

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 information and communication technology, payroll, human resources, budgeting and financial management, members' entitlements, building and operations management, and corporate governance;
- Hansard recording and transcription services, and broadcasting services;
- library and reference services for members and their staff, as well as to ACT Government staff;
- communicating and promoting the roles and functions of the Assembly to the community and Government agencies; and
- building and strengthening relationships with other parliaments.

2010-11 Priorities

Strategic and operational initiatives to be pursued in 2010-11 include:

- continuing to implement the Secretariat's Environmental Sustainability Plan;
- developing the "Work in the Assembly Program" aimed at offering professional development opportunities for staff of ACT Government agencies to undertake work in the Assembly Secretariat associated with the activities of Assembly committees;
- developing a product and design solution for the replacement of existing analogue broadcasting infrastructure to accommodate the move to digital television in 2012;
- enhancing information management arrangements within the Assembly including:
 - redeveloping the Assembly Library's intranet and integrating it with the Assembly's intranet site; and
 - implementing recommendations of a review of the Secretariat's Records Management Program, which was scheduled to be undertaken in 2009-10 but delayed due to a shortage of expertise.
- providing ongoing support and redundancy for the Assembly's Daily on Demand system and investigating its enhancement to include committee hearings;
- reviewing (in concert with ACT Library and Information Services) the Assembly's library management system; and
- undertaking capital upgrade works on the Assembly Building including remediation of the building façade and the upgrade of passenger lift controls.

2010-11 Business and Corporate Strategies

The key strategies which the Secretariat will adopt to achieve its objectives are set out in the Secretariat's *Strategic Plan 2009-2014*. Main areas of focus include:

- improving services to the Assembly and its committees;
- enhancing accountability and governance arrangements;
- building more effective mechanisms for public engagement;
- working towards an environmentally sustainable Assembly; and
- maintaining a highly skilled, satisfied and committed workforce.

The Secretariat will continue to implement its risk management, internal audit, fraud and corruption prevention arrangements and will continue to test elements of its business continuity framework.

Estimated Employment Level

2008-09 Actual Outcome	2009-10 Budget	2009-10 Est. Outcome	2010-11 Budget
37 Staffing (FTE) ^{1,2}	39	47	42

Notes:

1. The employment level for the 2009-10 estimated outcome and the 2010-11 Budget include five staff employed in the Government and Assembly Library who transferred to the Secretariat from the Department of Territory and Municipal Services in July 2009.
2. The 2009-10 Budget and the 2009-10 estimated outcome includes a higher number of casual staff than the 2010-11 Budget due to a change in measurement. Rather than reporting casual staffing levels at a particular point in time, the average use of casuals during 2010-11 is being reported for the 2010-11 Budget.

Changes to Appropriation

Changes to Appropriation - Departmental

	2009-10 Est. Out. \$'000	2010-11 Budget \$'000	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
Government Payment for Outputs					
2009-10 Budget	6,163	6,289	6,306	6,397	6,397
Technical Adjustment					
Transfer - Assembly Library from TAMS	499	516	534	552	552
2010-11 Budget Policy Adjustments					
Enhanced Accountability and Other Costs	-	192	193	197	200
Revised Wage Parameters	-	51	88	89	90
2010-11 Budget Technical Adjustment					
Revised Indexation Parameters	-	-	-	-	92
2010-11 Budget	6,662	7,048	7,121	7,235	7,331

Changes to Appropriation - Territorial

	2009-10 Est. Out. \$'000	2010-11 Budget \$'000	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
Payment for Expenses on Behalf of Territory					
2009-10 Budget	5,495	5,586	5,605	5,690	5,690
2010-11 Budget Policy Adjustment					
Revised Wage Parameters	-	39	68	68	69
2010-11 Budget Technical Adjustment					
Revised Indexation Parameters	-	-	-	-	76
2010-11 Budget	5,495	5,625	5,673	5,758	5,835

Changes to Appropriation - Departmental

	2009-10 Est. Out. \$'000	2010-11 Budget \$'000	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
Capital Injections					
2009-10 Budget	-	-	-	-	-
Technical Adjustment					
Transfer - Assembly Library from TAMS	5	5	5	5	5
2010-11 Budget	5	5	5	5	5

