

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.

2006-07 Priorities

Strategic and operational issues to be pursued in 2006-07 include:

- migrating the Assembly's IT environment and business applications to a Windows XP operating platform;
- contributing to, and implementing the results of, a review of the Assembly's standing orders;
- negotiating a replacement certified agreement for the Secretariat staff and contributing to the negotiation of a replacement certified agreement for the staff of Assembly Members;
- continuing to examine and archive older Assembly records as part of the Secretariat Records Management Program; and
- improving community access to information about the Assembly by providing a pamphlet in a range of languages.

Changes to Appropriation

Changes to Appropriation - Departmental

	2005-06	2006-07	2007-08	2008-09	2009-10
Government Payment for Outputs	Est. Outc.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2005-06 Budget	5,199	5,317	5,350	5,451	5,451
2006-07 Budget Technical Adjustments					
Revised Indexation Parameters	-	-	-	-	103
Increased Notional Superannuation Contributions	-	22	23	26	26
2006-07 Budget	5,199	5,339	5,373	5,477	5,580

Changes to Appropriation - Territorial

	2005-06	2006-07	2007-08	2008-09	2009-10
Payment for Expenses on Behalf of Territory	Est. Outc.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2005-06 Budget	4,300	4,354	4,401	4,461	4,461
2006-07 Budget Technical Adjustments					
Act of Grace Payment	310	-	-	-	-
Revised Indexation Parameters	-	-	-	-	59
Indexation of MLA Remuneration	-	1	2	4	5
Indexation of Wage Negotiations	-	1	2	3	4
Election Year Adjustment	-	-	-	150	-
Remuneration Tribunal Determination for Non-executive Members	130	133	135	137	139
Increased Notional Superannuation Contributions	-	6	7	13	13
2006-07 Budget	4,740	4,495	4,547	4,768	4,681

Changes to Appropriation - Territorial

	2005-06	2006-07	2007-08	2008-09	2008-09
Capital Injections	Est. Outc.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2005-06 Budget	800	200	200	200	200
2006-07 Budget	800	200	200	200	200

2006-07 Capital Works Program

Territorial

	Estimated Total Cost \$'000	Estimated Expenditure Pre 2006-07 \$'000	2006-07 Financing \$'000	2007-08 Financing \$'000	2008-09 Financing \$'000	Expected Completion Date
New Capital Works						
Capital Upgrades						
Building Improvements	100	-	100			
Occupational Health and Safety	100	-	100			
Total Capital Upgrades	200	-	200			
Total New Capital Works	200	-	200			
Total Departmental Capital Works	200	-	200			

Legislative Assembly Secretariat Operating Statement

2005-06 Budget \$'000		2005-06 Est.Outcome \$'000	2006-07 Budget \$'000	Var %	2007-08 Estimate \$'000	2008-09 Estimate \$'000	2009-10 Estimate \$'000
Income							
Revenue							
5,199	Government Payment for Outputs	5,199	5,339	3	5,373	5,477	5,580
22	Interest	32	22	-31	22	22	22
10	Other Revenue	10	10	-	10	10	10
209	Resources Received free of charge	209	209	-	209	209	209
5,440	Total Revenue	5,450	5,580	2	5,614	5,718	5,821
Gains							
0	Total Gains	0	0	-	0	0	0
5,440	Total Income	5,450	5,580	2	5,614	5,718	5,821
Expenses							
2,379	Employee Expenses	2,465	2,426	-2	2,455	2,485	2,516
361	Superannuation Expenses	361	394	9	399	405	410
2,722	Supplies and Services	2,902	2,773	-4	2,773	2,841	2,908
12	Depreciation and Amortisation	12	12	-	12	12	12
5,474	Total Ordinary Expenses	5,740	5,605	-2	5,639	5,743	5,846
-34	Operating Result	-290	-25	91	-25	-25	-25

Legislative Assembly Secretariat Balance Sheet

Budget as at 30/6/06 \$'000		Est.Outcome as at 30/6/06 \$'000	Planned as at 30/6/07 \$'000	Var %	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Planned as at 30/6/10 \$'000
Current Assets							
37	Cash	24	24	-	24	24	24
33	Receivables	53	53	-	53	53	53
535	Investments	396	409	3	422	435	448
8	Other	11	11	-	11	11	11
613	Total Current Assets	484	497	3	510	523	536
Non Current Assets							
581	Property, Plant and Equipment	624	612	-2	600	588	576
581	Total Non Current Assets	624	612	-2	600	588	576
1,194	TOTAL ASSETS	1,108	1,109	..	1,110	1,111	1,112
Current Liabilities							
348	Payables	276	279	1	282	285	288
284	Employee Benefits	310	284	-8	254	224	194
632	Total Current Liabilities	586	563	-4	536	509	482
Non Current Liabilities							
401	Employee Benefits	441	490	11	543	596	649
401	Total Non Current Liabilities	441	490	11	543	596	649
1,033	TOTAL LIABILITIES	1,027	1,053	3	1,079	1,105	1,131
161	NET ASSETS	81	56	-31	31	6	-19
REPRESENTED BY FUNDS EMPLOYED							
-197	Accumulated Funds	-277	-302	-9	-327	-352	-377
358	Reserves	358	358	-	358	358	358
161	TOTAL FUNDS EMPLOYED	81	56	-31	31	6	-19

