

LEGISLATIVE ASSEMBLY SECRETARIAT

Objectives

The Legislative Assembly Secretariat provides procedural, policy and administrative advice and services to the Assembly, its Members and Committees. Included within these responsibilities are a community education role and the fostering of inter-parliamentary relations.

2001-02 Highlights

Strategic and operational issues to be pursued in 2001-02 include:

- continuing the review of Assembly standing orders and practices within parameters set by the Assembly, the Speaker and the Standing Committee on Administration and Procedure;
- continuing the development of a strategic plan for the Secretariat;
- hosting various inter-parliamentary activities, including co-hosting the Commonwealth Parliamentary Association (CPA) general conference in September 2001 and hosting the Australasian Study of Parliament Group Conference in November 2001;
- developing an asset management strategy for the Legislative Assembly building following completion of the life cycle costing project for the building; and
- continuing to develop and implement strategies that provide a framework for the optimisation of information technology within the Assembly.

A general election is scheduled for Saturday 20 October 2001 and, as a consequence, the Assembly Secretariat will also address the following issues:

- providing advice and assistance with arrangements for any Members (and their staff) who are either elected or displaced as a consequence of the election; and
- preparing for the first sitting for the Fifth Assembly in accordance with the *Australian Capital Territory (Self-Government) Act 1998* (Commonwealth), and arrangements concerning the election of office holders and the formation of standing and select committees.

**Legislative Assembly Secretariat
Statement Of Financial Performance**

2000-01 Budget \$'000		2000-01 Est.Outcome \$'000	2001-02 Budget \$'000	Var %	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
Revenue							
4 033	Government Payment for Outputs	4 033	4 168	3	4 239	4 317	4 397
4	Interest	35	20	-43	20	20	20
6	Other Revenue	15	10	-33	10	10	10
0	Resources Received free of charge	246	252	2	258	264	271
4 043	Total Ordinary Revenue	4 329	4 450	3	4 527	4 611	4 698
Expenses							
1 714	Employee Expenses	1 644	1 795	9	1 816	1 839	1 862
255	Superannuation Expenses	305	258	-15	261	264	268
2 086	Administrative Expenses	2 289	2 418	6	2 471	2 529	2 590
42	Depreciation and Amortisation	80	42	-47	42	0	0
4 097	Total Ordinary Expenses	4 318	4 513	5	4 590	4 632	4 720
-54	Operating Result	11	-63	-673	-63	-21	-22
325	Total Equity From Start of Period	430	441	3	378	315	294
77	Capital Injections	0	0	-	0	0	0
348	Total Equity At The End of Period	441	378	-14	315	294	272

Legislative Assembly Secretariat Statement Of Financial Position

Budget as at 30/6/01 \$'000		Est.Outcome as at 30/6/01 \$'000	Planned as at 30/6/02 \$'000	Var %	Planned as at 30/6/03 \$'000	Planned as at 30/6/04 \$'000	Planned as at 30/6/05 \$'000
Current Assets							
14	Cash	3	3	-	3	3	3
4	Receivables	46	46	-	46	46	46
449	Investments	622	625	..	628	631	633
198	Other	168	168	-	168	168	168
665	Total Current Assets	839	842	..	845	848	850
Non Current Assets							
436	Property, Plant and Equipment	356	314	-12	272	272	272
436	Total Non Current Assets	356	314	-12	272	272	272
1 101	TOTAL ASSETS	1 195	1 156	-3	1 117	1 120	1 122
Current Liabilities							
151	Creditors	169	169	-	169	169	169
187	Employee Entitlements	203	182	-10	161	140	119
338	Total Current Liabilities	372	351	-6	330	309	288
Non Current Liabilities							
415	Employee Entitlements	382	427	12	472	517	562
415	Total Non Current Liabilities	382	427	12	472	517	562
753	TOTAL LIABILITIES	754	778	3	802	826	850
348	NET ASSETS	441	378	-14	315	294	272
REPRESENTED BY FUNDS EMPLOYED							
183	Accumulated Funds	276	213	-23	150	129	107
165	Reserves	165	165	-	165	165	165
348	TOTAL FUNDS EMPLOYED	441	378	-14	315	294	272