Changes to Appropriation - Territorial

	2009-10 Est. Out. \$'000	2010-11 Budget \$'000	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
Capital Injections					
2009-10 Budget	691	222	228	234	234
2010-11 Budget Technical Adjustments					
Capital Upgrades Indexation	-	-	-	-	6
Rollover - Lift Upgrade	(185)	185	-	-	-
Rollover - Improved Environmental Measures	(20)	20	-	-	-
2010-11 Budget	486	427	228	234	240

2010-11 Capital Works Program

	Estimated Total Cost \$'000	Estimated Expenditure Pre 2010-11 \$'000	2010-11 Financing \$'000	2011-12 Financing \$'000	2012-13 Financing \$'000	Physical Completion Date
Capital Upgrades						
Capital Upgrades Funding	222	-	222			
Total Capital Upgrades	222	-	222			
Total New Works	222	-	222	-	-	
Works in Progress						
Lift Upgrade	285	100	185	-	-	Oct 2010
Improved Environmental Measures (Prior Year Capital Upgrades)	78	58	20			
Total Works in Progress	363	158	205	-	-	
Total Capital Works Program	585	158	427	-	-	

**Legislative Assembly Secretariat
Operating Statement**

2009-10 Budget \$'000		2009-10 Est.Outcome \$'000	2010-11 Budget \$'000	Var %	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
Income							
Revenue							
6,163	Government Payment for Outputs	6,662	7,048	6	7,121	7,235	7,331
26	Interest	11	16	45	16	16	16
40	Other Revenue	35	40	14	40	40	40
209	Resources Received Free of Charge	209	209	-	209	209	209
6,438	Total Revenue	6,917	7,313	6	7,386	7,500	7,596
Gains							
0	Total Gains	0	0	-	0	0	0
6,438	Total Income	6,917	7,313	6	7,386	7,500	7,596
Expenses							
3,094	Employee Expenses	3,462	3,579	3	3,608	3,624	3,676
480	Superannuation Expenses	566	603	7	623	627	628
2,884	Supplies and Services	2,905	3,175	9	3,185	3,279	3,322
56	Depreciation and Amortisation	68	68	-	68	68	68
6,514	Total Ordinary Expenses	7,001	7,425	6	7,484	7,598	7,694
-76	Operating Result	-84	-112	-33	-98	-98	-98
-76	Total Comprehensive Income	-84	-112	-33	-98	-98	-98

**Legislative Assembly Secretariat
Balance Sheet**

Budget as at 30/6/10 \$'000		Est.Outcome as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Var %	Planned as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000
Current Assets							
446	Cash and Cash Equivalents	154	152	-1	150	148	146
49	Receivables	49	49	-	49	49	49
495	Total Current Assets	203	201	-1	199	197	195
Non Current Assets							
870	Property, Plant and Equipment	1,094	1,031	-6	968	905	842
870	Total Non Current Assets	1,094	1,031	-6	968	905	842
1,365	TOTAL ASSETS	1,297	1,232	-5	1,167	1,102	1,037
Current Liabilities							
133	Payables	126	129	2	132	135	138
35	Finance Leases	14	14	-	14	14	14
920	Employee Benefits	1,032	1,008	-2	974	940	906
1,088	Total Current Liabilities	1,172	1,151	-2	1,120	1,089	1,058
Non Current Liabilities							
0	Finance Leases	41	41	-	41	41	41
131	Employee Benefits	346	409	18	468	527	586
131	Total Non Current Liabilities	387	450	16	509	568	627
1,219	TOTAL LIABILITIES	1,559	1,601	3	1,629	1,657	1,685
146	NET ASSETS	-262	-369	-41	-462	-555	-648
REPRESENTED BY FUNDS EMPLOYED							
-375	Accumulated Funds	-785	-892	-14	-985	-1,078	-1,171
521	Reserves	523	523	-	523	523	523
146	TOTAL FUNDS EMPLOYED	-262	-369	-41	-462	-555	-648

