

LEGISLATIVE ASSEMBLY SECRETARIAT

Objectives

The Legislative Assembly Secretariat is responsible for providing a range of business and procedural advice and support services to the Legislative Assembly (the Assembly) including:

- procedural advice and research services to members and their staff through the Chamber Support Office and the Committee Office;
- business and policy advice and support relating to payroll personnel, accounting, members' entitlements, building and operations management, and corporate governance;
- Hansard recording and transcription services, IT support and advice, and broadcasting services;
- communicating and promoting the roles and functions of the Assembly to the community and Government agencies; and
- building and strengthening relationships with other parliaments.

2005-06 Highlights

Strategic and operational issues to be pursued in 2005-06 include:

- continuing the implementation of recommendations arising from a comprehensive review of physical security for the Assembly building and its occupants;
- implementing a new financial management system;
- developing a business continuity and disaster recovery plan and associated arrangements;
- participating in inter-jurisdictional benchmarking with other Australian Parliaments; and
- conducting public service seminars on the business, roles and functions of the Assembly.

Changes to Appropriation

Changes to Appropriation - Departmental

	2004-05	2005-06	2006-07	2007-08	2008-09
Government Payment for Outputs	Est. Outc.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2004-05 Budget	5 076	5 171	5 292	5 324	5 324
2nd Appropriation					
Wage Negotiations	51	57	69	70	70
2005-06 Budget Technical Adjustments					
Revised Indexation Parameters	0	0	0	0	101
Communication Contract Savings	0	-29	-44	-44	-44
2005-06 Budget	5 127	5 199	5 317	5 350	5 451

Changes to Appropriation - Territorial

	2004-05	2005-06	2006-07	2007-08	2008-09
Payment for Expenses on Behalf of Territory	Est. Outc.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2004-05 Budget	4 229	4 133	4 187	4 234	4 234
2nd Appropriation					
Increased Employee Severance Payment	170	0	0	0	0
2005-06 Budget Technical Adjustments					
Revised Indexation Parameters	0	0	0	0	60
Increased MLA Remuneration	0	93	93	93	93
Wage Negotiations	0	74	74	74	74
2005-06 Budget	4 399	4 300	4 354	4 401	4 461

Changes to Appropriation - Territorial

	2004-05	2005-06	2006-07	2007-08	2008-09
Capital Injections	Est. Outc.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2004-05 Budget	668	0	0	0	0
2005-06 Budget Policy Adjustments					
Capital Upgrade Program	0	200	200	200	200
2005-06 Budget Technical Adjustments					
Rollover - Security Upgrade	-300	300	0	0	0
Rollover - Public Entrance Upgrade	-300	300	0	0	0
2005-06 Budget	68	800	200	200	200

2005-06 Capital Works Program

Territorial

	Estimated Total Cost \$'000	Estimated Expenditure Pre 2005-06 \$'000	2005-06 Financing \$'000	2006-07 Financing \$'000	2007-08 Financing \$'000	Expected Completion Date
New Capital Works						
Capital Upgrades						
Building Improvements	100	-	100			Various
Occupational Health and Safety	100	-	100			Various
Total Capital Upgrades	200	-	200	0	0	
Total New Capital Works	200	-	200	0	0	
Works in Progress						
Physical Security Upgrade	300	-	300	-	-	Mar 2006
Upgrade Public Entrance	300	-	300	-	-	Mar 2006
Total Works in Progress	600	-	600	-	-	
Total Territorial Capital Works	800	-	800	-	-	

