



ACT Legislative Assembly Secretariat

annual report

2003-2004

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Mr Wayne Berry MLA
Speaker
ACT Legislative Assembly
Civic Square
London Circuit
CANBERRA ACT 2601

Dear Mr Speaker,

I am pleased to submit to you this report on the activities of the ACT Legislative Assembly Secretariat for the period 1 July 2003 to 30 June 2004.

While the Legislative Assembly is not bound by the requirements of the *Annual Reports (Government Agencies) Act 1995* or the accompanying Chief Minister's Annual Report Directions, the Secretariat has nevertheless endeavoured to follow these directions to the fullest extent possible.

I hereby certify that the attached Annual Report is an honest and accurate account and that all material information on the operations of the Legislative Assembly Secretariat during this period has been included.

A handwritten signature in black ink, appearing to read "M. Kiermaier", with a stylized flourish at the end.

Max Kiermaier
Acting Clerk
Legislative Assembly for the ACT

September 2004





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Clerk's summary

Major issues, challenges and achievements in 2003-2004

The Legislative Assembly Secretariat had a full work program during the 2003-2004 financial year with all staff having made valuable and effective contributions towards the achievement of the Secretariat's four outcomes outlined in its strategic plan.

The strategic plan, finalised in early 2004, has become the cornerstone of the Secretariat's approach to addressing the strategic challenges and opportunities confronting the organisation until 2009 and will be reviewed and updated periodically to reflect changes to the operating environment.

Through the strategic planning process, the Secretariat set itself an ambitious vision – *by 2009 the Secretariat will be a leader in the provision of parliamentary services in Australia*. I have confidence that, with the ongoing commitment of staff to the strategic plan and building on our successes to date, we are well placed to achieve this vision.

The Secretariat's workload has been substantial with a 30 per cent increase in the number of Questions on Notice from last financial year, an increase in the number of late night sittings, additional workload pressures on the Corporate Services Office in dealing with high numbers of contracts processed for staff employed under the *Legislative Assembly (Members' Staff) Act 1989* (LAMS Act) as well as a number of sensitive HR issues, and a heavy committee workload.

Aside from the day-to-day operations of the Secretariat, significant areas of project work undertaken by the Secretariat to implement its action plan include:

- the commencement of a comprehensive physical security review by T4 Security, Commonwealth Attorney-General's Department, to provide advice on the physical security of the Assembly building and its occupants;

- the development of improved internal governance arrangements including enhanced reporting systems;
- the development of an Assembly intranet for all building occupants;
- the finalisation of a risk management plan and enhanced processes for managing risk across the organisation;
- the development of a Certified Agreement for MLAs' staff and participation in an associated Joint Union Management Consultative Committee; and
- the adoption of a number of workplace environment policies such as a Workplace Discrimination, Harassment and Bullying policy and an Acceptable Use of IT policy.

Staffing changes

There were a number of significant staffing changes during the last financial year with the appointment of new officers to the positions of: Clerk of the Assembly; Deputy Clerk and Serjeant-at-Arms; Manager of the Committee Office; and Principal Attendant. The position of Senior Project Officer was also continued reflecting the Secretariat's commitment to corporate governance and strategic policy development.

Officers were also appointed to the positions of Assistant Manager, Human Resources, Corporate; Projects Officer, Chamber Support; Deputy Editor of Debates, Hansard and Communications; and Minutes and Legislation Officer, Chamber Support.

Departures included Lyn Rogers, Judith Henderson and the sad loss of Celia Harsdorf.

Overview of agency performance and financial results

The Secretariat operated with a deficit for 2003-2004 of \$0.394m, an increase of \$0.316m from the 2003-2004 budgeted operating deficit of \$0.078m. The operating deficit for 2003-2004 compared with an operating surplus in 2002-2003 of \$0.005m.

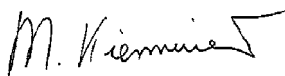
The increase in the operating deficit in comparison to the budgeted deficit was due to a larger than budgeted increase (\$0.506m) in employee expenses (including superannuation expenses). Employee expenses (including superannuation expenses) totalling \$2.483m had been budgeted but the actual expenses totalled \$2.989m.

Outlook for the coming year

The Secretariat will continue implementation of actions in its strategic plan during the coming year and will review and update the action plan towards the end of 2004. The following is a list of some of the key projects that the Assembly Secretariat will be focusing on during 2004-2005:

- implementation of recommendations to arise from T4 physical security review, including improved security procedures and infrastructure enhancements;
- upgrade of the public entrance for improved security, accessibility and visibility;
- work to improve OH&S arrangements;
- development of a business continuity plan;
- development of a 'reader's companion' to the Standing Orders;
- development and implementation of an IT security policy;
- finalisation of a review into the operations and structure of the Corporate Services Office; and
- participation in interjurisdictional benchmarking work with other Australian parliaments.

All Secretariat staff will be fully occupied this coming year in achieving further gains against the Secretariat's strategic plan and towards fulfilling the organisation's vision.



Max Kiermaier
Acting Clerk
Legislative Assembly for the ACT





Agency role and overall performance

Overview of agency

The Legislative Assembly Secretariat, headed by the statutory office of Clerk of the Assembly, provides procedural, policy and administrative services to the Assembly, including administrative support to non-Executive members and their staff, as well as the Secretariat itself.

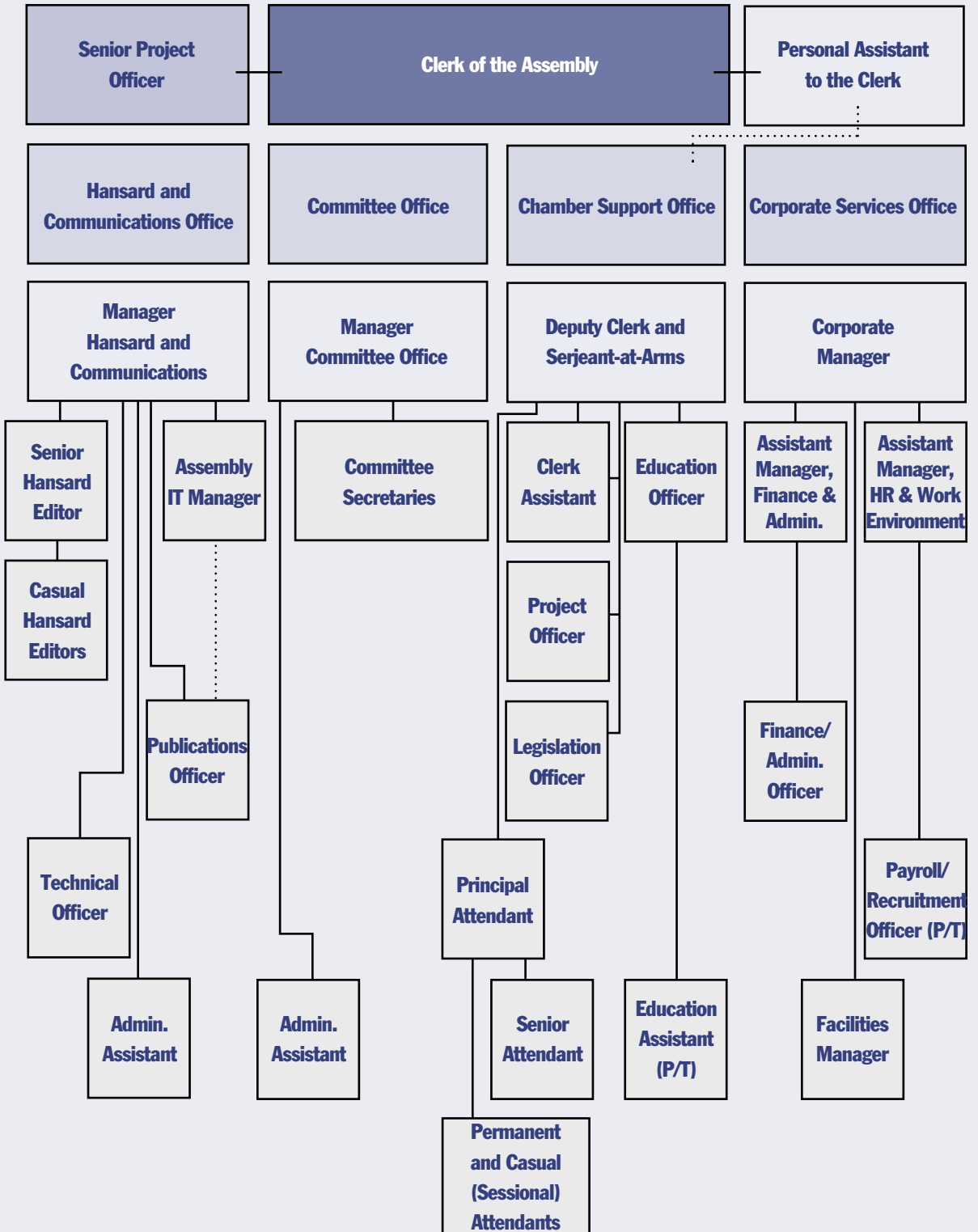
The Office of Clerk of the Legislative Assembly is established by section 46 of Division 3.8 of the *Public Sector Management Act 1994* (the Act). By virtue of section 54 of the Act, the staff required to assist the Clerk in the exercise of the Clerk's powers, and the performance of the Clerk's functions, are officers and employees employed under the Act.

Our Services

The major services the Secretariat provides include:

- procedural advice and research services to members and their staff through the Chamber Support Office and the Committee Office;
- business and policy advice and support, relating to payroll, employment and accounting support;
- administration of members' entitlements; building and operations management; and corporate governance;
- Hansard, recording and transcription services, IT support and advice, and broadcasting services;
- communicating and promoting the roles and functions of the Assembly to the ACT community and ACT government agencies; and
- interparliamentary relations — building and strengthening relationships with other parliaments.

Organisational structure



Structure of the Secretariat

The Secretariat is organised into four separate offices as follows:

- Chamber Support and Education Office;
- Committee Office; and
- Hansard and Communications Office;
- Corporate Services Office.

The Chamber Support and Education Office

The Chamber Support and Education Office is responsible for:

- servicing of the Assembly Chamber including the programming of business;
- provision of procedural advice and the publication and custody of the records of the Chamber;
- processing of legislation which has passed through the Assembly for publication and notification on the Legislation Register as laws of the ACT;
- provision of messenger and security services for the Assembly;
- servicing of the Standing Committee on Administration and Procedure and the servicing of the Standing Committee on Legal Affairs when performing its duties as a Scrutiny of Bills and Subordinate Legislation Committee;
- operation of the Education Office; and
- administration of interparliamentary relations.

The Committee Office

The Committee Office supports the general purpose standing committees and select committees of the Assembly by:

- providing procedural advice;
- researching and analysing issues relating to committee inquiries;
- drafting committee reports; and
- providing administrative support.

Hansard and Communications Office

The Hansard and Communications Office is responsible for:

- production and publication of accurate and timely transcripts of Assembly debates and evidence given before Assembly committees;
- management of information technology for Assembly non-Executive members and the Secretariat;
- management of the Assembly's website and the Hansard database service; and
- provision of broadcasting and related technical services, and the development of broadcasting policy for the Assembly and its committees.

The Corporate Services Office

The Corporate Services Office is responsible for servicing and advising non-Executive members, their staff, the Clerk and Secretariat staff in relation to a range of administrative, financial and human resource issues, including:

- financial and budgetary management;
- facility management;
- employment arrangements;
- workplace management;
- payroll;
- records management; and
- aspects of corporate governance.

Strategic vision

During the latter part of 2003, the Secretariat undertook a strategic planning exercise involving all staff and management. The plan set out to:

- better understand the challenges and opportunities the Secretariat faced as an organisation;
- chart the direction it would take to improve its service delivery responses; and
- decide the individual strategies and actions that it would implement to achieve its mission and its vision for the future.

The final result was a strategic plan for the period 2004-2009 which outlines the Secretariat's mission, vision, values, key relationships, strategies and outcomes.

Mission

The Secretariat's mission is to *enrich and promote a living democracy in the ACT by providing services of excellence to the Legislative Assembly for the ACT.*

Vision

The Secretariat's vision is that *by 2009, it will be a leader in the provision of parliamentary services in Australia.*

Values

The values of the Secretariat are:

1. honesty and integrity;
2. impartiality;
3. respect for parliamentary processes, practices and procedures;
4. professionalism;
5. commitment to a fair, flexible, safe and rewarding workplace;
6. client focus;
7. a performance culture – continuously improving what we do and how we do it; and
8. good governance.

Key relationships

The Secretariat has a number of key client relationships including:

- non-executive members;
- members' staff;
- ACT government agencies;

- the Executive;
- media;
- other parliaments;
- Secretariat staff;
- the ACT community; and
- businesses and contractors.

