

s) 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.

t) 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 and 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.

NOTES TO THE FINANCIAL STATEMENTS

For the year ended 30 June 2009

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

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

As part of the *Financial Management Framework*, the Central Holding Authority assumes the long service leave liabilities of Government Agencies, including The Department of the Legislative Assembly and as such no long service leave liability is recognised in Agency financial statements.

u) Superannuation

Employees' superannuation entitlements are provided through the:

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

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

v) 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 and Note 15 provide additional information in relation to contributions by, and distributions to, Government.

w) Commitments

Disclosures in relation to capital and other commitments, including lease commitments are shown at Note 18 and are consistent with the requirements contained in AASB 101, AASB 116 and AASB 117.

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

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

3. OPERATING STATEMENT BY OUTPUT GROUP

	Note	Assembly Services		Members and Client Services		Building Management Services		Total	
		2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000	2009 \$'000	2008 \$'000
INCOME									
<i>Grants and Subsidies Revenue</i>									
Current		0	3	0	0	0	0	0	3
<i>Appropriation</i>									
Output		3 961	3 712	11 479	10 023	5 944	5 334	21 384	19 069
Sales of Goods and Services ^(b)		3	5	1	2	18	9	22	16
Goods and Services Received Free of Charge	4	190	195	1 609	1 483	190	195	1 989	1 873
Gain on Disposal of Assets ^(a)	5	0	0	0	(8)	5	0	5	(8)
Other Income ^(b)		1	22	2	0	4	2	7	24
TOTAL INCOME		4 155	3 937	13 091	11 500	6 161	5 540	23 407	20 976
EXPENSES									
Employee Expenses		3 184	2 715	8 958	8 466	855	780	12 997	11 961
<i>Administrative Expenses</i>									
Purchases of Goods and Services	6	1 011	1 178	2 533	2 321	2 290	2 294	5 834	5 793
Repairs and Maintenance		0	0	86	108	1 775	1 402	1 861	1 510
Depreciation and Amortisation	10, 11	13	13	156	70	1 670	1 657	1 839	1 740
Other Administrative Expenses ⁽¹⁾		190	195	1 613	1 483	190	195	1 993	1 873
<i>Grants and Subsidies Expenses</i>									
Current		0	1	0	0	0	0	0	1
TOTAL EXPENSES		4 398	4 102	13 346	12 448	6 780	6 328	24 525	22 877
NET SURPLUS/(DEFICIT)	15	(243)	(165)	(255)	(948)	(619)	(788)	(1 117)	(1901)

This Operating Statement by Output Group is to be read in conjunction with the notes to the financial statements.

¹ Includes DBE service charges.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
4. GOODS AND SERVICES RECEIVED FREE OF CHARGE		
Corporate and Information Services	1 989	1 873
Internal Audits and Reviews		
	1 989	1 873
5. GAIN ^(a) ON DISPOSAL OF ASSETS		
Net proceeds from the disposal of non-current assets	6	0
Less: Written down value of non-current assets disposed	0	(8)
Gain/(Loss) on the disposal of non-current assets	6	(8)
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⁾	15	41
Advertising ⁽²⁾	0	2
Marketing and Promotion ⁽³⁾	137	126
Document Production	198	274
Legal Expenses ⁽⁴⁾	5	23
Recruitment ⁽⁵⁾	14	18
Training and Study	59	35
Official Duty Fares	270	351
Travelling Allowance	176	189
(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	7	7
Cash at Bank	1 131	301
On Call or Short Term Deposits		
	1 137	307

