

OFFICE OF THE LEGISLATIVE ASSEMBLY

Purpose

The *Legislative Assembly (Office of the Legislative Assembly) Act 2012* (the Act) will become effective from 1 July 2012. This legislation creates, and provides statutory independence for, the Office of the Legislative Assembly (the Office), and replaces the Legislative Assembly Secretariat.

Under section 6 of the Act, the Office's function is to provide impartial advice and support to the Legislative Assembly and committees and members of the Assembly, including:

- providing advice on parliamentary practice and procedure and the functions of the Assembly and committees;
- reporting proceedings of the Assembly and meetings of committees;
- maintaining an official record of proceedings of the Assembly;
- providing library and information facilities and services for members;
- providing staff to enable the Assembly and committees to operate efficiently;
- providing business support functions, including administering the entitlements of members who are not part of the Executive; and
- maintaining the Assembly precinct.

2012-13 Priorities

Strategic and operational initiatives to be pursued in 2012-13 include:

- implementing relevant governance and administrative arrangements associated with the implementation of the Act;
- preparing for the October 2012 Assembly general election, including related operational and procedural matters associated with the conclusion of the Seventh Assembly and the commencement of the Eighth Assembly;
- reviewing the Assembly's Broadcasting Asset Replacement and Infrastructure Upgrade Plan 2011-2014 to address any significant risk of failure of broadcasting services;
- implementing the records and information management system solution identified during 2011-12 to address compliance with the *Territory Records Act 2002*;
- developing a new web site for the Legislative Assembly to enhance community engagement and improve accessibility of Assembly material;
- considering recommendations that result from the Assembly's inquiry into the *Australian Capital Territory (Self-Government) Act 1988*; and
- undertaking capital and capital upgrade works on the Assembly building including the replacement of the roof, gutters and upper facades of the Assembly Chamber and the replacement of the heating system boiler.

2012-13 Business and Corporate Strategies

The key strategies the Office will adopt to achieve its purpose are set out in the (former) 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 Office 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

2010-11 Actual Outcome	2011-12 Budget	2011-12 Est. Outcome	2012-13 Budget
43 Staffing (FTE)	44	46 ¹	44

Note:

1. The 2011-12 estimated outcome is higher than the original budget and the 2012-13 Budget due to the engagement of temporary staff to cover short term requirements.

Changes to Appropriation

Changes to Appropriation - Controlled

	2011-12 Est. Out. \$'000	2012-13 Budget \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
Government Payment for Outputs					
2011-12 Budget	7,163	7,327	7,424	7,522	7,522
2nd Appropriation					
Revised Wage Parameters	24	94	95	97	97
2012-13 Budget Technical Adjustments					
Revised Indexation Parameters	-	(7)	(8)	(8)	94
Revised Superannuation Parameters	-	(14)	(28)	(43)	(58)
Revised Notional Superannuation Contributions	-	24	24	24	24
2012-13 Budget	7,187	7,424	7,507	7,592	7,679

Changes to Appropriation - Territorial

	2011-12 Est. Out. \$'000	2012-13 Budget \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
Payment for Expenses on Behalf of Territory					
2011-12 Budget	5,713	5,839	5,917	5,996	5,996
2nd Appropriation					
Revised Wage Parameters	16	61	61	62	62
2012-13 Budget Technical Adjustments					
Revised Indexation Parameters	-	(1)	(1)	(1)	73
MLA Revised Superannuation Contributions	-	29	29	29	29
Revised Notional Superannuation Contributions	-	8	8	8	8
2012-13 Budget	5,729	5,936	6,014	6,094	6,168

Changes to Appropriation - Controlled

	2011-12 Est. Out. \$'000	2012-13 Budget \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
Capital Injections					
2011-12 Budget	5	5	5	5	5
2012-13 Budget	5	5	5	5	5

Changes to Appropriation cont.

