

**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**  
**GPO Box 3721, Darwin NT 0801 Australia**  
**[www.nt.gov.au/lant](http://www.nt.gov.au/lant)**

# **ANNUAL REPORT**

## **2003-04**



**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY  
GPO Box 3721, Darwin NT 0801 Australia  
Office of the Clerk**

The Honourable Loraine Braham, MLA  
Speaker of the Legislative Assembly  
Parliament House  
Darwin NT 0800

Dear Madam Speaker,

In accordance with the provisions of section 28 of the *Public Sector Employment and Management Act*, I am pleased to submit the annual report of the Department of the Legislative Assembly for the year ended 30 June 2004.

In respect of my duties as the department's Accountable Officer pursuant to section 13 of the *Financial Management Act*, I advise that, to the best of my knowledge and belief, the system of internal control provides a reasonable assurance that, at 30 June 2004:

- (a) proper records of all transactions affecting the agency are kept and the employees under my control observe the provisions of the *Financial Management Act*, Regulations and the Treasurer's Directions; and
- (b) procedures within the agency afford proper control over expenditure, receipts and public property and a current description of such procedures is recorded in the Accounting and Property Manual prepared in accordance with the requirements of the *Financial Management Act*.

I am not aware of any fraud, malpractice, material breach of legislation or delegation, or major error in or omission from the accounts and records of the agency.

The Chief Executive Officer of the Department of Corporate and Information Services (DCIS) has advised me that, to the best of his knowledge and belief, proper records are kept of transactions undertaken by DCIS on behalf of this agency, and that the employees under his control observe the provisions of the *Financial Management Act*, the Financial Management Regulations and the Treasurer's Directions.

Further, the Chief Executive Officer of DCIS has advised that all financial statements prepared by DCIS and included in this annual report have been prepared from proper accounts and records and are in accordance with Treasurer's Directions Part 2, Section 5 and Part 2, Section 6 where appropriate.

All Employment Instructions issued by the Commissioner for Public Employment have been satisfied in the reporting year and an accurate account of the agency's compliance is contained in this report.

Yours sincerely,

IAN McNEILL  
Clerk of the Legislative Assembly  
30 September 2004

# Contents

<b>Chief Executive's Overview</b>	<b>4</b>
<b>Corporate Governance</b>	<b>7</b>
Legislative Framework	7
Management Framework	9
Executive and Management Group	10
Planning and Review	12
Risk Management	13
Staff	16
Employment Issues	18
<b>Performance Reporting</b>	<b>19</b>
Output 1 - Assembly Services	21
1.1 Procedural Advice and Chamber Support	25
1.2 Record of Proceedings and Debate (Hansard)	28
1.3 Committee Support Services and Advice	31
1.4 Parliamentary Liaison and Information	36
Output 2 - Members and Client Services	41
2.1 Electorate Office Support	43
2.2 Members' Services	46
Output 3 - Building Management Services	49
3.1 Parliamentary Office Space Managed	51
3.2 Public Areas and Function Rooms Managed	55
<b>Financial Statements</b>	<b>57</b>
Financial Overview	57
Financial Statements	62

# Chief Executive's Overview

## Introduction

The purpose of this report is to inform the agency's stakeholders of its activities and achievements over the 12 months ending 30 June 2004. In so doing, it is imperative that the unique status of the agency within the public sector is understood. The agency's charter is to serve the parliament and its members professionally and independently. The agency's role in administration, advice and assistance ensures that the democratic process of government is achieved and sustained pursuant to statutory authority.

The key distinction between this agency and public sector departments is that the latter are directly responsible to the government of the day, whereas the Legislative Assembly is responsible to the parliament through the Speaker. Notwithstanding this difference, the agency falls within the scope of the *Financial Management Act* and, as such, is required to report annually on its performance and outcomes.

This report varies slightly from last year's inasmuch as it addresses each Output Group prior to addressing the Sub-Outputs contained therein, and honours undertakings made in the agency's Portfolio Budget Statement, introduced during the reporting period to make reporting more easily cross-referenced by stakeholder groups, and during Estimates Committee hearings.

## Stakeholders

The agency's client base is diverse. It includes members of parliament and their staff, public sector agencies, parliamentary services in other jurisdictions, the Commonwealth Parliamentary Association, members of the general public, students and the media.

## History

It is noteworthy that 2004 marks the 30th anniversary of the first fully elected Assembly in 1974. In preparation for the 1974 election, the Department of the Legislative Council's name was changed to Department of the Legislative Assembly, although it remained a Commonwealth entity.

In 1978, the *Northern Territory (Self-Government) Act* established the Legislative Assembly as a unicameral parliament. The Department of the Legislative Assembly was established in 1980 to administer and support the operation of the parliament and its committees.

Two further historic occasions will occur in 2004: the 10th anniversary of the opening of Parliament House in August 1994; and the 10th anniversary of the first sitting of the Assembly in October of the same year. Notwithstanding the modern architectural design of the building, the site of Parliament House represents one of the most significant heritage sites in the Northern Territory since European settlement.

## 2003-04 Overview

I am pleased to report that during the reporting period, the agency achieved its outcome of fulfilling its role as a representative and legislative body for the governance of the Northern Territory.

Pursuant to the *Northern Territory (Self Government) Act* 1978, the Standing Orders of the Legislative Assembly and the decisions of the Assembly and its committees, this agency provides advisory and administrative support to members and parliamentary committees. This in itself dictates the workload for the agency and the need for it to effectively respond so that members can undertake the full range of their duties and responsibilities.

Much of the work by parliamentary staff is advisory and specialised. For that reason, it can be difficult to quantify such work, which is not easily measured in an output-based reporting system.

## Chief Executive's Overview

Parliamentary and committee work is, however, reflected to a large degree in the days and hours of sittings and legislation processed throughout the year. Behind these tangible outputs is a considerable unrecorded effort by parliamentary staff in the provision of written and oral advice to members to ensure the Assembly meets its statutory requirements.

The agency is uniquely a knowledge-based organisation relying heavily on staff with appropriate parliamentary skills acquired over many years of service, and this highlights an ongoing need for succession planning and the establishment of in-house training programs to ensure that the highest standards are retained.

With an upward trend of sitting hours and committee activity over the past two years, the Assembly Services Output has been achieved without any increase in staffing levels. Current staffing levels, complemented by improved technology and work practices, sustain and maintain a capability level to meet increases in the volume of parliamentary business.

The challenge of achieving outputs within budget remains. In a changing environment of provision of goods and services, the agency continues to seek better and more cost-efficient methods of providing administrative and support services to meet its clients' needs. Although some areas of support, such as information technology and technical maintenance, are outsourced, it has been necessary to review and revise internal management processes to ensure the delivery of such services meets the standards and expectations of our clients. Monitoring service delivery is ongoing and poses considerable challenges to all agency staff.

Parliamentary Education and Liaison activities are gaining momentum after a number of years of relatively low profile. There is a renewed interest in statehood and a general acceptance across the community as a whole of the need to understand the role and activities of the parliament. An increase in visitor numbers to Parliament House is a reflection of this, as is the increased number of school visits. This focus will continue in the coming years as programs are developed and delivered to meet the needs of diverse community client groups.

Parliament House is nearing its 10th anniversary of operation and requires an increased focus on maintenance and presentation to ensure this Territory icon remains in pristine condition for future generations. This is a demanding task and requires a careful balance between resources and priorities, particularly in light of ageing technical equipment nearing the end of its useful life. In this respect, a considerable disparity will be noted between maintenance estimates made by BAMS and actual expense. The disparity is a result of BAMS assessments of required maintenance, listed in no specific order and with no priority attached, and the allocation the agency receives for maintenance of the building.

In respect of administrative support, the agency has responded effectively to the changing service delivery environment and, through its management structure and internal organisation, will continue to pursue better ways of doing business.

Finally, the agency has acted to accommodate the activities of the Statehood Steering Committee and to recruit personnel to provide executive and administrative support thereto. This addresses a Strategic Issue identified in Budget Paper No 3 (see, specifically, p48).

### **Regionalisation**

Parliament House accommodates the agency and is located in Darwin, so regionalisation cannot always be addressed in a physical sense. However, the agency is represented throughout the regions of the Northern Territory in several respects, including consultative visits by standing and sessional committees of the Assembly, dissemination of material to schools throughout the Northern Territory by the Parliamentary Liaison and Information Unit, universal access to the agency's web site, 25 electorate offices throughout the Territory and, of course, the Alice Springs sittings of the Assembly every two years.

## Chief Executive's Overview

### Highlights

The year 2004 marks the 10<sup>th</sup> anniversary of the opening of Parliament House. As Australia's newest Parliament House, the building has become a tourist attraction.

Ten years of operation was a milestone by which to focus internally and consider long-term planning in respect of maintenance and upkeep and, more importantly, identify key areas that will require replacement in the next five to 10 years. In concert with the ongoing development of an Asset Management Plan, the agency instigated a system of condition reports on key areas, the first of which involves the structure and external finishes of the building and the report is expected later this calendar year.

Some reorganisation has taken place to better facilitate management structure and output reporting lines. Security and housekeeping is now resident in Parliamentary Services (formerly Corporate Services) to allow Technical Services (formerly Building Management Services) to have an increased focus on maintenance planning and implementation. In recent times, security matters, including policy issues, have required closer examination and were therefore not appropriately situated in the maintenance area.

Following identification as a Risk Management issue, internal training, particularly in parliamentary procedures, has been prioritised to address the longer term requirement of succession planning. To this end, two parliamentary officers have been selected to attend the inaugural Parliamentary Law, Policy and Procedures course established by the Education Sub-Committee of Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT). Under the auspices of ANZACATT, the post-graduate course will be run by the Faculty of Law of Queensland University of Technology. Subject to the success of the pilot course later this calendar year, other officers have been identified to attend future courses.

### Future Considerations

Whilst the overall outcome of the agency and its role remains static, there remains a need to continue to promote the parliament and its operation to a wide range of community and interest groups. In a sense, we need to do more in 'taking the parliament to the people' by way of information and education programs. To that end, our focus for the future will be on:

- Alice Springs sittings in 2005;
- ongoing review and implementation of service delivery programs;
- interrogation, interpretation and prioritisation of BAMS reports in respect of maintenance of Parliament House;
- development of effective community engagement programs to promote the parliament and the democratic process;
- succession planning and training; and
- developing a grounds and landscaping policy for the precinct.

# Corporate Governance: Legislative Framework

## History and Accountability

In 1978, the *Northern Territory (Self-Government) Act* established the Legislative Assembly as a unicameral parliament. The Department of the Legislative Assembly was established in 1980 to provide services to our 25 elected members and other clients of the parliament.

The Act confers upon the agency independence that parliamentary agencies normally have. In accordance with Australian parliamentary practice, the agency is responsible not to the government of the day but, through the Speaker, to the parliament and its members. The Chief Minister has nominal ministerial responsibility for the agency, however the Speaker has the powers, functions and responsibilities conferred by the *Public Sector Employment and Management Act* upon a minister and the Commissioner for Public Employment.

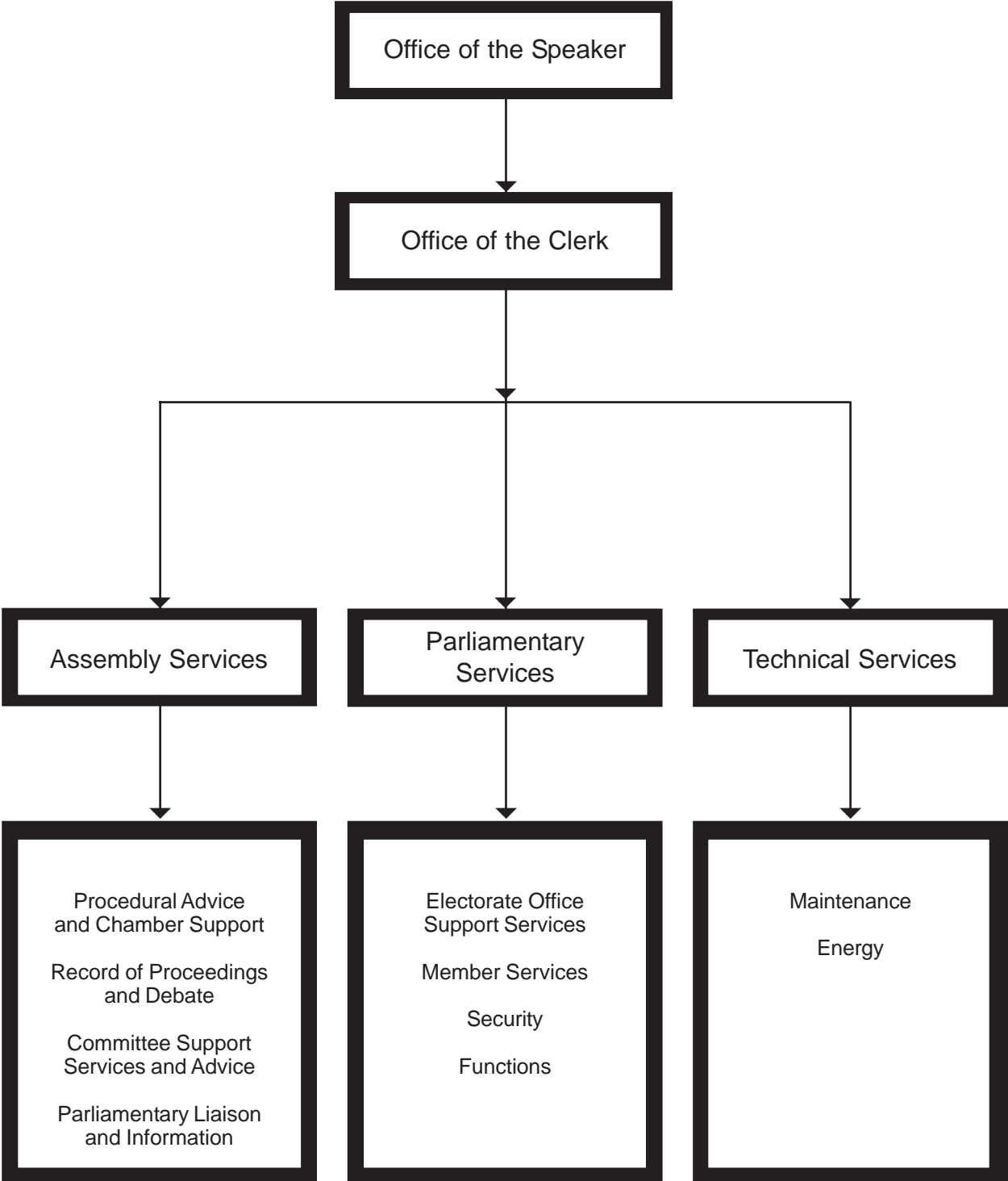
The Chief Executive Officer of the agency is the Clerk, who is appointed by the Administrator on the recommendation of the Speaker. Apart from their duties in the parliament, the Clerk and Deputy Clerk have responsibilities and functions comparable to those of the executive in other public sector agencies.