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
8. RECEIVABLES		
Current		
Accounts Receivable	37	64
GST Receivables	86	124
Total Receivables	<u>123</u>	<u>188</u>
9. INVENTORIES		
General Inventories	7	3
At cost		
At net realisable value		
	<u>7</u>	<u>3</u>
Inventories Held for Distribution		
At cost	32	0
At current replacement cost		
	<u>32</u>	<u>0</u>
Total Inventories	<u>40</u>	<u>3</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
10. PROPERTY, PLANT AND EQUIPMENT		
Land		
At Fair Value	23 550	23 550
	23 550	23 550
Buildings		
At Fair Value	172 434	164 056
Less: Accumulated Depreciation	(37 669)	(36 013)
	134 764	128 043
Infrastructure		
At Fair Value	125	125
Less: Accumulated Depreciation	(6)	(4)
	118	121
Plant and Equipment		
At Fair Value	1 508	951
Less: Accumulated Depreciation	(641)	(479)
	867	472
Leased Computer Equipment		
At Capitalised Cost	51	51
Less: Accumulated Depreciation	(51)	(51)
	0	0
Computer Hardware		
At Capitalised Cost	24	24
Less: Accumulated Depreciation	(24)	(24)
	0	0
Total Property, Plant and Equipment	159 300	152 186

Property, Plant and Equipment Valuations

An independent valuation of buildings was undertaken by the Australian Valuation Office (AVO) as at 1 July 2006. The fair value of these assets was determined based on any existing restrictions on asset use. Where reliable market values were not available, the fair value of Agency assets was based on their depreciated replacement cost.

Impairment of Property, Plant and Equipment

Agency property, plant and equipment assets were assessed for impairment as at 30 June 2009. No impairment adjustments were required as a result of this review.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

10. PROPERTY, PLANT AND EQUIPMENT (Continued)

2009 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2008-09 is set out below:

	Land	Buildings	Infrastructure	Plant & Equipment	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying Amount as at 1 July 2008	23 550	128 043	121	472	152 186
Additions				8	8
Disposals					
Depreciation and Amortisation		(1 656)	(2)	(162)	(1 820)
Additions/(Disposals) from Administrative Restructuring					
Additions/(Disposals) from Asset Transfers		8 377		549	8 926
Revaluation Increments/(Decrements)					
Impairment Losses					
Impairment Losses Reversed					
Other Movements					
Carrying Amount as at 30 June 2009	23 550	134 764	118	867	159 300

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

10. PROPERTY, PLANT AND EQUIPMENT (Continued)

2008 Property, Plant and Equipment Reconciliations

A reconciliation of the carrying amount of property, plant and equipment at the beginning and end of 2007-08 is set out below:

	Land	Buildings	Infrastructure	Plant & Equipment	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying Amount as at 1 July 2007	23 550	129 475	123	251	153 399
Additions				14	14
Disposals				(8)	(8)
Depreciation and Amortisation		(1 646)	(2)	(91)	(1 739)
Additions/(Disposals) from Administrative Restructuring					
Additions/(Disposals) from Asset Transfers		213		306	519
Revaluation Increments/(Decrements)					
Impairment Losses					
Impairment Losses Reversed					
Other Movements					
Carrying Amount as at 30 June 2008	23 550	128 043	121	472	152 186

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
11. HERITAGE AND CULTURAL ASSETS		
Carrying amount		
At valuation – 1 July	127	122
Less: Accumulated Depreciation	(14)	(12)
Written down value – 30 June	113	110
Reconciliation of movements		
Carrying amount at 1 July	110	104
Additions	0	7
Depreciation	(2)	(1)
Additions/(Disposals) from Asset Transfers	5	0
Carrying Amount as at 30 June	113	110

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 2009. A revaluation of these assets will be conducted under the NT Treasury proposed Whole of Government 3 year asset revaluation plan with the Australian Revaluation Office once the program is initiated.

Impairment of Heritage and Cultural Assets

Cultural assets were assessed for impairment as at 30 June 2009. No impairment adjustments were required as a result of this review.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
12. PAYABLES		
Accounts Payable	(160)	(308)
Accrued Expenses	(275)	(476)
Total Payables	<u>(435)</u>	<u>(476)</u>
13. PROVISIONS		
Current		
<i>Employee Benefits</i>		
Recreation Leave	(460)	(465)
Leave Loading	(71)	(63)
Other Employee Benefits	(26)	(44)
<i>Other Current Provisions</i>	(245)	(169)
Other Provisions	<u>(803)</u>	<u>(742)</u>
 Non-Current		
<i>Employee Benefits</i>		
Recreation Leave	(297)	(296)
	<u>(297)</u>	<u>(296)</u>
Total Provisions	<u>1 100</u>	<u>1 038</u>

The Agency employed 111 employees (96 FTE) as at 30 June 2009.
(111 employees (96 FTE) as at 30 June 2008).