Changes to Appropriation - Territorial

Capital Injections	2011-12 Est. Out. \$'000	2012-13 Budget \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
2011-12 Budget	228	234	240	246	246
2012-13 Budget Policy Adjustment					
Chamber Roof and Facade Replacement	-	835	-	-	-
2012-13 Budget Technical Adjustment					
Capital Upgrades Indexation	-	-	-	-	6
2012-13 Budget	228	1,069	240	246	252

2012-13 Capital Works Program

	Estimated Total Cost \$'000	Estimated Expenditure Pre 2012-13 \$'000	2012-13 Financing \$'000	2013-14 Financing \$'000	2014-15 Financing \$'000	Physical Completion Date
New Capital Works						
Chamber Roof and Facade Replacement	835	-	835	-	-	Dec 2012
Total New Capital Works	835	-	835	-	-	
Capital Upgrades						
Capital Upgrades Funding	234	-	234	-	-	
Total Capital Upgrades	234	-	234	-	-	
Total New Works	1,069	-	1,069	-	-	
Total Capital Works Program	1,069	-	1,069	-	-	

**Office of the Legislative Assembly
Operating Statement**

2011-12 Budget \$'000		2011-12 Est. Outcome \$'000	2012-13 Budget \$'000	Var %	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
Income							
Revenue							
7,163	Government Payment for Outputs	7,187	7,424	3	7,507	7,592	7,679
19	Interest	29	22	-24	22	23	23
40	Other Revenue	48	41	-15	42	43	44
300	Resources Received Free of Charge	869	892	3	917	941	966
7,522	Total Revenue	8,133	8,379	3	8,488	8,599	8,712
Gains							
0	Other Gains	2	2	-	2	2	2
0	Total Gains	2	2	-	2	2	2
7,522	Total Income	8,135	8,381	3	8,490	8,601	8,714
Expenses							
4,066	Employee Expenses	4,171	4,196	1	4,245	4,291	4,355
614	Superannuation Expenses	617	649	5	636	630	615
2,887	Supplies and Services	3,514	3,570	2	3,637	3,708	3,771
68	Depreciation and Amortisation	68	55	-19	54	52	53
0	Borrowing Costs	2	2	-	2	2	2
7,635	Total Ordinary Expenses	8,372	8,472	1	8,574	8,683	8,796
-113	Operating Result	-237	-91	62	-84	-82	-82
-113	Total Comprehensive Income	-237	-91	62	-84	-82	-82

**Office of the Legislative Assembly
Balance Sheet**

Budget as at 30/6/12 \$'000	Est. Outcome as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Var %	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000	Planned as at 30/6/16 \$'000
Current Assets						
26	Cash and Cash Equivalents	26	27	4	27	27
26	Receivables	10	26	160	26	26
228	Investments	494	476	-4	474	472
280	Total Current Assets	530	529	..	527	525
Non Current Assets						
1,096	Property, Plant and Equipment	1,241	1,191	-4	1,142	1,095
1,096	Total Non Current Assets	1,241	1,191	-4	1,142	1,095
1,376	TOTAL ASSETS	1,771	1,720	-3	1,669	1,620
Current Liabilities						
294	Payables	285	271	-5	276	287
10	Finance Leases	23	8	-65	12	26
1,214	Employee Benefits	1,310	1,285	-2	1,255	1,225
62	Other Liabilities	61	61	-	64	65
1,580	Total Current Liabilities	1,679	1,625	-3	1,607	1,603
Non Current Liabilities						
10	Finance Leases	0	32	#	23	0
117	Employee Benefits	146	203	39	258	313
127	Total Non Current Liabilities	146	235	61	281	313
1,707	TOTAL LIABILITIES	1,825	1,860	2	1,888	1,916
-331	NET ASSETS	-54	-140	-159	-219	-373
REPRESENTED BY FUNDS EMPLOYED						
-977	Accumulated Funds	-700	-786	-12	-865	-942
646	Reserves	646	646	-	646	646
-331	TOTAL FUNDS EMPLOYED	-54	-140	-159	-219	-373

**Office of the Legislative Assembly
Statement of Changes in Equity**

Budget as at 30/6/12 \$'000		Est. Outcome as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Var %	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000	Planned as at 30/6/16 \$'000
Opening Equity							
-869	Opening Accumulated Funds	-468	-700	-50	-786	-865	-942
393	Opening Asset Revaluation Reserve	646	646	-	646	646	646
253	Opening Other Reserve	0	0	-	0	0	0
-223	Balance at the Start of the Reporting Period	178	-54	-130	-140	-219	-296
Comprehensive Income							
-113	Operating Result for the Period	-237	-91	62	-84	-82	-82
-113	Total Comprehensive Income	-237	-91	62	-84	-82	-82
0	Total Movement in Reserves	0	0	-	0	0	0
Transactions Involving Owners Affecting Accumulated Funds							
5	Capital Injections	5	5	-	5	5	5
5	Total Transactions Involving Owners Affecting Accumulated Funds	5	5	-	5	5	5
Closing Equity							
-977	Closing Accumulated Funds	-700	-786	-12	-865	-942	-1,019
393	Closing Asset Revaluation Reserve	646	646	-	646	646	646
253	Closing Other Reserve	0	0	-	0	0	0
-331	Balance at the End of the Reporting Period	-54	-140	-159	-219	-296	-373