## Legislation

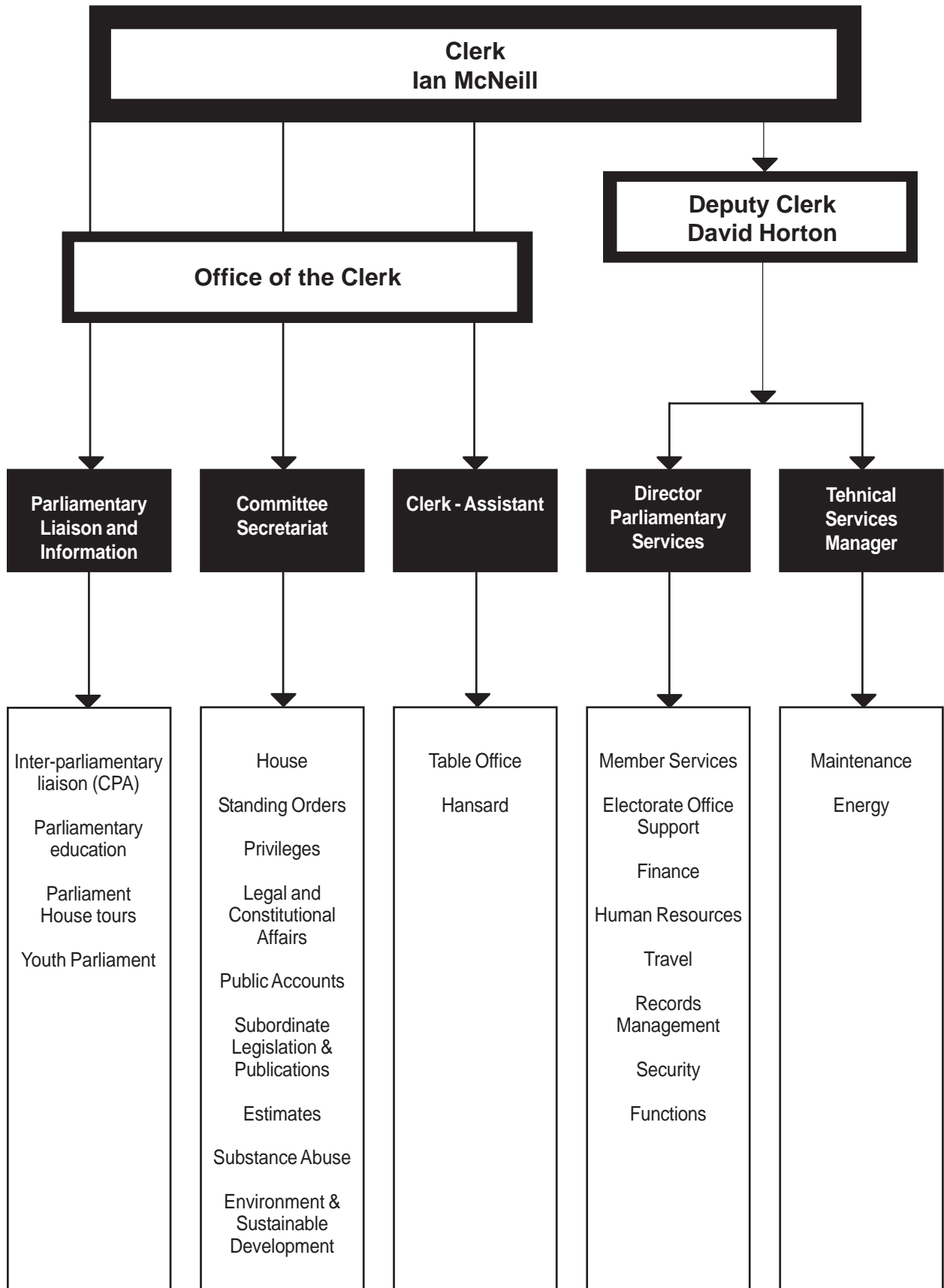
The agency administers the following laws of the Northern Territory:

- *Legislative Assembly (Powers and Privileges) Act*
- *Legislative Assembly (Speaker) Act*
- *Legislative Assembly (Register of Members' Interests) Act*
- *Legislative Assembly Members' Superannuation Act*
- *Legislative Assembly (Security) Act*
- *Legislative Assembly Members (Miscellaneous Provisions) Act.*

# Corporate Governance: Organisation Chart



# Corporate Governance: Management Framework



## **Corporate Governance: Executive and Management Group**

The Clerk and Deputy Clerk comprise the agency's executive. The Management Group consists of all unit heads who meet regularly to establish and review priorities and tasks for the agency, and to ensure its objectives are being achieved. It is the agency's major information-sharing, budget-monitoring and coordinating entity, and is comprised of:

### **CLERK: IAN McNEILL**

As Clerk of the Parliament and Chief Executive of the agency, Mr McNeill has overall responsibility for agency operations and services relating to the Parliament.

Mr McNeill was appointed to the Legislative Assembly as Deputy Clerk in 1985, a position he retained until he was appointed Clerk in 1993. A Bachelor of Arts (Soc Sci), Mr McNeill was a career officer of the Australian Senate from 1966 until 1985 and served in the Records Office, Table Office, Procedure Office, Office of the Usher of the Black Rod and a Research Officer and Secretary to Senate and Joint Parliamentary Committees.

### **DEPUTY CLERK: CAPTAIN DAVID HORTON, CSC, RAN (Retd)**

As Deputy Chief Executive, Captain Horton undertakes a range of responsibilities for agency operations and management as directed by the Clerk.

After a 35 year career in the Royal Australian Navy, Captain Horton joined the NT Public Service in 1996 as Official Secretary to the Administrator. He joined the Legislative Assembly in 1998 when he was appointed Deputy Clerk. Captain Horton was awarded the Conspicuous Service Cross for his services as the Commanding Officer of HMAS Coonawarra from 1989 to 1992. He is an Associate Fellow of the Australian Institute of Management and has been a Justice of the Peace since 1997.

### **CLERK-ASSISTANT: GRAHAM GADD**

Mr Gadd manages the Table Office and Hansard, providing administrative and secretarial support for services to the parliament including procedural documentation and records of parliamentary proceedings.

Mr Gadd joined the Department of the Legislative Assembly in July 1975 shortly after the election of the first fully elected Legislative Assembly. Commencing in the salaries unit, Mr Gadd has worked in every area of the Assembly under the guidance of five Clerks. In 1986, Mr Gadd was appointed Clerk-Assistant. He has extensive corporate knowledge of and experience in the agency. As a Clerk-at-the-Table, he is closely involved with procedures of the parliament and its committees.

### **DIRECTOR, PARLIAMENTARY SERVICES: VICKI LONG**

Ms Long oversees all functions that provide services to members including salaries and entitlements, together with agency human resources, information technology, security, functions and financial systems.

She holds a Master of Business Administration with substantive degrees in Arts and Education. She joined the agency in 2002, having been involved in strategic planning and management with the Department of Lands, Planning and Environment, the Department of Corporate and Information Services, and the Department of Housing and Local Government. Prior to her arrival in the Northern Territory, Ms Long was a business proprietor. She has lectured in business at TAFE institutions in both Victoria and the Northern Territory.

## **Corporate Governance: Executive and Management Group**

### **TECHNICAL SERVICES MANAGER: DEREK STAFFORD**

Mr Stafford is responsible for all building management services including Parliament House maintenance.

Mr Stafford holds a Bachelor of Technology and has a background in telecommunications and engineering. He joined the agency in 1999 after a career in telecommunications, electrical contract and financial management with Telecom, Power and Water Authority, the Department of Transport and Works and in private enterprise.

## Corporate Governance: Planning and Review

The agency's Strategic Plan sets the objectives, outcomes and strategies for a three-year period. The plan is reviewed annually as part of the integrated management cycle, and is subject to major review every three years.

In 2002-03 the strategic plan for 2003-06 was developed and was reviewed during the reporting period, with no changes deemed necessary.

The agency Portfolio Budget Statement, originally developed in 2001-02, was reviewed for the 2004-05 financial year. This document provides performance information including performance measures and targets at the sub-output level. This performance information provides a basis for reporting to Treasury against Budget Paper No 3, and for reporting on performance to the Estimates Committee.

The Information and Communications Technology Strategic Plan developed in 2002-03 was further reviewed, and progress reported to the Information Management Advisory Committee (IMAC).

The business plan format was reviewed with a view to placing the focus on key deliverables for each work unit for the coming financial year. Unit Business Plans are reported on at quarterly Management Board meetings.

### **Staff Participation in Planning**

Staff participated in a risk assessment workshop in July 2003, conducted by Risk Management Services of the Department of the Chief Minister. The workshop identified the major areas of risk for the agency and actions to address them. These were further developed into a formal action plan that includes the internal audit program for 2003-06.

### **Staffing Review**

A review was undertaken of the Building Services Unit, which has responsibility for a range of services to clients in Parliament House, including provision of building access and security, cleaning and pest control, as well as support for functions held in Parliament House. To provide improved administrative efficiencies and economies of scale, this unit was incorporated into the Parliamentary Services Unit, formerly Corporate Services, after extensive consultation and planning with staff of both units.

### **Security Review**

During the reporting period, the agency developed a security policy and plan to address emerging security issues arising from local, national and international events. The policy has formed the basis for security planning and is regularly reviewed to ensure currency. It is expected that the policy will be discussed and amended where necessary by the State Square Security Committee and the newly formed Parliament House Security Committee.

### **Cost Savings**

Under the auspices of the Quality Management Group and in consultation with all staff, a range of potential cost savings projects were identified, and cost savings teams set up to include all staff. These projects were ongoing at the time of reporting, and will be concluded in the 2004-05 financial year.

## AUDIT

### Audit Committee

The agency's Audit Committee has played an active role in monitoring departmental operations to ensure compliance with relevant legislation, policies and procedures.

The Committee formally convened four times during the reporting period, exceeding the requirements of its charter. In addition, a number of *ad hoc* meetings were arranged to discuss current issues of significance. The Committee is comprised of the following officers:

- Deputy Clerk (Chairman)
- Director Parliamentary Services
- Executive Officer (Office of the Clerk)
- Deputy Editor of Debates.

A representative of Risk Management Services, Department of the Chief Minister, was invited to each meeting to provide expert advice and guidance on audit matters. The committee has appreciated the valuable assistance regularly provided by Mr Bruce West of Risk Management Services during 2003-04.

### External Audit and Review

The agency initiated major external audits/reviews in 2003-04 as follows:

#### *Strategic Business Risk Assessment*

In July 2003, Risk Management Services facilitated a Strategic Business Risk Assessment using its proprietary Risk Mat © methodology. The process included an interactive workshop with officers from all operational units participating. The resultant RMS report provided a framework for the agency to ascertain and mitigate the major risks that could threaten the achievement of its strategic objectives. The assessment identified the following six priority risks (listed in random order):

- human resource management;
- budget/financial management;
- corporate identity;
- property management;
- isolation/distance; and
- professional liability.

In addressing these risk areas, the agency has drafted an Action Plan addressing:

- development of a Strategic Human Resource Management Plan;
- development of a Strategic Financial Management Plan;
- development of a Corporate Communications Strategy;
- development of an Asset Management and Maintenance Plan for Parliament House;
- a review of management processes for electorate offices; and
- professional development in Parliamentary Practice and Procedures.

## Corporate Governance: Risk Management

### *Compliance Audit 2004*

The NT Auditor-General's Office carried out a compliance audit with the following objectives:

- to verify that the payment of members' entitlements, specifically travel, complies with the Remuneration Tribunal Determination (RTD);
- to quantify and verify expenditure by the agency on the upgrading, refurbishment or relocating of members' electorate offices with particular emphasis on identifying whether the upgrade, refurbishment or relocation was preceded by a needs analysis; and
- assess whether the transactions adhere to the requirements of the *Procurement Act*, Regulations and Guidelines.

The Auditor's opinion was that:

- members' travel is generally well maintained and complies with the RTD, although some observations for improvement were noted;
- decisions to upgrade, refurbish or relocate a member's electorate office are undertaken to satisfy an identified need;
- major refurbishment or relocations are subject to a formal approval process within the Minor New Works program; and
- contracts to complete the works are let in accordance with the relevant legislation.

The agency has satisfactorily addressed minor administrative matters referred to it by the auditor.

### *Review of Management of Maintenance Contracts*

At the agency's request, Risk Management Services commissioned WalterTurnbull to perform a review of management of Parliament House maintenance contracts. Field work for the audit was conducted in June 2004.

The overall objective of the review was to determine whether maintenance contracts for Parliament House are being managed in an effective and efficient manner. Specific objectives focussed on:

- controls over approval of works;
- controls relating to payments;
- ensuring management of contracts met requirements of the agency; and
- ensuring processes were effective in relation to the quality of works and performance of contractors.

The scope of the review was to focus on the agency's management practices in relation to maintenance contracts. This included contracts for the three types of maintenance work: specific, cyclical and corrective.

WalterTurnbull's report is due in July 2004 and will be reported upon at the conclusion of that reporting period.

### Internal Audit and Review

#### Internal Audit Program 2003-06

Having regard to previous external and internal audits and reviews, the agency's Audit Committee, again with input from Risk Management Services, drafted an Internal Audit Program (IAP) for the period 2003-06.

The Business Risk Assessment Plan provides the foundation stones on which the Internal Audit Program for 2003-06 has been developed. However, the IAP is not intended to be an inflexible schedule of auditing of policy, procedures and practices. Changes to the agency's core and subsidiary business may result in variations to the IAP to ensure a dynamic audit program at all times.

#### *Members Travel Entitlements*

The annual reconciliation of members travel was completed in consultation with the Department of the Chief Minister. Each agency examined its respective records to ensure that there has been no duplication in the provision of travel entitlements to members, in particular Office Holders. The reconciliation process detected no such duplications.

#### *Parliament House Security*

In the 2002-03 Annual Report, the agency referred to a comprehensive review of Parliament House security undertaken by Security Risk Management Australia (SRMA). A range of measures have now been implemented to address the recommendations of the review. Further recommendations are being addressed through the Minor New Works program and further funding is required for implementation of the remaining recommendations.

#### **Compliance with Part 9 of the *Information Act***

The agency complies with section 134(a) Part 9 of the *Information Act* in keeping full and accurate records of activities and operations through the electronic Tower Records Information Management (TRIM) system. All transfer and monitoring of hard copy files is undertaken through TRIM.

The agency has complied with section 134(b) of the Act by developing a Records Management Policy, Records Management Procedures for all staff as users of the system, and Records Management Procedures for office services staff as administrators of the system.

## Corporate Governance: Staff

The agency's staff profile includes employees based in Parliament House and in members' electorate offices. Parliament House employees are members of the Northern Territory Public Service, while electorate officers are employed on contract by the Northern Territory of Australia under the *Contracts Act*.

As at 30 June 2004, the agency employed 65 full-time equivalent staff comprising 40 agency employees, including one Business Office Skills apprentice, and 25 full-time equivalent electorate officers. The agency also engages a number of casual employees as relief electorate officers and Hansard transcribers.

Classification	Male	Female
Executive Contract Officer 5	1	-
Executive Contract Officer 2	1	-
Executive Officer 1	1	1
Administrative Officer 8	3	1
Administrative Officer 7	1	-
Administrative Officer 6	-	5
Administrative Officer 5	-	6
Administrative Officer 4	-	4
Administrative Officer 3	4	6
Administrative Officer 2	1	-
Administrative Officer 1	-	2
Technical Officer 6	1	1
Technical Officer 3	1	
Apprentice		1
<b>Sub Total</b>	<b>14</b>	<b>26</b>
Electorate Officers (AO4)	3	22
<b>Total</b>	<b>17</b>	<b>48</b>

During 2003-2004 post-sittings briefings have been held for all staff interested in expanding their knowledge of parliamentary proceedings. These debriefings explain the daily operations of parliament and discuss issues relating to parliamentary procedure. They assist in meeting the agency's aim of fostering a culture of 'parliamentary officers' among staff.

A training framework for electorate officers has been developed in order to identify and meet electorate officers' training needs.

Information sessions were held on Occupational Health and Safety and the Prevention of Workplace Harassment during the reporting period. An awareness session was also held to inform staff about the Employee Assistance Program and the free services, such as counselling, that it provides to staff and their immediate family members. These sessions were attended by the majority of staff and have resulted in increased awareness of these issues.

A Strategic Human Resources Plan has recently been developed, which incorporates whole-of-government initiatives such as the Indigenous Employment Career Development Strategy, Willing and Able, Work-Life Balance and 'Cultivating a Nucleus of Leaders'. The plan incorporates the training framework for electorate officers and staff mobility and mentoring programs.

## Corporate Governance: Developing our People

During the reporting period, eight staff members participated in a professional development seminar for the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) in Sydney. The theme of the seminar was Responsible Government and Parliament's Scrutiny Role.

Staff also attended a Melbourne forum on Information Technology in Parliament, and an inter-parliamentary study program in Canberra.

Two staff members attended a Building Managers Forum in Perth for one week. The focus of the forum was security and asset management relating to parliament houses throughout Australia.

The Chief Financial Officer attended a week-long conference in Perth to discuss issues relating to the financial operations of parliaments.

Total hours spent on formal training activities in 2003-04 is estimated to be 1140. Total expenditure on formal training activities was \$34 949.

### *Traineeships and Interns*

During the reporting period, the agency recruited two trainees, both of whom are undertaking a Certificate III in Business Administration through the Apprenticeship School Leavers Program. One trainee successfully completed the certificate in February 2004 with the other due to complete studies in February 2005.

The agency hosted an intern for one semester during 2003-04. This intern was undergoing final year studies in politics and completed a research paper on a proposed Parliamentary Services Act.

### **Equal Employment Opportunity**

This agency has an Equal Employment Opportunity Plan in place and has complied with its requirements (this plan was last revised in 2002). An Indigenous Employment and Career Development Strategy has been developed, aimed at increasing indigenous representation in the agency and marketing the agency as an employer of choice in the community.

### **Occupational Health and Safety**

The agency has an Occupational Health and Safety Committee that meets on a quarterly basis. The committee is comprised of the Human Resources Manager, Director of Parliamentary Services, the Technical Services Manager, representation from the Office of the Clerk and other building occupants such as the Department of the Chief Minister and the Northern Territory Library. This committee was responsible for the development of a new OH&S policy, a 10-point plan, and development of an OH&S Action Plan for the agency and building.

The agency took an active role in educating staff on occupational health and safety issues during the reporting period. This included holding OH&S awareness sessions for all staff and building occupants, covering topics such as the legal responsibilities of the employer and employees, risk identification and assessment, and reporting and recording responsibilities. An Aggression Minimisation session was also conducted for electorate officers, which taught officers skills to identify and evade potentially aggressive situations.

An inspection of Parliament House by the DCIS OH&S Unit was completed, and all recommendations have been actioned. Audits were conducted on all 25 electorate offices throughout the Northern Territory for building and ergonomic safety. Recommendations from the audits will be implemented throughout the coming reporting period. To further ensure safety of electorate officers, a range of security measures have been implemented and response plans put in place.