Legislative Assembly Secretariat Operating Statement

2004-05 Budget \$'000		2004-05 Est.Outcome \$'000	2005-06 Budget \$'000	Var %	2006-07 Estimate \$'000	2007-08 Estimate \$'000	2008-09 Estimate \$'000
Income							
Revenue							
5 042	Government Payment for Outputs	5 127	5 199	1	5 317	5 350	5 451
22	Interest	22	22	-	22	22	22
10	Other Revenue	10	10	-	10	10	10
209	Resources Received free of charge	209	209	-	209	209	209
5 283	Total Revenue	5 368	5 440	1	5 558	5 591	5 692
Gains							
0	Total Gains	0	0	-	0	0	0
5 283	Total Income	5 368	5 440	1	5 558	5 591	5 692
Expenses							
2 211	Employee Expenses	2 300	2 379	3	2 426	2 455	2 485
337	Superannuation Expenses	348	361	4	372	376	379
2 767	Supplies and Services	2 747	2 722	-1	2 773	2 773	2 841
42	Depreciation and Amortisation	42	12	-71	12	12	12
5 357	Total Ordinary Expenses	5 437	5 474	1	5 583	5 616	5 717
-74	Operating Result	-69	-34	51	-25	-25	-25

Legislative Assembly Secretariat Balance Sheet

Budget as at 30/6/05 \$'000		Est.Outcome as at 30/6/05 \$'000	Planned as at 30/6/06 \$'000	Var %	Planned as at 30/6/07 \$'000	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000
Current Assets							
107	Cash	37	37	-	37	37	37
51	Receivables	33	33	-	33	33	33
637	Investments	518	535	3	548	561	574
4	Other	8	8	-	8	8	8
799	Total Current Assets	596	613	3	626	639	652
Non Current Assets							
484	Property, Plant and Equipment	593	581	-2	569	557	545
484	Total Non Current Assets	593	581	-2	569	557	545
1 283	TOTAL ASSETS	1 189	1 194	..	1 195	1 196	1 197
Current Liabilities							
231	Payables	345	348	1	351	354	357
278	Employee Benefits	306	284	-7	258	228	198
509	Total Current Liabilities	651	632	-3	609	582	555
Non Current Liabilities							
283	Employee Benefits	343	401	17	450	503	556
283	Total Non Current Liabilities	343	401	17	450	503	556
792	TOTAL LIABILITIES	994	1 033	4	1 059	1 085	1 111
491	NET ASSETS	195	161	-17	136	111	86
REPRESENTED BY FUNDS EMPLOYED							
133	Accumulated Funds	-163	-197	-21	-222	-247	-272
358	Reserves	358	358	-	358	358	358
491	TOTAL FUNDS EMPLOYED	195	161	-17	136	111	86

**Legislative Assembly Secretariat
Cash Flow Statement**

2004-05 Budget \$'000		2004-05 Est.Outcome \$'000	2005-06 Budget \$'000	Var %	2006-07 Estimate \$'000	2007-08 Estimate \$'000	2008-09 Estimate \$'000
CASH FLOWS FROM OPERATING ACTIVITIES							
Receipts							
5 076	Cash from Government for Outputs	5 127	5 199	1	5 317	5 350	5 451
22	Interest Received	22	22	-	22	22	22
171	Other Revenue	171	171	-	171	171	171
5 269	Operating Receipts	5 320	5 392	1	5 510	5 543	5 644
Payments							
2 544	Related to Employees	2 615	2 699	3	2 770	2 803	2 836
2 560	Related to Supplies and Services	2 540	2 515	-1	2 566	2 566	2 634
160	Other	160	161	1	161	161	161
5 264	Operating Payments	5 315	5 375	1	5 497	5 530	5 631
5	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	5	17	240	13	13	13
5	NET INCREASE/(DECREASE) IN CASH HELD	5	17	240	13	13	13
739	CASH AT BEGINNING OF REPORTING PERIOD	550	555	1	572	585	598
744	CASH AT THE END OF THE REPORTING PERIOD	555	572	3	585	598	611

Legislative Assembly Secretariat Statement of Changes in Equity

Budget as at 30/6/05 \$'000		Est.Outcome as at 30/6/05 \$'000	Planned as at 30/6/06 \$'000	Var %	Planned as at 30/6/07 \$'000	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000
565	Opening Balance	264	195	-26	161	136	111
	Accumulated Funds						
-74	Operating Result for the Period	-69	-34	51	-25	-25	-25
	Reserves						
-74	Total Income And Expense For The Period	-69	-34	51	-25	-25	-25
	Transactions Involving Equity Holders Affecting Accumulated Funds						
491	Closing Balance	195	161	-17	136	111	86

Notes to the Budget Statements

The Departmental appropriation for the Legislative Assembly relates to services and employee related payments for the Secretariat and the provision of business support to non-Executive Members' offices. The Secretariat is also responsible for the security and general maintenance of the Assembly building.

