

LEGISLATIVE ASSEMBLY SECRETARIAT

Purpose

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.

2011-12 Priorities

Strategic and operational initiatives to be pursued in 2011-12 include:

- exploring the development of stand-alone legislation for the Secretariat;
- implementing the recommendations of the broadcasting asset replacement and infrastructure upgrade plan;
- enhancing information management arrangements within the Assembly including:
 - designing and developing a new website for the Assembly; and
 - continuing to enhance the Secretariat's Records Management Program including the identification and evaluation of an electronic records management system.
- planning for the hosting by the Assembly in July 2012 of the 43rd Conference of Presiding Officers and Clerks of Australia and the Pacific; and
- undertaking capital upgrade works on the Assembly Building including a hardware upgrade for the building management system and refurbishment of selected toilet and shower facilities.

2011-12 Business and Corporate Strategies

The key strategies which the Secretariat will adopt to achieve its purpose 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

2009-10 Actual Outcome	2010-11 Budget	2010-11 Est. Outcome	2011-12 Budget
42 Staffing (FTE) ¹	42	44	44

Note:

1. The increase in FTEs in both the 2010-11 estimated outcome and the 2011-12 Budget from the original budget is primarily due to the additional staff employed by the Secretariat following its decision to return its finance processing function to the Secretariat from Shared Services in early 2010-11.

Changes to Appropriation

Changes to Appropriation - Controlled

	2010-11	2011-12	2012-13	2013-14	2014-15
Government Payment for Outputs	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2010-11 Budget	7,048	7,121	7,235	7,331	7,331
2011-12 Budget Policy Adjustments					
Revised Wage Parameters	-	49	99	101	102
Savings Initiative	-	(16)	(16)	(17)	(17)
2011-12 Budget Technical Adjustment					
Revised Indexation Parameters	-	9	9	9	106
2011-12 Budget	7,048	7,163	7,327	7,424	7,522

Changes to Appropriation - Territorial

	2010-11	2011-12	2012-13	2013-14	2014-15
Payment for Expenses on Behalf of Territory	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2010-11 Budget	5,625	5,673	5,758	5,835	5,835
2011-12 Budget Policy Adjustment					
Revised Wage Parameters	-	40	81	82	83
2011-12 Budget Technical Adjustments					
Revised Indexation Parameters	-	-	-	-	78
Savings - Estimated Outcome	(144)	-	-	-	-
2011-12 Budget	5,481	5,713	5,839	5,917	5,996

Changes to Appropriation - Departmental

	2010-11	2011-12	2012-13	2013-14	2014-15
Capital Injections	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2010-11 Budget	5	5	5	5	5
2011-12 Budget	5	5	5	5	5

Changes to Appropriation cont.

Changes to Appropriation - Territorial

	2010-11	2011-12	2012-13	2013-14	2014-15
Capital Injections	Est. Out.	Budget	Estimate	Estimate	Estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
2010-11 Budget	427	228	234	240	240
2011-12 Budget Technical Adjustments					
Capital Upgrades Indexation	-	-	-	-	6
Savings - Lift Upgrade and Improved Environmental Measures	(88)	-	-	-	-
Savings - Building Fabrication Restoration	(52)	-	-	-	-
2011-12 Budget	287	228	234	240	246

2011-12 Capital Works Program

	Estimated	Estimated	2011-12	2012-13	2013-14	Physical
	Total	Expenditure	Financing	Financing	Financing	Completion
	Cost	Pre 2011-12				Date
	\$'000	\$'000	\$'000	\$'000	\$'000	
Capital Upgrades						
Capital Upgrades Funding	228	-	228			
Total Capital Upgrades	228	-	228			
Total Capital Works Program	228	-	228			