Strategies

The Secretariat's strategic plan outlines the following five strategies that it will pursue in order to achieve its vision:

1. reading the strategic environment and strengthening our leadership;
2. enhancing governance arrangements;
3. becoming an employer of choice, increasing opportunities for professional development and building and maintaining a safe, fair, flexible and rewarding workplace;
4. improving our processes, procedures and systems and capitalising on emerging and existing technologies; and
5. enhancing our relationships with key client groups.

Outcomes

The strategic plan identifies the following four outcomes:

1. the provision of high quality procedural advice, research, and business services leading to the effective functioning of the Assembly and its committees;
2. timely, accurate records of the business of the Assembly and its committees;
3. widespread knowledge in the ACT community and ACT Government agencies about the roles and functions of the Assembly and its committees; and
4. strong, collegiate relationships with other parliaments.

Overall performance of the Secretariat

The following section of this report details the key performance achievements and activities undertaken by the Legislative Assembly Secretariat against the four outcomes identified in the Secretariat's strategic plan. Most of the Secretariat's work falls under Outcome No. 1.

Outcome No. 1

The provision of high quality procedural advice, research, and business services leading to the effective functioning of the Assembly and its committees.

Office of the Clerk

The Office of the Clerk is a small unit consisting of the Clerk, the Senior Project Officer and the Clerk's Administrative Assistant. During this financial year, there were a number of areas of work activity undertaken by the Office in relation to Outcome No.1, including:

- provision of secretariat support to the Standing Committee on Administration and Procedure;
- management of the KPMG consultancy in relation to the development of the Secretariat's risk management plan and subsequent review of the findings of the KPMG high-risk register;
- management of the T4 Security consultancy to provide a comprehensive physical security assessment of the Assembly building;
- development of improved reporting processes for sections (quarterly reporting to the Clerk against strategic plan actions, core business items and statistics, and unplanned actions);
- development, in consultation, of the Assembly Secretariat's strategic plan 2004-2009;
- corporate governance policy development;
- participation in the ACT whole-of-government work in relation to critical infrastructure protection; and
- development, co-ordination and publication of a regular staff newsletter, *Assembly Matters*.

Chamber Support Office

Procedural services

In 2003-2004, the Chamber Support Office provided procedural services to members and their staff, facilitating the efficient functioning of the business of the Assembly on 43 sitting days, including:

- 106 bills introduced;
- 65 Acts passed;
- 354 pieces of subordinate legislation tabled;
- 820 questions on notice placed on the Notice Paper; and
- 34 petitions presented.

The Appendices section of the report includes a full range of statistics in relation to the business of the Assembly for 2003-2004 and previous years.

Secretariat support to Assembly standing committees

The Chamber Support Office provides secretariat support for the Standing Committee on Legal Affairs in its capacity as the Scrutiny of Bills and Subordinate Legislation Committee. The Office, together with the Clerk of the Assembly, also provides secretariat support for the Standing Committee on Administration and Procedure.

The Legal Affairs Committee (performing the duties of a Scrutiny of Bills and Subordinate Legislation Committee) met on 19 occasions, issued 18 reports and considered 98 bills, 366 pieces of subordinate legislation, 59 Government responses and one interstate agreement. Of the 19 meetings conducted, seven took place on the morning of a sitting day with the relevant report being tabled the same morning.

The Standing Committee on Administration and Procedure presented two reports to the Assembly and continued to inquire into three matters that were referred to it by the Assembly. The first report dealt with a proposal to impose time limits to the answers given to questions without notice. The committee determined that a five-minute time limit should apply to all answers, and this recommendation was adopted into the standing orders in November 2003.

The second report was produced in response to the Select Committee on Privileges 2002 recommendation to investigate the role of the Assembly's IT service provider. The committee concluded that the Assembly should continue to use InTACT as its service provider under an enhanced governance and contract management framework. The need to keep the Assembly quarantined from the Executive/Government was given significant emphasis in the recommendations of the committee and resulted in increased autonomy in the management of its IT network. Increased resources were also recommended which consisted primarily of an onsite dedicated IT network administrator.

The two remaining matters had been referred to the committee for inquiry and report through recommendations of the Select Committee on Privileges. The committee continued to consider the appropriateness of a code of conduct for members and their staff, and the status of volunteers.

Other matters considered by the committee included the design of a Mace for the Assembly, strategies for the ordering of Private Members' business, the development of a promotional film for the Assembly, and non-executive members' study travel guidelines. A review of the standing orders was also commenced.

Other details of the work of the two committees supported by the Chamber Support Office are contained in Appendix 9.

Matters of privilege

Privileges Committee 2003

On 26 June 2003, the Assembly established a privileges committee to examine the alleged unauthorised disclosure of two committee reports, the refusal of a minister to answer questions at an estimates committee, and the creation and distribution of a document known as 'Budget Estimates 2003' by certain persons in the Department of Health.

The committee held two public hearings and wrote to all members of the Select Committee on Estimates 2003-2004, the Standing Committee on Public Accounts and the secretaries of those committees asking for an explanation as to how the ABC came by information on each committee's findings which it then disseminated to the public before each committee had reported those findings to the Assembly. The committee's report, tabled in the Assembly on 18 November 2003, found that while there seemed to be prior knowledge of the recommendations of the two committees it was impossible to attribute this knowledge to a 'leak'.

The committee found that the minister was in contempt for refusing to provide answers to questions at an estimates committee hearing, but that no further action should be taken. Subsequently, in the Assembly, a motion of no confidence in the minister was moved. That motion was amended to express grave concern, rather than no confidence, and was passed.

In relation to the 'Budget Estimates 2003' document, the committee found that although the officers from ACT Health who composed and distributed the document did not show 'culpable intention' in their actions, the inadvertent consequence potentially amounted to improper interference with the Estimates Committee. The committee found the officers in contempt of the Assembly but was satisfied that the proper steps had been taken within ACT Health to discipline them and accordingly recommended no further action.

Privileges Committee 2004

On 10 February, the Assembly established a privileges committee to examine whether the actions of the Chair of the Standing Committee on Planning and Environment, in the distribution of a flyer in her name at the Belconnen Markets, constituted a contempt of the Assembly. The Chair of the Planning Committee stood down from that position on that date.

The committee held two public hearings and took in-camera evidence from a Member of the Legislative Assembly. It also wrote to all members of the Standing Committee on Planning and Environment and the secretary of that committee seeking submissions.

The committee's report, tabled in the Assembly on 30 March 2004, found that the chair concerned was in contempt of the Assembly but recommended no further action be taken. However, a motion of censure was subsequently moved in the Assembly. That motion was amended to express grave concern and was passed.

Training to Secretariat staff on parliamentary practice and procedure

During the year the Assembly continued to train its staff in relation to parliamentary practice and procedure. The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) conducted its fifth professional development seminar for parliamentary staff in January 2004 in Sydney. Five secretariat staff attended the seminar, including the optional day-long workshop on parliamentary privilege.

The seminar included workshops on several topics, including preparing for life at the Table, quality control of committee report content and guiding principles for interpreting standing orders. The seminar was attended by staff from all Australian parliaments and the New Zealand Parliament. Parliamentary staff from Canada, Finland, the United Kingdom and the United States of America also attended. Assembly staff who were present found the seminar a rewarding experience and were able to exchange information and ideas on various issues associated with the administration of parliaments.

Promotional film

To ensure that all visitors gain a comprehensive view of the workings of the Assembly, a short film entitled *One of a Kind – How the ACT Legislative Assembly works* was commissioned during the year. The aim was to give a concise portrayal of the Assembly by using real footage, as well as animation, to help explain its history, processes and procedures.

The film was completed in December 2003 and DVD and video versions were produced. Further, some copies were captioned to assist understanding for people with disabilities or a first language other than English.

Overall the film has been well received. The captioned version is used with school students from Years 5 to 10, and with adult migrant groups. Students as young as Years 5 and 6 have picked up major points of information about the Assembly and the electoral process. Future film developments may include a shorter version for younger age students and a version specifically targeted at adult migrant groups.

Procedural database

During the year a procedural database was developed and tested which will provide a central cataloguing location for procedural extracts and the Secretariat's library and reference collections. The database will also contain information on legal opinions received by the Secretariat and opinions produced by the Clerk for the Speaker and members. Some slight changes are being implemented and the database is expected to be fully operational by early 2004-2005.



The Assembly's new Mace in its cradle in the Chamber.

Mace for the Legislative Assembly

In 2001 a resolution was passed by all branches of the Australian Region of the Commonwealth Parliamentary Association to present the Legislative Assembly for the Australian Capital Territory with a Mace. The Assembly was the only mainland Australian legislature without this traditional symbol of the authority of the Speaker.

Designing the Mace began in September 2003.

In February 2004 the final design was approved and production began in March. The Mace includes a Y-shaped stainless steel spine which is enclosed by yellow box timber sourced from the local Canberra region. The carvings on the timber are of the Territory's floral emblem, *Wahlenbergia gloriosa*, more commonly known as the bluebell.



During the design stage, the Speaker visited the Queanbeyan workshop of Designcraft to view the fabrication process. The new Legislative Assembly Mace was officially presented to the Speaker in July 2004.

Committee Office

Committees continue to contribute to the work of the Legislative Assembly by inquiring into and reporting on a broad range of issues. In doing so the committee system provides an important mechanism for direct community participation in the government of the ACT. The Assembly supports the following standing committees:

- Administration and Procedure
- Community Services and Social Equity
- Education
- Health
- Legal Affairs (including the Scrutiny of Bills and Subordinate Legislation Committee)
- Planning and Environment
- Public Accounts

As noted above, the Standing Committee on Administration and Procedure and the Scrutiny of Bills Committee are supported by the Chamber Support Office, while the other six standing committees are supported by the Committee Office. In addition to the standing committees, three select committees on estimates¹ were established during the year and two select committees on privilege.

Consultation

During the year committees continued to explore ways to consult more effectively with the community to better inform issues related to inquiries.

- As part of its inquiry into maternity services in the ACT, the Standing Committee on Health held several consumer forums, in conjunction with the Women's Centre for Health Matters and the Health Care Consumers Association. The committee welcomed a number of babies and small children to these forums, as well as their parents, who greatly assisted the inquiry. These forums provided an opportunity for debate on the topic rather than the more formal public hearing process. While formats such as public forums or public meetings do not attract parliamentary privilege, they offer a valuable consultation mechanism.
- In February 2004 the Standing Committee on Health travelled to New Zealand to investigate the model of maternity services in place there as part of its inquiry into this matter. The committee spent two days with the New Zealand College of Midwives in Christchurch followed by two days in Wellington meeting with the NZ Parliament's Select Committee on Health, the Minister of Health and her officials. The opportunity to see the New Zealand model in operation was invaluable for the committee.
- In April 2004 the Standing Committee on Community Services and Social Equity travelled to Perth to investigate the unique model of providing support services to families of people in custody operating there. The committee spoke with officials and visited four support centres (which are co-located with their prisons) during their two-day stay.

Conferences

Committees participated in a number of inter-parliamentary and other conferences. Participation in inter-parliamentary conferences assists committees to keep up to date with procedural matters as they relate to committees and policy issues Australia wide.

- The Standing Committee on Health attended the Sixth International Conference on Nursing and Midwifery in Melbourne in October 2003.

1. Select Committee on Estimates 2003-2004 #2; Select Committee on Estimates 2003-2004 #3; Select Committee on Estimates 2004-2005.

- The Deputy Chair and Secretary to the Standing Committee on Community Services and Social Equity attended a conference on juvenile justice in Sydney in December 2003.
- The Secretary of the Standing Committee on Planning and Environment attended an international Sustainability Conference from 17 – 19 September 2003, held at Notre Dame University in Western Australia and hosted by the Government of Western Australia.
- The Standing Committee on Planning and the Environment participated in the Parliamentary National Conference of Public Works and Environment Committees from 29 June – 3 July 2003. Committee staff also attended the 2004 ANZACATT seminar.

Standing Committee on Community Services and Social Equity

Children and young people

The Standing Committee on Community Services and Social Equity played an integral role in the instigation of a full-scale inquiry into children in care in the ACT. In its report *The rights, interests and well-being of children and young people* the committee made 39 recommendations, including:

- the establishment of a psychiatric inpatient facility for young people;
- enhanced support for young carers;
- improved accommodation services;
- expansion of the role of the official visitor to children and young people in residential facilities; and
- improved consultation with young people on policies that affect them.

The committee also outlined a number of areas of concern about the operation of the care and protection system in the ACT, including the reported failure of the relevant chief executive to comply with statutory obligations.