## Corporate Governance: Employment Issues

Major OH&S projects for the coming reporting period include:

- development of a Hazard Management Plan to identify all potential hazards in Parliament House and compile a register detailing control methods;
- establish an Electrical Tag and Test register of all electrical devices in the agency;
- develop a register of chemicals stored at Parliament House; and
- implementation of recommendations from the OH&S audits of electorate offices.

During 2003-04, two Occupational Health and Safety incidents were reported. Only one of these incidents resulted in a workers' compensation claim. Details of compensation claims for the reporting period appear below.

Workers Compensation Claims	Number
Claims as at 01 July 2003	1
New claims 2003-04	1
Claims resolved 2003-04	1
Staff with current open claims	1
Staff currently in receipt of workers compensation payments	1

### Compliance with Commissioner for Public Employment (CPE) Employment Instructions

The agency has complied with the CPE's Employment Instructions and has reported to the Commissioner accordingly.

### Succession Planning

A presentation on succession planning to the Management Board was conducted by the Human Resources Manager. A draft Succession Plan has been developed and will be further reviewed in 2004-05 to address succession issues for the agency.

### Indigenous Employment

A draft Indigenous Employment and Career Development Strategy has been completed in consultation with the Office of the Commissioner for Public Employment. Further review and implementation will take place in the 2004-05 year.

# Performance Reporting: Overview

**Outcome**

The Legislative Assembly fulfils its role as a representative and legislative body for the governance of the Northern Territory.

**Output Group**

**Parliamentary Services**  
 Provision of capability and support services for the effective operation of the Legislative Assembly and its Committees in accordance with Constitutional law, Standing Orders and Resolutions of the Assembly.

**Outputs**

Assembly Services

Parliamentary Services

Technical Services

**Sub-Outputs**

Procedural Advice & Chamber Support  
 Record of Proceedings & Debate  
 Committee Support, Services & Advice  
 Parliamentary Liaison & Information

Electorate Office Support Services  
 Member Services

Parliament Managed Office Space  
 Public Areas & Function Rooms

## Performance Reporting: Overview

### Explanatory Note

In accordance with performance reporting requirements under the accrual accounting framework, it should be noted that the outputs of the agency, and in particular Assembly Services and Parliamentary Services, are largely demand-driven by the Assembly, its committees and members and the government.

These outputs provide services for meetings of the Assembly and its committees to achieve its core business of facilitating the consideration of legislation, scrutiny of government activity and public participation in the legislative and scrutiny processes.

In no circumstances can the agency control the length of sittings, the number of bills introduced, committee inquiries held, written questions asked or submissions from the public.

The Speaker is effectively the responsible Minister for the agency and, further, there is an effective constitutional relationship with the Office of the Clerk in the provision of accurate and independent professional advice on practice and procedure. The aim of this advice is to ensure that members are able to perform their duties and that the Assembly is a properly functioning legislature.

The essential role of the Clerk and staff of the agency are to contribute to the maintenance of effective representational democratic parliamentary government.

In respect of performance reporting in these matters, the Speaker is in regular contact with members on sitting days. Further, members have opportunities to raise with the Speaker any matters of concern or commendation on the performance of the agency.

## Performance Reporting: Assembly Services

### OUTPUT 1: Assembly Services

Provision of administrative, operational and procedural support to members, the Parliament and its committees. Production of parliamentary documentation and records, and management of related databases. Management of participation in inter-parliamentary activities at the national and international level, and development and management of parliamentary information and community awareness programs.

Budget Allocation 2003-04	\$3.099m
Actual Expenditure	\$3.086m
Target 2004-05	\$3.184m

### Key Achievements

- successful conduct of parliamentary sittings and Estimates/Government Owned Corporations Scrutiny Committees;
- development of terms of reference establishing the Statehood Steering Committee, under the auspices of the Standing Committee on Legal and Constitutional Affairs;
- tabling the Public Accounts Committee Report on Termination Payments for Chief Executive Officers and Executive Contract Officers;
- tabling the Standing Orders Committee report on the draft Members Code of Conduct and Ethical Standards and draft Amendments to the *Legislative Assembly (Register of Members' Interests) Act*;
- conduct and coordination of the 15<sup>th</sup> Australian and Pacific Regional Commonwealth Parliamentary Association Seminar held in Apia, Samoa and Alice Springs;
- successful conduct of Youth Parliament 2004; and
- coordination of *Celebrating Democracy* week and a Mini-Constitutional Statehood Convention in conjunction with the Department of Employment, Education and Training.

## Performance Reporting: Assembly Services

### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Operational and procedural support and advice to the Chamber (sitting hours)	356	351		350
Committee support	4	4		4
Major information/education programs (>\$5000)	4	4		4
Minor information/education programs (<\$5000)	240	248		240
Inter-parliamentary programs	27	22		25
<b>Quality</b>				
Members and other clients' satisfaction with level of service provided	95%	95%		95%
<b>Timeliness</b>				
Statutory and parliamentary deadlines met	100%	100%		100%
Records and transcripts produced within agreed timeframes	100%	100%		100%
<b>Cost</b>				
Average cost per sitting hour	\$4300	\$4400		\$4300
Average cost per Committee supported	\$0.2m	\$0.2m		\$0.19m
Average cost per major information/education program	\$28 000	\$25 400	1	\$28 000
Average cost per minor information/education program	\$1600	\$1400	1	\$1500
Average cost per inter-parliamentary program	\$3200	\$3600	1	\$3000

### Notes to Significant Variations

1 The variation between the actual and estimated cost is primarily the result of apportioning the fixed costs over the number of activities. That is, as the number of activities increases, generally the cost reduces and, conversely, if the number of activities is fewer, the cost usually increases.

### Performance Commentary

The workload for procedural advice and chamber support and the record of proceedings is predominantly reactive in the sense that it responds to members' needs as and when they arise. The number of sitting hours remains our core cost driver, whilst bills passed and other parliamentary business undertaken influences the workload.

The number of sitting hours reduced slightly from 356 in 2003-04 to 351 in 2004-05 and the average cost per sitting hour increased marginally.

The Standing Committee on Legal and Constitutional Affairs (LCAC) held eight deliberative meetings. The Committee continued with its Indigenous Governance Inquiry. Further, the Committee commenced development of terms of reference for the establishment of the Statehood Steering Committee.

## Performance Reporting: Assembly Services

The Standing Committee on Public Accounts (PAC) conducted Estimates Committee hearings between 22 and 24 June 2004 and tabled its 2002-03 Annual Report, No 41, on 27 November 2003.

A report into the Termination Payments for Chief Executive Officers and Executive Contract Officers, Report No 42, was tabled by the PAC on 26 February 2004. The PAC conducted numerous briefings and full details of these can be found in its 2003-04 Annual Report (No 43).

The Standing Committee on Standing Orders in its Third Report of the Ninth Assembly tabled the Code of Conduct and Ethical Standards to be adopted by the Legislative Assembly subject to the enactment of a Legislative Assembly (Members Code of Conduct and Ethical Standards) Bill and a draft amendment to the *Legislative Assembly (Registration of Members' Interests) Act*.

The Standing Committee on Environment and Sustainable Development completed its reference on cane toad progress into the Northern Territory and will hand down a final report in October 2004. The Committee has been undertaking inquiries in relation to its second reference, the efficacy of establishment of an Environmental Protection Agency (EPA) in the Northern Territory.

The establishment by government of the Alcohol Framework Project to undertake a comprehensive revision of alcohol policies and licensing provisions arose from the intensive inquiry by the Select Committee on Substance Abuse in the Community over the previous two years. The Project Team released an interim report in February. As at 30 June, community consultations continued in respect of the interim report.

The purpose of information and education programs is to promote awareness about the parliamentary process in the Northern Territory to community and interest groups, and to provide promotional material to achieve this. Programs are specifically aimed at primary and secondary students and form part of the *Civics and Citizenship* component of the Northern Territory Curriculum Framework in accordance with each Band Level. The number of tours and programmes conducted increased during 2003-04.

Inter-parliamentary liaison continues as a paramount means of ensuring information flow and exchange between Commonwealth parliamentary jurisdictions.

### Future Priorities

- preparation for and conduct of regional sittings in Alice Springs in March 2005;
- review and monitor developments of audio visual and emerging information technologies;
- continued logistical support for establishment of the Statehood Steering Committee;
- implementation of the new reference to the Legal and Constitutional Affairs Committee relating to Aboriginal Customary Law;
- preparation for and conduct of 2004-05 Estimates Committee Public Hearings as well as the Government Owned Corporation Scrutiny Committee Public Hearing;
- table Substance Abuse Committee report on petrol sniffing in remote communities;
- table Environment and Sustainable Development Committee's report on an EPA for the Northern Territory;
- promote and develop educational resources and coordinate educational activities for the Alice Springs sittings;
- coordinate Youth Parliament in Alice Springs 2005;
- develop an outreach program for schools and the community with activities in Alice Springs, Katherine, and Tennant Creek; and
- coordinate activities for *Celebrating Democracy* week.



## Performance Reporting: Assembly Services

### SUB-OUTPUT 1.1 Procedural Advice and Chamber Support

Provision of services to assist the Assembly to meet and transact its business in accordance with Standing Orders, statutory requirements and Resolutions of the Parliament.

Budget Allocation 2003-04	0.972m
Actual Expenditure	0.950m
Target 2004-05	0.956m

#### Key Achievements

- successful conduct of parliamentary operations for the reporting period;
- successful conduct of Youth Parliament 2004 and associated activities in conjunction with the YMCA; and
- development and maintenance of the agency's web site for a range of parliamentary information including (a) resource documents for the first to eighth Assemblies (1974-2001) and (b) parliamentary statistics (bills passed, sitting days, sitting hours, questions, etc).

## Performance Reporting: Assembly Services

### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Sitting days	34	34		34
Total Hours sat	356	351		350
Average sitting hours per sitting day	10.5	10.3		10.3
Bills passed and prepared for Assent	63	60		60
Condolence tributes produced	5	1		6
Minutes of Proceedings produced	250	225		250
Notice papers produced	34	31		33
Printing -				
Daily Question Papers	34	31		33
Question Paper, written	7	8		7
Amendment Schedules Processed	20	31		20
Questions on Notice Processed	105	94		105
<b>Quality</b>				
Member satisfaction with quality of services, information and documentation	95%	95%		95%
Accuracy of records of Assembly	100%	100%		100%
Constitutional, parliamentary and statutory requirements met	100%	100%		100%
<b>Timeliness</b>				
Statutory and parliamentary deadlines met	100%	100%		100%
Timeframe for production of daily proof Minutes of Proceedings - same day	100%	85%	1	100%
Timeframe for production of final Minutes of Proceedings with Indes - two weeks	100%	100%		100%
Timeframe for production of proof Notice Paper - same day	100%	100%		100%
Timeframe for production of proof bills register update - 24 hours	100%	100%		100%
Timeframe for registration/archiving Tabled papers and reports - 24 hours to one week	100%	100%		100%
<b>Cost</b>				
Printing of Parliamentary Record	0.065m	0.061m		0.072m
Printing of Daily Hansard	0.018m	0.019m		0.018m

#### Notes to Significant Variations

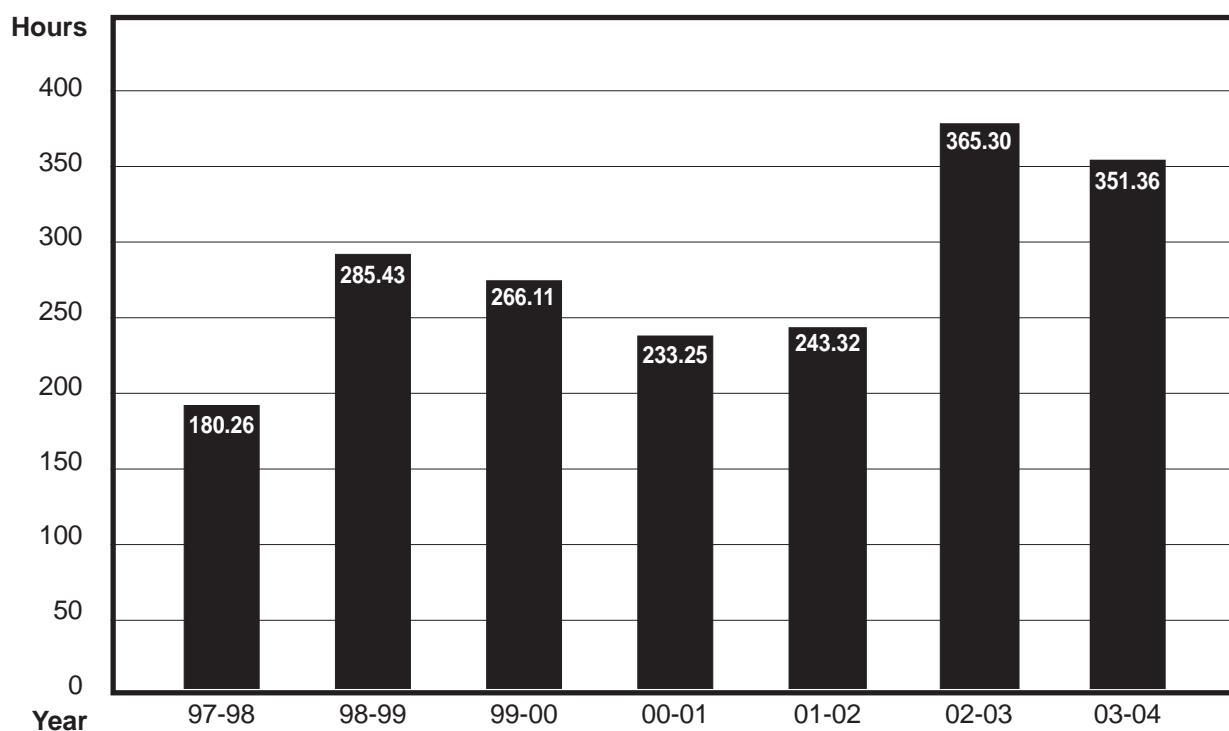
1 Table office services are demand-driven.

## Performance Reporting: Assembly Services

### Performance Commentary

Provision of procedural advice and chamber support is largely demand-driven, responding to members' queries, the number of sitting hours, bills passed and other parliamentary business.

**Graph 1: Annual Sitting Hours - Seven Year Comparison**



NOTE: This graph represents the number of hours that Members sat in the Chamber of the Legislative Assembly. It does not include suspension of sittings for luncheon or dinner breaks, meetings of the various Parliamentary Committees or public and/or private hearings conducted by those Committees.

Members of the unit provide procedural notes for the passage of bills, including Committee of the Whole, and the Chair, and procedural advice and documentation as required by members. In addition to the core business of the unit, a number of tasks were achieved during the reporting period, including: bound acts for 2003 (assent copies); condolence tribute for Mr Djerrkura OAM; production of bound Parliamentary Printed Papers; bound Index to Minutes of Proceedings and Papers Tabled for the Ninth Assembly; bound volumes of Parliamentary Records 64 and 65.

### Future Priorities

- preparation for Alice Springs sittings;
- review and, where appropriate, reform parliamentary procedures;
- review and development of the *Legislative Assembly (Security) Act*;
- development of a database to record and report on Speakers' rulings;
- Parliamentary Record binding program;
- production of bound Parliamentary Printed Papers, 2002-2004; and
- continued upload of resource documents to agency web site.

## Performance Reporting: Assembly Services

### SUB-OUTPUT 1.2 Record of Proceedings and Debate (Hansard)

Provide and maintain an accurate record of business and debate conducted in the Assembly and by its Committees.

Budget Allocation 2003-04	0.569m
Actual Expenditure	0.596m
Target 2004-05	0.559m

#### Key Achievements

- production of documentation within required timeframes to the general satisfaction of members and other clients;
- provision of running transcript for Estimates Committee 2004;
- provision of transcript and editing services to parliamentary committees, Local Government Ministerial Council, Arafura Games - Heads of Delegation meeting, Commonwealth Parliamentary Conference (Alice Springs). This work totalled 76.5 hours, some of which was recoverable on an at-cost basis; and
- review of practices and procedures to increase efficiency.

