

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.

1999-2000 Highlights

Strategic and operational issues to be pursued in 1999-2000 include:

- continuing the review of Assembly standing orders and practice within parameters set by the Assembly, the Speaker and the Standing Committee on Administration and Procedure and any matters arising out of the Report of the Review of Governance of the ACT;
- implementing the results of the review conducted during 1998-99 of the structure and operations of the Secretariat;
- developing of a strategic plan for the Secretariat;
- continuing the development of life-cycle costing for the Assembly building to contribute to improved asset management;
- finalising and implementing an enterprise agreement for Assembly Secretariat staff; and
- preparing for co-hosting of the Commonwealth Parliamentary Association (CPA) regional seminar to be held in mid 2000 and the participation in the Year 2001 CPA general conference.

Budget Summary	1999-2000 Planned \$'000
Government Appropriations	
• Payment for Outputs	4 044
• Payment for Expenses on behalf of the Territory	2 994
Own Sourced Revenues	
• Other own source revenue	10
Services Provided	
• Procedural, policy and administrative servicing of the Assembly, its Members and committees (Departmental); administration of non-Executive Members and non-Executive Members' staff entitlements (Territorial)	7 591

Legislative Assembly Secretariat Operating Statement

1998-99 Budget \$'000		1998-99 Est.Outcome \$'000	1999-00 Budget \$'000	Var %	2000-01 Estimate \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000
Revenue							
3 510	Government Payment for Outputs	3 510	4 044	15	3 948	4 034	4 106
6	User Charges - ACT Government	0	0	-	0	0	0
4	Interest	4	4	-	4	4	4
0	Other Revenue	6	6	-	6	6	6
3 520	Total Revenue	3 520	4 054	15	3 958	4 044	4 116
Expenses							
1 556	Employee Expenses	1 606	1 666	4	1 714	1 782	1 803
205	Superannuation Expenses	205	205	-	205	205	208
1 756	Administrative Expenses	2 006	2 168	8	2 051	2 094	2 142
111	Depreciation and Amortisation	111	96	-14	42	42	42
3 628	Total Expenses	3 928	4 135	5	4 012	4 123	4 195
-108	Operating Result	-408	-81	80	-54	-79	-79
223	Accumulated Funds - Start of Period	159	-249	-257	-330	-384	-463
115	Accumulated Funds - End of Period	-249	-330	-32	-384	-463	-542

**Legislative Assembly Secretariat
Statement Of Financial Position**

Budget as at 30/6/99 \$'000		Est.Outcome as at 30/6/99 \$'000	Planned as at 30/6/00 \$'000	Var %	Planned as at 30/6/01 \$'000	Planned as at 30/6/02 \$'000	Planned as at 30/6/03 \$'000
Current Assets							
159	Cash	68	80	18	92	79	66
15	Receivables	5	5	-	5	5	5
300	Investments	79	79	-	79	79	79
23	Other	1	1	-	1	1	1
497	Total Current Assets	153	165	8	177	164	151
Non Current Assets							
193	Property, Plant and Equipment	234	138	-41	96	54	12
193	Total Non Current Assets	234	138	-41	96	54	12
690	TOTAL ASSETS	387	303	-22	273	218	163
Current Liabilities							
104	Creditors	151	152	1	152	152	152
183	Employee Entitlements	176	167	-5	146	125	104
287	Total Current Liabilities	327	319	-2	298	277	256
Non Current Liabilities							
289	Employee Entitlements	310	314	2	359	404	449
289	Total Non Current Liabilities	310	314	2	359	404	449
575	TOTAL LIABILITIES	636	633	..	657	681	705
115	NET ASSETS	-249	-330	-32	-384	-463	-542
REPRESENTED BY FUNDS EMPLOYED							
115	Accumulated Funds	-249	-330	-32	-384	-463	-542
115	TOTAL FUNDS EMPLOYED	-249	-330	-32	-384	-463	-542

**Legislative Assembly Secretariat
Cashflow Statement**

1998-99 Budget \$'000		1998-99 Est.Outcome \$'000	1999-00 Budget \$'000	Var %	2000-01 Estimate \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000
98	CASH AT BEGINNING OF REPORTING PERIOD	436	146	-67	158	170	157
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
3 510	Cash from Government for Outputs	3 510	4 044	15	3 948	4 034	4 106
6	User Charges	0	0	-	0	0	0
4	Interest Received	4	4	-	4	4	4
0	Other Revenue	6	6	-	6	6	6
3 520	Operating Receipts	3 520	4 054	15	3 958	4 044	4 116
	Payments						
1 753	Related to Employees	1 803	1 849	3	1 898	1 966	1 990
1 757	Related to Administration	2 007	2 193	9	2 048	2 091	2 139
3 510	Operating Payments	3 810	4 042	6	3 946	4 057	4 129
10	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	-290	12	104	12	-13	-13
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Receipts						
50	Investing Receipts	0	0	-	0	0	0
50	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	0	0	-	0	0	0
	CASH FLOWS FROM FINANCING ACTIVITIES						
0	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	0	0	-	0	0	0
60	NET INCREASE/(DECREASE) IN CASH HELD	-290	12	104	12	-13	-13
158	CASH AT THE END OF THE REPORTING PERIOD	146	158	8	170	157	144