**Legislative Assembly Secretariat
Operating Statement**

2010-11 Budget \$'000		2010-11 Est.Outcome \$'000	2011-12 Budget \$'000	Var %	2012-13 Estimate \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000
Income							
Revenue							
7,048	Government Payment for Outputs	7,048	7,163	2	7,327	7,424	7,522
16	Interest	19	19	-	19	19	19
40	Other Revenue	40	40	-	40	40	40
209	Resources Received Free of Charge	300	300	-	300	300	300
7,313	Total Revenue	7,407	7,522	2	7,686	7,783	7,881
Gains							
0	Other Gains	7	0	-100	0	0	0
0	Total Gains	7	0	-100	0	0	0
7,313	Total Income	7,414	7,522	1	7,686	7,783	7,881
Expenses							
3,579	Employee Expenses	3,857	4,066	5	4,113	4,163	4,208
603	Superannuation Expenses	588	614	4	626	627	635
3,175	Supplies and Services	2,939	2,887	-2	2,981	3,023	3,068
68	Depreciation and Amortisation	68	68	-	55	54	52
7,425	Total Ordinary Expenses	7,452	7,635	2	7,775	7,867	7,963
-112	Operating Result	-38	-113	-197	-89	-84	-82
-112	Total Comprehensive Income	-38	-113	-197	-89	-84	-82

**Legislative Assembly Secretariat
Balance Sheet**

Budget as at 30/6/11 \$'000		Est.Outcome as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000	Var %	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000
Current Assets							
152	Cash and Cash Equivalents	256	254	-1	252	250	248
49	Receivables	27	26	-4	27	27	27
201	Total Current Assets	283	280	-1	279	277	275
Non Current Assets							
1,031	Property, Plant and Equipment	1,159	1,096	-5	1,046	997	950
1,031	Total Non Current Assets	1,159	1,096	-5	1,046	997	950
1,232	TOTAL ASSETS	1,442	1,376	-5	1,325	1,274	1,225
Current Liabilities							
129	Payables	291	294	1	297	300	303
14	Finance Leases	10	10	-	10	10	10
1,008	Employee Benefits	1,234	1,214	-2	1,181	1,146	1,111
0	Other	62	62	-	62	62	62
1,151	Total Current Liabilities	1,597	1,580	-1	1,550	1,518	1,486
Non Current Liabilities							
41	Finance Leases	21	10	-52	10	10	10
409	Employee Benefits	47	117	149	180	240	300
450	Total Non Current Liabilities	68	127	87	190	250	310
1,601	TOTAL LIABILITIES	1,665	1,707	3	1,740	1,768	1,796
-369	NET ASSETS	-223	-331	-48	-415	-494	-571
REPRESENTED BY FUNDS EMPLOYED							
-892	Accumulated Funds	-869	-977	-12	-1,061	-1,140	-1,217
523	Reserves	646	646	-	646	646	646
-369	TOTAL FUNDS EMPLOYED	-223	-331	-48	-415	-494	-571

Legislative Assembly Secretariat
Cash Flow Statement

2010-11 Budget \$'000		2010-11 Est.Outcome \$'000	2011-12 Budget \$'000	Var %	2012-13 Estimate \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
7,048	Cash from Government for Outputs	7,048	7,163	2	7,327	7,424	7,522
16	Interest Received	19	19	-	19	19	19
204	Other Revenue	211	204	-3	204	204	204
7,268	Operating Receipts	7,278	7,386	1	7,550	7,647	7,745
	Payments						
3,544	Related to Employees	3,629	3,716	2	3,775	3,828	3,874
603	Related to Superannuation	588	608	3	619	621	629
2,959	Related to Supplies and Services	2,899	2,900	..	2,994	3,036	3,080
164	Other	164	164	-	164	164	164
7,270	Operating Payments	7,280	7,388	1	7,552	7,649	7,747
-2	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	-2	-2	0	-2	-2	-2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
5	Purchase of Property, Plant and Equipment and Capital Works	35	35	-	35	35	35
0	Purchase of Investments	-30	-30	-	-30	-30	-30
5	Investing Payments	5	5	-	5	5	5
-5	NET CASH INFLOW/ (OUTFLOW) FROM INVESTING ACTIVITIES	-5	-5	-	-5	-5	-5
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
5	Capital Injection from Government	5	5	-	5	5	5
5	Financing Receipts	5	5	-	5	5	5
5	NET CASH INFLOW/ (OUTFLOW) FROM FINANCING ACTIVITIES	5	5	-	5	5	5
-2	NET INCREASE/ (DECREASE) IN CASH HELD	-2	-2	-	-2	-2	-2
154	CASH AT BEGINNING OF REPORTING PERIOD	258	256	-1	254	252	250
152	CASH AT THE END OF THE REPORTING PERIOD	256	254	-1	252	250	248