This report was tabled in August 2003 and in December 2003 the committee again pursued these issues, this time with the Chief Minister, when it examined the Annual Report of the Office of the Community Advocate. Three days after the committee put a question on notice to the Chief Minister (in his capacity as Attorney-General) regarding the Government's approach to chief executives who are reported as failing to comply with their statutory obligations, the Chief Executive disclosed the Department's non-compliance with statutory obligations to the relevant Minister. In January 2004 the Government announced a Review of the Safety of Children in Care in the ACT and of ACT Child Protection Management.

Support services for families of people in custody

The Committee tabled Report 6: *The forgotten victims of crime: families of offenders and their silent sentence* in June 2004. This report makes major recommendations about the need to enhance support services for families of people in custody including a number of recommendations aimed at the new prison facility being built in the ACT.

Standing Committee on Education

The committee tabled a major report during the year, *Pathways to the Future: Report on the Inquiry into Vocational Education and Training in the ACT*, and is currently undertaking an inquiry into Teacher Numbers and Recruitment within the ACT. Reports were also tabled on the 2002-2003 Annual and Financial Report of the Department of Education, Youth and Family Services (DEYFS) and the 2002 Annual Report of the Canberra Institute of Technology (CIT).

Vocational Education and Training in the ACT

This inquiry was undertaken to investigate:

- the effectiveness of the administration and promotion of vocational education and training;
- current programs and the extent to which they satisfied demand and community need;
- unmet need and gaps including service provision and areas not currently involved with vocational education and training programs;
- the role of industry training advisory bodies; new apprenticeship centres; and group training companies; and
- the role of career advisory and placement services.

The report identified vocational education and training as a crucial component of the education system. However, the committee concluded that it was an area which had lacked acknowledgement, focus, support and resources. The committee made a number of recommendations to address these concerns.

Teacher numbers and recruitment within the ACT

The committee's current inquiry focuses on the profile of the current teacher workforce, the training of teachers, recruitment and retention in the ACT.

Standing Committee on Health

Access to needles and syringes

The Standing Committee on Health produced two significant reports during the year. In Report 5: *Access to needles and syringes by intravenous drug users*, tabled in August 2003, the committee made a number of recommendations regarding the safe supply of injecting equipment to intravenous drug users, including:

- the installation of injecting equipment vending machines;
- the establishment of primary exchange outlets in all town centres;
- increased education campaigns - including campaigns specifically directed at the Indigenous community; and
- the adoption of the policy of introducing an injecting equipment exchange program in the ACT corrections system.

A number of the recommendations were agreed by Government, while others became the subject of vigorous debate in the Assembly.

Maternity services

In May 2004 the Standing Committee on Health tabled Report 8: *A pregnant pause: the future for maternity services in the ACT*. The committee recommended a broad reform agenda for the provision of maternity services. This reform agenda has initiated wide-ranging debate amongst midwives, obstetricians and the general community. Major recommendations included:

- streamlining public maternity services into one service;
- giving greater control of midwifery programs to midwives;
- the establishment of primary birthing units;
- changes to allow all practitioners, including midwives, admitting rights to hospitals, with the requirement that practitioners attend to their patients - this course of action would broaden the maternity workforce capability;
- support for direct-entry midwifery degrees; and
- better resourcing of both the maternal and child health centres and the Neonatal Intensive Care Unit at The Canberra Hospital.

As at 30 June 2004 the committee was still awaiting the Government's response.

Standing Committee on Legal Affairs

During the year the Standing Committee on Legal Affairs tabled major reports on the Crimes (Industrial Manslaughter) Amendment Bill 2002, changing the term of Assembly members from three years to four years, the Long Service Leave (Private Sector) Bill 2003 and the Victims of Crime (Financial Assistance) Bill 2003. The committee also considered annual and financial reports of the Department of Justice and Community Safety and related agencies and many statutory appointments.

Crimes (Industrial Manslaughter) Amendment Bill 2002

The Government's legislation created the offence of industrial manslaughter, whereby an employer could be held responsible for the death of a worker if it could be proved that the employer's conduct caused the death of the worker and the conduct was either reckless or negligent. While the committee supported the legislation, it made a number of recommendations clarifying aspects of the legislation.

Changing the term of the Assembly from three years to four years

This inquiry canvassed an issue which had been the subject of much consideration over the previous few years. While the committee noted the potential disadvantages of the longer term, such as the loss of voter sovereignty, especially in a unicameral parliament situation, the committee concluded that, on balance, the term of the Assembly should be increased to four years. Major reasons included:

- the level of community support for a longer term;
- the enhanced planning outcomes resulting from a longer term; and
- better policy making outcomes and enhanced business confidence as a result of the increased political stability.

Long Service Leave (Private Sector) Bill 2003

The purpose of this bill was to extend portability of long service leave to cover the private sector workforce in the ACT. While the committee supported the bill in principle, it expressed concern about the cost of such a scheme and potential discrimination against employees who might be approaching eligibility for long service leave.

Victims of Crime (Financial Assistance) Amendment Bill 2003

This legislation amended the financial assistance scheme as it applied for pain and suffering awards to certain categories of victim, removed the mandatory reporting requirement for victims and made some transitional arrangements. However, the committee not only recommended that the bill not proceed, but recommended that the Government undertake a comprehensive review of the *Victims of Crime Act 1994* and the *Victims of Crime (Financial Assistance) Act 1983* in order that a fair and equitable system for compensating and supporting victims of crime could be implemented. The committee concluded that the scheme in its current form failed to meet these objectives and that the amending bill did not improve the scheme.

Standing Committee on Planning and Environment

The major reports considered by the committee were the Road Transport (Public Passenger Services) Amendment Bill 2003, which amended arrangements in relation to taxi and hire care services and the matter of the Karralika Development and the Call in Power of the Minister for Planning.

Road Transport (Public Passenger Services) Amendment Bill 2003

The bill consolidated the legislation for public passenger services into one Act, concluded reform of the ACT taxi and car hire services in accordance with the Competition Principles Agreement and reformed a self regulating industry to one regulated more heavily by the ACT Government.

The committee concluded that the fundamental issue was how the industry should be reformed, not whether the industry should be reformed and that attempts at reform over the years by successive governments had failed. While the committee supported structural adjustment of the industry, it recommended that the legislation not proceed in its present form. The committee further recommended that revised legislation be drafted to reflect an integrated, sustainable transport approach.

The Matter of the Karralika Development and the Call in Power of the Minister for Planning

The inquiry considered the alterations and additions to the Karralika and Therapeutic Centre at Block 1 Section 399 Fadden. The committee was highly critical of the lack of community consultation in the three years leading into the development and noted that the history of the project demonstrated a strong need for an improved system of preparing and prioritising capital works projects for approval to proceed in the ACT.

Renewable Energy and Sustainability

During the year, the committee's other major investigative inquiry considered options for a renewable energy strategy for the ACT, referred initially on 11 April 2002. The terms of reference were expanded on 18 June 2003 by the Assembly direction that the committee inquire into a suitable means of reporting greenhouse gas emissions from electricity for large businesses in the ACT.

The committee has continued to report on draft variations to the Territory Plan and has also considered a large number of statutory appointments.

Standing Committee on Public Accounts

Review of Auditor-General's Report No 7 of 2002: Financial Audits with Years Ending to 30 June 2002

In September 2003, the Standing Committee on Public Accounts presented its report on the Review of Auditor-General's Report No 7 of 2002: *Financial Audits with Years Ending to 30 June 2002*. The committee annually reviews the Auditor-General's examination of the Territory's consolidated financial statements. In its report, the committee highlighted the Auditor-General's findings regarding the possible misuse of the Treasurer's Advance (TA) as provided for under the Financial Management Act (FMA). Consequently the Financial Management Amendment Bill 2003 (No 3) was presented to the Assembly and referred to the committee for inquiry.

The inquiry included examining the general questions of the requirements, purpose, structure, limitations, and ministerial and associated obligations relating to the Treasurer's Advance provisions of the *Financial Management Act 1996*, considering, *inter alia*, views from interested parties in the ACT and the operations of Treasurer's Advance provisions in other jurisdictions. Three of the four recommendations made by the committee were related to amending the TA provisions of the FMA. The bill was rejected by the Assembly with the Government presenting its own amending legislation, which took into account a number of issues raised by the committee through its inquiry.

Revenue Raising Issues in the ACT

In February 2004, the committee presented its report on Revenue Raising Issues in the ACT. The inquiry examined revenue raising issues in the ACT with particular reference to:

- the adequacy, equity, efficiency, certainty and sustainability of revenue raising in the ACT;

- the impact of revenue raising on social equity, the environment and the overall economy of the Territory, in particular the employment and investment opportunities; and
- the value for money of the cost-effectiveness of incentives, which involve forgoing revenue.

The committee made 16 recommendations including exploring the possibility of adopting measures for revenue raising that would take greater account of social and environmental factors and implications.

Auditor-General's Report No 9 of 2003:

Annual Management Report for the Year Ended 30 June 2003

Consideration and inclusion of social and environmental implications are an area that the committee chose to explore in a number of its inquiries in 2003-2004. Continuing in this vein was the committee's review of the Auditor-General's annual report: *Annual Management Report for the Year Ended 30 June 2003*. The committee recommended that it be consulted regarding the Auditor-General's annual audit program and, among other recommendations, that the potential for a dedicated environmental and social auditor position be considered. The ACT Audit Office put the first of these recommendations into practice. The committee made the second recommendation in an attempt to enable greater use of subsection 12(3) of the Auditor-General Act, which provides for the inclusion of ecologically sustainable development within performance audits.

The General Agreement on Trade in Services (GATS) with special reference to the ACT

The committee initiated the inquiry in August 2003 which examined the GATS with special reference to:

- the implications for governance in the ACT;
- the impact on regulation, funding and provision of essential services;
- the capacity for flexibility in local decision-making;
- consultation with the community;
- sustainability; and
- any other related matter.

The subject matter of this inquiry is unique and has not been taken up by any jurisdiction other than the Commonwealth and the ACT. In addition to the GATS, the committee is also examining the possible impact of the Australia-United States Free Trade Agreement on the ACT.

Hansard and Communications Office

The Hansard and Communications Office contributed to the achievement of Outcome No. 1 of the strategic plan by providing reliable and efficient business services—principally information technology and broadcasting services—to support the effective functioning of the Assembly and its committees.



Val Szychowska and Roger Malot from Hansard and Communications explore the Assembly's new intranet.

A hallmark of these services was the very high level of systems availability, with no downtime in broadcasting systems and minimal downtime in IT systems, during the hours they were required to support the Assembly's operations.

The office also undertook several major initiatives to improve the Assembly's business processes and its performance against this outcome. These included:

- strengthening the IT governance framework by implementing a new service level agreement and memorandum of understanding with InTACT, the Assembly's outsourced IT service provider and by applying a new IT acceptable use policy for all staff;
- developing an intranet to improve internal communication within the Assembly and to give members and staff efficient access to corporate documentation and publications (implementation date August 2004);
- upgrading the desktop computers in the offices of all non-executive members;
- improving the security of the Assembly's IT environment by isolating its data storage;
- negotiating a new IT support agreement to strengthen Assembly control over user account and data network administration, and to provide on-site help desk and face-to-face IT support to non-executive members and staff (ITO2 support officer commenced 27 July 2004);
- enhancing the content and look of the Assembly's website; and
- engaging new staff and revising work arrangements to improve the capacity of the Hansard and Communications Office to support the Assembly and its committees.

Corporate Services Office

The Corporate Services Office contributed to the achievement of Outcome No. 1 by providing high quality business services to support the effective functioning of the Assembly and its committees.

Specific actions undertaken during the year in accordance with the Strategic Plan are as follows:

- revised internal procedures were adopted to address inadequacies identified by the Auditor-General in relation to monthly and annual reporting, and production of financial statements and related financial management processes. This work included a thorough review of leave liability data held in the Secretariat's payroll system, resulting in a revaluation of those liabilities (further details of this process are contained in the financial statements, accompanying notes and the management discussion and analysis later in this report (Appendix 20);
- in response to several complex human resource management matters that arose – or continued to require management – during the year, several staff were involved in the provision of detailed and complex advice and related services to management and other stakeholders in these processes;
- several staff contributed – in collaboration with the Chief Minister's Department – to the development of the inaugural certified agreement for staff employed under the *Legislative Assembly (Members' Staff) Act 1989* [LAMS Act], including the oversight of the transition of staff of non-Executive members into a new classification structure;
- negotiations were commenced through relevant consultative forums for replacement certified agreements for both Secretariat staff and staff employed under the LAMS Act; and
- a Records Disposal Schedule for Secretariat specific records - which was developed in accordance with the *Territory Records Act 2003* - was formally submitted to the Director of Territory Records for approval. As at 30 June 2004, the draft records disposal schedule had been considered by the Territory Records Advisory Council, and formal approval was expected in early July.