Legislative Assembly Secretariat
Cash Flow Statement

2009-10 Budget \$'000		2009-10 Est.Outcome \$'000	2010-11 Budget \$'000	Var %	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
6,163	Cash from Government for Outputs	6,662	7,048	6	7,121	7,235	7,331
26	Interest Received	11	16	45	16	16	16
204	Other Revenue	199	204	3	204	204	204
6,393	Operating Receipts	6,872	7,268	6	7,341	7,455	7,551
	Payments						
3,073	Related to Employees	3,442	3,544	3	3,587	3,603	3,655
480	Related to Superannuation	566	603	7	623	627	628
2,668	Related to Supplies and Services	2,689	2,959	10	2,969	3,063	3,106
164	Other	164	164	-	164	164	164
6,385	Operating Payments	6,861	7,270	6	7,343	7,457	7,553
8	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	11	-2	-118	-2	-2	-2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
0	Purchase of Property, Plant and Equipment and Capital Works	5	5	-	5	5	5
0	Investing Payments	5	5	-	5	5	5
0	NET CASH INFLOW/ (OUTFLOW) FROM INVESTING ACTIVITIES	-5	-5	-	-5	-5	-5
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
0	Capital Injection from Government	5	5	-	5	5	5
0	Financing Receipts	5	5	-	5	5	5
0	NET CASH INFLOW/ (OUTFLOW) FROM FINANCING ACTIVITIES	5	5	-	5	5	5
8	NET INCREASE/ (DECREASE) IN CASH HELD	11	-2	-118	-2	-2	-2
438	CASH AT BEGINNING OF REPORTING PERIOD	143	154	8	152	150	148
446	CASH AT THE END OF THE REPORTING PERIOD	154	152	-1	150	148	146

**Legislative Assembly Secretariat
Statement of Changes in Equity**

Budget as at 30/6/10 \$'000		Est.Outcome as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Var %	Planned as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000
	Opening Equity						
-299	Opening Accumulated Funds	-738	-785	-6	-892	-985	-1,078
268	Opening Asset Revaluation Reserve	270	270	-	270	270	270
253	Opening Other Reserve	253	253	-	253	253	253
222	Balance at the Start of the Reporting Period	-215	-262	-22	-369	-462	-555
	Comprehensive Income						
-76	Operating Result for the Period	-84	-112	-33	-98	-98	-98
-76	Total Comprehensive Income	-84	-112	-33	-98	-98	-98
0	Total Movement in Reserves	0	0	-	0	0	0
	Transactions Involving Owners Affecting Accumulated Funds						
0	Capital Injections	5	5	-	5	5	5
0	Increase/(Decrease) in Net Assets due to Admin Restructure	32	0	-100	0	0	0
0	Total Transactions Involving Owners Affecting Accumulated Funds	37	5	-86	5	5	5
	Closing Equity						
-375	Closing Accumulated Funds	-785	-892	-14	-985	-1,078	-1,171
268	Closing Asset Revaluation Reserve	270	270	-	270	270	270
253	Closing Other Reserve	253	253	-	253	253	253
146	Balance at the End of the Reporting Period	-262	-369	-41	-462	-555	-648

Notes to Budget Statements

Significant variations are as follows:

Operating Statement

- government payment for outputs:
 - the increase of \$0.499 million in the 2009-10 estimated outcome from the original budget is mainly due to the transfer of the Government and Assembly Library from the Department of Territory and Municipal Services (TAMS) in July 2009; and
 - the increase of \$0.386 million in the 2010-11 Budget from the 2009-10 estimated outcome is mainly due to funding for new initiatives (\$0.192 million), revised wage parameters (\$0.051 million) and indexation.

- employee expenses:
 - the increase of \$0.368 million in the 2009-10 estimated outcome from the original budget is mainly due to the transfer of library staff from TAMS; and
 - the increase of \$0.117 million in the 2010-11 Budget from the 2009-10 estimated outcome is mainly due to funding for new initiatives (\$0.067 million) and revised wage parameters (\$0.043 million).
- superannuation expenses: the increase of \$0.086 million in the 2009-10 estimated outcome from the original budget is mainly due to the transfer of library staff from TAMS.
- supplies and services: the increase of \$0.270 million in the 2010-11 Budget from the 2009-10 estimated outcome is mainly due to the funding for new initiatives and indexation.