## Performance Reporting: Assembly Services

### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Daily Hansard production	34	34		34
Parliamentary Record production (5.5 volumes ) - pages	3450	3439		3450
Committee hearings services/reported	6	13	1	6
Questions Without Notice papers	370	340	2	340
<b>Quality</b>				
Member satisfaction with quality of services, information and documentation	100%	100%		100%
Accuracy of records of Assembly	100%	100%		100%
Constitutional, parliamentary and statutory requirements met	100%	95%		100%
<b>Timeliness</b>				
Timeframe for production of proof of Questions on Notice - same day 5pm	100%	85%	3	100%
Timeframe for production of Daily Hansard - same day	100%	100%		100%
Timeframe for distribution of Daily Hansard - electronic distribution - within three hours of House rising	100%	100%		100%
Timeframe for hard copy distribution of Daily Hansard - 10am next day	100%	100%		100%
Timeframe for production of Parliamentary Record - four weeks	100%	100%		100%
<b>Cost</b>				
Transcripts of Parliamentary proceedings including Daily Hansard and Parliamentary Record and Committee hearings and transcripts	\$132/ page	\$88/ page	4	\$132/ page
Sitting hours service by Unit, overall cost (three permanent staff; 1 casual editor, 1 casual monitor and approx 12 casual typists).	\$1349/ hour	\$1315/ hour	5	\$1349/ hour

### Notes to Significant Variations

- 1 Hansard services are demand-driven;
- 2 Original estimate based on verbatim Daily Hansard copy. Final result reflects edited copy;
- 3 On three occasions, the 5pm deadline was not met as a result of information technology problems, which, on one occasion, was compounded by the unavoidable absence of some casual staff;
- 4 Original estimate did not include any estimate for committee and other non-core work. The unit has the capacity to use casual staff when required. Costs decrease proportionately as sitting hours rise.
- 5 Original estimate did not include non-core work.

## Performance Reporting: Assembly Services

### Performance Commentary

The Hansard Unit core workload remains consistent, with committee hearings and other approved events given priority for an edited transcript of deliberations and/or evidence. The ability of the unit to continually meet deadlines is testament to the competence and dedication of core staff, complemented by trained casual editorial and transcription staff and digital audio technology.

The final number of sitting hours was five fewer than estimated. Sitting hours determine the core cost of the unit. However, in addition to sittings, the unit edited and transcribed 16.5 hours of other government hearings and transcribed 65 hours of committee hearings and/or evidence.

A running transcript was produced for the Estimates Committee hearings, delivered at four-hourly intervals. A Daily Hansard was produced within the agreed timeframe and uploaded on to the agency's web site within four hours of the conclusion of each day's hearings. The final edit of Estimates Committee hearings is managed between the core work of the Unit on the *Parliamentary Record*. Owing to the nature of detail on figures, extent of hours sat and time taken in clarifying answers from members, a final edit is not expected until December 2005.

Following Estimates Committee hearings and June 2004 parliamentary sittings, a review of Hansard was undertaken for operational analysis and verification of benchmarking efficiencies. Examination of statistics and synopsis from this body of work for both editorial and transcription staff identified a number of areas that could be improved. Benchmarking was tested and established against performance by editorial staff with expertise in transcript work. Seventy five per cent of current casual transcribers met the minimum standard criteria and future selection will be made against that standard. Independent confirmation of the standard was sought. A comparable procedure in the Supreme Court for criminal trials was used to test targets. In the Supreme Court, criminal trials are a priority and require a running transcript. That is, half an hour after the court rises, the transcript is ready for printing. Increased transcribing competence requirements and training levels have been reinforced to the extent that, notwithstanding information technology issues, the unit met the new benchmark on a number of occasions and continues to improve.

### Future Priorities

- upgrade *For The Record* digital audio and video recording data stream to a four-channel system with the ability to selectively burn an audio visual data stream of events and parliamentary sittings;
- replace the current three-year life of video tapes of proceedings with a CD burn of parliamentary proceedings;
- monitor technology developments in the interface of audio visual and emerging information technologies to enhance production and prevent audio and visual digital technologies from being superseded or rendered redundant;
- remote production (from Darwin) of Hansard for Alice Springs sittings in 2005.

## Performance Reporting: Assembly Services

### SUB-OUTPUT 1.3 Committee Support Services and Advice

Provision of timely and accurate research, administrative and procedural support so that Standing and Select Parliamentary Committees can effectively fulfil their statutory and other responsibilities.

Budget Allocation 2003-04	\$0.794m
Actual Expenditure	\$0.792m
Target 2004-05	\$0.776m

#### Key Achievements

##### *Standing Committee on Public Accounts (including Estimates and GOC Scrutiny)*

- tabling Report on Termination Payments for Chief Executive Officers and Executive Contract Officers; and
- conduct of Estimates Committee Public Hearings from Tuesday 22 June to Thursday 24 June 2004 and conduct of the Government Owned Corporations Scrutiny Committee Public Hearing on Friday 25 June 2004.

##### *Select Committee on Substance Abuse in the Community*

- consultative role on the Northern Territory Government's Alcohol Framework project;
- overview of the New South Wales Government's Summit on Alcohol Abuse; and
- completion of the inquiry process for petrol sniffing in remote communities.

##### *Standing Committee on Legal and Constitutional Affairs*

- development of terms of reference establishing the Statehood Steering Committee;
- continuation of the Committee's inquiry on Indigenous Governance within the NT; and
- committee's Annual Report for the period ending 30 June 2003.

##### *Standing Committee on Standing Orders*

- reference on draft Code of Conduct and Ethical Standards for Members and amendments to the *Legislative Assembly (Register of Members' Interests) Act*; and
- reference on the review of operation of the Estimates Committee hearings of June 2003.

##### *Standing Committee on Environment and Sustainable Development*

- inquiry into issues associated with progressive entry into the Northern Territory of cane toads completed and reported upon, 16 October 2003;
- second reference : efficacy of the establishment of an Environmental Protection Agency for the Northern Territory. Inquiry commenced, written submissions called for and received, evidence taken at public hearings in the Territory. Anticipated final report to be presented in February 2005 parliamentary sittings.

##### *Standing Committee on Subordinate Legislation and Publications*

- endorsement of a proposed national scrutiny scheme, which would see the adoption of a basic set of principles supporting agreed national standards to which proponents of any national scheme scrutiny legislation would refer in the initial drafting process.

## Performance Reporting: Assembly Services

### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Number of references provided	14	14		13
Number of meetings held	54	52		41
<b>Quality</b>				
Committee member satisfaction	95%	95%		95%
In accordance with Terms of Reference	95%	95%		95%
High standard of accuracy in records	95%	95%		95%
<b>Timeliness</b>				
As required by Committee programs, schedules and agreed timeframes	100%	100%		100%
<b>Cost</b>				
Allocation of funding to respective Committee:				
Public Accounts Committee	\$0.235m	\$0.255m	1	\$0.246m
Substance Abuse	\$0.245m	\$0.255m	1	\$0.245m
Legal and Constitutional Affairs	\$0.179m	\$0.162m	1	\$0.220m
Environment	\$0.129m	\$0.119m	2	\$0.052m
Other	\$0.006m	\$0.001m		\$0.013m

### Notes to Significant Variations

- 1 Variations between Committee actual and estimated expenditure were primarily the result of accrual adjustments for employee expenses.
- 2 The \$10k variation between the estimated expenditure and the actual for 2003-04 is largely attributable to costs associated with printing the report on the Environment Committee's reference on cane toads. The 2004-05 funding of \$52 000 is largely represented by the salary of a Research Officer for six months, associated operational expenses and approximately \$900 to print the final report on the reference.

## Performance Reporting: Assembly Services

### Performance Commentary

#### *Standing Committee on Public Accounts*

On 28 July 2003, Mr Len Kiely, MLA, a member of the Public Accounts Committee, was elected as Chairman.

As in previous years, on 18 May 2004 a resolution was passed in the Assembly providing the Terms of Reference for the Estimates Committee 2004. This resolution referred the schedule of the Appropriation Bill 2004-2005 and related Budget documents to the new Committee and set the public hearing dates as Tuesday 22 June to Thursday 24 June 2004.

A further resolution appointed all members of the Public Accounts Committee as members of the Government Owned Corporation Scrutiny Committee with a public hearing date of Friday 25 June 2004 set.

The committee tabled its 2002-03 Annual Report, No 41, on 27 November 2003.

A report into the Termination Payments for Chief Executive Officers and Executive Contract Officers, Report No 42, was tabled on 26 February 2004. When tabled, there was no dissenting report, which indicated the bipartisan approach members adopted in addressing a sensitive issue.

Numerous briefings were conducted by the Committee and full details of these can be found in its own 2003-2004 Annual Report, No 43.

#### *Select Committee on Substance Abuse in the Community*

During the reporting period the Committee met a total of 19 times: three deliberative only meetings; eight briefing and deliberative meetings; six community hearings; two public hearings with industry representatives. Evidence was taken from 134 witnesses and a total of 13 written submissions were received.

The establishment of the Alcohol Framework Project to undertake a comprehensive revision of alcohol policies and licensing provisions arose from the intensive inquiry by the Select Committee on Substance Abuse in the Community over the previous two years. Drawing from the evidence provided to the committee and its deliberations on alcohol management, the Project Team released an Interim Report in February. As at 30 June, community consultations continued in respect of issues raised in the interim report.

Debate on the committee's Interim Report was finalised in the February sittings. As a result of the decision to work in concert with the Alcohol Framework Project Team on issues of alcohol management, the committee resolved to focus on finalisation of its inquiry into petrol sniffing in remote communities. This inquiry was almost finalised by the end of the reporting period and it is envisaged that a report will be made to parliament before the end of the year.

#### *Standing Committee on Legal and Constitutional Affairs*

During the reporting period, the Committee held eight deliberative meetings, no public hearings or briefings. The Committee continued with its Indigenous Governance Inquiry and received one further submission from the Northern Territory government.

The committee commenced development of terms of reference for the establishment of the Statehood Steering Committee to assist the committee in the educating, marketing and promotion of Northern Territory statehood.

## Performance Reporting: Assembly Services

### *Standing Committee on Standing Orders*

The role of the Standing Orders Committee is to examine and report on the operation of Standing and Sessional Orders and other orders, procedures and practice of the Assembly, and to recommend changes when necessary.

During the reporting period, the committee held five deliberative meetings and completed two references. In May 2004, recommendations from the review of operation of the Estimates Committee hearings of June 2003 were introduced. These recommendations were adopted and implemented for the Estimates Committee hearings of June 2004.

Recommendations on the draft Code of Conduct and Ethical Standards for Members and amendments to the *Legislative Assembly (Register of Members' Interests) Act* were introduced in the committee's Third Report to the Assembly on 26 February 2004.

A range of Standing Orders were considered by the committee during the reporting period, with recommendations for the Standing Orders to remain unchanged.

### *Standing Committee on Environment and Sustainable Development*

The committee completed its reference on cane toad progress into the Northern Territory and handed down a final report in October 2003. Since then, the committee has been undertaking inquiries on its second reference, the efficacy of an EPA for the Northern Territory.

On the latter reference, the committee has formally met seven times for deliberative meetings, held five public hearings in the Territory; and had extensive formal briefings from interstate EPA Boards in Western Australia and South Australia. In addition, the committee has had an extensive brief with the Professor of Environmental Law, Murdoch University and received over 30 written submissions. Some members arranged individual briefs from experts in other Australian EPA organisations whilst on other business interstate.

The committee is at the evaluation of information stage and a draft report has been prepared for evaluation and direction by committee members at deliberative meetings in the next reporting period.

### *Standing Committee on Subordinate Legislation and Publications*

The committee met on four occasions throughout the year and collectively scrutinised 62 annual reports of agencies and statutory authorities to ensure adherence to legislative requirements. The committee also scrutinised 39 regulations and by-laws, 10 Coronial Findings and Recommendations, nine miscellaneous instruments and documents pursuant to Standing Order 21.

The committee wrote to the Minister for Employment, Education and Training, seeking an explanation for the non-tabling of the Annual Report by the Work Health Advisory Council. A similar letter was forwarded to the Minister for Police, Fire and Emergency Services in relation to a report pursuant to the *Surveillance Devices Act*.

An official approach was made to the Attorney-General seeking an expansion of the information provided in explanatory memoranda provided as support to amendments to Regulations. In particular, the committee expressed concern that the explanatory memoranda lacked detail on any background or rationale for regulatory change.

### *Privileges Committee*

The Privileges Committee inquires into and reports upon complaints of breach of parliamentary privilege, which may be referred to it by resolution of the Assembly. No matters of privilege were referred to the Committee during the reporting period.

## Performance Reporting: Assembly Services

### Future Priorities

#### *Standing Committee on Public Accounts*

- liaison with the incoming Auditor-General to arrange for briefings on specific inquiries;
- undertake detailed inquiries into key issues raised by the Auditor-General by way of reports tabled in the Legislative Assembly; and
- preparations for and conduct of 2005-2006 Estimates Committee Public Hearings and Government Owned Corporation Scrutiny Committee Public Hearing.

#### *Select Committee on Substance Abuse in the Community*

- table of report on petrol sniffing in remote communities; and
- inquiry into youth urban inhalant abuse

#### *Standing Committee on Legal and Constitutional Affairs*

- logistical requirements for establishment of the Statehood Steering Committee (SSC);
- monitor SSC activities and report to Parliament from time to time;
- continue Indigenous Governance Inquiry; and
- new reference to the committee relating to Aboriginal Customary Law.

#### *Standing Committee on Standing Orders*

- new reference to the committee to inquire and report to the Assembly on the need for and effectiveness of an explanatory memorandum or statement to be signed off and presented by the relevant minister when a bill is introduced to the Assembly.

#### *Standing Committee on Environment and Sustainable Development*

- present a report of the committee's findings on an EPA for the Northern Territory.

#### *Standing Committee on Subordinate Legislation and Publications*

- continue with the move by all states and territories to consider a uniform approach to the issue of National Scheme Scrutiny Legislation.

## Performance Reporting: Assembly Services

### SUB-OUTPUT 1.4 Parliamentary Liaison and Information

Provision of services and support to promote community awareness of the constitutional role and significance of the parliament, and to facilitate the process of inter-parliamentary relations for members, including participation in Commonwealth Parliamentary Association and other conference/seminar activities.

#### Key Achievements

- conduct and coordination of the 15<sup>th</sup> Australian and Pacific Regional Commonwealth Parliamentary Association Seminar held in Apia, Samoa and Alice Springs September 2003;
- coordination of *Celebrating Democracy* week and the Mini-Constitutional Statehood convention in conjunction with the Department of Employment, Education and Training;
- coordination and implementation of the launch of the education kit *Cockatoo Island*
- coordination of a Youth Parliament in Darwin in June 2004 in conjunction with the YMCA;
- promotion and conduct of public tours through Parliament House;
- creation of a policy and register of Parliament House artworks;
- conduct of regular school tours and role plays in Parliament House;
- coordination and conduct of induction programs for members, public sector employees, media and community groups;
- management of seminars for electorate officers; and
- coordination of Commonwealth Parliamentary Association and inter-parliamentary visits.

#### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Major information/education programs (>\$5000)	4	4		4
Minor information/education programs (<\$5000)	240	248		240
Inter-parliamentary programs	27	22	1	25
<b>Quality</b>				
Member and client satisfaction with service provided	100%	95%		100%
<b>Cost</b>				
Average cost/major program	\$28 000	\$25 400	2	\$28 000
Average cost/minor program	\$1600	\$1400	2	\$1500
Average cost/inter-parliamentary program	\$3200	\$3600	2	\$3000

#### Notes to Significant Variations

- 1 The number of inter-parliamentary activities was slightly lower than originally anticipated;
- 2 The variation between actual and estimated cost is primarily the result of apportioning the fixed costs over the number of activities. That is, if the number of activities increases, generally, the cost reduces. Conversely, if the number of activities falls, the cost increases.

# Performance Reporting: Assembly Services

## Performance Commentary

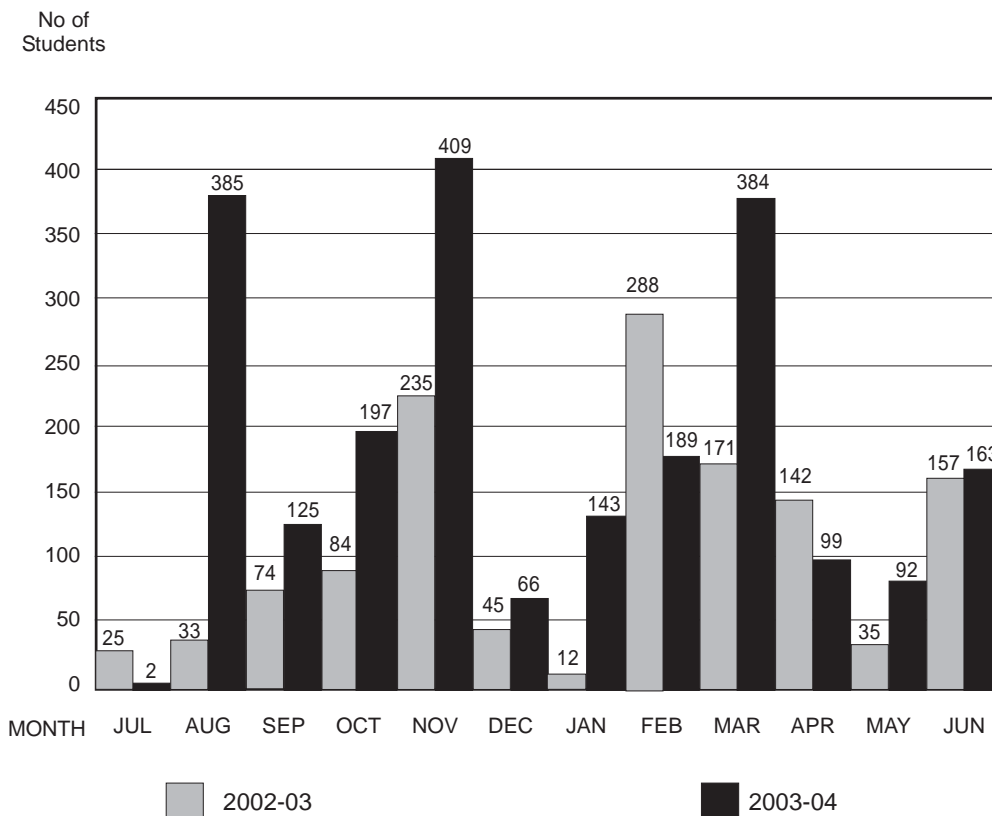
Information and education programs are specifically aimed at primary and secondary students and form part of the *Civics and Citizenship* component of the Northern Territory Curriculum Framework in accordance with each Band Level.