**Legislative Assembly Secretariat
Cash Flow Statement**

2005-06 Budget \$'000		2005-06 Est.Outcome \$'000	2006-07 Budget \$'000	Var %	2007-08 Estimate \$'000	2008-09 Estimate \$'000	2009-10 Estimate \$'000
CASH FLOWS FROM OPERATING ACTIVITIES							
Receipts							
5,199	Cash from Government for Outputs	5,199	5,339	3	5,373	5,477	5,580
22	Interest Received	32	22	-31	22	22	22
171	Other Revenue	171	171	-	171	171	171
5,392	Operating Receipts	5,402	5,532	2	5,566	5,670	5,773
Payments							
2,699	Related to Employees	2,785	2,797	..	2,831	2,867	2,903
2,515	Related to Supplies and Services	2,695	2,561	-5	2,561	2,629	2,696
161	Other	161	161	-	161	161	161
5,375	Operating Payments	5,641	5,519	-2	5,553	5,657	5,760
17	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	-239	13	105	13	13	13
17	NET INCREASE/(DECREASE) IN CASH HELD	-239	13	105	13	13	13
555	CASH AT BEGINNING OF REPORTING PERIOD	659	420	-36	433	446	459
572	CASH AT THE END OF THE REPORTING PERIOD	420	433	3	446	459	472

Legislative Assembly Secretariat Statement of Changes in Equity

Budget as at 30/6/06 \$'000		Est.Outcome as at 30/6/06 \$'000	Planned as at 30/6/07 \$'000	Var %	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Planned as at 30/6/10 \$'000
195	Opening Balance	371	81	-78	56	31	6
	Accumulated Funds						
-34	Operating Result for the Period	-290	-25	91	-25	-25	-25
	Reserves						
-34	Total Income And Expense For The Period	-290	-25	91	-25	-25	-25
	Transactions Involving Equity Holders Affecting Accumulated Funds						
161	Closing Balance	81	56	-31	31	6	-19

Notes to Budget Statements

Significant variations are as follows:

Operating Statement

- government payment for outputs: the increase of \$0.140 million in the 2006-07 Budget from the 2005-06 estimated outcome is due to annual indexing and increased notional superannuation contribution rates; and
- supplies and services:
 - the increase of \$0.180 million in the 2005-06 estimated outcome from the original budget is mainly due to higher costs associated with IT services, travel and the new Financial Management System; and
 - the decrease of \$0.129 million in the 2006-07 Budget from the 2005-06 estimated outcome reflects the return to a normal level of expenditure.

Balance Sheet

- investments: the decrease of \$0.139 million in the 2005-06 estimated outcome from the original budget is due to the use of funds for higher IT services, travel and the new Financial Management System costs;
- payables: the decrease of \$0.072 million in the 2005-06 estimated outcome from the original budget is due to a decrease in payables for year end accruals; and
- current and non current employee benefits: the increase of \$0.066 million in the 2005-06 estimated outcome from the original budget is mainly due to an increase in long service leave entitlements associated with the Enterprise Bargaining Agreement wage increase.

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

2005-06 Budget \$'000		2005-06 Est.Outcome \$'000	2006-07 Budget \$'000	Var %	2007-08 Estimate \$'000	2008-09 Estimate \$'000	2009-10 Estimate \$'000
Income							
Revenue							
4,300	Payment for Expenses on behalf of the Territory	4,740	4,495	-5	4,547	4,768	4,681
4,300	Total Revenue	4,740	4,495	-5	4,547	4,768	4,681
Gains							
0	Total Gains	0	0	-	0	0	0
4,300	Total Income	4,740	4,495	-5	4,547	4,768	4,681
Expenses							
3,882	Employee Expenses	4,322	4,062	-6	4,081	4,281	4,184
560	Superannuation Expenses	560	572	2	580	591	599
28	Supplies and Services	28	31	11	56	66	68
485	Depreciation and Amortisation	485	485	-	485	485	485
4,955	Total Ordinary Expenses	5,395	5,150	-5	5,202	5,423	5,336
-655	Operating Result	-655	-655	-	-655	-655	-655