**Office of the Legislative Assembly
Cash Flow Statement**

2011-12 Budget \$'000		2011-12 Est. Outcome \$'000	2012-13 Budget \$'000	Var %	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
CASH FLOWS FROM OPERATING ACTIVITIES							
Receipts							
7,163	Cash from Government for Outputs	7,187	7,424	3	7,507	7,592	7,679
19	Interest Received	29	22	-24	22	23	23
204	Other Receipts	299	292	-2	293	294	295
7,386	Operating Receipts	7,515	7,738	3	7,822	7,909	7,997
Payments							
3,716	Related to Employees	3,712	3,856	4	3,910	3,957	4,021
608	Related to Superannuation	591	622	5	610	604	589
2,900	Related to Supplies and Services	2,940	2,988	2	3,030	3,076	3,115
0	Borrowing Costs	2	2	-	2	2	2
164	Other	59	59	-	59	59	59
7,388	Operating Payments	7,304	7,527	3	7,611	7,698	7,786
-2	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	211	211	-	211	211	211
CASH FLOWS FROM INVESTING ACTIVITIES							
Payments							
-30	Purchase of Investments	130	132	2	132	131	130
35	Purchase of Property, Plant and Equipment and Capital Works	75	75	-	75	75	75
5	Investing Payments	205	207	1	207	206	205
-5	NET CASH INFLOW/ (OUTFLOW) FROM INVESTING ACTIVITIES	-205	-207	-1	-207	-206	-205
CASH FLOWS FROM FINANCING ACTIVITIES							
Receipts							
5	Capital Injections from Government	5	5	-	5	5	5
5	Financing Receipts	5	5	-	5	5	5
Payments							
0	Repayment of Finance Leases	8	8	-	9	10	11
0	Financing Payments	8	8	-	9	10	11
5	NET CASH INFLOW/ (OUTFLOW) FROM FINANCING ACTIVITIES	-3	-3	-	-4	-5	-6
-2	NET INCREASE / (DECREASE) IN CASH HELD	3	1	-67	0	0	0
256	CASH AT THE BEGINNING OF REPORTING PERIOD	23	26	13	27	27	27
254	CASH AT THE END OF REPORTING PERIOD	26	27	4	27	27	27

Notes to Budget Statements

Significant variations are as follows:

Operating Statement

- government payment for outputs: the increase of \$0.237 million in the 2012-13 Budget from the 2011-12 estimated outcome is mainly due to indexation and revised wage parameters.
- resources received free of charge: the increase of \$0.569 million in the 2011-12 estimated outcome from the original budget is mainly due to the recognition in the 2010-11 financial statements that the Legislative Assembly Territorial entity provided accommodation to the Controlled entity.
- employee expenses: the increase of \$0.105 million in the 2011-12 estimated outcome from the original budget is mainly due to the need for the recruitment of temporary staff to cover permanent staff on leave (\$0.076 million) and revised wage parameters (\$0.024 million).
- supplies and services: the increase of \$0.627 million in the 2011-12 estimated outcome from the original budget is mainly due to the inclusion of rental expenditures matching with resources received free of charge (discussed above) and an increase in consultants expenditure.

Balance Sheet

- investments: the increase of \$0.266 million in the 2011-12 estimated outcome from the original budget is mainly due to a combination of a change in the accounting treatment and the investment balance reported in the 2010-11 financial statements.
- property, plant and equipment: the increase of \$0.145 million in the 2011-12 estimated outcome from the original budget is due to asset purchases related to the change over to digital broadcasting.
- current employee benefits: the increase of the \$0.096 million in the 2011-12 estimated outcome from the original budget is mainly due to staff not accessing leave entitlements, revised wage parameters and temporary staff recruitment.