Inter-parliamentary liaison continues as a paramount means of ensuring information flow and exchange between Commonwealth parliament jurisdictions in Australia and overseas.

## School Tour Summary

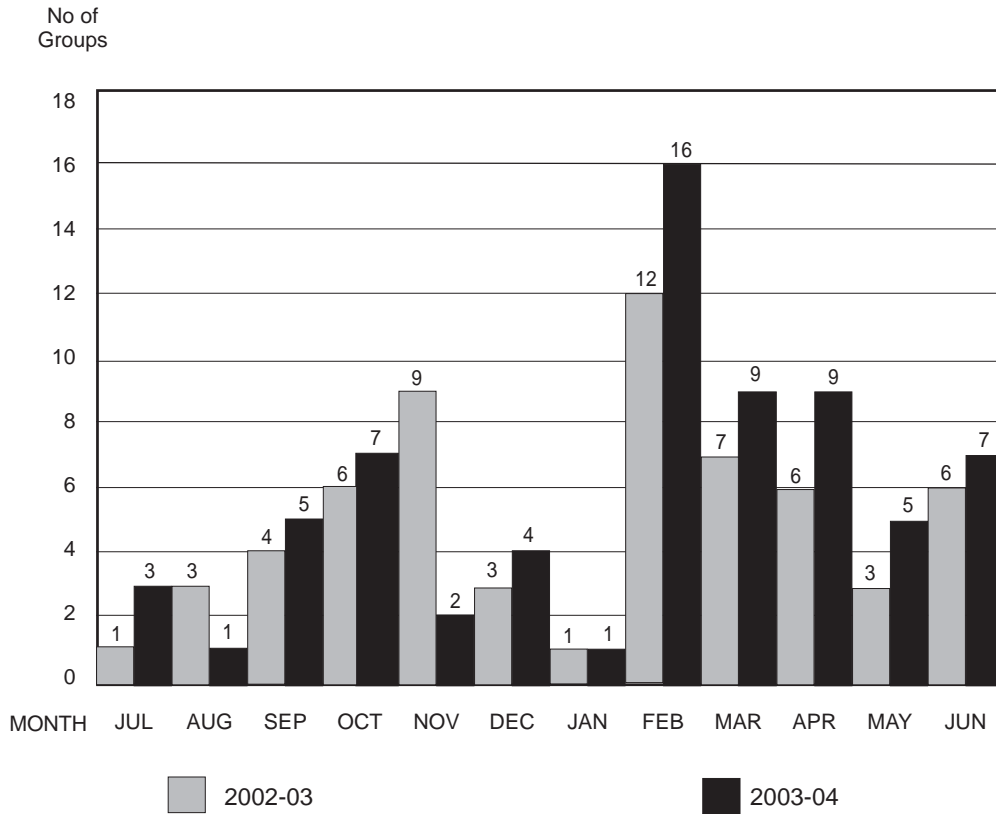
The following two graphs reflect the number of schools, individuals and groups, to visit Parliament House for tours conducted by agency staff. These groups are primarily but not exclusively from Darwin. Parliament House receives visits from a number of schools that are not located in Darwin at various times throughout the year.

### School Tours, Parliament House - individual students



# Performance Reporting: Assembly Services

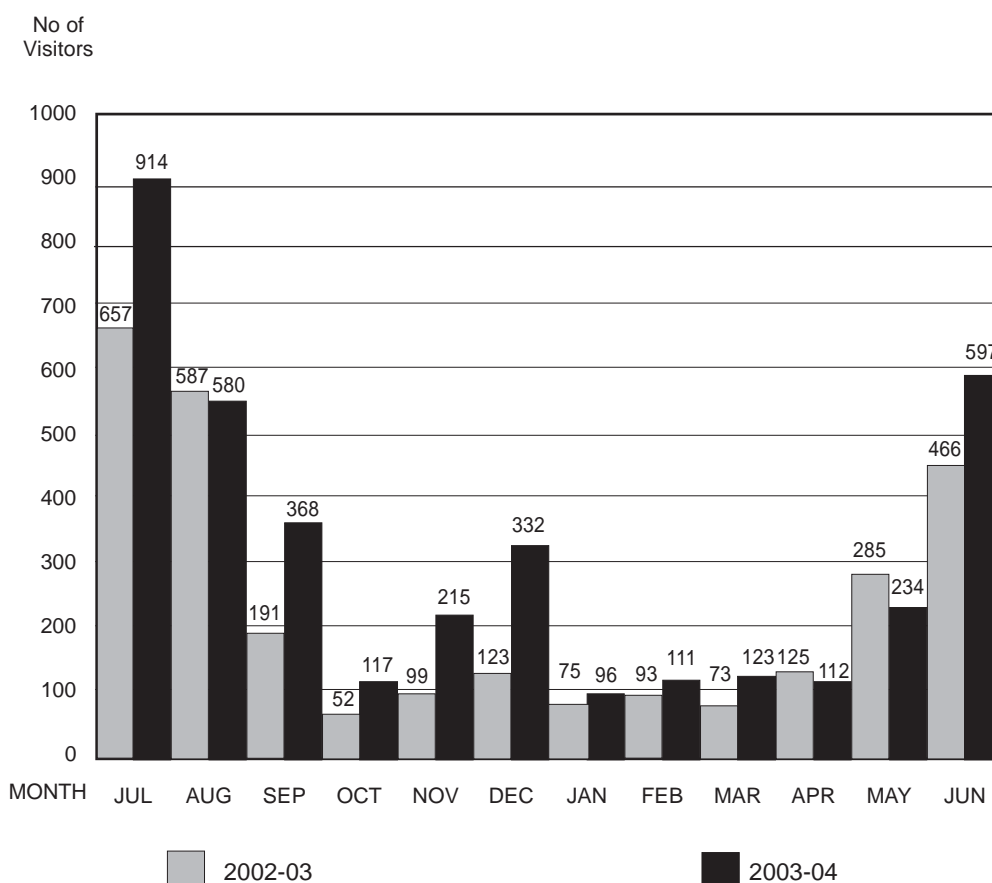
## School Tours, Parliament House - groups of students



## Performance Reporting: Assembly Services

### Public Tours Summary

The graph below reflects the number of visitors to Parliament House for group tours conducted by agency staff on Saturdays. The statistics are exclusive of individuals who visit Parliament House throughout the week or on weekends, or those who come to use the Northern Territory Library. The figures below broadly reflect general tourism and visitation rates in the Top End.



### Future Priorities

- recruit a Parliamentary Education Co-ordinator to forge closer links with schools and teachers;
- develop educational resources and coordinate educational activities for the Alice Springs sittings;
- coordinate Youth Parliament in Alice Springs 2005;
- organise and promote NT Schools Constitutional Conventions in Alice Springs and Darwin and coordinate NT participation in the National Schools Constitutional Convention;
- develop an outreach program for both schools and the community with activities in Alice Springs, Katherine, and Tennant Creek;
- coordinate activities for *Celebrating Democracy Week*; and
- develop a self-guided tour for Parliament House.



## Performance Reporting: Members and Client Services

### OUTPUT 2 – MEMBERS’ AND CLIENT SERVICES

Provision of administrative services and support to members of the Legislative Assembly in accordance with the Remuneration Tribunal Determination.

Budget Allocation 2003-04	\$10.320m
Actual Expenditure	\$10.413m
Target 2004-05	\$10.214m

#### Key Achievements

- implementation of Remuneration Tribunal Determination (RTD) No 1 of 2003;
- development of Portfolio Budget Statement for 2004-05 incorporating service standards;
- security policy and standards for electorate offices;
- implementation of the Virtual Private Network (VPN) in electorate offices;
- MNW program completed to a value of \$130 302; and
- Occupational Health and Safety audit of all electorate offices completed.

#### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b> Members’ entitlements and electorate offices	\$9.686m	\$9.775m	1	\$9.686m
<b>Quality</b> Client satisfaction with services outlined in Client Service Charter	95%	95%		95%
<b>Timeliness</b> Services delivered within agreed timeframes	100%	100%		100%
<b>Cost</b> Average administration cost per Member for support to Members and electorate offices	\$25 400	\$25 500		\$24 000

#### Notes to Significant Variations

1 The actual cost of providing Members’ entitlements under the RTD was higher than estimated.

## Performance Reporting: Members and Client Services

### Performance Commentary

#### *(a) Remuneration Tribunal Determination (RTD)*

Remuneration Tribunal Determination No 1 of 2003 was issued in November 2003 with effect from 31 October 2003. A comprehensive analysis of the Determination was completed, along with the budgetary impact (approximately \$340k) of variations to members' entitlements prescribed by the new RTD. A further budget allocation to fund the increase was effected through an administrative variation by Treasury.

#### *(b) Minor New Works in Electorate Offices*

A total of \$130 302 was expended on works to upgrade a total of 18 electorate offices. Key components were security works in line with the approved standards, and works resulting from the Occupational Health and Safety audit of electorate offices.

#### *(c) Virtual Private Network (VPN) in Electorate Offices*

The VPN was implemented in all electorate offices to improve remote information technology access to the government Wide Area Network (WAN). An analysis of issues relating to Optus Private Internet (OPI) Trust in some offices was ongoing at the time of reporting. In conjunction with this project, there was an upgrade to Lotus Notes Version 5.0 and Microsoft Windows XP and Office XP.

#### *(d) Development of Portfolio Budget Statement 2004-05 incorporating service standards.*

This document was designed to provide performance information down to sub-output level, which will provide for improved budgeting and reporting. The document also serves to provide clients with a clear statement of services provided by the agency along with standards by which those services will be delivered and assessed.

### Future Priorities

- resolution of problems outstanding from the implementation of VPN;
- Minor New Works program for 2004-05 including finalisation of security measures in electorate offices;
- review of Speaker's Determination for Information Technology and office accommodation for members;
- implementation of Intranet site for members and electorate officers;
- development of *Members Bulletin* for provision of information; and
- review of Remuneration Tribunal Determination No 1 of 2004 and notification to members, electorate officers and agency staff of variations to members' entitlements.

## Performance Reporting: Members and Client Services

### SUB-OUTPUT 2.1 Electorate Office Support

Provision of administrative support and facilities management to electorate offices and advice and support to electorate officers as employees of the Department of the Legislative Assembly.

Budget Allocation 2003-04	\$4.186m
Actual Expenditure	\$4.193m
Target 2004-05	\$4.117m

#### Key Achievements

- security policy and standards for electorate offices;
- implementation of the Virtual Private Network (VPN) in electorate offices;
- MNW program completed to a value of \$130 302;
- commencement of training framework for electorate officers;
- review of Minor New Works management plan for electorate offices;
- Occupational Health and Safety audit of all electorate offices completed;
- electorate officer seminars held in November 2003 and February 2004; and
- induction program developed and implemented.

#### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b> Electorate offices	25	25		25
<b>Quality</b> Client satisfaction with services and support	95%	95%		95%
<b>Timeliness</b> Services delivered within agreed timeframes	100%	100%		100%
<b>Cost</b> Repairs and Maintenance	\$0.062m	\$0.081m	1	\$0.039m
Average administrative cost of providing support to Members	\$11 900	\$11 900		\$11 200

#### Notes to Significant Variations

- 1 includes \$45k of assets transferred from DIPE that could not be capitalised and therefore had to be expended during the period.

## Performance Reporting: Members and Client Services

### Performance Commentary

#### *(a) Electorate Office Security Project*

A specialist review of security for electorate offices was completed resulting in a security policy and a set of recommended security standards for each electorate office. These were approved by members and the House Committee, with all security works specified by each office committed by the end of the financial year.

#### *(b) Virtual Private Network (VPN) in Electorate Offices*

The VPN was implemented in all electorate offices to improve remote information technology access to the government Wide Area Network (WAN). An analysis of issues relating to the Optus Private Internet (OPI) Trust in some offices was ongoing at the time of reporting. In conjunction with this project, there was an upgrade to Lotus Notes Version 5.0 and Microsoft Windows XP and Office XP.

#### *(c) Minor New Works in Electorate Offices*

A total of \$130 302 was expended on works to upgrade a total of 18 electorate offices. Key components were security works in line with the approved standards, and works resulting from the Occupational Health and Safety audit of electorate offices.

#### *(d) Framework for Electorate Officer Training*

A generic job description for electorate officers was revised with input from electorate officers. Electorate officers were canvassed for IT training needs and discussions were held with DCIS in regard to on-line training programs.

#### *(e) Management Plan of Coordination of Works in Electorate Offices*

This plan was reviewed and the external audit found to be compliant with procedures for Minor New Works procurement requirements.

#### *(f) Occupational Health and Safety (OH&S) Audit*

This audit was completed for offices in all regions over the course of the year, and all issues identified have either been addressed or included in the Minor New Works program as appropriate.

#### *(g) Electorate Officer Seminars*

Seminars were held for Electorate Officers in November 2003 and February 2004 on a range of issues relating to Member and Electorate Officer services and entitlements.

#### *(h) Induction Process*

A comprehensive induction procedure was developed for both agency staff and electorate officers. Two new electorate officers undertook this induction program and provided positive feedback on the program.

### Future Priorities

- resolution of problems outstanding from the implementation of VPN;
- Minor New Works program for 2004-05 including finalisation of security measures in electorate offices;
- finalisation of the framework for electorate officer training;
- review and further refinement of the electorate officer induction program; and
- review of security procedures in electorate offices.

## Performance Reporting: Members and Client Services

### SUB-OUTPUT 2.2 Members' Services

Provision of services to members in relation to travel, vehicles, information technology, finance and human resources

Budget Allocation 2003-04	\$6.134m
Actual Expenditure	\$6.220m
Target 2004-05	\$6.097m

#### Key Achievements

- implementation of Remuneration Tribunal Determination (RTD) No 1 of 2003;
- upgrade Members Entitlement Travel System (METS);
- review of Members Guide in relation to travel, entitlements and other relevant information;
- development of Portfolio Budget Statement for 2004-05 incorporating service standards;
- completion of transfer of Members' mobile phones to the Department of the Legislative Assembly pursuant to RTD No 1 of 2003; and
- implementation of Speaker's Determinations addressing a range of issues.

#### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b> Members	25	25		25
<b>Quality</b> Client satisfaction with services and support	95%	95%		95%
<b>Timeliness</b> Services delivered within agreed timeframes	100%	100%		100%
<b>Cost</b> Average administrative cost of providing support to Members	\$13 500	\$13 600	1	\$12 800

#### Notes to Significant Variations

- 1 The average administrative cost of providing support to members was higher primarily as the result of the inclusion of a termination payment for one staff member.

## Performance Reporting: Members and Client Services

### Performance Commentary

#### *(a) Remuneration Tribunal Determination (RTD)*

Remuneration Tribunal Determination No 1 of 2003 was issued in November 2003 with effect from 31 October 2003. The Determination was restructured to more clearly define entitlements, particularly those relating to travel. A comprehensive analysis of RTD No 1 of 2003 was completed. A schedule of the variations from the previous Determination was prepared and provided to members and electorate staff. The budgetary impact of variations to members' entitlements prescribed by the new RTD was assessed and incorporated in the agency budget for 2003-04.

#### *(b) Upgrade of Members Entitlements Travel System (METS)*

The redefined RTD required a substantial upgrade of the METS system. This was completed along with other enhancements, including automatic flagging to prevent members from exceeding entitlements.

#### *(c) Review of Member's Guide Completed*

The Member's Guide was reviewed and revised as necessary to reflect changes to members' entitlements generated by the new RTD. The guide is electronically available to members and electorate officers via Lotus Notes.

#### *(d) Development of Portfolio Budget Statement for 04-05 incorporating Service Standards*

This document was designed to provide performance information down to sub-output level, which allows for improved budgeting and reporting. The document also serves to provide clients with a clear statement of services provided by the agency and standards by which those services will be delivered.