Balance Sheet

- cash and cash equivalents: the decrease of \$0.292 million in the 2009-10 estimated outcome from the original budget is mainly due to cash being used to fund enhanced security and safety measures within the building and expenses associated with the marking of the 20th anniversary of Self-Government.
- property plant and equipment: the increase of \$0.224 million in the 2009-10 estimated outcome from the original budget is mainly due to the purchase of new assets, including non-executive members' office furniture, towards the end of 2008-09 and the transfer of the library collection from TAMS.
- current and non current finance leases: the increase of \$0.020 million in the 2009-10 estimated outcome from the original budget is mainly due to existing vehicles reaching the end of their lease terms and new motor vehicles being acquired under finance leases.
- current and non current employee benefits: the increase of \$0.327 million in the 2009-10 estimated outcome from the original budget is mainly due to the change in the methodology used to estimate annual and long service leave liabilities.

Cash Flow Statement

Variances in the statement are explained in the notes above.

Statement of Changes in Equity

Variances in the statement are explained in the notes above.

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

2009-10 Budget \$'000		2009-10 Est.Outcome \$'000	2010-11 Budget \$'000	Var %	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
Income							
Revenue							
5,495	Payment for Expenses on behalf of Territory	5,495	5,625	2	5,673	5,758	5,835
5,495	Total Revenue	5,495	5,625	2	5,673	5,758	5,835
Gains							
0	Total Gains	0	0	-	0	0	0
5,495	Total Income	5,495	5,625	2	5,673	5,758	5,835
Expenses							
4,915	Employee Expenses	4,925	5,029	2	5,069	5,087	5,160
673	Superannuation Expenses	674	691	3	696	697	697
93	Supplies and Services	93	96	3	97	163	167
555	Depreciation and Amortisation	555	570	3	570	570	570
6,236	Total Ordinary Expenses	6,247	6,386	2	6,432	6,517	6,594
-741	Operating Result	-752	-761	-1	-759	-759	-759
-741	Total Comprehensive Income	-752	-761	-1	-759	-759	-759

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

Budget as at 30/6/10 \$'000		Est.Outcome as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Var %	Planned as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000
Current Assets							
15	Cash and Cash Equivalents	42	44	5	46	48	50
10	Receivables	16	17	6	18	19	20
25	Total Current Assets	58	61	5	64	67	70
Non Current Assets							
24,411	Property, Plant and Equipment	23,270	23,127	-1	22,785	22,449	22,119
24,411	Total Non Current Assets	23,270	23,127	-1	22,785	22,449	22,119
24,436	TOTAL ASSETS	23,328	23,188	-1	22,849	22,516	22,189
Current Liabilities							
6	Payables	30	30	-	30	30	30
264	Finance Leases	92	92	-	92	92	92
629	Employee Benefits	367	519	41	669	819	969
899	Total Current Liabilities	489	641	31	791	941	1,091
Non Current Liabilities							
0	Finance Leases	226	226	-	226	226	226
85	Employee Benefits	48	90	88	132	174	216
85	Total Non Current Liabilities	274	316	15	358	400	442
984	TOTAL LIABILITIES	763	957	25	1,149	1,341	1,533
23,452	NET ASSETS	22,565	22,231	-1	21,700	21,175	20,656
REPRESENTED BY FUNDS EMPLOYED							
11,827	Accumulated Funds	11,971	11,637	-3	11,106	10,581	10,062
11,625	Reserves	10,594	10,594	-	10,594	10,594	10,594
23,452	TOTAL FUNDS EMPLOYED	22,565	22,231	-1	21,700	21,175	20,656

Legislative Assembly Secretariat
Budgeted Statement of Cash Flows on Behalf of the Territory