Legislative Assembly Secretariat Cashflow Statement

2000-01 Budget \$'000		2000-01 Est.Outcome \$'000	2001-02 Budget \$'000	Var %	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
451	CASH AT BEGINNING OF REPORTING PERIOD	462	625	35	628	631	634
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
4 033	Cash from Government for Outputs	4 033	4 168	3	4 239	4 317	4 397
4	Interest Received	35	20	-43	20	20	20
6	Other Revenue	161	160	-1	162	164	166
4 043	Operating Receipts	4 229	4 348	3	4 421	4 501	4 583
	Payments						
1 948	Related to Employees	1 903	2 032	7	2 056	2 082	2 109
2 083	Related to Administration	2 007	2 163	8	2 210	2 262	2 316
0	Other	156	150	-4	152	154	156
4 031	Operating Payments	4 066	4 345	7	4 418	4 498	4 581
12	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	163	3	-98	3	3	2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
77	Purchase of Property, Plant and Equipment	0	0	-	0	0	0
77	Investing Payments	0	0	-	0	0	0
-77	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	0	0	-	0	0	0
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
77	Capital Injection from Government	0	0	-	0	0	0
77	Financing Receipts	0	0	-	0	0	0
77	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	0	0	-	0	0	0
12	NET INCREASE/(DECREASE) IN CASH HELD	163	3	-98	3	3	2
463	CASH AT THE END OF THE REPORTING PERIOD	625	628	..	631	634	636

Notes to the Budget Statements

The Departmental appropriation for Legislative Assembly relates to salary and related costs for the Assembly Secretariat, expenses associated with the provision of business support to non-Executive Members' offices and the Secretariat as well as the general maintenance and up-keep of the Assembly building.

Significant variations are as follows:

Statement of Financial Performance

- government payment for outputs: the increase of \$0.135m in 2001-02 from the 2000-01 estimated outcome is mainly attributed to CPI indexation, funding for a 13th backbench MLA and a salary increase to the Clerk of the Assembly as determined by the ACT Remuneration Tribunal;
- interest revenue: the increase of \$0.031m in 2000-01 from the original budget is due to a combination of increased investment balances and higher interest rates;
- resources received free of charge: the increase of \$0.246m in 2000-01 from the original budget is due to the recognition of legal services provided free of charge by the Department of Justice and Community Safety. The services provided relate to the drafting of ACT Legislation and legal advice;
- employee expenses: the decrease of \$0.070m in 2000-01 from the original budget is due to the movement of expenses between wages and salaries and superannuation. The increase in of \$0.151m 2001-02 from the 2000-01 estimated outcome is attributed to CPI indexation, a salary increase to the Clerk of the Assembly as determined by the ACT Remuneration Tribunal, and an adjustment to the long service leave liability; and
- administrative expenses: the increase of \$0.203m in 2000-01 from the original budget is mainly due to the recognition of resources received free of charge and the related expense. This item was not previously shown in the budget but has now been incorporated and is a flow on effect from the 1999-2000 audited outcome. The increase of \$0.129m in 2001-02 from the 2000-01 estimated outcome is attributed to an increase in the insurance premium and costs associated with the 13th backbench MLA.

Legislative Assembly Secretariat
Statement Of Revenues And Expenses On Behalf Of The Territory

2000-01 Budget \$'000		2000-01 Est.Outcome \$'000	2001-02 Budget \$'000	Var %	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
	Revenue						
3 031	Payment for Expenses on behalf of Territory	3 031	3 604	19	3 508	3 555	3 750
3 031	Total Ordinary Revenue	3 031	3 604	19	3 508	3 555	3 750
	Expenses						
2 496	Employee Expenses	2 506	2 988	19	2 881	2 916	3 101
429	Superannuation Expenses	419	478	14	483	488	493
277	Administrative Expenses	277	309	12	315	322	329
464	Depreciation and Amortisation	464	464	-	464	464	464
3 666	Total Ordinary Expenses	3 666	4 239	16	4 143	4 190	4 387
-635	Operating Result	-635	-635	-	-635	-635	-637
21 093	Total Equity From Start of Period	21 150	20 515	-3	19 880	19 245	18 610
20 458	Total Equity At The End of Period	20 515	19 880	-3	19 245	18 610	17 973

**Legislative Assembly Secretariat
Statement Of Assets And Liabilities On Behalf Of The Territory**

Budget as at 30/6/01 \$'000		Est.Outcome as at 30/6/01 \$'000	Planned as at 30/6/02 \$'000	Var %	Planned as at 30/6/03 \$'000	Planned as at 30/6/04 \$'000	Planned as at 30/6/05 \$'000
Current Assets							
234	Cash	163	163	-	163	163	163
10	Receivables	141	142	1	143	144	145
244	Total Current Assets	304	305	..	306	307	308
Non Current Assets							
20 872	Property, Plant and Equipment	20 872	20 408	-2	19 944	19 480	19 016
20 872	Total Non Current Assets	20 872	20 408	-2	19 944	19 480	19 016
21 116	TOTAL ASSETS	21 176	20 713	-2	20 250	19 787	19 324
Current Liabilities							
156	Creditors	87	88	1	89	90	91
296	Employee Entitlements	320	453	42	586	719	854
33	Other	163	163	-	163	163	163
485	Total Current Liabilities	570	704	24	838	972	1 108
Non Current Liabilities							
173	Employee Entitlements	91	129	42	167	205	243
173	Total Non Current Liabilities	91	129	42	167	205	243
658	TOTAL LIABILITIES	661	833	26	1 005	1 177	1 351
20 458	NET ASSETS	20 515	19 880	-3	19 245	18 610	17 973
REPRESENTED BY FUNDS EMPLOYED							
13 275	Accumulated Funds	13 332	12 697	-5	12 062	11 427	10 790
7 183	Reserves	7 183	7 183	-	7 183	7 183	7 183
20 458	TOTAL FUNDS EMPLOYED	20 515	19 880	-3	19 245	18 610	17 973