Notes to the Budget Statements

Operating Statement

Significant variations are as follows:

- operating revenue: Government Payment for Outputs in 1999-2000 increases by \$0.534m due mainly to:
 - recurrent costs from information technology modernisation of \$0.211m;
 - a one year only increase to enable major repairs and maintenance of the Assembly Building of \$0.170m;
 - additional support to the Chamber of \$0.028m;
 - additional costs for attendants during out of hours opening of the Assembly Building of \$0.019m; and
 - additional remuneration for the Clerk of the Assembly of \$0.013m;
- operating expenses: the increase in the 1998-99 estimated outcome over budget of \$0.3m is due mainly to IT modernisation capital costs which were absorbed by the Secretariat through the use of cash reserves. The increase in 1999-2000 of \$0.207m is due to:
 - an increase of \$0.063m in wages and salaries, resulting mainly from the additional staffing and remuneration mentioned above; and
 - an increase of \$0.230m in administrative expenses, reflecting the recurrent costs of IT Modernisation, major repairs and maintenance and increased activity in the Assembly.

Statement of Financial Position

Significant variations are as follows:

- property, plant and equipment: decreases by \$0.096m as the agency depreciates its existing stock of plant, property and equipment; and
- employee entitlements (current liabilities): decreases by \$0.009m due to the retirement of employees.

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

1998-99 Budget \$'000		1998-99 Est.Outcome \$'000	1999-00 Budget \$'000	Var %	2000-01 Estimate \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000
Revenue							
2 780	Payment for Expenses on behalf of Territory	2 830	2 994	6	3 031	3 263	3 168
2 780	Total Revenue	2 830	2 994	6	3 031	3 263	3 168
Expenses							
2 265	Employee Expenses	2 615	2 433	-7	2 496	2 781	2 674
348	Superannuation Expenses	348	429	23	429	429	434
251	Administrative Expenses	251	269	7	277	284	291
325	Depreciation and Amortisation	325	325	-	325	325	325
3 189	Total Expenses	3 539	3 456	-2	3 527	3 819	3 724
-409	Operating Result	-709	-462	35	-496	-556	-556
15 543	Accumulated Funds - Start of Period	15 517	14 808	-5	14 346	13 850	13 294
15 134	Accumulated Funds - End of Period	14 808	14 346	-3	13 850	13 294	12 738

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

Budget as at 30/6/99	Est.Outcome as at 30/6/99	Planned as at 30/6/00	Planned Var as at 30/6/01	Planned as at 30/6/02	Planned as at 30/6/03		
\$'000	\$'000	\$'000	%	\$'000	\$'000		
Current Assets							
108	Cash	151	152	1	153	94	35
0	Receivables	14	14	-	14	14	14
108	Total Current Assets	165	166	1	167	108	49
Non Current Assets							
16 438	Property, Plant and Equipment	16 428	16 103	-2	15 778	15 453	15 128
16 438	Total Non Current Assets	16 428	16 103	-2	15 778	15 453	15 128
16 546	TOTAL ASSETS	16 593	16 269	-2	15 945	15 561	15 177
Current Liabilities							
43	Creditors	91	92	1	93	94	95
182	Employee Entitlements	145	211	46	344	477	610
69	Other	451	451	-	451	451	451
294	Total Current Liabilities	687	754	10	888	1 022	1 156
Non Current Liabilities							
68	Employee Entitlements	48	119	148	157	195	233
68	Total Non Current Liabilities	48	119	148	157	195	233
362	TOTAL LIABILITIES	735	873	19	1 045	1 217	1 389
16 184	NET ASSETS	15 858	15 396	-3	14 900	14 344	13 788
REPRESENTED BY FUNDS EMPLOYED							
15 134	Accumulated Funds	14 808	14 346	-3	13 850	13 294	12 738
1 050	Reserves	1 050	1 050	-	1 050	1 050	1 050
16 184	TOTAL FUNDS EMPLOYED	15 858	15 396	-3	14 900	14 344	13 788