Significant variations are as follows:

Operating Statement

- depreciation and amortisation: the decrease of \$0.030m in the 2005-06 Budget from the 2004-05 estimated outcome is attributed to a number of assets reaching the end of their useful life. As the Secretariat has lease arrangements in place for the majority of its office equipment the purchase of new equipment is not planned.

Balance Sheet

- cash and investments: the decrease of \$0.189m in the 2004-05 estimated outcome from the original budget is due to a net decrease in cashflows associated with operating activities and the purchase of property, plant and equipment;
- property, plant and equipment: the increase of \$0.109m in the 2004-05 estimated outcome from the original budget is due to a revaluation of the Assembly's Heritage and Community Assets collection; and
- employee benefits (current and non-current): the increase of \$0.086m in the 2005-06 Budget from the 2004-05 estimated outcome is due to the recognition of transportable long service leave and annual leave benefits of staff recently appointed to vacant positions.

Legislative Assembly Secretariat
Statement of Income and Expenses on Behalf of the Territory

2004-05 Budget \$'000		2004-05 Est.Outcome \$'000	2005-06 Budget \$'000	Var %	2006-07 Estimate \$'000	2007-08 Estimate \$'000	2008-09 Estimate \$'000
Income							
Revenue							
4 229	Payment for Expenses on behalf of Territory	4 399	4 300	-2	4 354	4 401	4 461
4 229	Total Revenue	4 399	4 300	-2	4 354	4 401	4 461
Gains							
0	Total Gains	0	0	-	0	0	0
4 229	Total Income	4 399	4 300	-2	4 354	4 401	4 461
Expenses							
3 479	Employee Expenses	3 990	3 882	-3	3 927	3 942	3 987
556	Superannuation Expenses	556	560	1	566	573	578
367	Supplies and Services	26	28	8	31	56	66
464	Depreciation and Amortisation	464	485	5	485	485	485
4 866	Total Ordinary Expenses	5 036	4 955	-2	5 009	5 056	5 116
-637	Operating Result	-637	-655	-3	-655	-655	-655

Legislative Assembly Secretariat
Statement of Assets and Liabilities on Behalf of the Territory

Budget as at 30/6/05 \$'000		Est.Outcome as at 30/6/05 \$'000	Planned as at 30/6/06 \$'000	Var %	Planned as at 30/6/07 \$'000	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000
Current Assets							
0	Cash	179	181	1	183	185	187
8	Receivables	3	4	33	5	6	7
0	Capital Work in Progress	30	30	-	30	30	30
8	Total Current Assets	212	215	1	218	221	224
Non Current Assets							
21 115	Property, Plant and Equipment	20 214	20 329	1	19 844	19 359	18 874
0	Capital Works in Progress	0	200	#	400	600	800
21 115	Total Non Current Assets	20 214	20 529	2	20 244	19 959	19 674
21 123	TOTAL ASSETS	20 426	20 744	2	20 462	20 180	19 898
Current Liabilities							
73	Payables	208	208	-	208	208	208
428	Employee Benefits	184	319	73	454	589	724
501	Total Current Liabilities	392	527	34	662	797	932
Non Current Liabilities							
117	Employee Benefits	67	105	57	143	181	219
117	Total Non Current Liabilities	67	105	57	143	181	219
618	TOTAL LIABILITIES	459	632	38	805	978	1 151
20 505	NET ASSETS	19 967	20 112	1	19 657	19 202	18 747
REPRESENTED BY FUNDS EMPLOYED							
12 231	Accumulated Funds	11 693	11 838	1	11 383	10 928	10 473
8 274	Reserves	8 274	8 274	-	8 274	8 274	8 274
20 505	TOTAL FUNDS EMPLOYED	19 967	20 112	1	19 657	19 202	18 747