#### *(e) Transfer of Members' Mobile Telephones*

With the provision of mobile telephones being an entitlement for the first time under RTD No 1 of 2003, a project was undertaken to transfer all members' mobile phones to the agency to provide improved administrative arrangements and an improved service to members. All but one member took advantage of this transfer.

#### *(f) Speaker's Determination*

Seven Speakers' Determinations were issued pursuant to Clause 9.4 of RTD No 1 of 2003, which empowers the Speaker to administer the provisions of the RTD and to make procedural rules to give full effect to all entitlements set out in the RTD.

### Future Priorities

- review of Speaker's Determination in respect of Information Technology for members;
- implementation of Intranet site for members and electorate officers;
- development of *Members Bulletin* for provision of information;
- review of Speaker's Determination in respect of provision of office accommodation for members;
- review of RTD No 1 of 2004 and notification to members, electorate officers and agency staff of variations to members' entitlements; and
- review and, as required, amendment of Member's Guide to reflect any variations to members' prescribed entitlements and associated procedures.

**Performance Reporting: Members and Client Services**

## Performance Reporting: Building Management Services

### OUTPUT 3 – BUILDING MANAGEMENT SERVICES

Provision of a secure, safe and well-maintained facility and precinct to facilitate the operation of the Parliament and the activities of members and other clients.

Budget Allocation 2003-04	\$5.339m
Actual Expenditure	\$5.440m
Target 2004-05	\$4.701m

#### Key Achievements

- review of Building Management structure;
- prioritisation and implementation of a range of security review recommendations;
- establishment of State Square Security Committee;
- review of contract cleaning arrangements;
- compilation of full furniture inventory for Parliament House; and
- review policy and procedures for functions at Parliament House.

#### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Parliamentary office space managed (m2)	10 020	10 020		10 020
Public areas and function rooms managed (m2)	2950	2950		2950
<b>Quality</b>				
Client satisfaction with service	95%	95%		95%
In accordance with approved standards	100%	52%	1	100%
<b>Timeliness</b>				
Programmed timeframes and schedules	90%	90%		90%
<b>Cost</b>				
Cost per m2 parliamentary office space managed	\$415	\$423	2	\$365
Cost per m2 public areas/function rooms managed	\$399	\$407	2	\$352

#### Notes to Significant Variations

- 1 Maintenance levels achieved are an estimate of actual maintenance levels achieved against the desired standard. These are in line with ratio of funding provided against the estimated funding required to achieve those standards. Estimates were made by BAMS.
- 2 The average cost of R&M was higher than originally estimated as a result of the requirement to expense a number of completed projects that were transferred from DIPE and which could not be capitalised.

## Performance Reporting: Building Management Services

### Performance Commentary

A security review undertaken by Security Risk Management Australia in 2002-03 proposed a wide range of recommendations, a significant number of which were implemented through revised administrative arrangements and Repairs and Maintenance and Minor New Works programs.

A State Square Security Committee was established in 2002-03 to provide a forum for information sharing and consultation on security issues for key stakeholders in State Square and includes a police representative. The committee met three times during the reporting period and shares information on a regular basis.

Centralised control and improved monitoring procedures were established for all access control devices for all users and visitors of Parliament House, including keys, access control cards and car park access devices.

Contract cleaning protocols were revised in 2002-03 to achieve cost savings and to provide cleaning services at an accepted standard for office accommodation. The cleaning standards for the internal servicing of the building were deemed adequate, however further review of cleaning frequency of the building exterior is required. This will be undertaken in 2004-05 as part of a technical review of the building structure as a whole.

A full inventory of all Parliament House furniture and equipment was undertaken and entered into databases. Furniture and equipment in areas occupied by other agencies were formally transferred to those agencies for future management.

A review of policy and procedures for functions held at Parliament House resulted in improved methodologies for bookings and provision of support for functions, meetings, conferences and committee hearings.

### Future Priorities

- further implementation of security review recommendations through the Minor New Works program;
- revised security arrangements and works in front foyer of Parliament House;
- introduction of photographic identification access system;
- establishment of Parliament House Security Committee to ensure effective consultation and information dissemination to all building occupants;
- introduction of security awareness program for Parliament House occupants;
- review of audio-visual equipment with a view to developing a program of upgrading equipment for functions; and
- comprehensive review of signage around building to provide effective information and interpretation to building users and visitors.

## Performance Reporting: Building Management Services

### SUB-OUTPUT 3.1 Parliamentary Office Space Managed

To maintain and improve the physical environment and support facilities for Parliament and other tenants, to enable members and parliamentary and government staff to carry out these duties.

Budget Allocation 2003-04	\$4.160m
Actual Expenditure	\$4.239m
Target 2004-05	\$3.662m

#### Key Achievements

- development of an Asset Management Policy;
- review of Building Management structure;
- prioritisation and implementation of a range of security review recommendations;
- establishment of the State Square Security Committee;
- review of contract cleaning arrangements;
- improved monitoring and control of access control devices for Parliament House; and
- full furniture inventory for Parliament House.

## Performance Reporting: Building Management Services

### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Parliamentary office space managed (m2)	10 020	10 020		10 020
Preventative maintenance visits predicted	320	377	1	320
Corrective maintenance visits predicted	276	324	2	276
<b>Quality</b>				
Maintenance programs to agreed job standards	95%	95%	3	95%
Availability of building electro-mechanical systems (lifts, etc)	99%	99%		99%
Appropriate response and action taken with security incidents	100%	100%		100%
Accuracy of written instructions and advice	95%	95%		95%
Availability of essential electricity	100%	100%		100%
Compliance with health and safety standards	100%	100%		100%
<b>Timeliness</b>				
Maintenance completed within agreed timeframes	90%	98%		90%
Response to client request within timeframes	90%	99%		90%
Initial response time to security incidents (minutes)	3	3		3
<b>Cost</b>				
Security contract (\$/m2)	53	53		52
Energy (\$/m2)	43	43		44
Repairs and maintenance (\$/m2)	96	103	4	51
Cleaning contract (\$/m2)	20	20		21

### Notes to Significant Variations

- 1 An increase of approximately 18% in preventative maintenance visits was in part due to coincidence of two and three year cyclical routines and in part due to higher levels of maintenance required.
- 2 An increase in urgent repairs can be attributed to the general age of the building. This is expected to continue to increase, particularly as the gap increases between the value of remedial work required and allocated funding.
- 3 This should not be confused with the measure of maintaining the building to approved standards.
- 4 The average cost of R&M was higher than originally estimated as a result of the requirement to expense a number of projects that were transferred from DIPE and which could not be capitalised.

## Performance Reporting: Building Management Services

### Performance Commentary

An Asset Management policy was developed as a critical first step to the development of a comprehensive Asset Management Plan for Parliament House. The policy document outlines the purpose for which the various asset components are required and the general standard to which they are required to comply.

Works have been implemented to improve security surveillance and access control around the building as part of an ongoing program of enhancement of security infrastructure.

Facilities have been improved for the operation of outdoor functions by the provision of a series of electricity outlets in Liberty Square (the land between Parliament House and the Supreme Court).

Several projects to improve energy management have commenced, including improved system controls and provision for a low-load chiller.

Reviews of the building management structure were undertaken with a view to improving service delivery and achieve economies of scale. Functions which are services provided to building users were incorporated as a Building Services sub-unit within the Parliamentary Services Unit, with the Technical Services Unit having a focus on technical maintenance of the building.

A security review by Security Risk Management Australia in 2003-03 presented a wide range of recommendations. A significant number of recommendations were implemented in 2003-04 through revised administrative arrangements and through the Repairs and Maintenance and Minor New Works programs.

The State Square Security Committee was established in January 2003 to provide a forum for information sharing and consultation on security issues for key stakeholders in State Square, and includes a police representative. The committee met three times during the reporting period and shares information on a regular basis.

Centralised control and improved monitoring procedures were established for all access control devices for all Parliament House building users and visitors, including keys, access control cards and car park electronic access devices.

Contract cleaning protocols were revised in 2002-03 to achieve cost savings and to provide cleaning services at an accepted standard for office accommodation. Cleaning standards for the internal servicing of the building were deemed to be adequate, however further review of the cleaning frequency of the building exterior is required. This will be undertaken in 2004-05 as part of a technical review of the building structure as a whole.

A full inventory of all Parliament House furniture and equipment was undertaken and entered into databases. Furniture and equipment for areas occupied by other agencies was formally transferred to those agencies for future management.

## Performance Reporting: Building Management Services

### Future Priorities

- develop a comprehensive Asset Management Plan to facilitate predictions of future maintenance and upgrade requirements and the associated costs;
- improve entry screening processes by provision of improved infrastructure at the front entrance;
- further implement security review recommendations through the Minor New Works program;
- submission for further funding to maintain security arrangements implemented in response to local and international security issues;
- revise security arrangements and works in front foyer of Parliament House;
- introduce a photographic identification access system;
- establish Parliament House Security Committee to ensure effective consultation and information dissemination to building occupants; and
- introduce security awareness program for Parliament House occupants.

## Performance Reporting: Building Management Services

### SUB-OUTPUT 3.2 Public Areas and Function Rooms Managed

To maintain a safe and secure environment for members and their families, guests, visitors and staff in Parliament House.

Budget Allocation 2003-04	\$1.179m
Actual Expenditure	\$1.201m
Target 2004-05	\$1.039m

#### Key Achievements

- review of policy and procedures for functions at Parliament House;
- provision of electricity facilities in Liberty Square;
- development of an Asset Management Policy;
- review Building Management structure;
- prioritisation and implementation of a range of security review recommendations; and
- review contract cleaning arrangements.

#### Performance Measures and Targets

Performance Measure	Est 2003-04	Actual 2003-04	Notes	Budget 2004-05
<b>Quantity</b>				
Public areas and function rooms managed (m2)	2950	2950		2950
<b>Quality</b>				
Client satisfaction with service	95%	95%		95%
Compliance with health standards	90%	100%		90%
<b>Timeliness</b>				
Maintenance completed within agreed timeframes	90%	95%		90%
<b>Cost</b>				
Security contract (\$/m2)	50	50		50
Energy (\$/m2)	42	42		42
Repairs and maintenance (\$/m2)	91	99	1	49
Cleaning contract (\$/m2)	20	20		20

#### Notes to Significant Variations

- 1 the average cost of R&M was higher than originally estimated as a result of the requirement to expense a number of Minor New Works projects that were transferred from DIPE which could not be capitalised.

## Performance Reporting: Building Management Services

### Performance Commentary

A review of Policy and Procedures for functions at Parliament House resulted in improved methodologies for bookings and provision of support for functions, meetings, conferences and committee hearings.

Facilities have been improved for the operation of outdoor functions by the provision of a series of electricity outlets in Liberty Square (the land between Parliament House and the Supreme Court).

An Asset Management policy was developed as a critical first step to the development of a comprehensive Asset Management Plan for Parliament House. The policy document outlines the purpose for which various asset components are required and the standards by which they are required.

Works have been implemented to improve security surveillance and access control around the building as part of an ongoing program of enhancement of security infrastructure.

Reviews of the Building Management structure were undertaken with a view to improving service delivery and to achieve economies of scale. Functions, which are services provided to building users, were incorporated as a Building Services sub-unit within the Parliamentary Services Unit, with the Technical Services Unit focussing on technical maintenance of the building.

Contract cleaning protocols were revised in 2002-03 to achieve cost savings and to provide cleaning services at an accepted standard for office accommodation. The cleaning standards for the internal servicing of the building were deemed adequate, however further review of the cleaning frequency of the building exterior is required. This will be undertaken in 2004-05 as part of a technical review of the building structure as a whole.

### Future Priorities

- review available audio-visual equipment with a view to developing a program of upgrading equipment for functions;
- comprehensive review of signage around Parliament House to provide effective information and interpretation for building users and visitors;
- develop a comprehensive Asset Management Plan to facilitate predictions of future maintenance and upgrade requirements and associated costs;
- revise security arrangements and works in front foyer of Parliament House; and
- introduce security awareness program for Parliament House occupants.

## Financial Statement Overview, Year Ended 30 June 2004

The Department of the Legislative Assembly achieved its stated outcome “to fulfil its role as a representative and legislative body for the governance of the Northern Territory”.

This outcome was achieved slightly over the total estimated budget (less than 1%) and represents good achievement given the continued high level of sitting hours and maintenance of security standards. A summary of output costs and key items that affected these output costs is detailed below.

Output Costs	2003-04 Original Estimate \$000	2003-04 Revised Estimate \$000	2003-04 Actual Cost \$000
Assembly Services	2971	3099	3086
Members and Client Services	8504	10 320	10 413
Building Management Services	4800	5339	5440
<b>Total Operating Expenses</b>	<b>16 275</b>	<b>18 758</b>	<b>18 939</b>

### Key Points

#### Whole-of-Agency

- Inclusion in the budget of \$1608k of DCIS Free-of-Charge (FOC) services is the main reason for the significant increase from the original estimate to the revised estimate. The individual output budgets increased as follows: Assembly Services \$150k; Members' and Client Services \$1,310k; and Building Management Services \$148k;
- The requirement to expense rather than capitalise a number of Minor New Works projects transferred from the Department of Infrastructure, Planning and Environment (DIPE) resulted in a \$380k increase in the revised budget. The actual cost to the department was \$480k, which was \$100k over the revised budget.

#### Assembly Services

- The number of sittings hours for Parliament was 351, 51 hours or 17% higher than the original estimate;
- The four major Parliamentary Committees continued their work during 2003-04: Legal and Constitutional Affairs, Public Accounts, Substance Abuse; and Environment and Sustainable Development.

#### Members' and Client Services

- Additional funding was provided to meet the estimated actual cost of Member entitlements and the additional cost associated with Remuneration Tribunal Determination (RTD) No 1 of 2003 (\$383k);
- The requirement to expense \$45k in non-cash repairs and maintenance contributed significantly to the over-expenditure of this output.

#### Building Management Services

- The revised budget for this output included an additional \$380k for non-cash R & M. However, the actual expenditure on this item was \$436k, an additional \$56k, which significantly contributed to the over-expenditure on this output.
- The requirement to maintain security standards for Parliament House contributed significantly to the over-expenditure by this output (\$80k).

## Financial Report

A summary of the Statement of Financial Performance, Statement of Financial Position and Statement of Cash Flows along with a narrative on the key items impacting the operational result, the significant movements in assets and liabilities and cash flows follows:

### Summary of the Statement of Financial Performance

	2003-04 Original Estimate \$000	2003-04 Revised Estimate \$000	2003-04 Actual Cost \$000
<b>Operating Revenue</b>			
Output revenue	14 652	15 019	15 019
Other agency revenue	37	37	25
Miscellaneous revenue	5	13	10
Goods and Services received FOC	-	1608	1651
<b>Total Operating Revenue</b>	<b>14 694</b>	<b>16 677</b>	<b>16 705</b>
<b>Operating Expenses</b>			
Employees	9030	9422	9449
Goods and services	4764	4867	4927
Repairs and maintenance	900	1280	1407
Assets	1581	1581	1503
DCIS services FOC		1608	1651
Interest	-	-	2
<b>Total Operating Expenses</b>	<b>16 275</b>	<b>18 758</b>	<b>18 939</b>
<b>Nett Operating Profit/(Loss)</b>	<b>(1581)</b>	<b>(2081)</b>	<b>(2234)</b>

### Key Points

- The main reasons for the increase in output revenue budget were: the requirement to meet the actual cost of Member entitlements; and increased costs associated with RTD 1 of 2003;
- Other Agency Revenue and Miscellaneous Revenue were both lower than expected. The Agency is reviewing revenue to determine whether the estimate is too high and/or how we might increase the amount of revenue raised;
- Employee expenses were higher than originally forecast primarily as a result of: meeting RTD entitlements for members (\$200k); transferring allocation from goods and services to employee expenses for committees (\$50k); and meeting one-off employee termination payments (\$100k);
- Repairs and Maintenance budget was increased by \$380k to cover the expensing of \$380k of assets transferred from DIPE, which were required to be expensed rather than capitalised;
- Goods and Services expenditure was higher primarily as a result of the requirement to meet RTD associated costs;
- Asset expenditure on depreciation was lower than originally forecast.

# Financial Report

## Summary of the Statement of Financial Position

	2003-04 Opening Balance \$000	2003-04 Actual Balance \$000	Variation \$000
<b>Assets</b>			
Current Assets	324	258	-65
Non-current assets	136 092	137 940	1847
<b>Total Assets</b>	<b>136 416</b>	<b>138 198</b>	1782
<b>Total Liabilities</b>	<b>1412</b>	<b>1216</b>	<b>-196</b>
<b>Nett Assets</b>	<b>135 004</b>	<b>136 982</b>	<b>1978</b>
<b>Total Equity</b>	<b>135 004</b>	<b>136 982</b>	<b>1978</b>

### Key Points

- Current Assets decreased primarily as a result of using \$56k to reduce creditors on hand from the previous year;
- The increase in non-current assets is primarily made up from the transfer during the year of two parcels of land from DIPE to this agency for \$3.1m less the annual depreciation charge of \$1.5m and the inclusion of \$0.2m of leasehold improvements to electorate offices;
- Liabilities decreased during the year primarily as the result of the final pay at year-end being paid on the last day of the year thereby leaving no salary accruals, and the retirement of \$56k from creditors from the previous year.