Legislative Assembly Secretariat Statement of Changes in Equity

Budget as at 30/6/11 \$'000		Est.Outcome as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000	Var %	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000
Opening Equity							
-785	Opening Accumulated Funds	-836	-869	-4	-977	-1,061	-1,140
270	Opening Asset Revaluation Reserve	393	393	-	393	393	393
253	Opening Other Reserve	253	253	-	253	253	253
-262	Balance at the Start of the Reporting Period	-190	-223	-17	-331	-415	-494
Comprehensive Income							
-112	Operating Result for the Period	-38	-113	-197	-89	-84	-82
-112	Total Comprehensive Income	-38	-113	-197	-89	-84	-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							
-892	Closing Accumulated Funds	-869	-977	-12	-1,061	-1,140	-1,217
270	Closing Asset Revaluation Reserve	393	393	-	393	393	393
253	Closing Other Reserve	253	253	-	253	253	253
-369	Balance at the End of the Reporting Period	-223	-331	-48	-415	-494	-571

Notes to Budget Statements

Significant variations are as follows:

Operating Statement

- government payment for outputs: the increase of \$0.115 million in the 2011-12 Budget from the 2010-11 estimated outcome is mainly due to indexation and revised wage parameters.
- resources received free of charge: the increase of \$0.091 million in the 2010-11 estimated outcome from the original budget is mainly due to an increase in the volume of parliamentary drafting for non-executive members.
- other gains: the increase of \$0.007 million in the 2010-11 estimated outcome from the original budget is due to the profit on sale of a motor vehicle under finance lease arrangements and the decrease of the same amount in the 2011-12 Budget is due to a cessation of the one-off transaction.
- supplies and services: the decrease of \$0.236 million in the 2011-12 estimated outcome from the original budget is mainly due to reduced external charges following the Secretariat's re-establishment of the financial processing function within the Secretariat.

- employee expenses:
 - the increase of \$0.278 million in the 2010-11 estimated outcome from the original budget is mainly due to an increase in staff to undertake the financial processing function, following the return of that function from Shared Services; and
 - the increase of \$0.209 million in the 2011-12 Budget from the 2010-11 estimated outcome is mainly due to the effect of revised wage parameters and staff related costs for financial processing.

Balance Sheet

- cash and cash equivalents: the increase of \$0.104 million in the 2010-11 estimated outcome from the original budget is due to the flow-on impact of the 2009-10 audited outcome.
- property plant and equipment: the increase of \$0.128 million in the 2010-11 estimated outcome from the original budget is mainly due to the 2009-10 audit flow-on adjustment relating to an increase in the valuation of heritage and community assets.
- payables: the increase of \$0.162 million in the 2010-11 estimated outcome from the original budget follows from the impact of the 2009-10 audited outcome.
- current employee benefits: the increase of \$0.226 million in the 2010-11 estimated outcome from the original budget is due to the flow on of the 2009-10 audited outcome and a movement of a significant portion of the non current employee benefits, partially offset by a reduction in long service leave liabilities due to above average use in 2010-11.
- other current liabilities: the increase of \$0.062 million in the 2010-11 estimated outcome from the original budget follows from the impact of the 2009-10 audited outcome.
- non current finance leases:
 - the decrease of \$0.020 million in the 2010-11 estimated outcome from the original budget is mainly due to the Secretariat's decision not to renew the lease on its office vehicle; and
 - the decrease of \$0.011 million in the 2011-12 Budget from the 2010-11 estimated outcome is due to a reduction in the lease term of an existing vehicle.
- non current employee benefits:
 - the decrease of \$0.362 million in the 2010-11 estimated outcome from the original budget reflects the movement of these benefits to current employee benefits; and
 - the increase of \$0.070 million in the 2011-12 Budget from the 2010-11 estimated outcome is due to new employees accumulating long service leave entitlements.

Statement of Cash Flows

Variations in the statement are explained in the notes above.

Statement of Changes in Equity

Variations in the statement are explained in the notes above.