2009-10 Budget \$'000		2009-10 Est.Outcome \$'000	2010-11 Budget \$'000	Var %	2011-12 Estimate \$'000	2012-13 Estimate \$'000	2013-14 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
5,495	Cash from Government for EBT	5,495	5,625	2	5,673	5,758	5,835
19	Other Revenue	19	19	-	19	19	19
5,514	Operating Receipts	5,514	5,644	2	5,692	5,777	5,854
	Payments						
4,726	Related to Employees	4,733	4,835	2	4,877	4,895	4,968
673	Related to Superannuation	674	691	3	696	697	697
93	Related to Supplies and Services	93	96	3	97	163	167
20	Other	20	20	-	20	20	20
5,512	Operating Payments	5,520	5,642	2	5,690	5,775	5,852
2	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	-6	2	133	2	2	2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
691	Purchase of Property, Plant and Equipment and Capital Works	486	427	-12	228	234	240
691	Investing Payments	486	427	-12	228	234	240
-691	NET CASH INFLOW/ (OUTFLOW) FROM INVESTING ACTIVITIES	-486	-427	12	-228	-234	-240
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
691	Capital Injection from Government	486	427	-12	228	234	240
691	Financing Receipts	486	427	-12	228	234	240
691	NET CASH INFLOW/ (OUTFLOW) FROM FINANCING ACTIVITIES	486	427	-12	228	234	240
2	NET INCREASE/ (DECREASE) IN CASH HELD	-6	2	133	2	2	2
13	CASH AT BEGINNING OF REPORTING PERIOD	48	42	-13	44	46	48
15	CASH AT THE END OF THE REPORTING PERIOD	42	44	5	46	48	50

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

Budget as at 30/6/10 \$'000		Est.Outcome as at 30/6/10 \$'000	Planned as at 30/6/11 \$'000	Var %	Planned as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000
Opening Equity							
11,877	Opening Accumulated Funds	12,237	11,971	-2	11,637	11,106	10,581
11,625	Opening Asset Revaluation Reserve	10,594	10,594	-	10,594	10,594	10,594
23,502	Balance at the Start of the Reporting Period	22,831	22,565	-1	22,231	21,700	21,175
Comprehensive Income							
-741	Operating Result for the Period	-752	-761	-1	-759	-759	-759
-741	Total Comprehensive Income	-752	-761	-1	-759	-759	-759
0	Total Movement in Reserves	0	0	-	0	0	0
Transactions Involving Owners Affecting Accumulated Funds							
691	Capital Injections	486	427	-12	228	234	240
691	Total Transactions Involving Owners Affecting Accumulated Funds	486	427	-12	228	234	240
Closing Equity							
11,827	Closing Accumulated Funds	11,971	11,637	-3	11,106	10,581	10,062
11,625	Closing Asset Revaluation Reserve	10,594	10,594	-	10,594	10,594	10,594
23,452	Balance at the End of the Reporting Period	22,565	22,231	-1	21,700	21,175	20,656

Notes to Budget Statements

Significant variations are as follows:

Statement of Income and Expenses on Behalf of the Territory

- payments for expenses on behalf of the Territory: the increase of \$0.130 million in the 2010-11 Budget from the 2009-10 estimated outcome is due to indexation and revised wage parameters.

Statement of Assets and Liabilities on Behalf of the Territory

- cash and cash equivalents: the increase of \$0.027 million in the 2009-10 estimated outcome from the original budget is due to the higher opening cash balance at the beginning of 2009-10 than previously budgeted.
- current and non current finance leases: the increase of \$0.054 million in the 2009-10 estimated outcome from the original budget is mainly due to existing vehicles reaching the end of their lease terms and new motor vehicles being acquired under finance leases.

- current and non current employee benefits:
 - the decrease of \$0.299 million in the 2009-10 estimated outcome from the original budget reflects the cessation of employment of a number of staff of non-executive members' following the October 2008 Election; and
 - the increase of \$0.194 million in the 2010-11 Budget from the 2009-10 estimated outcome is mainly due to the accrual of leave during the year and new employees of the Legislative Assembly transferring their leave entitlements from other Government departments.