

LEGISLATIVE ASSEMBLY SECRETARIAT

Objectives

The Legislative Assembly Secretariat (the 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.

2008-09 Priorities

Strategic and operational initiatives to be pursued in 2008-09 include:

- preparing for the October 2008 Assembly general election, undertaking various operational and procedural matters associated with the conclusion of the sixth Assembly and the commencement of the seventh Assembly;
- enhancing information management arrangements within the Assembly including review and refinement of internet and intranet sites and Assembly publications;
- implementing agreed recommendations arising from a comprehensive audit of the Assembly's environmental sustainability performance;
- arranging for the marking of the 20th anniversary of self-government for the Australian Capital Territory;
- commencing the development of a successor to the 2004-2009 Secretariat strategic plan; and
- publishing the *Companion to the Assembly's Standing Orders*.

Business and Corporate Strategies

The key strategies which the Secretariat will adopt to achieve its objectives and priorities, and to manage its business and financial risks will be consistent with the Secretariat's strategic plan 2004-2009, relevant whole of government requirements and general principles of good governance. The strategies will build on the improved corporate governance framework that the Secretariat has developed since the launch of its strategic plan in 2004 and will include:

- maintaining and reviewing the Secretariat's risk management framework, including its high risk register and business continuity arrangements;
- the continuing operation and review of the internal audit program;
- the analysis of, and response to, user feedback based on a regular client survey program; and
- ongoing review and implementation of strategic planning processes and frameworks.

Estimated Employment Level

2007-08 Budget		2007-08 Est. Outcome	2008-09 Budget
39	Staffing (FTE)	39	37

Changes to Appropriation

Changes to Appropriation - Departmental

	2007-08	2008-09	2009-10	2010-11	2011-12
Government Payment for Outputs	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2007-08 Budget	5,764	5,928	6,069	6,189	6,189
2008-09 Budget Technical Adjustments					
Revised Indexation Parameters	-	7	7	8	8
Transfer Departmental MLA Mobile Phone Appropriation to Territorial	-	(25)	(25)	(26)	(27)
Decreased Superannuation Contributions	-	(32)	(38)	(36)	(24)
2008-09 Budget	5,764	5,878	6,013	6,135	6,146

Changes to Appropriation - Territorial

	2007-08	2008-09	2009-10	2010-11	2011-12
Payment for Expenses on Behalf of Territory	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2007-08 Budget	4,639	4,925	4,878	4,949	4,949
2nd Appropriation					
MLA Salary Increase	60	24	5	6	7
2008-09 Budget Technical Adjustments					
Transfer Departmental MLA Mobile Phone Appropriation to Territorial	-	25	25	26	27
2008-09 Budget	4,699	4,974	4,908	4,981	4,983

Changes to Appropriation - Territorial

	2007-08	2008-09	2009-10	2010-11	2011-12
Capital Injections	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2007-08 Budget	286	211	216	221	221
FMA Section 16B Rollover					
Capital Upgrades	74	-	-	-	-
2008-09 Budget Technical Adjustments					
Capital Upgrades Indexation	-	1	1	1	7
2008-09 Budget	360	212	217	222	228

2008-09 Capital Works Program

Territorial

	Estimated Total Cost \$'000	Estimated Expenditure Pre 2008-09 \$'000	2008-09 Financing \$'000	2009-10 Financing \$'000	2010-11 Financing \$'000	Expected Completion Date
New Capital Works						
Capital Upgrades	212	-	212			
Total Capital Upgrades	212	-	212			
Total New Capital Works	212	-	212			
Total Territorial Capital Works	212	-	212			