During the year, the Corporate Services Office has continued to observe increases in activity in areas for which it is responsible. The creation in July 2003 of a new Senior Officer Grade C position (assisting with the management of human resource and work environment issues), together with some internal realignment of senior officer responsibilities, has contributed strongly to a number of key achievements on human resource and work environment issues, including injury prevention and management initiatives, certified agreement development and management of complex cases. In spite of these achievements, progress with other strategic priorities has been hampered due to several factors including the continuation of historically high volumes

of work associated with the administration of LAMS Act staff (and consultancy/contractor) agreements, including the monitoring and costing of overtime allocations and the need to devote considerable resourcing to several complex human resource management matters.

The finance and administration arm of the Corporate Services Office has also encountered difficulties with its workload during 2003-2004. As a result of recommendations that flowed from the Government Audit Office's 2002-2003 financial statement audit, considerable work was undertaken early in the year with the aim of rectifying certain systems and procedures that were not functioning to required standards. As that work began, a significant staffing disruption required alterations to staff roles which imposed additional demands on the completion of the planned rectification work, particularly whilst available staff continued to carry out core functions and meet regular budgetary deadlines and reporting requirements. Identification of suitably experienced and qualified replacement staff proved difficult.

In 2004-2005, the Corporate Services Office will continue to face challenges in meeting its obligations and strategic priorities. Particular challenges that will be faced by the office during the year include:

- finalising and implementing certified agreements for both the Secretariat and staff employed under the LAMS Act;
- dealing with staffing, administrative and accommodation changes arising from the Assembly election;
- introduction of a new or upgraded financial management system, including evaluation and testing of the most suitable option;
- introduction of improved financial management policies and procedures identified through audit findings and arising from the revised financial management system;
- contribution to whole of building outcomes in relation to workplace policies and procedures, particularly occupational health and safety; and
- finalising building works associated with a redesigned public entrance and the adoption of revised building security measures, as well as progressing the existing building works program.

Outcome No. 2

Timely, accurate records of the business of the Assembly and its committees.

Chamber Support Office

Chamber Support is responsible for producing the official record of Assembly proceedings, the Minutes of Proceedings. The following is a table showing the historical record of workload, measured by the number of pages produced, in relation to the Minutes of Proceedings.

Minutes of Proceedings:

Year	Number of pages
1989—1990	224
1990—1991	215
1991—1992	292
1992—1993	295
1993—1994	389
1994—1995	269
1995—1996	302
1996—1997	322
1997—1998	342
1998—1999	342
1999—2000	480
2000—2001	590
2001—2002	606
2002—2003	575
2003—2004	704

Document production system

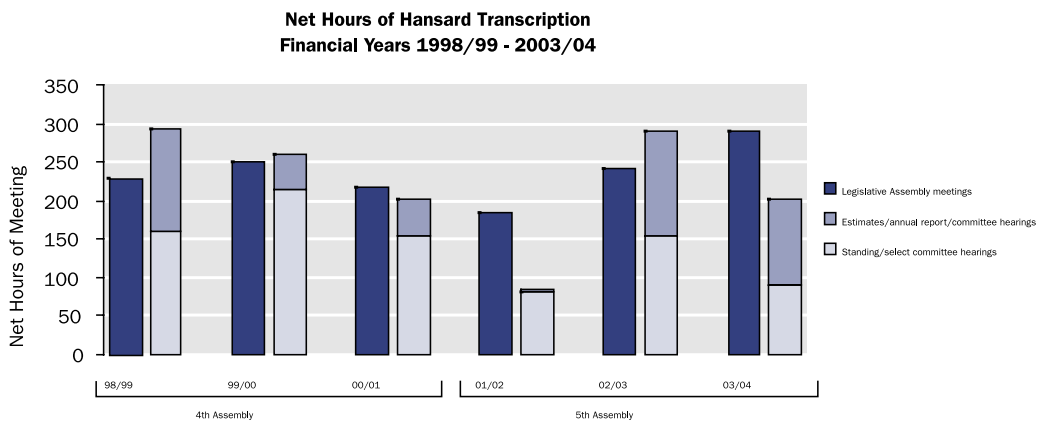
Procedural documents (Notice Paper, Minutes of Proceedings, Daily Program and procedures) are all produced using word processing software. In January, work commenced on a project to take advantage of the more sophisticated features of the word processing software to produce those documents more efficiently. Chamber Support staff developed pro formas and templates for their documents which, when coupled with a number of macros, were able to produce those documents more efficiently from the February sittings.

Given the success of this work, a more substantial redevelopment is planned for 2004-2005, with a view to an enhanced system being in operation for the Sixth Assembly. Significant enhancements will include a papers database and automated production of indexes.

Hansard and Communications Office

Hansard and Communications contributed to the achievement of Outcome No. 2 by producing and publishing timely and accurate transcripts of Assembly debates and evidence presented to Assembly committees. The office is also responsible for maintaining the Assembly’s website, which is the principal means of disseminating the work of the legislature to the ACT community and beyond.

Feedback from clients demonstrates the importance they place on the timeliness of Hansard publications. Accordingly, last year Hansard monitored its production processes rigorously to ensure improved compliance with its timeliness performance measures.

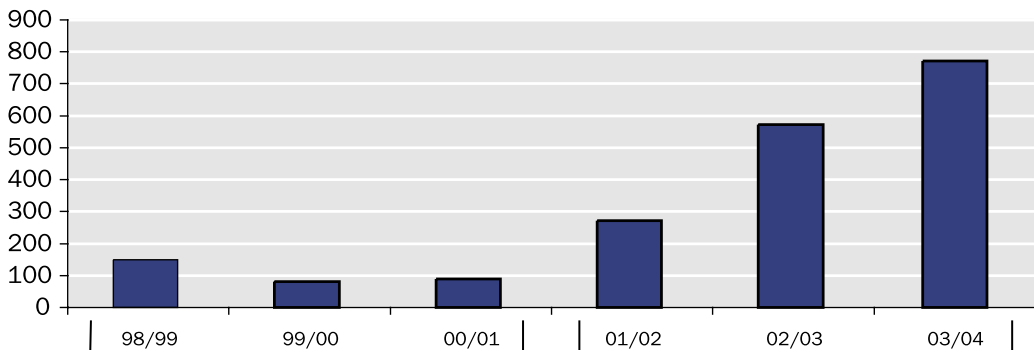


Workload has a major bearing on Hansard’s performance. In common with most other parliamentary reporting organisations, Hansard now measures its workload based on net hours of meeting. Despite a consistently heavy workload throughout the year—for example, the 290 hours of Assembly proceedings reported in 2003-2004 was the highest on record—the timeliness of all Hansard transcript types showed a marked improvement as the year progressed.

This was particularly evident for some key transcript types, including the edited proof transcript of question time, the Proof Daily Hansard and final committee transcripts. More information on transcript timeliness is available in the appendices and statistics section of this report (Appendix 8).

Hansard also prides itself on the accuracy of its edited proof and final transcripts. Suggested corrections to transcripts received from members and departments were minimal.

Answers to Questions on Notice



Attention was drawn in the 2002-2003 annual report to the large increase in the number of answers to questions on notice processed by Hansard for publication in the Official Weekly Hansard. The number of questions and answers published by Hansard increased significantly again last year (from 572 to 772). To ensure timely and accurate publication of this material, Hansard has applied additional resources and introduced process improvements to manage the workload.

Other noteworthy initiatives undertaken during the year to improve Hansard's capacity to achieve this outcome included:

- publishing edited proof question time transcripts on the Assembly website by early evening of the day of sitting;
- developing and implementing a transcript production template to streamline Hansard document formatting and management;
- implementing revised production processes to handle the burgeoning workload arising from the increasing number of questions on notice published in Hansard;
- increasing the number of casual editors available to improve responsiveness to peak workload demands; and
- engaging additional staff to improve operational responsiveness.

Outcome No. 3

Widespread knowledge in the ACT community and ACT Government agencies about the roles and functions of the Assembly and its committees.

Chamber Support Office

2003 ACT Schools Constitutional Convention

The Office successfully coordinated the 2003 ACT Schools Constitutional Convention, which was a two-day program held at Parliament House on Friday 8 August 2003, and the ACT Legislative Assembly on Wednesday 15 August 2003.

The convention was part of the Constitutional Centenary Foundation's national program, which aims to encourage education about, and public discussion of, the Australian Constitution. The Foundation was established in 1991 and is an independent and non-partisan body, with no predetermined view as to whether our system of government in Australia requires change, nor is it prescriptive about the nature of any changes that are proposed in relation to constitutional reform.

The convention was targeted at Year 11 students from ACT government and non-government colleges. This convention, the seventh held in the Assembly, focused on a proposed change to the Constitution that would allow Australia to have a Bill of Rights. Students were actively involved in debating issues about the implications of the proposed change and gathering a wide variety of information to assist them with their decision-making. They also participated in a referendum on the issue.

Five students were selected from the 2003 participants to represent the ACT at the 2004 National Schools Convention at Parliament House in March 2004. They joined with students from the other states and territories at this national event.

Assembly Open Day

An Assembly Open Day was held on Saturday, 25 October 2003. Publicity promoting the event included flying two banners from the Assembly building, as well as advertising the event on local radio stations and in the local newspaper.

Visitors could engage in a number of interactive displays staffed by the Hansard Office, the Committee Office, the Speaker's Office and Parliamentary Counsel. Tours were conducted by

members and Secretariat staff throughout the day and visitors had the opportunity to view areas of the Legislative Assembly building such as the Chamber, the reception room and exhibition areas, committee rooms, and courtyards as well as parts of the Assembly not usually open to the public. Refreshments were also offered for the first time and supporting displays and brochures were set up in the foyer and the reception room.

University of the Third Age

The parliamentary education course offered through the University of the Third Age in Semester One 2004 was cancelled due to a lack of enrolment. A new format is being developed for use in 2004-2005.

Presentations to Government Agencies

Three presentations on the operations of the Legislative Assembly were given at the request of government agencies. These seminars and presentations continue to play an important role in providing useful information to public servants about the role and functions of the Legislative Assembly.

A half-day presentation was conducted for approximately 40 Graduate Administrative Assistants (GAAs) who were entering the ACT Public Service for the first time.

A professional development evening was held in March 2004 for ACT government and non-government school teachers. The participants met with members, had a hands on experience with the Hare-Clark electoral system, were informed about the range of programs offered by the education officers at the Assembly and Elections ACT and collected a range of resources for use in their school civics and citizenship programs.

Speaker's Citizenship Evening

Approximately 1200 people annually receive their Australian citizenship certificates at functions held in the main reception room of the Assembly, over which the Speaker presides.

The Speaker developed the concept for hosting Speaker's Citizenship Evenings from a comment by a staff member (a new Australian citizen) that new Australian citizens receive a citizenship certificate but no further information about the process of governance in the city in which they reside.

The aim of the evenings is to invite new citizens to the Assembly to meet some of their local members and to gain some basic knowledge about the workings of the Territory government.

Three Speaker's Citizenship Evenings were held in 2003-2004. The evenings started at 5.30 pm and concluded around 7 pm. The open-captioned version of the Assembly film – *One of a Kind – How the ACT Legislative Assembly works* – was screened at the citizenship evenings during 2004. On arrival guests mingled with available members over refreshments, visited the Chamber to talk about the processes of the Legislature and then toured the building. An array of Assembly publications was displayed and guests were encouraged to browse and to take copies of any publication in which they had an interest. Feedback continues to be overwhelmingly positive.

Inter-school Parliamentary Debates

Two debates were held for Year 8 and 9 students across 2003-2004. The themes for the debates included Scientific Dilemmas and Capital Issues. This program was not aimed necessarily at giving the schools' best debaters a chance to further develop their skills (although some schools choose to do this). Rather, it was a program aimed at introducing a wide variety of students to the Assembly and the procedure of parliamentary debate.

The goals of the Inter-school Parliamentary Debates program are to:

- provide a program for students in Years 8 and 9 that gives practice in public speaking in a formal setting – the Chamber of the ACT Legislative Assembly; and
- provide knowledge and experience in working with parliamentary terminology and practices.

In 2003-2004, 80 students participated in the debates program, with sessions being presided over by the Speaker and Deputy Speaker.

ANU Internships Program

The Australian National Internships Program, managed by the Australian National University, in agreement with the Assembly, enables Australian and overseas senior tertiary students to spend, as part of their studies, ten weeks in the Assembly. During their internships, students complete a research project nominated by a member of the Legislative Assembly, parliamentary official or parliamentary committee with whom they are placed. The projects are assessed by academic staff and the students gain academic credit for their internships which counts towards their degrees at their home universities. It is the latter aspect which distinguishes the Internships Program from work experience. The final report of each intern is made available not only to the supervisors but also to the Parliamentary Library. During 2003-2004, arrangements were made for two ANU students to undertake an internship at the Assembly.