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

2010-11 Budget \$'000		2010-11 Est.Outcome \$'000	2011-12 Budget \$'000	Var %	2012-13 Estimate \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000
Income							
Revenue							
5,625	Payment for Expenses on behalf of Territory	5,481	5,713	4	5,839	5,917	5,996
5,625	Total Revenue	5,481	5,713	4	5,839	5,917	5,996
Gains							
0	Total Gains	0	0	-	0	0	0
5,625	Total Income	5,481	5,713	4	5,839	5,917	5,996
Expenses							
5,029	Employee Expenses	4,929	5,112	4	5,163	5,235	5,300
691	Superannuation Expenses	597	700	17	705	706	717
96	Supplies and Services	106	97	-8	163	167	171
570	Depreciation and Amortisation	470	570	21	570	569	510
6,386	Total Ordinary Expenses	6,102	6,479	6	6,601	6,677	6,698
-761	Operating Result	-621	-766	-23	-762	-760	-702
-761	Total Comprehensive Income	-621	-766	-23	-762	-760	-702

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

Budget as at 30/6/11 \$'000		Est.Outcome as at 30/6/11 \$'000	Planned as at 30/6/12 \$'000	Var %	Planned as at 30/6/13 \$'000	Planned as at 30/6/14 \$'000	Planned as at 30/6/15 \$'000
Current Assets							
44	Cash and Cash Equivalents	99	101	2	103	105	107
17	Receivables	26	27	4	28	29	30
0	Assets Held for Sale	19	19	-	19	19	19
61	Total Current Assets	144	147	2	150	153	156
Non Current Assets							
23,127	Property, Plant and Equipment	22,983	22,641	-1	22,305	21,976	21,712
23,127	Total Non Current Assets	22,983	22,641	-1	22,305	21,976	21,712
23,188	TOTAL ASSETS	23,127	22,788	-1	22,455	22,129	21,868
Current Liabilities							
30	Payables	43	43	-	43	43	43
92	Finance Leases	243	243	-	243	243	243
519	Employee Benefits	610	766	26	918	1,070	1,222
641	Total Current Liabilities	896	1,052	17	1,204	1,356	1,508
Non Current Liabilities							
226	Finance Leases	26	26	-	26	26	26
90	Employee Benefits	21	64	205	107	149	192
316	Total Non Current Liabilities	47	90	91	133	175	218
957	TOTAL LIABILITIES	943	1,142	21	1,337	1,531	1,726
22,231	NET ASSETS	22,184	21,646	-2	21,118	20,598	20,142
REPRESENTED BY FUNDS EMPLOYED							
11,637	Accumulated Funds	11,720	11,182	-5	10,654	10,134	9,678
10,594	Reserves	10,464	10,464	-	10,464	10,464	10,464
22,231	TOTAL FUNDS EMPLOYED	22,184	21,646	-2	21,118	20,598	20,142

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

2010-11 Budget \$'000		2010-11 Est.Outcome \$'000	2011-12 Budget \$'000	Var %	2012-13 Estimate \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000
	CASH FLOWS FROM OPERATING ACTIVITIES						
	Receipts						
5,625	Cash from Government for EBT	5,481	5,713	4	5,839	5,917	5,996
19	Other Revenue	19	19	-	19	19	19
5,644	Operating Receipts	5,500	5,732	4	5,858	5,936	6,015
	Payments						
4,835	Related to Employees	4,775	4,913	3	4,967	5,041	5,106
691	Related to Superannuation	597	700	17	706	706	716
96	Related to Supplies and Services	106	97	-8	163	167	171
20	Other	20	20	-	20	20	20
5,642	Operating Payments	5,498	5,730	4	5,856	5,934	6,013
2	NET CASH INFLOW/ (OUTFLOW) FROM OPERATING ACTIVITIES	2	2	-	2	2	2
	CASH FLOWS FROM INVESTING ACTIVITIES						
	Payments						
427	Purchase of Property, Plant and Equipment and Capital Works	287	228	-21	234	240	246
427	Investing Payments	287	228	-21	234	240	246
-427	NET CASH INFLOW/ (OUTFLOW) FROM INVESTING ACTIVITIES	-287	-228	21	-234	-240	-246
	CASH FLOWS FROM FINANCING ACTIVITIES						
	Receipts						
427	Capital Injection from Government	287	228	-21	234	240	246
427	Financing Receipts	287	228	-21	234	240	246
427	NET CASH INFLOW/ (OUTFLOW) FROM FINANCING ACTIVITIES	287	228	-21	234	240	246
2	NET INCREASE/ (DECREASE) IN CASH HELD	2	2	-	2	2	2
42	CASH AT BEGINNING OF REPORTING PERIOD	97	99	2	101	103	105
44	CASH AT THE END OF THE REPORTING PERIOD	99	101	2	103	105	107