Legislative Assembly Secretariat Operating Statement

2007-08 Budget \$'000		2007-08 Est.Outcome \$'000	2008-09 Budget \$'000	Var %	2009-10 Estimate \$'000	2010-11 Estimate \$'000	2011-12 Estimate \$'000
Income							
Revenue							
5,764	Government Payment for Outputs	5,764	5,878	2	6,013	6,135	6,146
31	Interest	30	31	3	31	31	31
40	Other Revenue	102	40	-61	40	40	40
209	Resources Received free of charge	209	209	-	209	209	209
6,044	Total Revenue	6,105	6,158	1	6,293	6,415	6,426
Gains							
0	Total Gains	0	0	-	0	0	0
6,044	Total Income	6,105	6,158	1	6,293	6,415	6,426
Expenses							
3,046	Employee Expenses	2,962	2,960	..	2,991	3,024	3,020
496	Superannuation Expenses	488	453	-7	467	488	499
2,543	Supplies and Services	2,596	2,782	7	2,850	2,918	2,922
25	Depreciation and Amortisation	52	52	-	52	52	52
6,110	Total Ordinary Expenses	6,098	6,247	2	6,360	6,482	6,493
-66	Operating Result	7	-89	#	-67	-67	-67

Legislative Assembly Secretariat Balance Sheet

Budget as at 30/6/08 \$'000		Est.Outcome as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Var %	Planned as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000
Current Assets							
758	Cash and Cash Equivalents	634	647	2	660	673	686
42	Receivables	33	33	-	33	33	33
3	Other	4	4	-	4	4	4
803	Total Current Assets	671	684	2	697	710	723
Non Current Assets							
669	Property, Plant and Equipment	722	670	-7	618	566	514
669	Total Non Current Assets	722	670	-7	618	566	514
1,472	TOTAL ASSETS	1,393	1,354	-3	1,315	1,276	1,237
Current Liabilities							
477	Payables	261	264	1	267	270	273
0	Finance Leases	18	18	-	18	18	18
801	Employee Benefits	800	785	-2	752	719	686
1,278	Total Current Liabilities	1,079	1,067	-1	1,037	1,007	977
Non Current Liabilities							
0	Finance Leases	28	28	-	28	28	28
139	Employee Benefits	76	138	82	196	254	312
139	Total Non Current Liabilities	104	166	60	224	282	340
1,417	TOTAL LIABILITIES	1,183	1,233	4	1,261	1,289	1,317
55	NET ASSETS	210	121	-42	54	-13	-80
REPRESENTED BY FUNDS EMPLOYED							
-303	Accumulated Funds	-148	-237	-60	-304	-371	-438
358	Reserves	358	358	-	358	358	358
55	TOTAL FUNDS EMPLOYED	210	121	-42	54	-13	-80

**Legislative Assembly Secretariat
Cash Flow Statement**

2007-08 Budget \$'000		2007-08 Est.Outcome \$'000	2008-09 Budget \$'000	Var %	2009-10 Estimate \$'000	2010-11 Estimate \$'000	2011-12 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
5,764	Cash from Government for Outputs	5,764	5,878	2	6,013	6,135	6,146
31	Interest Received	30	31	3	31	31	31
203	Other Revenue	265	204	-23	204	204	204
5,998	Operating Receipts	6,059	6,113	1	6,248	6,370	6,381
	Payments						
3,491	Related to Employees	3,399	3,366	-1	3,433	3,487	3,494
2,331	Related to Supplies and Services	2,384	2,570	8	2,638	2,706	2,710
163	Other	163	164	1	164	164	164
5,985	Operating Payments	5,946	6,100	3	6,235	6,357	6,368
13	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	113	13	-88	13	13	13
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
163	Purchase of Property, Plant and Equipment	163	0	-100	0	0	0
163	Investing Payments	163	0	-100	0	0	0
-163	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	-163	0	-100	0	0	0
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
163	Capital Injection from Government	163	0	-100	0	0	0
163	Financing Receipts	163	0	-100	0	0	0
163	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	163	0	-100	0	0	0
13	NET INCREASE/(DECREASE) IN CASH HELD	113	13	-88	13	13	13
745	CASH AT BEGINNING OF REPORTING PERIOD	521	634	22	647	660	673
758	CASH AT THE END OF THE REPORTING PERIOD	634	647	2	660	673	686

Legislative Assembly Secretariat Statement of Changes in Equity

Budget as at 30/6/08 \$'000		Est.Outcome as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Var %	Planned as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000
-42	Opening Balance	40	210	425	121	54	-13
	Accumulated Funds						
-66	Operating Result for the Period	7	-89	#	-67	-67	-67
	Reserves						
-66	Total Income And Expense For The Period	7	-89	#	-67	-67	-67
	Transactions Involving Equity Holders Affecting Accumulated Funds						
163	Capital Injections	163	0	-100	0	0	0
55	Closing Balance	210	121	-42	54	-13	-80