Work experience students

During 2003-2004, six Canberra Institute of Technology students studying their Certificate III in Business Administration were placed for one day a week over a five-week period in various members' offices.

Seven secondary students undertook a one-week placement in members' offices during 2003-2004.

Student visits

During the year, presentations on the Assembly were made to over 900 students from Year 4 to Year 12. The majority of presentations were made to students at the Assembly but some visits were made to school sites.

Students who were selected to be International Student Ambassadors visited the Assembly for a half-day presentation.

Community groups

Presentations on the Assembly were made to various community groups including: adults from the CIT's Adult Migrant English Program, a local Church community group and overseas students studying at ANUTECH.

Resources/Information

A film on the workings of the Assembly – *One of a Kind – How the ACT Legislative Assembly works* – was completed in December 2003 and has been used successfully with a range of school and community groups throughout 2004.

Historical information on previous members of the Assembly has been added to the Assembly website.

The Education Office continues to make available several publications on the operations of the Assembly including school booklets directed towards informing primary and secondary students about the Assembly through engaging them in a series of practical exercises. The booklets include information about the ACT electoral system, the passage of legislation and promoting active citizenship.

Secretariat support to the Legislative Assembly Art Advisory Committee

Secretariat support was given to four meetings of the Legislative Assembly Art Advisory Committee. During the year the Legislative Assembly Art Advisory Committee:

- installed a historical display of photographs of former Chief Ministers and Leaders of the Opposition along the London Circuit corridor on the Public Entrance side of the building.
- placed the two bronze bird sculptures by Ms Jan Brown – Adolescent (sculpture of a currawong) and Round Pigeon (a sculpture of a pigeon) in the Speaker's Office.
- framed the collection of Site and Soul Prints [Megalo] – *A homage to sites of significance in the ACT* and placed them in members' offices.
- continued as a patron in the Emerging Artist's Support Scheme (EASS), which is run by the ANU's School of Art, and supports graduating students. Patrons pay an annual fee and for that fee can select a work from the Graduating Student's exhibition to display in their building for 12 months. Five works were selected in November 2003 and displayed in members' offices and outside the Speaker's office in January 2004.
- installed lights above the John Johnson and Barbara Campbell works along the London Circuit corridor facing the car park and London Circuit so the community could view the artworks in the evening.
- Purchased *Species #43 and #44* by eX de Medici. The work of art consists of two watercolour views of a moth. The moth is specific to the Kimberley area, WA. These works were framed and placed in a member's office in May 2004.

The Legislative Assembly Art Advisory Committee also started researching the development of an Assembly art catalogue, which will feature some of the prominent works in the Assembly art collection.

Use of Reception Room and Exhibition Room

Both the exhibition and reception rooms received a great deal of use during the year. A range of functions was held in these two key public spaces including citizenship ceremonies, government functions, and community and media events which require significant work to schedule. Statistics on the use of the reception and exhibition rooms is at Appendix 7.

Hansard and Communications Office

The Hansard and Communications Office contributed to the achievement of Outcome No. 3 by maintaining and improving the Assembly website, which is the Assembly's principal means for disseminating the work of the legislature to the ACT community and ACT Government agencies. Improvements undertaken during the year included:

- weekly updating of the Assembly events page;
- adding a bills page for each year showing which bills were considered and giving hyperlinks to their debates;
- preparing history pages with photos and details of all members from the First Assembly to the present;
- redesigning the Hansard section of the Assembly website to achieve a more uniform look and consistency of operation;
- linking committee pages directly to Hansard transcripts;
- adding headers to all Hansard HTML pages to clearly identify them as being an Assembly publication; and
- linking the Library pages directly to the Assembly pages.

Outcome No. 4

Strong, collegiate relationships with other parliaments.

Chamber Support Office

Administrative support for the Australasian Study of Parliament Group (ASPG)

For the past few years, a member of the Secretariat staff from the Committee Office has fulfilled the Secretary/Treasurer duties for the national executive of the Australasian Study of Parliament Group (ASPG). At the 2004 annual general meeting that role was split and is now undertaken by officers of the Department of the Senate and the New Zealand House of Representatives.

A Secretariat staff member and a Member of the Legislative Assembly attended the ASPG annual conferences in Darwin (July 2003) and Perth (May 2004). The conferences included speakers from academia, politics, and staff from federal, state and territory parliaments.

Assistance to Regional Representative of the CPA

Following Ms Tucker's election as one of the three Australian regional representatives on the Executive of the Commonwealth Parliamentary Association, considerable assistance was given to ensure that the regional representative attended meetings of the Executive Committee. Provision of other administrative support was also provided. The office was extensively involved in support for the activities of the ACT Branch of the Commonwealth Parliamentary Association (see Appendix 18).

Participation in the activities of the Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT)

The Clerk of the Assembly, in his capacity as Vice President of ANZACATT, participated in the organisation of that Association. The Association publishes a half yearly Bulletin entitled *Parliament Matters*, and a regular newsletter entitled *Table Talk*. The Association also organises an annual professional development seminar for parliamentary officers of the Association, and several staff participated in the January 2004 seminar held in Sydney.

Annual Conference of the Association of Parliamentary Education

As part of the Assembly's effort to maintain its links with other parliamentary educators around Australia, the Education Officer and Education Office assistant attended and presented a paper at the annual conference of the Association of Parliamentary Education, "*Learning for Life*", in Brisbane, Queensland, from 29 to 31 October 2003.

Committee Office

The Standing Committee on Planning and the Environment participated in the Parliamentary National Conference Of Public Works And Environment Committees from 29 June to 3 July 2003. Committee staff also attended the 2004 ANZACATT seminar.

Hansard and Communications Office

Hansard maintains close links with other parliamentary reporting organisations through its membership of the Commonwealth Hansard Editors Association and the Australasian Parliamentary Hansard Editors Association.

A new initiative during the year by the Victorian Parliament to host an inaugural Parliamentary IT Forum has great potential to assist with more common approaches to the application of information technology to facilitate and improve legislative business processes.

Corporate Services

In March 2004, the Corporate Manager and the Facilities Manager attended the fifth Biennial meeting of the Australasian Parliamentary Building Managers Forum at the West Australian Parliament. The forum has been running every two years since 1996 and provides an excellent opportunity for participants from a range of jurisdictions to share their unique experiences in managing parliamentary buildings.



Organisational governance arrangements

The Legislative Assembly Secretariat has come some significant way in improving its internal governance arrangements over the course of the last financial year. Work has been undertaken by all sections of the organisation to improve the governance structures and processes associated with the running of the Assembly.

Internal accountability structures and processes

During 2003-2004, the Secretariat introduced improvements to a number of management and reporting processes to enhance accountability across the organisation and to align operational activities with the outcomes, strategies and actions in the Secretariat's strategic plan.

The senior management group meets on a monthly basis to report on operational activities, discuss progress against the Secretariat's strategic plan, discuss new initiatives, review risk management issues and to canvass other issues as they arise.

The senior management group comprises:

- Tom Duncan, Clerk;
- Max Kiermaier, Deputy Clerk and Serjeant-at-Arms,
- Robina Jaffray, Manager of the Committee Office;
- Russell Lutton, Manager of the Hansard and Communications Office;
- Ian Duckworth, Corporate Manager; and
- David Skinner, Senior Project Officer.

Managers all report directly to the Clerk of the Assembly and each member of the senior management group is variously responsible for contributing to the achievement of one or more of the Secretariat's four outcomes.

All members of the management group are required to prepare quarterly reports to the Clerk outlining progress against the Secretariat's action plan (contained in the strategic plan), reporting on unplanned actions and providing statistics on key activities undertaken by each section. Senior managers also meet individually every month with the Clerk to discuss issues of significance to each section.

All Secretariat staff, including members of the management team, are also subject to annual performance and development agreements setting performance outcomes to be achieved over the year. These are reviewed and revised every six months to ensure that each section is meeting its responsibilities and duties to a high standard.

Strategic and organisational planning

During the 2003-2004 financial year, the Secretariat undertook a strategic planning exercise to better understand the challenges and opportunities confronting the Secretariat over the next five years until 2009 and to articulate a range of measures to address them. All staff were involved in providing input into the strategic planning process through a facilitated workshop and there was also a facilitated session for managers to identify key strategic issues.

The end result was a strategic plan articulating the Secretariat's vision, mission, strategies, key relationships, values, actions and outcomes for the period 2004-2009 (these are listed in the section above entitled 'strategic vision').

The Secretariat's strategic plan will be reviewed at the end of 2004 to assess changes to the operational environment and to adopt a new action plan in support of the achievement of the Secretariat's outcomes.

Risk management and internal audit arrangements

During the latter part of the 2003-2004 financial year, the Secretariat agreed to adopt the broad approach outlined in a risk management review initiated by the Secretariat in 2002 and undertaken by KPMG.

As part of the review, which was conducted in line with AS/NZS 4360:1999, a comprehensive risk assessment was undertaken by KPMG which concluded that the Assembly was, 'at a LOW level for all forms of risk as a consequence of its small size and commensurate lack of exposure to large value transactions'.

However, KPMG did identify some risk areas that were deemed to be at the higher end of the spectrum in the form of a 'high-risk register', which outlined areas where the attention of senior management was required. The Secretariat undertook to review this high-risk register to ensure currency and accuracy given that many assessments were conducted as far back as 2002.

To this end, the Senior Project Officer interviewed all managers and, in consultation, applied the qualitative measures of: 1. likelihood; and 2. consequence of risk, to re-evaluate the Assembly's risk profile. The results of the review indicated a significant lowering of the Assembly's overall risk profile since the time of the initial assessment. Managers were also asked to identify strategies for further reducing the likelihood and/or consequence of particular risks as well as setting implementation timeframes.

The Secretariat undertook to use the revised high-risk register as the basis for prioritising work directed towards lessening both the likelihood and impact of risks for 2004-2005. In addition, the Secretariat decided that the senior management group made up of section managers would be the primary driver, reviewer and decision-making body in relation to risk management, recognising that each manager has an expertise and specific management responsibility in relation to the risks inherent in the business of each section. The management group agreed to meet regularly as the Assembly's Risk Management Committee.

Further reviews of the high-risk register will be conducted again in December 2004 and mid-2005.

Security

Another significant area of risk management undertaken by the Secretariat was in the area of physical security for the Assembly building and its occupants.

During 2003-2004, the Secretariat engaged T4 Protective Security from the Commonwealth Attorney-General's Department to review a wide range of physical security issues facing the Assembly.

As at 30 June 2004 the Secretariat was still awaiting the recommendations of the review. The Secretariat expects that the implementation work will take several years to complete but will considerably enhance the physical security of the Assembly building and all those who work in it.

Internal audit

Revised internal procedures were adopted to address inadequacies identified by the Auditor-General in relation to monthly and annual reporting, and the production of financial statements and related financial management processes. This work included a thorough review of leave liability data held in the Secretariat's payroll system, resulting in a revaluation of those liabilities (further details of this process are contained in the financial statements, accompanying notes and the management discussion and analysis later in this report – Appendix 20). The Secretariat will be working towards developing improved internal auditing arrangements during the next financial year.

Fraud prevention arrangements

As reported in previous years, the Secretariat has continued to encounter difficulty in devoting resources to fraud prevention, detection and management. After completing a fraud risk assessment in 2002-2003 – which concluded that there were no significant areas of risk but identified some areas that should be addressed in a fraud control plan – the Secretariat made no significant progress during the year in the development of that plan.

However, the Secretariat did investigate a matter during the year involving the inappropriate use of petty cash that led to disciplinary action being taken against the officer concerned. This matter also highlighted a weakness in certain aspects of petty cash handling procedures and, accordingly, revised procedures were introduced immediately.

This is one of several areas where the Secretariat will continue its efforts to secure funding to enable appropriate management and corporate governance arrangements to be put in place.

Culture and values

The Secretariat is strongly committed to maintaining the high ethical standards it has traditionally established. To further build on efforts in this area the Secretariat adopted a code of conduct for its staff. The Secretariat code of conduct draws on the ACTPS code of conduct section in the *Public Sector Management Act 1994* and sets out provisions in relation to:

- professionalism;
- impartiality;

- courtesy and sensitivity;
- conflicts of interest;
- honesty and integrity;
- tolerance;
- confidentiality;
- use of Territory property; and
- reporting fraud, corruption and maladministration.

All staff received education and awareness training in relation to the code and copies were made available in both paper and electronic versions (it will also be published on the Assembly Intranet). The Secretariat also undertakes to remind staff about their obligations under the code from time to time as a means of maintaining high levels of consciousness about the relevant requirements.