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

2010-11 Budget \$'000		2010-11 Est.Outcome \$'000	2011-12 Budget \$'000	Var %	2012-13 Estimate \$'000	2013-14 Estimate \$'000	2014-15 Estimate \$'000
	Opening Equity						
11,971	Opening Accumulated Funds	12,054	11,720	-3	11,182	10,654	10,134
10,594	Opening Asset Revaluation Reserve	10,464	10,464	-	10,464	10,464	10,464
22,565	Balance at the Start of the Reporting Period	22,518	22,184	-1	21,646	21,118	20,598
	Comprehensive Income						
-761	Operating Result for the Period	-621	-766	-23	-762	-760	-702
-761	Total Comprehensive Income	-621	-766	-23	-762	-760	-702
0	Total Movement In Reserves	0	0	-	0	0	0
	Transactions Involving Owners Affecting Accumulated Funds						
427	Capital Injections	287	228	-21	234	240	246
427	Total Transactions Involving Owners Affecting Accumulated Funds	287	228	-21	234	240	246
	Closing Equity						
11,637	Closing Accumulated Funds	11,720	11,182	-5	10,654	10,134	9,678
10,594	Closing Asset Revaluation Reserve	10,464	10,464	-	10,464	10,464	10,464
22,231	Balance at the End of the Reporting Period	22,184	21,646	-2	21,118	20,598	20,142

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 decrease of \$0.144 million in the 2010-11 estimated outcome from the original Budget is due to a reduction in non-executive members staff eligible termination payments; and
 - the increase of \$0.232 million in the 2011-12 Budget from the 2010-11 estimated outcome is mainly due to an adjustment to the level of funding for eligible termination payments.
- employee expenses:
 - the decrease of \$0.1 million in the 2010-11 estimated outcome from the original budget is mainly due to the decrease in other employee benefits; and

- the increase of \$0.183 million in the 2011-12 Budget from the 2010-11 estimated outcome is mainly due to an adjustment to the level of payments for eligible termination payments.
- superannuation expenses:
 - the decrease of \$0.094 million in the 2010-11 estimated outcome from the original budget and the increase of \$0.103 million in the 2011-12 Budget from the 2010-11 estimated outcome are due to the level of superannuation returning to expected levels.
- depreciation and amortisation:
 - the decrease of \$0.1 million in the 2010-11 estimated outcome from the original budget is due to a reduction in value of the depreciable assets of property, plant and equipment as a result of savings on capital expenditure; and
 - the increase of \$0.1 million in the 2011-12 Budget from the 2010-11 estimated outcome is due to increased property, plant and equipment.

Statements of Assets and Liabilities on Behalf of the Territory

- property, plant and equipment:
 - the decrease of \$0.144 million in the 2010-11 estimated outcome from the original budget is mainly due to the budgeted capital upgrade not being undertaken; and
 - the decrease of \$0.342 million in the 2011-12 Budget from the 2010-11 estimated outcome is due to a reduction of the carrying amount of the assets from depreciation.
- current and non-current finance leases: the decrease of \$0.049 million in the 2010-11 estimated outcome from the original budget is due to the fluctuation of the liability in two year lease periods on motor vehicles.
- current employee benefits:
 - the increase of \$0.091 million in the 2010-11 estimated outcome from the original budget follows from the impact of the 2009-10 audited outcome; and
 - the increase of \$0.156 million in the 2011-12 Budget from the 2010-11 estimated outcome follows from the impact of the 2009-10 audited outcome and an increase in the provision for non-executive members' employees, such as annual leave.
- non-current employee benefits:
 - the decrease of \$0.069 million in the 2010-11 estimated outcome from the original budget is mainly due to a reduced provision for non-executive members' staff eligible termination payments; and
 - the increase of \$0.043 million in the 2011-12 Budget from the 2010-11 estimated outcome is due to an increased provision for non-executive members' employees accumulating long service leave.

Statement of Cash Flows on Behalf of the Territory

Variations in the statement are explained in the notes above.

Statement of Changes in Equity on Behalf of the Territory

Variations in the statement are explained in the notes above.