**Legislative Assembly Secretariat
Budgeted Statement Of Cashflows On Behalf Of The Territory**

2000-01 Budget \$'000		2000-01 Est.Outcome \$'000	2001-02 Budget \$'000	Var %	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
233	CASH AT BEGINNING OF REPORTING PERIOD	163	163	-	163	163	163
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
3 031	Cash from Government for EBT	3 047	3 621	19	3 526	3 574	3 770
0	Other Revenue	15	16	7	17	18	19
3 031	Operating Receipts	3 062	3 637	19	3 543	3 592	3 789
	Payments						
2 754	Related to Employees	2 754	3 295	20	3 193	3 233	3 421
276	Related to Administration	277	309	12	315	322	329
0	Other	16	17	6	18	19	20
0	Territory Receipts to Government	15	16	7	17	18	19
3 030	Operating Payments	3 062	3 637	19	3 543	3 592	3 789
1	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	0	0	-	0	0	0
1	NET INCREASE/(DECREASE) IN CASH HELD	0	0	-	0	0	0
234	CASH AT THE END OF THE REPORTING PERIOD	163	163	-	163	163	163

Notes to the Budget Statements

The Territorial appropriation for the Legislative Assembly relates to non-discretionary costs of non-Executive Members and their staff, including salary as determined by the Remuneration Tribunal and superannuation costs, as well as the ownership of the Legislative Assembly building.

Significant variations are as follows:

Statement of Revenues and Expenses on Behalf of the Territory

- payment for expenses on behalf of the Territory: the increase of \$0.573m in 2001-02 from the 2000-01 estimated outcome is attributed to the ACT Remuneration Tribunal Determination No. 62 for salary increases to MLAs of \$0.134m, salary and staffing entitlements for a 13th backbench MLA of \$0.207m, and election year funding and indexation of \$0.150m;
- employee expenses: the increase of \$0.482m in 2001-02 from the 2000-01 estimated outcome is mainly due to the ACT Remuneration Tribunal Determination, which granted salary increases to MLAs plus salary and staffing entitlements for the 13th backbench Member. In addition, funding of \$0.150m is provided in 2001-02 and 2004-05, both being election years. The provision is to cover costs that might arise in relation to Members who are not re-elected at the general election. Those costs would include severance and certain termination payments to affected staff; and
- administrative expenses: the increase of \$0.032m in 2001-02 from the 2000-01 estimated outcome relates to expenses associated with the 13th backbench MLA and indexation.

Changes to Appropriation

Changes to Appropriation - Departmental

	2000-01 Est. Outc. \$'000	2001-02 Budget \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
Government Payment for Outputs					
2000-01 Budget	4 033	4 119	4 191	4 271	4 271
2004-05 Indexation	0	0	0	0	82
Insurance premium	0	25	25	25	25
Remuneration Tribunal salary increase for clerk	0	16	16	16	16
13th Backbench Member	0	10	10	10	10
Revised Parameters	0	-2	-3	-5	-7
2001-02 Budget	4 033	4 168	4 239	4 317	4 397

Changes to Appropriation - Departmental

	2000-01 Est. Outc. \$'000	2001-02 Budget \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
Capital injections					
2000-01 Budget	77	0	0	0	0
Transfer ESD Funding to CMD (ACTIS)	-77	0	0	0	0
2001-02 Budget	0	0	0	0	0

Changes to Appropriation - Territorial

	2000-01 Est. Outc. \$'000	2001-02 Budget \$'000	2002-03 Estimate \$'000	2003-04 Estimate \$'000	2004-05 Estimate \$'000
Payment for Expenses on Behalf of the Territory					
2000-01 Budget	3 031	3 263	3 168	3 215	3 215
2004-05 CPI Indexation	0	0	0	0	45
Election funding - 2004-2005	0	0	0	0	150
Member's salaries - Remuneration Tribunal Determination 62	0	134	134	134	134
13th Backbench Member	0	207	207	207	207
Gross Appropriation to cover GST	16	17	18	19	20
Revised Parameters	0	0	-1	-1	-1
2001-02 Budget	3 047	3 621	3 526	3 574	3 770