Procurement contracting principles and processes

The Secretariat employed approximately 35 full-time equivalent staff in 2003-2004 and provided a diverse range of services to its clients. The Secretariat does rely on external sources of labour and services where it requires expertise not generally available from within the Secretariat, or in cases where available Secretariat resources are inadequate.

The types of services provided by external contractors include:

- specialist expertise in the areas of legal advice; accounting, financial and taxation management; software and business system development; staff welfare and counselling; and curatorial advice;
- recording and transcription of Hansard;
- provision of after-hours security and relief guarding during peak times;
- programmed building maintenance;
- specialised assistance to committees;
- the provision of staff training in IT systems and applications; and
- promotional video production.

The Secretariat is committed to procurement processes that are consistent with the ACT public sector procurement framework. For a list of external sources of labour and services, where costs exceeded \$15,000, for the 2003-2004 financial year refer to Appendix 11.

External scrutiny

During the year, the Assembly Secretariat participated as one of several sample agencies in the Auditor-General's whole of Government audit into leave management. The Auditor-General's report had not been finalised by the end of June 2004.





Financial performance

Annual financial statements and analysis of financial performance

The Secretariat's annual financial statements with associated analysis are at Appendix 20.

Capital works management

The Assembly Secretariat is responsible for the management of the Assembly building, both as a day-to-day workplace, but also as a valuable Territory asset. As part of the 2003-2004 budget, changes were introduced to the way in which the Assembly Secretariat is funded for building works of a capital nature.

For the first time the Secretariat received capital works funding totalling \$320,000 to undertake building works identified as part of the life cycle management of the Assembly building. Further detail of this approach is discussed below.

Details of the works funded are provided in the table below, which also provides details of expenditure or commitments at 30 June 2004.

Item	Funding \$'000	Expenditure or commitment @ 30/6/04 \$'000	Comments
Fire Safety	154	10	Delays occurred in clarifying the precise scope of work. Total costs likely to be less than original budget.
Air Conditioning	115	0	Funding provided to install a new low load chiller. Delays in supply mean that delivery/ installation scheduled for August 2004. Expected to come in on budget.
Security System	25	0	Security Risk Assessment was expanded and delayed. Work deferred to 2004-05.
Plumbing/ Drainage	19	0	Following provision of funding, further exploration identified a more economical solution to the plumbing/drainage issue. The issues was rectified for less than \$1,000.
Vertical Transportation	7	17	Following the costing of works required to bring lifts up to the required building code, further code compliance issues were identified, increasing the cost of the project.

Overall, the Secretariat's progress with the above capital works was delayed due to a combination of factors. Factors peculiar to individual projects are noted in the table above but the Secretariat also encountered an unexpected loss of resources and expertise to progress the overall works program. These resource constraints will be the subject of management attention in 2004-2005.

Asset management strategy

The Assembly Building is a major territorial asset that the Assembly Secretariat is responsible for managing. During 2002-2003, the Secretariat commissioned a consultant to develop life cycle costing data and a life cycle plan for the building. The resultant report was the first significant attempt to devise a more strategic approach for managing the capital replacement of building elements and components; and for managing preventative maintenance.

During 2003-2004, the lifecycle plan continued to provide a basis for the funding of capital works including improved fire safety infrastructure and the installation of a low load chiller to improve

performance and control of the building's air climate. Full details of the minor new works funding is included in Budget Paper 4 for 2003-2004 and is discussed above.

Because the life cycle plan highlights future pressure on capital and maintenance funding in order to maintain the Assembly building at an acceptable standard, the Secretariat intends to promote the life cycle costing data as a basis for future budgeting through bilateral discussions with Treasury officials.



Human resource performance

Analysis of human resource performance and Secretariat staffing profile information

The Secretariat is a small organisation, with a full-time equivalent staff of approximately 35 at 30 June 2004. Details of the Secretariat's staff composition at that date is shown in the table at Appendix 10.

The table highlights some significant staffing characteristics of the Secretariat, including:

- the number of part-time and casual staff – 15 of the 41 staff employed by the Secretariat (or 37%) were employed on a part-time or casual basis. The Secretariat employs a number of casual staff due to the fluctuations in the Assembly's work (including committees);
- the proportion of the agency's total staff employed at the senior officer level – 16 of the 41 staff employed by the Secretariat (or 39%) were employed at Senior Officer Grade C level or higher. This reflects the high dependence on the provision of high-level procedural and policy advice necessary to ensure the effective operation of the Assembly.

During 2002-2003, several Secretariat staff with considerable experience retired resulting in a loss of expertise and corporate knowledge. During 2003-2004, further retirements of staff occurred, leading to a further loss of agency experience. This continues to be a strategic challenge for the Secretariat, particularly as a small agency.

The Secretariat's small size, combined with its limited available resources, contributes significantly to the difficulties the Secretariat has experienced in developing comprehensive strategic approaches to human resource management. In particular, the ability of the Secretariat to contribute, and respond, to a range of whole-of-Government strategic HR frameworks and

policies was constrained by resources as well as by the unique employment environment of the Assembly, where the human resource management frameworks developed for the ACTPS and wider public sector(s) do not easily apply, and where adaptation and tailoring of arrangements, while necessary, can be complex.

Despite the difficulties encountered in dedicating resources to strategic human resource activity, *becoming an employer of choice* was incorporated into one of the five identified strategies in the Secretariat's strategic plan, which was developed during 2003-2004. In order to achieve that strategy, a number of actions were identified as part of the planning process and these will be a focus of activity in 2004-2005 and beyond.

Staffing profile of LAMS Act staff

In last year's annual report, the Secretariat included data on the increase in the number of members' staff contracts that had occurred during the Fifth Assembly. This increase has continued during 2003-2004. Clearly, one of the factors contributing to the high number of staff contracts during 2003-2004 was the new employment arrangements for staff employed under the *Legislative Assembly (Members' Staff) Act 1989* [LAMS Act], which is discussed in the next segment of this report. But it must be emphasised that, despite these changes, the underlying number of LAMS Act contracts during 2003-2004 remained much higher than in earlier assemblies.

The number of staff contracts for 2003-2004, compared to previous years, is shown in Appendix 17.

Workplace relations

During 2003-2004, the Secretariat contributed, and responded, to several certified agreement-making processes. Consistent with the situation in most other ACTPS agencies, the Secretariat's 2003-2004 certified agreement reached its nominal expiry in March 2004. Under the model agreed between the government and the ACT public sector unions, the first step in developing replacement agreements was the negotiation of a core conditions – or template – agreement, from which individual agency agreements would add agency-specific schedules reflecting local operations, requirements and issues.

The template agreement was finalised in principle in the first half of 2004 and, by 30 June 2004, negotiations on an agency specific schedule were well progressed. The replacement agreement

is expected to be finalised and certified during the first quarter of 2004-2005. The proposed new agreement will expire in March 2007 and provides several enhanced employment conditions as well as pay increases of nearly 5% from April 2004; 4% from April 2005 and a further 4% from April 2006.

During 2003-2004, the Secretariat Joint Union Management Consultative Committee met on a regular basis. Some of the significant business of the committee included the endorsement of several important workplace policies and procedures including:

- an Acceptable Use of IT policy;
- a revised Policy and Procedures for Dealing with Workplace Discrimination, Harassment and Bullying; and
- guidelines for the Secretariat's Health and Wellbeing Initiative.

During the year, the Secretariat's Corporate Services Office also participated in the process of developing the inaugural award and certified agreement for staff employed under the *Legislative Assembly (Members' Staff) Act 1989* [the LAMS Act]. The award and certified agreement came into effect in December 2003 and introduced, for the first time, a specific classification structure for LAMS Act staff, together with a range of employment conditions largely based on the ACTPS core conditions. Given its role in the administration of employment arrangements for the LAMS Act staff employed by non-Executive MLAs, the Secretariat provided a representative for the LAMS Act staff Joint Union Management Consultative Committee which was established under the inaugural certified agreement.

It was agreed during the development of the inaugural LAMS certified agreement that it should expire at the same time as other ACTPS agreements and, accordingly, during the final quarter of 2003-2004, negotiations had begun for a replacement agreement. The Secretariat had a more active role in this process than was the case for the inaugural agreement. As is the case for the Secretariat agreement, the proposed replacement agreement is expected to be finalised and certified during the first quarter of 2004-2005.

Workplace injury prevention and management, and workplace health and safety

During the year, the Secretariat continued to remain focused on the importance of effective injury prevention and management and the maintenance of a healthy and safe work environment. As part of its strategic plan for 2004-2009, the commitment to maintain a workplace which

conforms to the highest OH&S standards was incorporated into one of the five organisational strategies. Consistent with that strategic commitment, the Secretariat undertook a range of activities during the year including:

- the development and promotion of a policy and procedures for dealing with workplace discrimination, harassment and bullying, including for the staff of MLAs;
- undertaking a workplace hazard audit in conjunction with the Secretariat's health and safety representative, with results reported to relevant managers for follow up and/or review;
- the institution of a systematic program of workplace assessments for all new staff and the appointment of an external, professional provider to undertake those assessments and provide written reports and recommendations;
- the introduction, via the Assembly's 2003-2004 certified agreement, of a health and well being initiative - providing monetary assistance to staff in the pursuit of activities and equipment that support improved health and/or wellbeing. This initiative is expected to be extended to staff of MLAs once the proposed 2004-2007 certified agreement comes into effect (refer to the previous segment of this report in relation to Workplace Relations);
- the appointment of a deputy health and safety representative (with training to occur in early 2004-2005);
- the provision of training to other staff in relation to first aid and OH&S issues, including a workshop on harassment and bullying;
- the acquisition of a defibrillator and the training of staff in its use;
- the offer of reimbursement to staff of influenza vaccination;
- regular eyesight testing of staff engaged in visually demanding work; and
- the regular circulation and promotion of information and articles promoting health and wellbeing.

For some time, the Secretariat and other relevant parties have acknowledged the existence of certain barriers and complexities that have interfered with the establishment and effective operation of a consistent and holistic approach to managing OH&S within the Assembly building. Lack of certainty around the employer and employee status of members and, in some respects, their staff have all contributed to the lack of formalised arrangements. Lack of resources within the Secretariat and the Secretariat's limited role as employer in respect of members and their staff have also contributed. As a consequence, the OH&S framework within the Assembly workplace would not be regarded as compliant with the requirements of the *Occupational Health and Safety Act 1989*, as modified by the *Public Sector Management Act 1994*. However, during

2003-2004, substantial “in principle” agreement has been reached on a proper framework for the management of OH&S across the entire Assembly Secretariat and MLAs’ offices. The Joint Union Management Consultative Committees for both the Secretariat staff and the staff employed by MLAs have each agreed that, during 2004-2005, the formal establishment of appropriate and effective arrangements that meet the requirements of the Act is a major priority.

The Legislative Assembly staff (ie Secretariat and non-Executive members’ staff) comprise a “first tier” workers compensation premium agency. Within ACTPS agencies, all agencies required to pay a “first tier” workers compensation premium are required to report on four injury prevention and management targets. The following table shows the Secretariat’s performance against these targets:

Table - Workplace Injuries

Description of Target			2001-02 (year ending 28/2/02)	2002-03 (year ending 28/2/03)	2003-04 (year ending 29/2/04)
1. Incidence of workplace injuries	Reduce the number of claims reaching 5 days incapacity (per 1000 employees) by 40% of 2002 levels	ACTPS Rate	25.83	29.02	26.04
		LA Rate	0	33.8*	0
2. Incidence of work-related fatalities	Eliminate fatalities due to workplace injuries	ACTPS Rate	0	0	0
		LA Rate	0	0	0
3. Avg lost time rate	Reduce the average number of weeks time off work (per 1000 employees) by 40% of 2002 levels	ACTPS Rate	792.93	733.94	779.27
		LA Rate	0	834.74*	1730*
4. Avg time taken for rehab intervention	Reduce the average time taken (days) from date of injury to date of rehabilitation assessment by 90% of 2002 levels	ACTPS Rate	18.6	17.03	12.53
		LA Rate	0	23.14	0

* Two claims were admitted in 2002-2003 and both have involved significant periods of incapacity since. Due to the small number of staff in the premium agency size, each claim has had a high impact in relation to performance against targets that are measured per 1000 employees.

Workplace diversity

The Secretariat's Equity and Diversity Plan continued to operate during the year, with activity geared toward achieving aims and objectives of the plan, in each of its four key result areas of:

- diversity and inclusivity;
- staff development;
- a discrimination and harassment free work environment; and
- work and life balance.