Notes to Budget Statements

Significant variations are as follows:

Operating Statement

- government payments for outputs: the increase of \$0.114 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to wage increases.
- other revenue: the increase of \$0.062 million in the 2007-08 estimated outcome from the original budget and the decrease of \$0.062 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to the receipt of insurance payments relating to the damage from the February 2007 hailstorm, one-off disposals of equipment and a refund for overpaid telephone expenses.
- supplies and services: the increase of \$0.186 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to the impact of transferring financial services to the Shared Services Centre.
- depreciation and amortisation: the increase of \$0.027 million in the 2007-08 estimated outcome from the original budget is due to the depreciation expenses now being incurred on finance leases for two vehicles used by the Assembly.

Balance Sheet

- cash and cash equivalents: the decrease of \$0.124 million in the 2007-08 estimated outcome from the original budget is mainly due to the flow on effect of the 2006-07 audited result.

- payables: the decrease of \$0.216 million in the 2007-08 estimated outcome from the original budget is due to a lower than anticipated level of outstanding payments being held at the end of the financial year.
- non current employee benefits:
 - the decrease of \$0.063 million in the 2007-08 estimated outcome from the original budget is due to the higher than expected use of annual and long service leave during the 2007-08 financial year; and
 - the increase of \$0.062 million in the 2008-09 Budget from the 2007-08 estimated outcome is due to the accrual of annual and long service leave.

Statement of Changes in Equity

- capital injections: the decrease of \$0.163 million in the 2008-09 Budget from the 2007-08 estimated outcome is due to a one off capital injection for the upgrade of broadcasting infrastructure and the purchase of X-ray scanning equipment in the 2007-08 financial year.

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

2007-08 Budget \$'000		2007-08 Est.Outcome \$'000	2008-09 Budget \$'000	Var %	2009-10 Estimate \$'000	2010-11 Estimate \$'000	2011-12 Estimate \$'000
Income							
Revenue							
4,639	Payment for Expenses on behalf of Territory	4,699	4,974	6	4,908	4,981	4,983
0	Other Revenue	2	0	-100	0	0	0
4,639	Total Revenue	4,701	4,974	6	4,908	4,981	4,983
Gains							
0	Total Gains	0	0	-	0	0	0
4,639	Total Income	4,701	4,974	6	4,908	4,981	4,983
Expenses							
4,192	Employee Expenses	4,131	4,483	9	4,392	4,449	4,450
585	Superannuation Expenses	643	600	-7	609	622	622
56	Supplies and Services	92	91	-1	93	96	97
491	Depreciation and Amortisation	491	492	..	493	494	494
5,324	Total Ordinary Expenses	5,357	5,666	6	5,587	5,661	5,663
-685	Operating Result	-656	-692	5	-679	-680	-680

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

Budget as at 30/6/08 \$'000		Est.Outcome as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Var %	Planned as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000
Current Assets							
19	Cash and Cash Equivalents	36	38	6	40	42	44
51	Receivables	8	9	13	10	11	12
70	Total Current Assets	44	47	7	50	53	56
Non Current Assets							
20,359	Property, Plant and Equipment	20,535	20,442	..	20,166	19,894	19,628
0	Capital Works in Progress	187	0	-100	0	0	0
20,359	Total Non Current Assets	20,722	20,442	-1	20,166	19,894	19,628
20,429	TOTAL ASSETS	20,766	20,489	-1	20,216	19,947	19,684
Current Liabilities							
80	Payables	104	104	-	104	104	104
0	Finance Leases	115	115	-	115	115	115
519	Employee Benefits	401	561	40	708	856	1,004
599	Total Current Liabilities	620	780	26	927	1,075	1,223
Non Current Liabilities							
0	Finance Leases	234	234	-	234	234	234
81	Employee Benefits	42	85	102	127	168	209
81	Total Non Current Liabilities	276	319	16	361	402	443
680	TOTAL LIABILITIES	896	1,099	23	1,288	1,477	1,666
19,749	NET ASSETS	19,870	19,390	-2	18,928	18,470	18,018
REPRESENTED BY FUNDS EMPLOYED							
11,475	Accumulated Funds	11,596	11,116	-4	10,654	10,196	9,744
8,274	Reserves	8,274	8,274	-	8,274	8,274	8,274
19,749	TOTAL FUNDS EMPLOYED	19,870	19,390	-2	18,928	18,470	18,018

