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.

2002-03 Highlights

Strategic and operational issues to be pursued in 2002-03 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 implementation of strategic priorities identified during 2001-02, including:
  - development and implementation of a risk assessment and risk management strategy;
  - implementation of an equity and diversity plan for the Secretariat;
  - implementation of improved arrangements for staff development;
  - preparation of a detailed procedures manual for the finance, payroll and administration functions of the Secretariat's Corporate Services Office; and
  - development and implementation of a replacement certified agreement following the expiry of the *Legislative Assembly Secretariat Certified Agreement 1999-2002*.
- reviewing the Secretariat staffing structure, having regard to current work requirements and strategic priorities; and
- providing support to the Assembly's inter-parliamentary role especially its participation in the Commonwealth Parliamentary Association and the Australasian Study of the Parliament Group.

Legislative Assembly Secretariat
Statement of Financial Performance

2001-02 Budget $'000		2001-02 Est.Outcome $'000	2002-03 Budget $'000	Var %	2003-04 Estimate $'000	2004-05 Estimate $'000	2005-06 Estimate $'000
	Revenue						
4 168	Government Payment for Outputs	4 168	4 297	3	4 395	4 494	4 589
20	Interest	28	22	-21	21	22	22
10	Other Revenue	15	10	-33	10	10	10
252	Resources Received free of charge	191	196	3	202	209	209
4 450	**Total Ordinary Revenue**	**4 402**	**4 525**	**3**	**4 628**	**4 735**	**4 830**
	Expenses						
1 795	Employee Expenses	1 824	1 827	..	1 850	1 873	1 895
258	Superannuation Expenses	258	287	11	290	294	298
2 418	Administrative Expenses	2 356	2 430	3	2 508	2 588	2 644
42	Depreciation and Amortisation	42	42	-	42	42	12
4 513	**Total Ordinary Expenses**	**4 480**	**4 586**	**2**	**4 690**	**4 797**	**4 849**
-63	**Operating Result**	**-78**	**-61**	**22**	**-62**	**-62**	**-19**
441	**Total Equity From Start of Period**	**532**	**454**	**-15**	**393**	**331**	**269**
378	**Total Equity At The End of Period**	**454**	**393**	**-13**	**331**	**269**	**250**

Legislative Assembly Secretariat
Statement of Financial Position

Budget as at 30/6/02 $'000		Est.Outcome as at 30/6/02 $'000	Planned as at 30/6/03 $'000	Var %	Planned as at 30/6/04 $'000	Planned as at 30/6/05 $'000	Planned as at 30/6/06 $'000
	Current Assets						
3	Cash	4	4	-	4	4	4
46	Receivables	54	54	-	54	54	54
625	Investments	593	598	1	602	606	623
168	Other	7	7	-	7	7	7
842	**Total Current Assets**	**658**	**663**	**1**	**667**	**671**	**688**
	Non Current Assets						
314	Property, Plant and Equipment	499	457	-8	415	373	361
314	**Total Non Current Assets**	**499**	**457**	**-8**	**415**	**373**	**361**
1 156	**TOTAL ASSETS**	**1 157**	**1 120**	**-3**	**1 082**	**1 044**	**1 049**
	Current Liabilities						
169	Payables	153	156	2	159	162	165
182	Employee Entitlements	198	174	-12	150	126	102
351	**Total Current Liabilities**	**351**	**330**	**-6**	**309**	**288**	**267**
	Non Current Liabilities						
427	Employee Entitlements	352	397	13	442	487	532
427	**Total Non Current Liabilities**	**352**	**397**	**13**	**442**	**487**	**532**
778	**TOTAL LIABILITIES**	**703**	**727**	**3**	**751**	**775**	**799**
378	**NET ASSETS**	**454**	**393**	**-13**	**331**	**269**	**250**
	REPRESENTED BY FUNDS EMPLOYED						
213	Accumulated Funds	96	35	-64	-27	-89	-108
165	Reserves	358	358	-	358	358	358
378	**TOTAL FUNDS EMPLOYED**	**454**	**393**	**-13**	**331**	**269**	**250**