# Financial Report

## Summary of the Statement of Cash Flows

	2003-04 Original Estimate \$000	2003-04 Revised Estimate \$000	2003-04 Actual Costs \$000
<b>Operating receipts</b>			
Total operating receipts	14 694	15 069	15 056
<b>Operating payments</b>			
Total operating payments	14 694	15 475	15 469
<b>Nett cash from operating activities</b>		<b>-406</b>	<b>-413</b>
<b>Nett cash from investing activities</b>	<b>-41</b>	<b>-41</b>	<b>-37</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
<b>Financing receipts</b>			
Total financing receipts	41	414	415
<b>Financing Payments</b>			
Total financing payments		23	21
<b>Nett cash from financing activities</b>	<b>41</b>	<b>391</b>	<b>394</b>
Nett increase in cash held		-56	-56
Cash at beginning of financial year	10	231	231
<b>CASH AT END OF FINANCIAL YEAR</b>	<b>10</b>	<b>175</b>	<b>175</b>

### Key Points

- Operating receipts were primarily increased to cover the costs of member entitlements under the RTD;
- operating payments were similarly increased to cover the cost of member entitlements under the RTD;
- an additional \$350k was provided by Treasury to cover the 27<sup>th</sup> pay (\$230k), which fell on the last day of the year and to cover the one-off cost of termination payments for employees (\$120k);
- lease payments on computer software were included during the year;
- cash at bank at the end of last financial year was \$175k and this remained constant at the end of the year.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY  
GPO Box 3721, Darwin NT 0801 Australia

Office of the Clerk

## CERTIFICATION OF THE FINANCIAL STATEMENTS

We certify that the attached financial statements for the Department of the Legislative Assembly have been prepared from proper accounts and records in accordance with the prescribed format, the *Financial Management Act* and Treasurer's Directions.

We further state that the information set out in the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows and Notes to and forming part of the financial statements present fairly the financial performance for the year ended 30 June 2004 and the financial position on that date.

At the time of signing, we are not aware of any circumstances that would render the particulars included in the financial statements misleading or inaccurate.

A handwritten signature in black ink, appearing to be 'DJ Horton'.

DJ HORTON  
ACTING CLERK  
31 August 2004

A handwritten signature in black ink, appearing to be 'Rex Schoolmeester'.

REX SCHOOLMEESTER  
CHIEF FINANCIAL OFFICER  
31 August 2004

## Statement of Financial Performance, Year Ended 30 June 2004

	Note	2004 \$000	2003 \$000
<b>OPERATING REVENUE</b>			
Taxation revenue			
<i>Grants and subsidies</i>			
Current			
Capital			
<i>Sale of goods and services</i>			
Output revenue		15 019	14 396
Other agency revenue		25	44
Interest revenue			
Miscellaneous revenue		8	48
Services received free of charge	14	1651	
Profit/loss on disposal of assets	3	2	82
<b>TOTAL OPERATING REVENUE</b>	2	16 705	14 570
<b>OPERATING EXPENSES</b>			
Employee expenses		9449	8983
<i>Administrative expenses</i>	4		
Purchase of goods and services		4927	4864
Repairs and maintenance		1407	916
Depreciation and amortisation	7	1503	1471
DCIS services free of charge	14	1651	
Interest expense	15	2	4
<b>TOTAL OPERATING EXPENSES</b>	2	18 939	16 238
<b>NETT OPERATING SURPLUS/DEFICIT</b>	13	-2234	-1668

The Statement of Financial Performance is to be read in conjunction with the Notes to the Financial Statements.

## Statement of Financial Position, as at 30 June 2004

	Note	2004 \$000	2003 \$000
<b>ASSETS</b>			
<i><b>Current assets</b></i>			
Cash and deposits	5	175	231
Receivables	6	78	82
Prepayments		5	11
Inventories			
Advances and investments			
Other assets			
<i><b>Total current assets</b></i>		<b>258</b>	<b>324</b>
<i><b>Non-current assets</b></i>			
Property, plant and equipment	7	137 940	136 093
Other assets			
<i><b>Total non-current assets</b></i>		<b>137 940</b>	<b>136 093</b>
<b>TOTAL ASSETS</b>		<b>138 198</b>	<b>136 417</b>
<b>LIABILITIES</b>			
<i><b>Current liabilities</b></i>			
Deposits held		15	14
Payables	8	297	503
Borrowings and advances	9	5	32
Provisions	10	899	864
Other liabilities	11		
<i><b>Total current liabilities</b></i>		<b>1216</b>	<b>1413</b>
<b>TOTAL LIABILITIES</b>		<b>1216</b>	<b>1413</b>
<b>NETT ASSETS</b>		<b>136 982</b>	<b>135 004</b>
<b>EQUITY</b>			
Capital	12	140 884	136 672
Reserves	12		
Accumulated funds	12	(3902)	(1668)
<b>TOTAL EQUITY</b>		<b>136 982</b>	<b>135 004</b>

The Statement of Financial Position is to be read in conjunction with the Notes to the Financial Statements.

## Statement of Cash Flows, Year Ended 30 June 2004

	Note	2004 \$000 (Outflows)/Inflows.	2003 \$000 (Outflows)/Inflows.
<b>CASH FLOWS - OPERATING ACTIVITIES</b>			
<i>Operating receipts</i>			
<i>Receipts from sale of goods and services</i>			
Output revenue received		15 019	14 396
Other agency receipts		578	594
Interest received			
<b>Total operating receipts</b>		<b>15 597</b>	<b>14 990</b>
<i>Operating payments</i>			
Payments to employees		(9644)	(8748)
Payment for goods and services		(6364)	(6104)
Interest paid		(2)	(4)
<b>Total operating payments</b>		<b>(16 010)</b>	<b>(14 856)</b>
<b>Nett Cash from operating activities</b>	13	<b>(413)</b>	<b>134</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>			
<i>Investing receipts</i>			
Proceeds from asset sales		3	14
Repayment of advances			
Sale of investments			
<b>Total investing receipts</b>		<b>3</b>	<b>14</b>
<i>Investing payments</i>			
Purchase of assets	7	(40)	(75)
Advances and investing payments			
<b>Total investing payments</b>		<b>(40)</b>	<b>(75)</b>
<b>Nett Cash Used in Investing Activities</b>		<b>(37)</b>	<b>(61)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>			
<i>Financing Receipts</i>			
Deposits received		1	14
Capital appropriation			40
Equity injection	12	414	
<b>Total financing receipts</b>		<b>415</b>	<b>54</b>
<i>Financing payments</i>			
Finance lease payments		(21)	(24)
Equity withdrawals	12		
<b>Total financing payments</b>		<b>(21)</b>	<b>(24)</b>
<b>Nett Cash from/(used in) financing activities</b>		<b>394</b>	<b>30</b>
Nett increase/(decrease) in cash held		(56)	103
Cash at beginning of financial year		231	128
<b>CASH AT END OF FINANCIAL YEAR</b>	5	<b>175</b>	<b>231</b>

The Statement of Cash Flows is to be read in conjunction with the Notes of the Financial Statements.

## 1 STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

### (a) Objectives and funding

The Department of the Legislative Assembly provides the support and capability for the Legislative Assembly to fulfil its role as a representative and legislative body for the governance of the Northern Territory. The agency is predominantly funded by Parliamentary appropriations. The financial statements encompass all funds through which the agency controls resources to carry on its functions. In the process of reporting as a single agency, all intra-agency transactions and balances have been eliminated.

### (b) Central Holding Authority

The Central Holding Authority is the 'parent body' that represents the Government's ownership interest in Government-controlled entities. The Central Holding Authority also records all Territory items. Territory items are revenues, expenses, assets and liabilities controlled by the Government and managed by agencies on behalf of the Government. The main Territory item is Territory revenue, which includes taxation and royalty revenue, Commonwealth general purpose funding (such as GST revenue), fines, and statutory fees and charges. The Central Holding Authority also holds certain Territory assets not assigned to agencies as well as certain Territory liabilities that are not practical or effective to assign to individual agencies, such as long service leave.

#### *Territory items*

The Central Holding Authority recognises all Territory items, therefore the Territory items managed by this agency on behalf of Government are not included in the agency financial statements. However, as the agency is accountable for the Territory items managed on behalf of Government, these items have been separately disclosed in Note 21 entitled Schedule of Territory Items.

### (c) Basis of accounting

The financial statements have been prepared in accordance with the requirements of the *Financial Management Act* and Treasurer's Directions. Except where otherwise stated, the financial statements have been prepared in accordance with the historical cost convention. These financial statements do not comply with International Accounting Standards, as Australia is not adopting these requirements until reporting periods commencing on or after 1 January 2005. However, the potential impact on accounting policies that will arise from the transition to AASB equivalents of IASB pronouncements is disclosed in Note 24. The following is a summary of the material accounting policies, which have been adopted in the preparation of the financial statements.

### (d) Changes in accounting policies

The accounting policies adopted are consistent with those of the previous year except in respect of services received free of charge. Currently, all agencies receive services free of charge, predominantly from the Department of Corporate and Information Services (DCIS) for various finance and human resource functions. From 1 July 2003, these amounts have been disclosed within the Statement of Financial Performance as revenue under 'Services Received Free of Charge' and under 'Purchases of Goods and Services' in Administrative Expenses. Previously, these amounts had been disclosed by way of note but not reflected within the Statement of Financial Performance. The financial effect has been to increase both Total Operating Revenue and Operating Expenses by \$1.651m with no impact on the nett operating surplus/deficit.

### (e) Revenue recognition

Revenue is recognised at the fair value of the consideration received net of the amount of goods and services tax (GST). Exchanges of goods or services of the same nature and value without any cash consideration are not recognised as revenue.

#### ***Output revenue***

Output revenue represents Government funding for agency operations and is calculated as the net cost of agency outputs after taking into account funding from agency revenue. The net cost of agency outputs for output appropriation purposes does not include any allowance for major non-cash costs such as depreciation. Revenue in respect of this funding is recognised in the period in which the agency gains control of the funds.

#### ***Grants and other contributions***

Grants, donations, gifts and other non-reciprocal contributions are recognised as revenue when the agency obtains control over the assets comprising the contributions. Control is normally obtained upon receipt. Contributions are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services will be purchased if not donated.

#### ***Sale of goods***

Revenue from the sale of goods is recognised (net of returns, discounts and allowances) when control of the goods passes to the customer.

#### ***Rendering of services***

Revenue from rendering services is recognised in proportion to the stage of completion of the contract.

#### ***Interest revenue***

Interest revenue is recognised as it accrues, taking into account the effective yield on the financial asset.

#### ***Sale of non-current assets***

The profit or loss on disposal of non-current asset sales is included as revenue at the date control of the asset passes to the buyer, usually when an unconditional contract of sale is signed. The profit or loss on disposal is calculated as the difference between the carrying amount of the asset at the time of disposal and net proceeds on disposal.

#### ***Contribution of assets***

Contributions of assets and contributions to assist in the acquisition of assets, being non-reciprocal transfers, are recognised, unless otherwise determined by Government, as revenue at the fair value of the asset received when the entity gains control of the asset or contribution.

### (f) Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred on a purchase of goods and services is not recoverable from the Australian Tax Office (ATO). In these circumstances, the GST is recog-

## Notes to Financial Statements, Year Ended 30 June 2004

nised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables are stated with the amount of GST included. The nett amount of GST recoverable from or payable to the ATO is included as part of receivables or payables in the Statement of Financial Position. Cash flows are included in the Statement of Cash Flows on a gross basis. The GST components of cash flows arising from investing and financing activities recoverable from or payable to the ATO are classified as operating cash flows. Commitments and contingencies are disclosed nett of the amount of GST recoverable from or payable to the ATO.

### (g) Interest expenses

Interest expenses include interest and finance lease charges and are expensed as incurred.

### (h) Cash and cash equivalents

For the purpose of the Statement of Financial Position and the Statement of Cash Flows, cash includes cash on hand, cash at bank and cash equivalent assets controlled by the agency. Cash equivalents are highly liquid short-term investments that are readily convertible to cash. Bank overdrafts are carried at the principal amount.

### (i) Inventories

Inventories are carried at the lower of cost and nett realisable value. Costs have been assigned to different classifications of inventories as follows:

- *raw materials* are valued at average cost;
- *work in progress* is valued using absorption costing with raw materials incorporated at the average cost at time of issue, and the labour and overhead costs are valued using standard costs.

### (j) Receivables

The collectibility of debtors or receivables is assessed at balance date and specific provision is made for any doubtful accounts. Trade debtors, to be settled within 30 days, and other debtors, to be settled within 30 days, are carried at amounts due.

### (k) Property, plant and equipment

#### ***Acquisitions***

All items of property, plant and equipment with a cost or other value equal to or greater than \$5000 are recognised in the year of acquisition and depreciated as outlined below in these policies. Property, plant and equipment below the \$5000 threshold is expensed in the year of acquisition. The cost of property, plant and equipment constructed by the agency includes the cost of materials and direct labour and an appropriate proportion of fixed and variable overheads.

#### ***Complex assets***

Major items of plant and equipment, comprising a number of components that have different useful lives, are accounted for as separate assets. The components may be replaced during the useful life of the complex asset.

### ***Subsequent additional costs***

Costs incurred on property, plant and equipment subsequent to initial acquisition are capitalised when it is probable that future economic benefits in excess of the originally assessed performance of the asset will flow to the agency in future years. Where these costs represent separate components of a complex asset, they are accounted for as separate assets and are separately depreciated over their useful lives.

### ***Construction work in progress***

As part of Stage 1 of *Working for Outcomes*, the Department of Infrastructure, Planning and Environment is responsible for managing general Government capital works projects on a whole-of-Government basis. Therefore, appropriation for most capital works is provided directly to the Department of Infrastructure, Planning and Environment and the cost of construction work in progress is recognised as an asset of that department. Once completed, capital works assets are transferred to the agency.

### ***Revaluations***

Assets belonging to the following classes of non-current assets are progressively revalued on a rolling basis with sufficient regularity to ensure that an asset's carrying amount does not differ materially from its fair value at reporting date:

- land;
- buildings;
- infrastructure assets;
- cultural assets; and
- self-generating and regenerating assets.

Fair value is the amount for which an asset could be exchanged or liability settled between knowledgeable, willing parties in an arm's length transaction. Other classes of non-current assets are not subject to revaluation and are measured on a cost basis. The unique nature of some of the agency's heritage and cultural assets may preclude reliable measurement. Such assets have not been recognised in the financial statements.

### ***Depreciation and amortisation***

Items of property, plant and equipment, including buildings but excluding land, have limited useful lives and are depreciated or amortised using the straight-line method over their estimated useful lives. Amortisation applies in relation to intangible non-current assets with limited useful lives and is calculated and accounted for in a similar manner to depreciation. The estimated useful life for each class of asset for the current year is in accordance with the Treasurer's Directions and are provided as follows:

	<u>Period</u>
Buildings	100 years
Plant and equipment	10 years
Leased plant and equipment	3 years
Cultural assets	100 years

Assets are depreciated or amortised from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and held ready for use.

### (l) Leased assets

Leases under which the agency assumes substantially all the risks and benefits of ownership are classified as finance leases. Other leases are classified as operating leases.

#### *Finance leases*

Finance leases are capitalised. A leased asset and a lease liability equal to the present value of the minimum lease payments is recorded at the inception of the lease. Lease payments are allocated between the principal component of the lease liability and the interest expense.

#### *Operating leases*

Operating lease payments made at regular intervals throughout the term are expensed when payments are due, except where an alternative basis is more representative of the pattern of benefits to be derived from the lease property.

### (m) Payables

Liabilities for trade creditors and other amounts payable are carried at cost, which is the fair value of consideration to be paid in the future for goods and services received, whether or not billed to the agency. Trade creditors are normally settled within 30 days.

### (n) Employee benefits

Provision is made for employee benefits accumulated as a result of employees rendering services up to the reporting date. These benefits include wages and salaries and annual leave. Liabilities arising in respect of wages and salaries and annual leave expected to be settled within 12 months of the reporting date are measured at their nominal amount based on remuneration rates that are expected to be paid when the liability is settled. No provision is made for sick leave, which is non-vesting, as the anticipated pattern of future sick leave to be taken indicates that accumulated sick leave is unlikely to be paid. Employee benefit expenses are recognised in respect of the following categories: wages and salaries, non-monetary benefits, annual leave, sick leave and other leave entitlements. Other types of employee benefits are recognised against profits on a nett basis in their respective category. As part of the introduction of *Working for Outcomes*, the Central Holding Authority assumed the long service leave liabilities of Government agencies, including this agency. The actual liability was transferred from agency ledgers during 2002-03.