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

2007-08 Budget \$'000		2007-08 Est.Outcome \$'000	2008-09 Budget \$'000	Var %	2009-10 Estimate \$'000	2010-11 Estimate \$'000	2011-12 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
4,639	Cash from Government for EBT	4,699	4,974	6	4,908	4,981	4,983
19	Other Revenue	21	19	-10	19	19	19
4,658	Operating Receipts	4,720	4,993	6	4,927	5,000	5,002
	Payments						
4,580	Related to Employees	4,577	4,880	7	4,812	4,882	4,883
56	Related to Supplies and Services	92	91	-1	93	96	97
20	Other	20	20	-	20	20	20
4,656	Operating Payments	4,689	4,991	6	4,925	4,998	5,000
2	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	31	2	-94	2	2	2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
286	Purchase of Property, Plant and Equipment	360	212	-41	217	222	228
286	Investing Payments	360	212	-41	217	222	228
-286	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	-360	-212	41	-217	-222	-228
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
286	Capital Injection from Government	360	212	-41	217	222	228
286	Financing Receipts	360	212	-41	217	222	228
286	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	360	212	-41	217	222	228
2	NET INCREASE/(DECREASE) IN CASH HELD	31	2	-94	2	2	2
17	CASH AT BEGINNING OF REPORTING PERIOD	5	36	620	38	40	42
19	CASH AT THE END OF THE REPORTING PERIOD	36	38	6	40	42	44

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

Budget as at 30/6/08 \$'000		Est.Outcome as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Var %	Planned as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000
20,148	Opening Balance	20,166	19,870	-1	19,390	18,928	18,470
	Accumulated Funds						
-685	Operating Result for the Period	-656	-692	-5	-679	-680	-680
	Reserves						
-685	Total Income And Expense For The Period	-656	-692	-5	-679	-680	-680
	Transactions Involving Equity Holders Affecting Accumulated Funds						
286	Capital Injections	360	212	-41	217	222	228
19,749	Closing Balance	19,870	19,390	-2	18,928	18,470	18,018

Notes to Budget Statements

Significant variations are as follows:

Statement of Income and Expenses on Behalf of the Territory

- payment for expenses on behalf of Territory: the increase of \$0.275 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to wage increases and one off funding to meet expected higher than normal staff separation costs associated with the October 2008 Assembly election.
- employee and superannuation expenses: the increase of \$0.309 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to wage increases and expected higher than normal staff separation costs associated with the October 2008 Assembly election.
- supplies and services: the increase of \$0.036 million in the 2007-08 estimated outcome from the original budget is mainly due to higher than budgeted expenditure on travel and on consultants and contractors for the 2007-08 financial year.

Statement of Assets and Liabilities on Behalf of the Territory

- receivables: the decrease of \$0.043 million in the 2007-08 estimated outcome from the original budget is mainly due to some accounts being settled earlier than expected.
- property plant and equipment and capital works in progress:
 - the increase of \$0.363 million in the 2007-08 estimated outcome from the original budget is mainly due to the completion of capital upgrades (\$0.261 million) and new motor vehicle leases being finance leases; and

- the decrease of \$0.280 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to depreciation and the completion of capital works in progress.
- current and non current finance leases: the increase of \$0.349 million in the 2007-08 estimated outcome from the original budget is due to new motor vehicle leases being finance leases.
- current and non current employee benefits:
 - the decrease of \$0.157 million in the 2007-08 estimated outcome from the original budget is due to the flow on effect of the 2006-07 audited outcome reflecting lower leave balances; and
 - the increase of \$0.203 million in the 2008-09 Budget from the 2007-08 estimated outcome is mainly due to wage increases and accruing leave liabilities.