Legislative Assembly Secretariat
Cashflow Statement

2001-02 Budget $'000		2001-02 Est.Outcome $'000	2002-03 Budget $'000	Var %	2003-04 Estimate $'000	2004-05 Estimate $'000	2005-06 Estimate $'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
4 168	Cash from Government for Outputs	4 168	4 297	3	4 395	4 494	4 589
20	Interest Received	28	22	-21	21	22	22
160	Other Revenue	164	163	-1	167	170	171
4 348	**Operating Receipts**	**4 360**	**4 482**	**3**	**4 583**	**4 686**	**4 782**
	Payments						
2 032	Related to Employees	2 061	2 093	2	2 119	2 146	2 172
2 163	Related to Administration	2 163	2 231	3	2 303	2 376	2 432
150	Other	154	153	-1	157	160	161
4 345	**Operating Payments**	**4 378**	**4 477**	**2**	**4 579**	**4 682**	**4 765**
3	**NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES**	**-18**	**5**	**128**	**4**	**4**	**17**
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Receipts						
0	Proceeds from Sale of Property, Plant & Equipment	2	0	-100	0	0	0
0	**Investing Receipts**	**2**	**0**	**-100**	**0**	**0**	**0**
0	**NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES**	**2**	**0**	**-100**	**0**	**0**	**0**
3	**NET INCREASE/(DECREASE) IN CASH HELD**	**-16**	**5**	**131**	**4**	**4**	**17**
625	**CASH AT BEGINNING OF REPORTING PERIOD**	**613**	**597**	**-3**	**602**	**606**	**610**
628	**CASH AT THE END OF THE REPORTING PERIOD**	**597**	**602**	**1**	**606**	**610**	**627**

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 payments for outputs: the increase of $0.129m in the 2002-03 Budget from the 2001-02 estimated outcome is attributable to indexation and additional funding for superannuation, Assembly building attendant staff and insurance; and
- administrative expenses: the increase of $0.074m in the 2002-03 Budget from the 2001-02 estimated outcome is due to indexation and an increase in the insurance premium.

Statement of Financial Position

- other current assets: the decrease of $0.161m in 2001-02 from the original budget is mainly due to the reversal of a prepayment relating to IT modernisation with a change in accounting treatment; and
- property, plant and equipment: the increase of $0.185m in 2001-02 from the original budget is due to the revaluation of assets at the end of 2000-01.

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

2001-02 Budget $'000		2001-02 Est.Outcome $'000	2002-03 Budget $'000	Var %	2003-04 Estimate $'000	2004-05 Estimate $'000	2005-06 Estimate $'000
	Revenue						
3 604	Payment for Expenses on behalf of Territory	3 604	3 578	-1	3 623	3 818	3 720
3 604	**Total Ordinary Revenue**	**3 604**	**3 578**	**-1**	**3 623**	**3 818**	**3 720**
	Expenses						
2 988	Employee Expenses	2 988	2 939	-2	2 971	3 156	3 043
478	Superannuation Expenses	478	494	3	499	504	510
309	Administrative Expenses	309	316	2	324	331	337
464	Depreciation and Amortisation	464	464	-	464	464	464
4 239	**Total Ordinary Expenses**	**4 239**	**4 213**	**-1**	**4 258**	**4 455**	**4 354**
-635	**Operating Result**	**-635**	**-635**	**-**	**-635**	**-637**	**-634**
20 515	**Total Equity From Start of Period**	**20 687**	**20 052**	**-3**	**19 417**	**18 782**	**18 145**
19 880	**Total Equity At The End of Period**	**20 052**	**19 417**	**-3**	**18 782**	**18 145**	**17 511**

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

Budget as at 30/6/02 $'000		Est.Outcome as at 30/6/02 $'000	Planned as at 30/6/03 $'000	Var %	Planned as at 30/6/04 $'000	Planned as at 30/6/05 $'000	Planned as at 30/6/06 $'000
	Current Assets						
163	Cash	6	5	-17	4	3	5
142	Receivables	213	214	..	215	216	217
305	**Total Current Assets**	**219**	**219**	**-**	**219**	**219**	**222**
	Non Current Assets						
20 408	Property, Plant and Equipment	20 408	19 944	-2	19 480	19 016	18 552
20 408	**Total Non Current Assets**	**20 408**	**19 944**	**-2**	**19 480**	**19 016**	**18 552**
20 713	**TOTAL ASSETS**	**20 627**	**20 163**	**-2**	**19 699**	**19 235**	**18 774**
	Current Liabilities						
88	Payables	73	73	-	73	73	73
453	Employee Entitlements	391	524	34	657	792	927
163	Other	6	6	-	6	6	6
704	**Total Current Liabilities**	**470**	**603**	**28**	**736**	**871**	**1 006**
	Non Current Liabilities						
129	Employee Entitlements	105	143	36	181	219	257
129	**Total Non Current Liabilities**	**105**	**143**	**36**	**181**	**219**	**257**
833	**TOTAL LIABILITIES**	**575**	**746**	**30**	**917**	**1 090**	**1 263**
19 880	**NET ASSETS**	**20 052**	**19 417**	**-3**	**18 782**	**18 145**	**17 511**
	REPRESENTED BY FUNDS EMPLOYED						
12 697	Accumulated Funds	12 869	12 234	-5	11 599	10 962	10 328
7 183	Reserves	7 183	7 183	-	7 183	7 183	7 183
19 880	**TOTAL FUNDS EMPLOYED**	**20 052**	**19 417**	**-3**	**18 782**	**18 145**	**17 511**