As reported in relation to some other human resource or corporate governance areas, the Secretariat encountered difficulties in securing and devoting resources to the achievement of some of the strategies in the plan.

Nevertheless, the following activities were undertaken during the year in accordance with the Secretariat's plan.

Diversity and inclusivity:

- the Secretariat participated in the Multicultural Employment Program by providing a work placement to one participant and by engaging another participant on a temporary employment contract;
- Secretariat and staff of Assembly members participated in equity and diversity training (an introduction to the Discrimination Act); and
- a new workplace contact officer was appointed (with further training for that role scheduled for 2004-2005).

Staff development:

- the Secretariat's performance and development scheme (PDS) was introduced, which includes requirements for all staff to have a learning and development plan with their supervisor/manager. Further details of the Secretariat PDS are included in the next item of this report; and
- short-term vacancies were advertised within the Secretariat.

A discrimination and harassment free work environment:

- a new policy and procedure for the handling of discrimination, harassment and bullying in the workplace was developed and promoted during the year and launched on National Harmony Day;
- induction documentation was updated to include relevant information; and
- newsletters to staff contained items of relevance.

Work and life balance

- A number of provisions designed to assist staff with work and life balance have been introduced, or are due to be introduced, through certified agreements.

The Secretariat's 2002-2004 Equity and Diversity Plan will expire at the end of 2004 and an evaluation of its operation is scheduled with a view to developing a replacement plan. Since its introduction in 2002, several significant developments have occurred on an ACTPS-wide basis, including the establishment of the Equity and Diversity Framework for the ACTPS and the requirement – to be introduced into all of the 2004-2007 certified agreements – that relevant agency consultative mechanisms be used to monitor achievement against this framework. This will be a key priority for 2004-2005.

Learning and development

In early 2003-04, the Secretariat's inaugural Performance and Development Scheme [PDS] was introduced. The PDS requires all staff to have in place a Performance and Development Agreement developed in conjunction with their supervisor/manager; a mid-cycle review of achievement of work objectives and learning/development goals; and an end of cycle review of those achievements.

With the exception of casual staff (see below), 78% of the Secretariat's staff had a performance and development agreement in place during the year. With two exceptions, the staff without agreements in place belonged to a work team who reported difficulties in implementing the scheme.

The Secretariat engages casual staff on a regular basis to assist in Hansard editing and production and in the provision of sessional attendants associated with the Assembly's sitting pattern. The PDS envisages that casual staff who undertake regular work should participate in

the scheme. During the year, only 31% of the Secretariat's casual staff had performance and development agreements in place, whereas approximately 60% could be regarded as undertaking regular work.

Deliberately, a review of the program's first year of operation was not scheduled until after the second round of performance and development agreements was scheduled to be completed (by September 2004). This review will include an examination of the factors that led to a lower than planned number of staff participating in the Scheme.

The Secretariat encountered difficulties in collecting consistent data on staff learning and development activity during the year. However, the information and data collected did show that virtually all staff undertook learning and development activities during the year. The review of the scheme will also include an examination of the learning and development planning process; any issues encountered that affected the sourcing of relevant activities or the achievement of plans; and difficulties encountered in collecting and reporting relevant data.

In a similar vein to the changed strategic environment applying for Equity and Diversity issues across the ACTPS, several significant developments have also occurred on an ACTPS wide basis with learning and development since the Secretariat P&D Scheme was introduced in 2003. These include the development of the ACTPS Learning and Development Framework and the requirement – to be introduced into all 2004-2007 certified agreements – that relevant agency consultative mechanisms be used to monitor achievement against this framework. This will also be a key priority for 2004-2005.





Information and access

Freedom of information

No requests were received by the Secretariat for access to information under the *Freedom of Information Act* during the year. While the provisions of the *Freedom of Information Act* do not specifically cover the Assembly Secretariat, it is the agency's practice to treat any requests as if the Act applied.

Consistent with the above, the following information has been prepared with reference to section 7 of the *Freedom of Information Act 1984* and outlines the organisation of the Secretariat, its functions and powers, categories of documents available and facilities provided for access to documents.

FOI procedures and contact points

All Freedom of Information (FOI) requests relating to the Legislative Assembly Secretariat should be directed to:

Clerk
ACT Legislative Assembly
London Circuit
Canberra ACT 2601

Requests can be delivered to the public entrance of the Assembly building between the hours of 8.30 am and 5.00 pm Monday to Friday. Telephone inquiries should be directed to the Secretariat's general inquiries number on (02) 6205 0439. People seeking access to documents are encouraged to seek details through existing avenues before resorting to the more formal FOI procedures.

Arrangements for Public Participation

Avenues for public participation include submissions to inquiries, access to public hearings of committee inquiries and Assembly meetings, citizen's right of reply, petitions and access to administrative records and general files through FOI requests.

Documents

The Secretariat has a broad responsibility for providing advice to government agencies and the public regarding the business of the Assembly and its committees. To facilitate the provision of information the following documents are published by the Secretariat:

- *Annual Reports**²
- *Bills List* - An alphabetical listing, by short title, of Bills considered by the Assembly. The list details the date of introduction and, where relevant, the date of passage, the Act number and particulars of the Legislation Register. Bills discharged, negatived at the agreement in principle stage, declared urgent and referred to committees are also listed. Published on a regular basis.*
- *Bills Volumes* – Bound volumes of all Bills presented to the Assembly. The volumes include Bills, explanatory memoranda and amendments that have been circulated within the Chamber. Available for inspection at the Assembly and Territory Libraries. The volumes are published each Assembly.
- *Business of the Assembly* - A synopsis of the business undertaken by the Assembly each calendar year. Published on an annual basis.
- *Committee Reports* - Reports presented to the Assembly by standing and select committees are listed in Committees of the Fifth Assembly 2003-2004. Reports presented during 2003-2004 are listed in Appendix 9 of this report.*
- *Committees of the Fifth Assembly 2003-2004* - A list of the committees of the Fifth Assembly giving details of membership, terms of reference, current inquiries and reports presented by each committee. Updated regularly.*

2. NOTE: Documents identified with an (*) are available on the Internet. The Web address is: www.parliament.act.gov.au

- *Daily Program* - The Daily Program is a guide to members indicating the items of business which the Assembly is expected to consider that day. It is published each sitting day.*
- *Debates of the Legislative Assembly for the Australian Capital Territory (Hansard)* – A verbatim record of Assembly debates commonly referred to as *Hansard*. The official *Weekly Hansard* is produced approximately three weeks after each sitting week of the Assembly.* Proof or draft *Daily Hansards* are produced the day following a sitting of the Assembly and are available for inspection at the Hansard Office at the Assembly.
- *Digest of Proceedings of the Legislative Assembly for the Australian Capital Territory* – A booklet containing subjects and speeches indexes to *Hansard*, and lists of sitting days, members and their official positions and party affiliations, bills, matters of public importance, ministerial statements, petitions and votes. Published annually.
- *Fact Sheets* - A total of 12 *Fact Sheets* is produced by the Secretariat's Education Unit providing a variety of historical, administrative and procedural information in relation to the ACT Legislative Assembly.*
- *Information for persons making submissions to, or appearing as witnesses before, committees of the Legislative Assembly* - A pamphlet providing information to persons involved with the committees of the Assembly.*
- *Legislative Assembly of the Australian Capital Territory Strategic Plan 2004-2009**
- *Members of the Fifth Assembly* - A booklet listing the members of the Assembly and giving details of their Assembly service, committee service, party positions, and biographical details. Published each Assembly.
- *Minutes of Proceedings* – The official record of the proceedings of the Assembly. Pamphlet copies are published in proof form immediately following each sitting of the Assembly, with final copies published later. A proof index to the Minutes and a proof index to papers tabled in the Assembly are published internally, as are proof bound volumes of the *Minutes of Proceedings*.*
- *Notice Paper* – Official list of all business outstanding before the Assembly setting out the order of business to be followed. The *Notice Paper* also lists notices of questions (a full list of unanswered questions appears on the first *Notice Paper* each sitting week or fortnight) and contains an information section on Assembly committees. The *Notice Paper* is published each sitting day of the Assembly with the exception of the first sitting day of an Assembly.*
- *Summary of Bills* - The document includes a summary of each bill introduced into the Assembly for the current Assembly to date, the Minister or member who introduced the Bill and the date of introduction. Published on a regular basis.*
- *Transcripts of public hearings* of committees of the Assembly are produced following

committee hearings. Unedited proofs of committee transcripts are available for inspection at the Committee Office. Final edited versions are available on the internet once finalised, which is generally several weeks after the hearing.

- *Standing and Temporary Orders of the Assembly**

Copies of the documents listed above are available from the Assembly Secretariat and, where indicated, are available for inspection or on the Internet. Copies of *Weekly Hansards*, committee reports and *Minutes of Proceedings* are placed in Territory libraries.

The Assembly also produces a range of publications on various aspects of its history, role and functions which are available to the public, community groups and schools free of charge. Two publications are particularly popular – List of Members – Fifth Assembly and the Sitting Pattern for the Fifth Assembly. Updated versions for the Sixth Assembly will be produced as soon as the details are known by the Secretariat.

Copies of ACT legislation (Bills and Acts) and delegated legislation (eg. regulations and determinations) are available for purchase at the ACT Government Bookshop, Ground Floor, FAI Building, Corner Akuna Street and London Circuit, Canberra City (telephone: 620 50268). They are also available at www.legislation.act.gov.au.

Other types of documents that may be available under the *Freedom of Information Act* are general files and administrative records; however, it should be noted that documents are exempt documents if their disclosure would infringe the privileges of the Legislative Assembly or other Australian parliaments.

Access and Location

Location:	London Circuit, Canberra City, ACT, 2601.
Business hours:	8.30 am - 5.00 pm Monday to Friday.
Postal address:	GPO Box 1020, Canberra, ACT, 2601.
General inquiries:	(02) 620 50439
Committee inquiries:	(02) 620 50127
Hansard inquiries:	(02) 620 50422
Legislation inquiries:	(02) 620 50440

Public interest disclosure

During the course of the 2003-2004 financial year, the Secretariat received two public interest disclosures and investigations were conducted.

In the Secretariat's 2002-2003 financial report, the Secretariat reported that there were no public interest disclosures. However, during early 2003-2004, after seeking legal advice about two sets of allegations that were made known to the Clerk, the Secretariat determined that the allegations in question did amount to public interest disclosures under the Act and subsequently, the Secretariat issued an erratum correcting the record in this regard.

Following this, the Secretariat devised improved information resources and procedures for handling Public Interest Disclosures. The contact officer for Public Interest Disclosures is the Deputy Clerk who can be contacted on (02) 6205 0171.

Territory records

As reported last year, the Secretariat developed a set of policies and procedures during 2002-2003 that would ensure that the Secretariat complied with the *Territory Records Act 2003*, which was introduced from July 2003.

During 2003-2004, a Records Disposal Schedule for Secretariat specific records was formally submitted to the Director of Territory Records for approval. As at 30 June 2004, the draft Records Disposal Schedule had been considered by the Territory Records Advisory Council, and formal approval was expected in early July 2004.



Appendices

Appendix 1 - Sitting days statistics

Financial Year	No. of Sitting Days	Number of Hours (a)	Avg Hours per Day (a)	Sittings after 10pm	Avg Time of Rising Tuesday	Avg Time of Rising Wed/Thurs
1989-90	54	353	6.5	8	9 pm	5.10 pm
1990-91	49	337	6.8	8	9 pm	5.45 pm
1991-92	48	359	7.5	12	10 pm	5.42 pm
1992-93	51	356	7	10	9.55 pm	6.48 pm
1993-94	46	324	7	5	9.36 pm	5.30 pm
1994-95	34	250	7	5	9.32 pm	5.42 pm
1995-96	45	318	7	2	Average time of rising 5.33 pm	
1996-97	39	314	8	3	6.34 pm	
1997-98	34	278	8	1	6.32 pm	
1998-99	40	329	8	6	6.43 pm	
1999-00	41	356	9	8	7.11pm	
2000-01	37	306	8	9	6.46pm	
2001-02	34	263	7.3	4	6.22pm	
2002-03	40	346	8.6	10	7.08pm	
2003-04	43	414.3	9.7	17	8.08pm	

NB - Includes time expended in suspensions and meal breaks

Appendix 2 - Proceedings

Financial Year	Sittings - Adjournment Debate	Sittings - no Adjournment Debate	Petitions presented and referred to Ministers	Votes	Closure of Questions Agreed to	Matters of Public Importance
1989-90	37	17	31	127	16	25
1990-91	38	11	23	108	18	30
1991-92	30	18	33	119	21	28
1992-93	32	19	34	137	4	41
1993-94	20	26	10	49	-	25
1994-95	21	13	11	57	1	18
1995-96	29	16	46	96	3	10
1996-97	31	8	36	100	-	10
1997-98	24	10	25	76	1	10
1998-99	29	11	20	88	1	10
1999-00	35	6	14	118	2	4
2000-01	18	19	6	128	-	4
2001-02	26	8	23	65	3	15
2002-03	27	13	23	84	0	12
2003-04	39	4	34	132	-	25

Appendix 3 - Bills statistics and amendments

Bills

	Executive	Private Members' Business	Total
Introduced	79	27	106
Discharged	1	3	4
Withdrawn	-	-	-
Not agreed in Principle	-	11	11
Passed	62	3	65
Amended	34	3	37
Still before the Assembly	27	29	56

Amendments

Year	Number of Amendments		
	Motions	Bills	Total
Feb-June 2001	-	-	427
2002-2002	-	-	488
2002-2003	-	-	472
2003-2004	47	487	534

Appendix 4 - Bills presented statistics

Financial Year	Executive	Executive Members (c)	Private Members	Total
1989-90	48		11	59
1990-91	71		15	86
1991-92	106		26	132
1992-93	95		25	120
1993-94	94		15	109
1994-95	72		14	86
1995-96	77		15	92
1996-97	91		22	113
1997-98	108		26	134
1998-99	68	2	31	101
1999-00	98	4	33	135
2000-01	87	-	24	111
2001-02	47	-	22	69
2002-03	67	-	26	93
2003-04	79	-	27	106

(c) on 24 September 1998, Assembly Standing Orders were amended (for the remainder of the Fourth Assembly) to make provision for Executive Members' business. At the conclusion of the Fourth Assembly, this provision lapsed.