### (o) Superannuation

Employees' Superannuation entitlements are provided through the NT Government and Public Authorities Superannuation Scheme (NTGPASS), Commonwealth Superannuation Scheme (CSS) and non-government, employee-nominated schemes for those employees commencing on or after 10 August 1999. The agency makes superannuation contributions on behalf of its employees to the Central Holding Authority or non-government, employee-nominated schemes. Any liability for Government superannuation is met directly by the Central Holding Authority and this agency has and will continue to have no direct superannuation liability.

## Notes to Financial Statements, Year Ended 30 une 2004

**(p) Rounding of amounts**

Amounts in the financial statements and notes to the financial statements have been rounded to the nearest thousand dollars.

**(q) Comparatives**

Where necessary, comparatives have been reclassified and repositioned for consistency with current year disclosures.

## Notes to Financial Statements, Year Ended 30 June 2004

### 2. Statement of Financial Performance by Output Groups

	Output Group 1		Output Group 2		Output Group 3		Total	
	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000	2004 \$000	2003 \$000
<b>OPERATING REVENUE</b>								
Taxation revenue								
<i>Sale of goods and services</i>								
Output revenue	2914	2853	8840	8377	3265	3166	15019	14 396
Other agency revenue	6	7	3	6	16	31	25	44
Interest revenue								
Miscellaneous revenue		18	3	14	5	16	8	48
Goods and services FOC	170		1313		168		1651	
Profit/loss on disposal of assets					2	82	2	82
<b>TOTAL OPERATING REVENUE</b>	<b>3090</b>	<b>2878</b>	<b>10 159</b>	<b>8397</b>	<b>3455</b>	<b>3295</b>	<b>16 705</b>	<b>14 570</b>
<b>OPERATING EXPENSES</b>								
Employee expenses	2126	2039	6667	6326	656	618	9449	8983
<i>Administrative expenses</i>								
Purchases of goods and services	773	972	2251	1965	1903	1927	4927	4864
Repairs and maintenance			81	56	1326	860	1407	916
Depreciation and amortisation	16	11	100	70	1387	1390	1503	1471
DCIS services FOC	170		1313		168		1651	
Other administrative expenses								
Interest expense	1	1	1	2		1	2	4
<b>TOTAL OPERATING EXPENSES</b>	<b>3086</b>	<b>3023</b>	<b>10 413</b>	<b>8419</b>	<b>5440</b>	<b>4796</b>	<b>18 939</b>	<b>16 238</b>
<b>NETT OPERATING SURPLUS/ (DEFICIT)</b>	<b>4</b>	<b>(145)</b>	<b>(254)</b>	<b>(22)</b>	<b>(1984)</b>	<b>(1501)</b>	<b>(2234)</b>	<b>(1668)</b>

## Notes to Financial Statements, Year Ended 30 June 2004

<b>3. PROFIT/LOSS ON DISPOSAL OF NON-CURRENT ASSETS</b>	<b>2004 \$000</b>	<b>2003 \$000</b>
Assets acquired below fair Market Value		68
Proceeds from the disposal of non-current assets	3	14
Less Written down value of non-current assets disposed	1	0
Profit/(Loss) on the disposal of non-current assets	2	82
<b>4. OPERATING EXPENSES</b>		
The nett operating surplus/(deficit) has been arrived at after charging the following expenses:		
<b>Administrative Expenses:</b>		
Consultants (1)	18	12
Advertising (2)	1	3
Marketing and Promotion (3)	18	20
Document Production	128	156
Legal Fees	6	
Recruitment (4)	2	3
Training and Study	35	30
Official Duty Fares	394	366
Travelling Allowance	191	242
<p>(1) Includes marketing and promotion consultants.(2) Does not include recruitment advertising or marketing and promotion advertising.(3) Includes advertising for marketing and promotion but excludes marketing and promotion consultants' expenses, which are incorporated in the consultants' category.(4) Includes recruitment related advertising costs.</p>		
<b>5. CASH AND DEPOSITS</b>		
Cash on hand	3	3
Cash at bank	172	228
	175	231
<b>6. RECEIVABLES</b>		
Current		
Trade debtors	13	15
Less: Provision for doubtful trade debtors		
	13	15
<b>Sundry debtors</b>		
Interest receivable		
Other receivables	65	67
<b>Non-current</b>		
Other receivables		
<b>Total receivables</b>	<b>78</b>	<b>82</b>

## Notes to Financial Statements, Year Ended 30 June 2004

7. PROPERTY, PLANT AND EQUIPMENT	2004 \$000	2003 \$000
<b>Land</b>		
At cost	14 420	11 320
At valuation – eg 2003		
	<b>14 420</b>	<b>11 320</b>
<b>Buildings</b>		
At cost	153 584	153 400
At valuation		
Accumulated depreciation	(30 451)	(29 074)
	<b>123 133</b>	<b>124 326</b>
<b>Plant and equipment</b>		
At cost	663	646
Accumulated depreciation	(394)	(340)
	<b>269</b>	<b>306</b>
<b>Leased plant and equipment</b>		
At capitalised cost	51	56
Accumulated amortisation	(33)	(16)
	<b>18</b>	<b>40</b>
<b>Cultural assets</b>		
At cost	40	40
At valuation	67	67
Accumulated depreciation	(7)	(6)
	100	101
<b>Total property, plant and equipment</b>	<b>137 940</b>	<b>136 093</b>

## Notes to Financial Statements, Year Ended 30 June 2004

### 7. PROPERTY, PLANT AND EQUIPMENT (continued)

#### Reconciliations

Reconciliations of the carrying amounts of property, plant and equipment at the beginning and end of the current financial year are set out below.

30 June 2004	Note	Land \$000	Buildings \$000	Plant & Equip \$000	Leased Plant & Equip \$000	Cultural Assets \$000	Total \$000
<b><u>Cost/Valuation</u></b>							
Balance at year start		11 320	153 400	646	56	107	165 529
Additions				40			40
Disposals				(55)			(55)
Transfers	12(a)	3100	184	32	(5)		3311
Revaluation	12(b)						
Balance at year end		14 420	153 584	663	51	107	168 825
<b><u>Accumulated depreciation</u></b>							
Balance at year start			(29 074)	(340)	(16)	(6)	29 436
Depreciation and amortisation			(1377)	(108)	(17)	(1)	(1503)
Disposals				54			54
Transfers (nett)	12(a)						
Revaluation (nett)	12(b)						
Balance at year end			(30 451)	(394)	(33)	(7)	(30 885)
<b><u>Written down value</u></b>							
Balance at year start		11 320	124 326	306	40	101	136 093
Balance at year end		14 420	123 133	269	18	100	137 940

## Notes to Financial Statements, Year Ended 30 June 2004

### 7. PROPERTY, PLANT AND EQUIPMENT (continued)

#### Reconciliations

Reconciliations of the carrying amounts of property, plant and equipment at the beginning and end of the current financial year are set out below.

30 June 2003	Note	Land \$000	Buildings \$000	Plant & Equip \$000	Leased Plant & Equip \$000	Cultural Assets \$000	Total \$000
<b><u>Cost/Valuation</u></b>							
Balance at year start		11 320	153 400	441	56	40	165 201
Additions				75			131
Disposals				(10)			(10)
Transfers	12(a)			140		67	207
Revaluation	12(b)						
Balance at year end		11 320	153 400	646	56	107	165 529
<b><u>Accumulated depreciation</u></b>							
Balance at year start			(27 700)	(272)		(3)	27 975
Depreciation and amortisation			(1374)	(78)	(16)	(3)	(1471)
Disposals				10			10
Transfers (nett)	12(a)						
Revaluation (nett)	12(b)						
Balance at year end			(29 074)	(340)	(16)	(6)	(29 436)
<b><u>Written down value</u></b>							
Balance at year start		11 320	125 700	169	0	37	137 226
Balance at year end		11 320	124 326	306	40	101	136 093

## Notes to Financial Statements, Year Ended 30 June 2004

7. PROPERTY, PLANT AND EQUIPMENT (continued)	2004 \$000	2003 \$000
Purchase of non-current assets		
Payments for acquisition of plant and equipment	40	75
Total Payments for non-current assets	<b>40</b>	<b>75</b>
<b>8. PAYABLES</b>		
Trade creditors	87	273
Other creditors	210	230
	<b>297</b>	<b>503</b>
<b>9. BORROWINGS AND ADVANCES</b>		
<b>Current</b>		
Loans and advances		
Finance lease liability (Note 16)	5	32
	<b>5</b>	<b>32</b>
<b>Non-current</b>		
Loans and advances		
Finance lease liability (Note 16)		
Total borrowings and advances	<b>5</b>	<b>32</b>
<b>10. PROVISIONS</b>		
<b>Current</b>		
<i>Employee benefits</i>		
Annual leave	614	610
Leave loading	93	78
<i>Other current provisions</i>		
Other provisions	192	176
	<b>899</b>	<b>864</b>
<b>Non-current</b>		
Other provisions		
<b>Total provisions</b>	<b>899</b>	<b>864</b>
<b>(a) Reconciliations</b>		
<b>Recreation Leave Provision</b>		
Balance at 30 June 2003	610	507
Reductions arising from payments/sacrifice of future benefits	(381)	(311)
Additional provisions recognised	385	414
Balance at 30 June 2004	<b>614</b>	<b>610</b>

## Notes to Financial Statements, Year Ended 30 June 2004

<b>Reconciliations (continued)</b>	<b>2004</b>	<b>2003</b>
<b>Leave Loading Provision</b>	<b>\$000</b>	<b>\$000</b>
Balance at 30 June 2003	78	75
Reductions arising from payments/sacrifice of future benefits	(31)	(37)
Additional provisions recognised	46	40
<b>Balance at 30 June 2004</b>	<b>93</b>	<b>78</b>
Other provision		
Balance at 30 June 2003	176	104
Reductions arising from payments/sacrifice of future benefits	(176)	(104)
Additional provisions recognised	192	176
<b>Balance at 30 June 2004</b>	<b>192</b>	<b>176</b>
The agency employed 86 employees at 30 June 2004 (2003: 85 employees).		
<b>11. OTHER LIABILITIES</b>		
There were no other liabilities.		
<b>12. EQUITY</b>		
<b>(a) Capital</b>		
Balance at beginning of year	136 672	Nil
Equity recognised on adoption of accrual accounting	Nil	135 650
Equity injections	4212	284
Equity withdrawals		
Transfer of long service leave to Central Holding Authority Note 1 (n)	Nil	738
<b>Balance at end of year</b>	<b>140 884</b>	<b>136 672</b>
<b>(b) Reserves</b>		
<b>Asset revaluation reserve</b>		
<i>(i) Nature and purpose of reserve</i>		
The asset revaluation reserve includes the nett revaluation increments and decrements arising from the revaluation of non-current assets in accordance with AASB 1041.		
<i>(ii) Movements in reserve</i>		
Balance at beginning of year		Nil
Ravaluation increment/decrement on		
land		
buildings		
infrastructure		
- other		
Balance at end of year		
<b>(c) Accumulated Funds</b>		
Balance at beginning of year	(1668)	Nil
Current year operating surplus/(deficit)	(2234)	(1668)
<b>Balance at end of year</b>	<b>(3902)</b>	<b>(1668)</b>

## Notes to Financial Statements, Year Ended 30 June 2004

13. NOTES TO THE STATEMENT OF CASH FLOWS	2004 \$000	2003 \$000
<i>Reconciliation of nett operating surplus/(deficit) to nett cash used in operating activities.</i>	(2234)	(1668)
<b>Nett operating surplus/(deficit)</b>		
<i>Non-cash items</i>		(67)
Assets acquired below fair value	1486	1455
Depreciation	17	16
Amortisation	(2)	(14)
(Profit)/loss on disposl of non-current assets	481	103
Repairs and maintenance - minor new works non-cash		
<i>Changes in assets and liabilities</i>	4	(22)
Decrease/(increase) in receivables	6	(6)
Decrease/(increase) in prepayments	(206)	160
(Decrease)/increase in accounts payable	19	105
(Decrease)/increase in provision for employee benefits		
(Decrease)/increase in other professions	16	72
<b>Nett cash flows from/(used in) operating activities</b>	<b>(413)</b>	<b>134</b>
<b>Non-cash financing and investing activities</b>		
<i>Finance lease transactions</i>		
<b>14. SERVICES RECEIVED FREE OF CHARGE</b>		
Corporate and information services		
Internal audits and reviews		
Administration fees - DCIS	564	
Property costs - DCIS	1087	
<b>Cost of services received free of charge</b>	<b>1651</b>	

For 2002-03 these costs were not incorporated in financial statements, however for comparative purposes, they were: audits and reviews \$54k, administration fees from DCIS \$582k, property costs from DCIS 1035k.

### 15. FINANCIAL INSTRUMENTS

There were no financial instruments for this agency.

## Notes to Financial Statements, Year Ended 30 June 2004

16. COMMITMENT	2004 \$000	2003 \$000
(i) Capital expenditure commitments		
<b>Estimated capital expenditure contracted at balance date but not provided for and payable:</b>		
within one year		
one year or no later than five years		
greater than five years		
<b>(ii) Non-cancellable operating lease expense commitments</b>		
Future operating lease commitments not provided for in the financial statements and payable:		
within one year	5	
one year or no later than five years	14	
greater than five years		
	19	
The agency leases property under non-cancellable operating leases expiring from one to four years. Leases generally provide the agency with a right of renewal at which time all terms are negotiated.		
<b>(iii) Finance lease payment commitments</b>		
Future finance lease commitments are payable:		
within one year	5	32
one year or no later than five years		
greater than five years		
Less future lease finance charge		
	5	32
Lease liabilities provided for in the financial statements:		
Current	5	32
<b>Non-current</b>		
<b>Total lease liability</b>	5	32
The agency leases plant and equipment under finance leases expiring within two months from the end of this financial year.		
<b>(iv) Other non-cancellable contract commitments</b>		
Other future commitments not provided for in the financial statements and payable:		
within one year		
one year or no later than five years		
greater than five years		

## Notes to Financial Statements, Year Ended 30 June 2004

### 17. CONTINGENT LIABILITIES AND ASSETS

There are no contingent liabilities or assets.

### 18. EVENTS SUBSEQUENT TO BALANCE DATE

There are no material subsequent balance date adjustments.

### 19. ACCOUNTABLE OFFICER'S TRUST ACCOUNT

Nature of Trust Money	Opening Balance 01/07/03	Receipts	Payments	Closing Balance 30/06/04
Retention money				
Bond money	13 636	1364		15 000
Security deposits				
Unclaimed money				
	<b>13 636</b>	<b>1364</b>		<b>15 000</b>

## Notes to Financial Statements, Year Ended 30 June 2004

### 20. Write-offs, Postponements and Waivers

	Agency		Territory Items		Agency		Territory Items	
	2004 \$000	No of trans	2004 \$000	No of trans	2004 \$000	No of trans	2004 \$000	No of trans
<b>Write-offs, postponements and waivers under the <i>Financial Management Act</i> represented by:</b>								
<u>Amounts written off, waived and postponed by delegates</u>								
Irrecoverable amounts payable to the Territory or an agency written off								
Losses or deficiencies of money written off								
Public property written off								
Waiver or postponement of right to receive or recover money or property								
<b>TOTAL</b>	0	0	0	0	0	0	0	0
<u>Amounts written off, waived and postponed by the Treasurer</u>								
Irrecoverable amounts payable to the Territory or an agency written off								
Losses or deficiencies of money written off								
Public property written off								
Waiver or postponement of right to receive or recover money or property								
<b>TOTAL</b>	0	0	0	0	0	0	0	0
<b>Write-offs, postponements and waivers authorised under other legislation:</b>								
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### 21. SCHEDULE OF TERRITORY ITEMS

There were no Territory items for this agency.

### 22. SCHEDULE OF VARIATIONS TO TREASURER'S ANNUAL FINANCIAL STATEMENT

It is not anticipated that there will be any material variations between the agency Financial Statements and the Treasurer's Annual Financial Report.

### 23. AUDITORS REMUNERATION

No direct auditors remuneration is paid by this agency.

### 24. DISCLOSING THE IMPACT OF ADOPTING AASB EQUIVALENTS TO IASB PRONOUNCEMENTS

At this time, the Department of the Legislative Assembly is managing the transition through attendance at seminars and monitoring of publications and pronouncements. Treasury, through its Accounting Policy Branch, will identify and communicate changes required to Treasurer's Directions and future reporting requirements.

At this stage the likely key differences in accounting policy are anticipated to be:

#### *Impairment Testing*

Under AASB 136 *Impairment of Assets*, the recoverable amount of an asset is determined as the higher of net selling price and value in use. This will result in a change in the Department of the Legislative Assembly current accounting policy as currently under AAS10 the recoverable amounts test does not apply to not-for profit entities.

#### *Revenue*

Rules governing grants provided to entities to be altered from a reciprocal/non-reciprocal approach to encompass in substance agreements whereby income in certain circumstances can be matched over the period the service is provided rather than treated as revenue in the year of receipt.

The future financial effects of the above changes in accounting policy cannot be reliably estimated at this stage.