**Legislative Assembly Secretariat
Budgeted Statement of Cashflows on Behalf of the Territory**

2004-05 Budget \$'000		2004-05 Est.Outcome \$'000	2005-06 Budget \$'000	Var %	2006-07 Estimate \$'000	2007-08 Estimate \$'000	2008-09 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
4 229	Cash from Government for EBT	4 399	4 300	-2	4 354	4 401	4 461
20	Other Revenue	20	19	-5	19	19	19
4 249	Operating Receipts	4 419	4 319	-2	4 373	4 420	4 480
	Payments						
3 862	Related to Employees	4 596	4 269	-7	4 320	4 342	4 392
367	Related to Supplies and Services	26	28	8	31	56	66
20	Other	20	20	-	20	20	20
4 249	Operating Payments	4 642	4 317	-7	4 371	4 418	4 478
0	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	-223	2	101	2	2	2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
668	Purchase of Property, Plant and Equipment	68	800	#	200	200	200
668	Investing Payments	68	800	#	200	200	200
-668	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	-68	-800	#	-200	-200	-200
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
668	Capital Injection from Government	68	800	#	200	200	200
668	Financing Receipts	68	800	#	200	200	200
668	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	68	800	#	200	200	200
0	NET INCREASE/(DECREASE) IN CASH HELD	-223	2	101	2	2	2
0	CASH AT BEGINNING OF REPORTING PERIOD	402	179	-55	181	183	185
0	CASH AT THE END OF THE REPORTING PERIOD	179	181	1	183	185	187

**Legislative Assembly Secretariat
Statement of Changes in Equity on Behalf of the Territory**

Budget as at 30/6/05 \$'000		Est.Outcome as at 30/6/05 \$'000	Planned as at 30/6/06 \$'000	Var %	Planned as at 30/6/07 \$'000	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000
20 474	Opening Balance	20 536	19 967	-3	20 112	19 657	19 202
	Accumulated Funds						
-637	Operating Result for the Period	-637	-655	-3	-655	-655	-655
	Reserves						
-637	Total Income And Expense For The Period	-637	-655	-3	-655	-655	-655
	Transactions Involving Equity Holders Affecting Accumulated Funds						
668	Capital Injections	68	800	#	200	200	200
20 505	Closing Balance	19 967	20 112	1	19 657	19 202	18 747

Notes to the Budget Statements

The Territorial appropriation for the Legislative Assembly relates to non-discretionary costs of non-Executive Members and their staff. The majority of the costs are related to salaries and superannuation. The rate of remuneration for non-Executive Members' is determined by the Australian Capital Territory Remuneration Tribunal. Staff salary allocations for individual Members are determined by a Disallowable Instrument made under the *Legislative Assembly (Members' Staff) Act 1989*. The Secretariat is also responsible for the administration of the capital works and replacement programs for the Assembly building.

Significant variations are as follows:

Statement of Income and Expenses on Behalf of the Territory

- employee expense: the increase of \$0.511m in the 2004-05 estimated outcome from the original budget is due to severance payments made to staff of non-Executive Members who either did not seek re-election or were not re-elected to the Sixth Assembly in October 2004 and a movement of vehicle leases and associated fringe benefits tax from supplies and services to employee expenses; and
- depreciation and amortisation: the increase of \$0.021m in the 2005-06 Budget from the 2004-05 estimated outcome is due to capital upgrades for air conditioning, fire safety and vertical transportation.

Statement of Assets and Liabilities on Behalf of the Territory

- cash: the increase of \$0.179m in the 2004-05 estimated outcome from the original budget relates to the timing of the payment of creditors;

- property, plant and equipment: the decrease of \$0.901m in the 2004-05 estimated outcome from the original budget relates to a rollover of capital works initially planned for 2004-05 and a revaluation of the Legislative Assembly Building; and
- employee benefits: the increase of \$0.135m (current) and \$0.038m (non-current) in the 2005-06 Budget from the 2004-05 estimated outcome is due to the recognition of non-Executive staff entitlements relating to the second year of the Sixth Assembly.