Statement of Changes in Equity

Variations in the statement are explained in the notes above.

Statement of Cash Flows

Variations in the statement are explained in the notes above.

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

2011-12 Budget \$'000		2011-12 Est. Outcome \$'000	2012-13 Budget \$'000	Var %	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000
Income							
Revenue							
5,713	Payment for Expenses on behalf of Territory	5,729	5,936	4	6,014	6,094	6,168
0	Resources Received Free of Charge	352	360	2	369	370	371
5,713	Total Revenue	6,081	6,296	4	6,383	6,464	6,539
Gains							
0	Other Gains	1	0	-100	0	0	0
0	Total Gains	1	0	-100	0	0	0
5,713	Total Income	6,082	6,296	4	6,383	6,464	6,539
Expenses							
5,112	Employee Expenses	5,171	5,260	2	5,332	5,397	5,492
700	Superannuation Expenses	712	758	6	759	770	770
97	Supplies and Services	441	522	18	533	537	516
570	Depreciation and Amortisation	582	535	-8	587	528	528
0	Borrowing Costs	24	20	-17	22	23	24
0	Other Expenses	9	0	-100	0	0	0
6,479	Total Ordinary Expenses	6,939	7,095	2	7,233	7,255	7,330
-766	Operating Result	-857	-799	7	-850	-791	-791
0	Inc/Dec in Asset Revaluation Reserve Surpluses	5,389	0	-100	0	0	0
0	Total Other Comprehensive Income	5,389	0	-100	0	0	0
-766	Total Comprehensive Income	4,532	-799	-118	-850	-791	-791

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

Budget as at 30/6/12 \$'000	Est. Outcome as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Var %	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000	Planned as at 30/6/16 \$'000	
Current Assets							
101	Cash and Cash Equivalents	59	61	3	63	65	67
27	Receivables	7	8	14	9	10	11
19	Assets Held for Sale	0	0	-	0	0	0
147	Total Current Assets	66	69	5	72	75	78
Non Current Assets							
22,641	Property, Plant and Equipment	28,050	28,514	2	28,097	27,745	27,399
22,641	Total Non Current Assets	28,050	28,514	2	28,097	27,745	27,399
22,788	TOTAL ASSETS	28,116	28,583	2	28,169	27,820	27,477
Current Liabilities							
43	Payables	29	30	3	30	30	30
243	Finance Leases	281	155	-45	173	193	186
766	Employee Benefits	638	794	24	933	1,040	1,208
1,052	Total Current Liabilities	948	979	3	1,136	1,263	1,424
Non Current Liabilities							
26	Finance Leases	29	144	397	144	173	169
64	Employee Benefits	20	71	255	110	150	189
90	Total Non Current Liabilities	49	215	339	254	323	358
1,142	TOTAL LIABILITIES	997	1,194	20	1,390	1,586	1,782
21,646	NET ASSETS	27,119	27,389	1	26,779	26,234	25,695
REPRESENTED BY FUNDS EMPLOYED							
11,182	Accumulated Funds	11,266	11,536	2	10,926	10,381	9,842
10,464	Reserves	15,853	15,853	-	15,853	15,853	15,853
21,646	TOTAL FUNDS EMPLOYED	27,119	27,389	1	26,779	26,234	25,695

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

Budget as at 30/6/12 \$'000		Est. Outcome as at 30/6/12 \$'000	Planned as at 30/6/13 \$'000	Var %	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000	Planned as at 30/6/16 \$'000
Opening Equity							
11,720	Opening Accumulated Funds	11,895	11,266	-5	11,536	10,926	10,381
10,464	Opening Asset Revaluation Reserve	10,464	15,853	52	15,853	15,853	15,853
22,184	Balance at the Start of the Reporting Period	22,359	27,119	21	27,389	26,779	26,234
Comprehensive Income							
-766	Operating Result for the Period	-857	-799	7	-850	-791	-791
0	Inc/Dec in Asset Revaluation Reserve Surpluses	5,389	0	-100	0	0	0
-766	Total Comprehensive Income	4,532	-799	-118	-850	-791	-791
0	Total Movement in Reserves	0	0	-	0	0	0
Transactions Involving Owners Affecting Accumulated Funds							
228	Capital Injections	228	1,069	369	240	246	252
228	Total Transactions Involving Owners Affecting Accumulated Funds	228	1,069	369	240	246	252
Closing Equity							
11,182	Closing Accumulated Funds	11,266	11,536	2	10,926	10,381	9,842
10,464	Closing Asset Revaluation Reserve	15,853	15,853	-	15,853	15,853	15,853
21,646	Balance at the End of the Reporting Period	27,119	27,389	1	26,779	26,234	25,695