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

Budget as at 30/6/06 \$'000		Est.Outcome as at 30/6/06 \$'000	Planned as at 30/6/07 \$'000	Var %	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Planned as at 30/6/10 \$'000
Current Assets							
181	Cash	59	61	3	63	65	67
4	Receivables	7	8	14	9	10	11
30	Capital Work in Progress	14	14	-	14	14	14
215	Total Current Assets	80	83	4	86	89	92
Non Current Assets							
20,329	Property, Plant and Equipment	20,549	20,064	-2	19,579	19,094	18,609
200	Capital Works in Progress	200	400	100	600	800	1,000
20,529	Total Non Current Assets	20,749	20,464	-1	20,179	19,894	19,609
20,744	TOTAL ASSETS	20,829	20,547	-1	20,265	19,983	19,701
Current Liabilities							
208	Payables	146	146	-	146	146	146
319	Employee Benefits	268	403	50	538	673	808
527	Total Current Liabilities	414	549	33	684	819	954
Non Current Liabilities							
105	Employee Benefits	70	108	54	146	184	222
105	Total Non Current Liabilities	70	108	54	146	184	222
632	TOTAL LIABILITIES	484	657	36	830	1,003	1,176
20,112	NET ASSETS	20,345	19,890	-2	19,435	18,980	18,525
REPRESENTED BY FUNDS EMPLOYED							
11,838	Accumulated Funds	12,071	11,616	-4	11,161	10,706	10,251
8,274	Reserves	8,274	8,274	-	8,274	8,274	8,274
20,112	TOTAL FUNDS EMPLOYED	20,345	19,890	-2	19,435	18,980	18,525

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

2005-06 Budget \$'000		2005-06 Est.Outcome \$'000	2006-07 Budget \$'000	Var %	2007-08 Estimate \$'000	2008-09 Estimate \$'000	2009-10 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
4,300	Cash from Government for EBT	4,740	4,495	-5	4,547	4,768	4,681
19	Other Revenue	19	19	-	19	19	19
4,319	Operating Receipts	4,759	4,514	-5	4,566	4,787	4,700
	Payments						
4,269	Related to Employees	4,709	4,461	-5	4,488	4,699	4,610
28	Related to Supplies and Services	28	31	11	56	66	68
20	Other	20	20	-	20	20	20
4,317	Operating Payments	4,757	4,512	-5	4,564	4,785	4,698
2	NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES	2	2	-	2	2	2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
800	Purchase of Property, Plant and Equipment	800	200	-75	200	200	200
800	Investing Payments	800	200	-75	200	200	200
-800	NET CASH INFLOW/(OUTFLOW) FROM INVESTING ACTIVITIES	-800	-200	75	-200	-200	-200
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
800	Capital Injection from Government	800	200	-75	200	200	200
800	Financing Receipts	800	200	-75	200	200	200
800	NET CASH INFLOW/(OUTFLOW) FROM FINANCING ACTIVITIES	800	200	-75	200	200	200
2	NET INCREASE/(DECREASE) IN CASH HELD	2	2	-	2	2	2
179	CASH AT BEGINNING OF REPORTING PERIOD	57	59	4	61	63	65
181	CASH AT THE END OF THE REPORTING PERIOD	59	61	3	63	65	67

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

Budget as at 30/6/06 \$'000		Est.Outcome as at 30/6/06 \$'000	Planned as at 30/6/07 \$'000	Var %	Planned as at 30/6/08 \$'000	Planned as at 30/6/09 \$'000	Planned as at 30/6/10 \$'000
19,967	Opening Balance	20,200	20,345	1	19,890	19,435	18,980
	Accumulated Funds						
-655	Operating Result for the Period	-655	-655	-	-655	-655	-655
	Reserves						
-655	Total Income And Expense For The Period	-655	-655	-	-655	-655	-655
	Transactions Involving Equity Holders Affecting Accumulated Funds						
800	Capital Injections	800	200	-75	200	200	200
20,112	Closing Balance	20,345	19,890	-2	19,435	18,980	18,525

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 the Territory:
 - the increase of \$0.440 million in the 2005-06 estimated outcome from the original budget is mainly due to increased funding for Member's salaries, additional salaries provided in the Remuneration Tribunal's determination, Member's staff salaries, and additional one-off workers compensation payments;
 - the decrease of \$0.245 million in the 2006-07 Budget from the 2005-06 estimated outcome is due to a return to trend levels of expenditure after the higher employee costs incurred in 2005-06;
- employee expense: the variance in employee expense in the 2005-06 estimated outcome from the original budget has been identified above within expenses on behalf of the Territory; and
- employee expenses: the decrease of \$0.260 million in the 2006-07 Budget from the 2005-06 estimated outcome is due to a return to trend levels of expenditure after the higher employee costs incurred in 2005-06;

Statement of Assets and Liabilities on behalf of the Territory

- cash: the decrease of \$0.122 million in the 2005-06 estimated outcome from the original budget is mainly due to use of funds for Member's and Member's staff salaries;
- current and non current employee benefits: the decrease of \$0.051 million and \$0.035 million respectively in the 2005-06 estimated outcome from the original budget is due to a lower than anticipated annual leave provisions and long service leave liability associated with changing staff profiles.