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

1998-99 Budget \$'000		1998-99 Est.Outcome \$'000	1999-00 Budget \$'000	Var %	2000-01 Estimate \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000
108	CASH AT BEGINNING OF REPORTING PERIOD	451	151	-67	152	153	94
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
2 780	Cash from Government for EBT	2 830	2 994	6	3 031	3 263	3 168
2 780	Operating Receipts	2 830	2 994	6	3 031	3 263	3 168
	Payments						
2 529	Related to Employees	2 879	2 725	-5	2 754	3 039	2 937
251	Related to Administration	251	268	7	276	283	290
2 780	Operating Payments	3 130	2 993	-4	3 030	3 322	3 227
0	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	-300	1	100	1	-59	-59
	CASH FLOWS FROM FINANCING ACTIVITIES						
0	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	0	0	-	0	0	0
0	NET INCREASE/(DECREASE) IN CASH HELD	-300	1	100	1	-59	-59
108	CASH AT THE END OF THE REPORTING PERIOD	151	152	1	153	94	35

Notes to the Budget Statements

Statement of Revenues and Expenses on Behalf of the Territory

Significant variations are as follows:

- payment for expenses on behalf of the Territory: increases by \$0.164m in 1999-2000 due to:
 - additional remuneration totalling \$0.088m granted to Members by a Determination of the ACT Remuneration Tribunal;
 - increased MLAs' staff salary allocation of \$0.028m; and
 - increased superannuation funding required for both Members and their staffs of \$0.060m;
- operating expenses: the increase in the 1998-99 estimated outcome of \$0.350m over the original Budget is due to an increase in employee expenses reflecting separation payments made to retiring MLAs following the February 1998 election. The decrease of \$0.083m in 1999-2000 is due to:
 - employee expenses declining offset by \$0.182m, due mainly to the one-off expense of superannuation payments to retiring MLAs in 1998-99; partially offset by additional staffing; offset by
 - superannuation contribution to Government increasing by \$0.060m, due to the increased remuneration granted to MLAs by the ACT Remuneration Tribunal, and past salary increases gained by MLAs' staff; and
 - a minor increase in administrative expenses.

Statement of Assets and Liabilities on Behalf of the Territory

Significant variations are as follows:

- property, plant and equipment: decreases in 1999-2000 by \$0.325m, and represents normal depreciation applied against the value of the Assembly Building;
- employee entitlements: current liabilities increase by \$0.066m, due to the accumulation of recreation leave by MLAs' staff, while non-current liabilities increase by \$0.071m, due to the accrual of Long Service Leave, and numbers of staff reaching the five year entitlement threshold.

Changes to Appropriation

Changes to Departmental Appropriations

	1998-99 Est. Outc. \$'000	1999-00 Budget \$'000	2000-01 Estimate \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000
Government Payment for Outputs					
1998-99 Budget	3 510	3 581	3 655	3 741	3 741
Indexation of the 2002-03 estimate	0	0	0	0	72
Transfer of publications from DUS	0	14	14	14	14
Transfer of registry services from DUS	0	5	5	5	5
Transfer of contracts and purchasing from DUS	0	3	3	3	3
Remuneration Tribunal determination - Clerk's Entitlements	0	13	13	13	13
Repairs to Assembly building facade and roof	0	170	0	0	0
Out of hours attendant staffing	0	19	19	19	19
New position for chamber support	0	28	28	28	28
IT Modernisation - on-going costs	0	211	211	211	211
1999-2000 Budget	3 510	4 044	3 948	4 034	4 106

This table presents a reconciliation of appropriation relating to the Cashflow Statement.

Changes to Territorial Appropriations

	1998-99 Est. Outc. \$'000	1999-00 Budget \$'000	2000-01 Estimate \$'000	2001-02 Estimate \$'000	2002-03 Estimate \$'000
Payment for Expenses on Behalf of the Territory					
1998-99 Budget	2 780	2 818	2 855	3 525	3 525
Remuneration Tribunal Determination - Members' Salaries	50	88	88	88	88
Salary allocation for MLAs and staff	0	28	28	28	28
Payment increase to Superannuation and Insurance Provision Fund - Members' and staff superannuation	0	60	60	60	60
Indexation of 2002-03 estimate	0	0	0	0	55
Remove election year funding	0	0	0	0	-588
Reduce election year funding to reflect superannuation now paid from the Superannuation and Insurance Provision Fund	0	0	0	-438	0
1999-2000 Budget	2 830	2 994	3 031	3 263	3 168

This table presents a reconciliation of appropriation relating to the Cashflow Statement.