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

2001-02 Budget $'000		2001-02 Est.Outcome $'000	2002-03 Budget $'000	Var %	2003-04 Estimate $'000	2004-05 Estimate $'000	2005-06 Estimate $'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
3 621	Cash from Government for EBT	3 615	3 578	-1	3 623	3 818	3 720
16	Other Revenue	24	17	-29	18	19	19
3 637	**Operating Receipts**	**3 639**	**3 595**	**-1**	**3 641**	**3 837**	**3 739**
	Payments						
3 295	Related to Employees	3 295	3 262	-1	3 299	3 487	3 380
309	Related to Administration	309	316	2	324	331	337
17	Other	25	18	-28	19	20	20
16	Territory Receipts to Government	10	0	-100	0	0	0
3 637	**Operating Payments**	**3 639**	**3 596**	**-1**	**3 642**	**3 838**	**3 737**
0	**NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES**	**0**	**-1**	**#**	**-1**	**-1**	**2**
0	**NET INCREASE/(DECREASE) IN CASH HELD**	**0**	**-1**	**#**	**-1**	**-1**	**2**
163	**CASH AT BEGINNING OF REPORTING PERIOD**	**6**	**6**	**-**	**5**	**4**	**3**
163	**CASH AT THE END OF THE REPORTING PERIOD**	**6**	**5**	**-17**	**4**	**3**	**5**

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 of expenses on behalf of the territory: the decrease of $0.026m in the 2002-03 Budget from the 2001-02 estimated outcome mainly relates to one-off election year funding provided in the 2001-02 Budget offset by indexation and a new remuneration tribunal determination for Members provided in 2002-03. The 2004-05 forward estimate also reflects additional funding provided for the 2004-05 election.

Statement of Assets and Liabilities on Behalf of the Territory

- cash: the decrease of $0.157m in 2001-02 from the original budget is due to severance payments to staff of MLA's of the previous Assembly whose respective MLA's were not re-elected; and

- total liabilities: the decrease of $0.258m in 2001-02 from the original budget is mainly due to a reversal of revenue received in advance of $0.157m related to appropriation held for post-election severance payments and a decrease of $0.086m in employee entitlements for the same reason. The increase of $0.171m in the 2002-03 Budget from the 2001-02 estimated outcome has been influenced by the recent remuneration tribunal determination for Members' salaries and allowances.

Changes to Appropriation

Changes to Appropriation - Departmental

Government Payment for Outputs	2001-02 Est. Outc. $'000	2002-03 Budget $'000	2003-04 Estimate $'000	2004-05 Estimate $'000	2005-06 Estimate $'000
2001-02 Budget	**4 168**	**4 239**	**4 317**	**4 397**	**4 397**
Revised indexation parameters	0	6	12	18	104
Assembly building attendant staff overtime	0	7	7	7	7
Increase superannuation payments	0	25	25	25	25
Insurance premium increase	0	15	29	42	51
Remuneration Tribunal salary increase	0	5	5	5	5
2002-03 Budget	**4 168**	**4 297**	**4 395**	**4 494**	**4 589**

Changes to Appropriation - Territorial

Payment for Expenses on Behalf of the Territory	2001-02 Est. Outc. $'000	2002-03 Budget $'000	2003-04 Estimate $'000	2004-05 Estimate $'000	2005-06 Estimate $'000
2001-02 Budget	**3 621**	**3 526**	**3 574**	**3 770**	**3 770**
Revised indexation parameters	0	1	2	2	55
Removal of territorial appropriation for GST	- 6	- 18	- 19	- 20	- 20
Remove election funding from 2005-06	0	0	0	0	- 152
Remuneration Tribunal MLA's	0	69	66	66	67
2002-03 Budget	**3 615**	**3 578**	**3 623**	**3 818**	**3 720**