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
14. OTHER LIABILITIES		
Current	0	(1)
Other Liabilities	0	(1)
	0	(1)
15. EQUITY		
Equity represents the residual interest in the net assets of the <i>Department of the Legislative Assembly</i> . The Government's ownership interest in the <i>Department of the Legislative Assembly</i> is held in the Central Holding Authority as described in note 2(b).		
Capital		
Balance as at 1 July	142 740	142 134
<i>Equity Injections</i>		
Capital Appropriation	41	41
Equity Transfers In	8 987	566
<i>Equity Withdrawals</i>		
Capital Withdrawal		
Equity Transfers Out		
Balance as at 30 June	151 769	142 740
Reserves		
Asset Revaluation Reserve		
(i) Nature and Purpose of the Asset Revaluation Reserve		
The asset revaluation reserve 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 Reserve.		
(ii) Movements in the Asset Revaluation Reserve		
Balance as at 1 July	19 017	19 017
Changes In Accounting Policies		
Correction of Prior period Errors		
Increment/(Decrement) - Land		
Impairment (Losses)/Reversals - Land		
Increment/(Decrement) - Buildings		
Impairment (Losses)/Reversals - Buildings		
Increment/(Decrement) - Infrastructure		
Impairment (Losses)/Reversals - Infrastructure		
Balance as at 30 June	19 017	19 017

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

	2009 \$'000	2008 \$'000
15. EQUITY (Continued)		
Accumulated Funds		
Balance as at 1 July	(10 471)	(8 570)
Surplus/(Deficit) for the Period	(1 117)	(1 901)
Changes in Accounting Policies		
Correction of Prior Period Errors		
Gains/(losses) recognised Directly to Equity		
Balance as at 30 June	(11 588)	(10 471)
 16. NOTES TO THE CASH FLOW STATEMENT		
Reconciliation of Cash		
The total of Agency Cash and Deposits of \$1 137m 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 Profit/Loss		
<i>Net Operating Surplus/(Deficit)</i>		
Net Operating Surplus/(Deficit)	(1 117)	(1 901)
(Profit)/loss on disposal of non-current assets	(5)	8
 <i>Non-Cash Items:</i>		
Depreciation and Amortisation	1 839	1 740
Asset Write-Offs/Write-Downs	2	0
Repairs & Maintenance – minor new works	41	47
 <i>Changes in Assets and Liabilities:</i>		
Decrease/(Increase) in Receivables	65	51
Decrease/(Increase) in Inventories	(37)	0
Decrease/(Increase) in Prepayments	(12)	(14)
Decrease/(Increase) in Other Assets	0	0
(Decrease)/Increase in Payables	(42)	20
(Decrease)/Increase in Provision for Employee Benefits	(15)	44
(Decrease)/Increase in Other Provisions	76	(8)
Net Cash From Operating Activities	797	13

17. FINANCIAL INSTRUMENTS

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

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

(a) Categorisation of Financial Instruments

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

	2009	2008
	\$000	\$000
Financial Assets		
Cash and deposits	1 137	307
Fair value through profit and loss (FVTPL):		
Held for trading		
Designated as at FVTPL		
Derivative instruments in designated hedge accounting relationships		
Held-to-maturity investments		
Loans and receivables	123	188
Available-for-sale financial assets		
Financial Liabilities		
Fair value through profit and loss (FVTPL):		
Held for trading		
Designated as at FVTPL		
Derivative instruments in designated hedge accounting relationships		
Amortised cost		

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

17. FINANCIAL INSTRUMENTS (continued)

(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.