**Office of the Legislative Assembly
Statement of Cash Flows on Behalf of the Territory**

2011-12 Budget \$'000	2011-12 Est. Outcome \$'000	2012-13 Budget \$'000	Var %	2013-14 Estimate \$'000	2014-15 Estimate \$'000	2015-16 Estimate \$'000	
CASH FLOWS FROM OPERATING ACTIVITIES							
Receipts							
5,713	Cash from Government for EBT	5,729	5,936	4	6,014	6,094	6,168
19	Other Receipts	46	46	-	48	49	50
5,732	Operating Receipts	5,775	5,982	4	6,062	6,143	6,218
Payments							
4,913	Related to Employees	4,953	5,005	1	5,079	5,095	5,145
700	Related to Superannuation	652	699	7	699	709	723
97	Related to Supplies and Services	81	156	93	157	158	215
0	Borrowing Costs	21	21	-	23	24	25
20	Other	5	5	-	5	5	5
5,730	Operating Payments	5,712	5,886	3	5,963	5,991	6,113
2	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	63	96	52	99	152	105
CASH FLOWS FROM INVESTING ACTIVITIES							
Receipts							
0	Proceeds from Sale of Property, Plant and Equipment	94	200	113	0	40	200
0	Investing Receipts	94	200	113	0	40	200
Payments							
228	Purchase of Property, Plant and Equipment and Capital Works	292	1,269	335	240	336	452
228	Investing Payments	292	1,269	335	240	336	452
-228	NET CASH INFLOW/ (OUTFLOW) FROM INVESTING ACTIVITIES	-198	-1,069	-440	-240	-296	-252
CASH FLOWS FROM FINANCING ACTIVITIES							
Receipts							
228	Capital Injections from Government	228	1,069	369	240	246	252
228	Financing Receipts	228	1,069	369	240	246	252
Payments							
0	Repayment of Finance Leases	91	94	3	97	100	103
0	Financing Payments	91	94	3	97	100	103
228	NET CASH INFLOW/ (OUTFLOW) FROM FINANCING ACTIVITIES	137	975	612	143	146	149
2	NET INCREASE / (DECREASE) IN CASH HELD	2	2	-	2	2	2
99	CASH AT THE BEGINNING OF REPORTING PERIOD	57	59	4	61	63	65
101	CASH AT THE END OF REPORTING PERIOD	59	61	3	63	65	67

Notes to Budget Statements

Significant variations are as follows:

Statement of Income and Expenses on Behalf of the Territory

- resources received free of charge: the increase of \$0.352 million in the 2011-12 estimated outcome from the original budget is due to the 2010-11 audited outcome finding that the Territorial entity receives from the (then) Legislative Assembly Secretariat Controlled entity, a resource free of charge, relating to a proportion of building management expenses.
- supplies and services: the increase of \$0.344 million in the 2011-12 estimated outcome from the original budget and the increase of \$0.081 million in the 2012-13 Budget from the 2011-12 estimated outcome are mainly due to the increase of the expense associated with the resources received free of charge, as noted above.
- increase in asset revaluation reserve: the increase of \$5.389 million in the 2011-12 estimated outcome from the original budget is due to the revaluation of land and buildings.

Statement of Assets and Liabilities on Behalf of the Territory

- property, plant and equipment: the increase of \$5.409 million in the 2011-12 estimated outcome from the original budget is mainly due to the revaluation of land and buildings.
- current employee benefits:
 - the decrease of \$0.128 million in the 2011-12 estimated outcome from the original budget is mainly due to the higher than anticipated level of annual leave usage by employees of the non-executive members; and
 - the increase of \$0.156 million in the 2012-13 Budget from the 2011-12 estimated outcome is mainly due to an anticipated reduction in the amount of annual leave to be taken due to the assembly election and the shift of some of the non current liabilities to current during 2012-13.

Statement of Changes in Equity

Variations in the statement are explained in the notes above.

Statement of Cash Flows

Variations in the statement are explained in the notes above.