	2009	2008
Aging of Receivables		
Not Overdue	9	130
Overdue for less than 30 Days	3	1
Overdue for 30 to 60 Days	0	1
Overdue for more than 60 Days	26	21
Total Receivables	38	153
Aging of Impaired Receivables		
Impaired Receivables for 30 to 60 Days		
Impaired Receivables for more than 60 Days	1	0
Total Impaired Receivables	1	0
Reconciliation of the Allowance for Impairment Losses		
Allowance for Impairment Losses at the Beginning of the Reporting Period	1	0
Amounts written off during the year	(1)	0
Amounts recovered during the year		
Increase/(decrease) in allowance recognised in profit or loss		
Allowance for Impairment Losses at the End of the Reporting Period	0	0

17. FINANCIAL INSTRUMENTS (continued)

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

(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 undiscounted cash flows payable by the Agency by remaining contractual maturity for its financial liabilities. It should be noted that as these are undiscounted, totals may not reconcile to the carrying amounts presented in the Balance Sheet.

2009 Maturity analysis for financial liabilities

	Variable Interest	Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
		Less than a Year	1 to 5 Years	More than 5 Years			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
Deposits Held							
Payables					(435)		
Borrowings and Advances							
Finance Lease Liabilities							
Total Financial Liabilities:					(435)		

2008 Maturity analysis for financial liabilities

	Variable Interest	Fixed Interest Rate			Non Interest Bearing	Total	Weighted Average
		Less than a Year	1 to 5 Years	More than 5 Years			
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	%
Deposits Held							
Payables					(476)		
Borrowings and Advances							
Finance Lease Liabilities							
Total Financial Liabilities:					(476)		

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

17. FINANCIAL INSTRUMENTS (continued)

(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.

i) Price Risk

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

ii) Currency Risk

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

(e) Net Fair Value

The carrying amount of financial assets and financial liabilities recorded in the financial statements approximates their respective net fair values. Where differences exist, these are not material.

	2009 \$'000	2008 \$'000
18. COMMITMENTS		
(i) Operating Lease Commitments		
The Agency leases property under non-cancellable operating leases expiring from X to X 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	117	139
Later than one year and not later than five years	191	189
Later than five years	308	328
(ii) Other Expenditure Commitments		
Other non-cancellable expenditure commitments not recognised as liabilities are payable as follows:		
Within one year	411	0
Later than one year and not later than five years		
Later than five years	411	0
The Department of the Legislative Assembly has a requirement for funding carryover of \$411 000 for the continuation of the Statehood Workshops Consultation Plan in 2009-10.		

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

19. CONTINGENT LIABILITIES AND CONTINGENT ASSETS

- a) Contingent liabilities
- b) Contingent assets

The Department of the Legislative Assembly had no contingent liabilities or contingent assets as at 30 June 2009 or 30 June 2008.

20. 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.

21. 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 2008	Receipts	Payments	Closing Balance 30 June 2009
Retention money				
Bond money				
Security deposits	\$708.00	\$30.00	\$618.00	\$120.00
Unclaimed money				
	\$708.00	\$30.00	\$618.00	\$120.00

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

22. WRITE-OFFS, POSTPONEMENTS AND WAIVERS

	Agency		Agency		Territory Items		Territory Items	
	2009 \$'000	No. of Trans.	2008 \$'000	No. of Trans.	2009 \$'000	No. of Trans.	2008 \$'000	No. of Trans.
Write-offs, Postponements and Waivers Under the <i>Financial Management Act</i>								
Represented by:								
<u>Amounts written off, waived and postponed by Delegates</u>	4	5						
Irrecoverable amounts payable to the Territory or an Agency written off								
Losses or deficiencies of money written off								
Public property written off								
Waiver or postponement of right to receive or recover money or property								
Total written off, waived and postponed by Delegates	4	5						
<u>Amounts written off, postponed and waived by the Treasurer</u>								
Irrecoverable amounts payable to the Territory or an Agency written off								
Losses or deficiencies of money written off								
Public property written off								
Waiver or postponement of right to receive or recover money or property	2	1						
Total written off, postponed and waived by the Treasurer	2	1						
Write-offs, Postponements and Waivers Authorised Under Other Legislation	6	6						

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 30 June 2009

24. SCHEDULE OF TERRITORY ITEMS

The Department of the Legislative Assembly has no Territory Items to report.