Appendix 5 - Questions with and without notice statistics

Financial Year	Questions on Notice	Questions Without Notice	Supplementary Questions Asked	Avg No. Asked per Sitting Day (b)
1989-90	187	684	207	16.5
1990-91	241	685	176	14.5
1991-92	448	490	188	14
1992-93	582	510	163	13.2
1993-94	520	407	173	12.6
1994-95	247	376	206	17
1995-96	210	514	371	19.7
1996-97	163	398	293	17.7
1997-98	68	363	284	11
1998-99	141	352	327	17
1999-00	108	406	332	18
2000-01	122	352	278	17
2001-02	268	370	302	19.7
2002-03	575	425	330	18.8
2003-04	820	410	347	17.6

(b) Includes supplementary questions

Appendix 6 - Committee activity statistics

Name of Committee	Committee meetings	Public Hearings	Reports produced	SO 246A Statements	Statutory Appointments Considered
Public Accounts	41	6	7	1	32
Health	31	5	4	0	18
Planning and Environment	30	3	13	8	21
Education	25	9	3	0	133
Community Services and Social Equity	23	7	4	0	8
Legal Affairs	22	9	4	0	74
Scrutiny of Bills and Subordinate Legislation *	19	0	18	0	0
Select Committee on Estimates 2003-04 #2	5	2	1	0	N/A
Select Committee on Estimates 2003-04 #3	12	4	1	0	N/A
Select Committee on Estimates 2004-05	18	12	1	0	N/A
Administration and Procedure*	22	1	2	0	N/A
Select Committee on Privileges 2	7	2	1	0	N/A
Select Committee on Privileges 3	8	2	1	0	N/A

* These committees are supported by the Chamber Support Office

Appendix 7 - Reception and exhibition room bookings

Reception room bookings	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1998-1999	8	10	12	9	4	11	8	10	12	9	4	11	108
1999-2000	12	11	16	16	14	12	3	11	11	3	4	10	123
2000-2001	7	5	7	6	20	18	2	13	15	9	20	19	141
2001-2002	14	18	13	17	17	13	6	10	18	6	17	9	158
2002-2003	16	12	20	13	13	20	1	9	20	15	16	16	171
2003-2004	12	20	23	24	24	19	5	16	21	14	26	21	225
Exhibition Room Bookings	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
1998-1999	3	1	4	2	0	1	2	1	2	5	3	4	28
1999-2000	0	2	5	2	2	0	0	0	2	0	6	6	25
2000-2001	4	5	4	2	4	4	1	2	3	7	5	3	44
2001-2002	1	3	9	3	2	0	0	4	6	4	5	7	44
2002-2003	2	0	5	6	9	4	0	6	7	6	5	8	58
2003-2004	4	3	2	6	4	6	1	4	2	4	6	7	49
Total Bookings Reception and Exhibition Room by Year													
1998-1999	11	11	16	11	4	12	10	11	14	14	7	15	136
1999-2000	12	13	21	18	16	12	3	11	13	3	10	16	148
2000-2001	11	10	11	8	24	22	3	15	18	16	25	22	185
2001-2002	15	21	22	20	19	13	6	14	24	10	22	16	202
2002-2003	18	12	25	19	22	24	1	15	27	21	21	24	229
2003-2004	16	23	25	30	28	25	6	20	23	18	32	28	274

Appendix 8 - Hansard and Communications statistics

Edited proof transcript of question time: performance against timeliness measure*

First quarter	Second quarter	Third quarter	Fourth quarter	Full year average
Email to members: 99%	Email to members: 100%	Email to members: 100%	Email to members: 100%	Email to members: 99.8%
Published: service N/A.	Published: 100%	Published: 100%	Published: 99%	Published: 99.6%

- Transcript emailed to members and staff on day of sitting.
- Transcript published on Legislative Assembly website by 9.30am on the day after the day of sitting.

Uncorrected proof transcript of Legislative Assembly debates: performance against timeliness measure*

First quarter	Second quarter	Third quarter	Fourth quarter	Full year average
Email to members: 80%	Email to members: 100%	Email to members: 99%	Email to members: 100%	Email to members: 95%

* Transcript distributed as an attachment to Group A and B global email address lists by 9am the following day if Assembly does not rise for dinner. If Assembly rises for dinner, transcript to the dinner break distributed by 9am on the following day; remainder of transcript to the adjournment distributed on the following day (time of distribution dependent on hour of rising on the previous night).

Proof Daily Hansard: performance against timeliness measure*

First quarter	Second quarter	Third quarter	Fourth quarter	Full year average
Published on time: 67%	Published on time: 100%	Published on time: 73%	Published on time: 100%	Published on time: 92%

* publication on Assembly website three working days after Hansard editors complete editing of draft transcript. (performance measure to be met on 95 per cent of occasions)

Official Weekly Hansard: performance against timeliness measure*

First quarter	Second quarter	Third quarter	Fourth quarter	Full year average
Internet publication 33%	Internet publication 100%	Internet publication 100%	Internet publication: 100%	Internet publication: 76%
Hard copy publication 33%	Hard copy publication 50%	Hard copy publication nil%	Hard copy publication 66.6%	Hard copy publication: 29%

• Publication of electronic and hard copy 20 working days after last day of sitting week (performance measure to be met on 95 per cent of occasions)

Uncorrected proof committee transcripts: performance against timeliness measure*

First quarter	Second quarter	Third quarter	Fourth quarter	Full year average
Ref transcripts: 87.5%	Ref transcripts: 75%	Ref transcripts: 100%	Ref transcripts: 100%	Ref transcripts: 93%
Estimates transcripts 100%	Estimates transcripts 80%	Estimates transcripts 100%	Estimates transcripts 100%	Estimates transcripts 96.3%
				All transcripts: 94.6%

* Standing committee reference transcripts provided to committee secretariat three working days after the day of the hearing (performance measure to be met on 95 per cent of occasions). Estimates committee and estimates-related committee transcripts provided to committee secretariat one working day after the day of hearing (performance measure to be met on 95 per cent of occasions).

Final committee transcripts: performance against timeliness measure*

First quarter	Second quarter	Third quarter	Fourth quarter	Full year average
Published on time: 40%	Published on time: 33.3%	Published on time: 54%	Published on time: 92.3%	Published on time 62%

* final transcript provided to committee secretariat and published on Assembly website one month after the hearing day. (performance measure to be met on 95 per cent of occasions)

Appendix 9 - Individual committee activities for the 5th Assembly

Unless otherwise shown, appointed for the life of the Fifth Assembly

Standing Committees

Standing Committee on Administration and Procedure: formed, pursuant to standing order, 11 December 2001.

Members: The Speaker (Wayne Berry MLA-Presiding Member, appointed 11 December 2001)
Roslyn Dundas MLA (appointed 11 December 2001)
John Hargreaves MLA (appointed 11 December 2001)
Bill Stefaniak MLA (appointed 11 December 2001, discharged 18 February 2003)
Kerrie Tucker MLA (appointed 11 December 2001, discharged 18 February 2003)
Vicki Dunne MLA (appointed 18 February 2003)

Inquiries:

Inquire and report on each of the following:

- (1) the role of InTACT as the Legislative Assembly IT service provider;
- (2) the status of volunteers working in members' offices; and
- (3) the appropriateness of a code of conduct for members and their staff.
(referred 12 December 2002)

Review of Standing Orders. (referred 11 December 2003)

Reports Presented:

- Report No. 3 Inquiry into Standing Order 118 - Proposed time limit for answers to questions without notice (presented 18 November 2003)
- Report No. 4 Inquiry into the role of InTACT as the Legislative Assembly IT Service Provider (presented 20 November 2003)

Standing Committee on Community Services and Social Equity: formed 11 December 2001.

Members: John Hargreaves MLA (appointed 11 December 2001, elected Chair 12 December 2001)
Roslyn Dundas MLA (appointed 11 December 2001, elected Deputy Chair 12 December 2001)
Helen Cross MLA (appointed 11 December 2001)
Greg Cornwell MLA (appointed 21 November 2002)

Inquiry:

Inquire into and report on:

- 1 The effectiveness of support services for families of people in custody from the ACT with particular reference to:
 - availability;
 - services to families while the family member in custody;
 - support for partners anticipating the return of the other partner from custody, specific support for children anticipating the return of a parent and general support for the family unit anticipating the return of a family member from custody;
 - services to families following the release from custody of the family member;
 - co-ordination of services.
- 2 The availability and effectiveness of services to assist young people in the transition from Quamby into the community with particular emphasis on:
 - co-ordination and co-operation between the government and non-government sectors in the provision of relevant programs; and
 - co-ordination and co-operation within and between the government agencies in the provision of relevant programs.
- 3 Any other related matter
(self referred 26 September 2002)

Reports Presented:

- Report No. 3 The rights, interests and well-being of children and young people (presented 28 August 2003)
- Report No. 4 2002-2003 annual and financial report: Department of Disability, Housing and Community Services. Discrimination Commissioner. Community Advocate (presented 4 March 2004)
- Report No. 5 'No longer just a number' Youth Services provided at the Adolescent Day Unit (presented 30 March 2004)
- Report No. 6 'The forgotten victims of crime: Families of offenders and their silent sentence' (released 16 June 2004, presented 22 June 2004)

Standing Committee on Education: formed 11 December 2001.

- Members:** Karin MacDonald MLA (appointed 11 December 2001, elected Chair 12 December 2001)
- Steve Pratt MLA (appointed 11 December 2001, elected Deputy Chair 12 December 2001)
- Roslyn Dundas MLA (appointed 11 December 2001)

Inquiry:

Inquiry into teacher numbers and recruitment

inquire into and report on any current or potential teacher shortage within the ACT with particular reference to:

- (i) current make-up of teachers in pre-schools, schools, colleges and CIT
- (ii) training of teachers in the ACT
- (iii) current average/median age of teachers in the ACT
- (iv) recruitment practice by the ACT Department of Education, Youth and Family Services
- (v) recruitment practices of interstate departments
- (vi) any related matter (self referred 16 December 2003)

Reports Presented:

- Report No. 3 Pathways to the Future: Report on the Inquiry into Vocational Education in the ACT (presented 28 August 2003)
- Report No. 4 2002-200 Annual and Financial Report: Department of Education, Youth and Family Services and 2002 Annual Report: Canberra Institute of Technology (presented 10 February 2004)

Standing Committee on Health: Formed 11 December 2001.

- Members:** Kerrie Tucker MLA (appointed 11 December 2001, elected Chair 12 December 2001)
- Karin MacDonald MLA (appointed 11 December 2001, elected Deputy Chair 12 December 2001)
- Brendan Smyth MLA (appointed 11 December 2001, discharged 18 February 2003)
- Jacqui Burke MLA (appointed 18 February 2003)

Inquiry:

Inquire into and report on the availability of specialist health care services (such as dental, counselling, podiatry etc.) to people in residential aged care. (self referred 12 May 2004)

Reports Presented:

- Report No. 5 Access to needles and syringes by intravenous drug users (presented 28 August 2003)
- Report No. 6 Report on recent reports concerning the mental health system (presented 21 October 2003)
- Report No. 7 2002-2003 annual and financial reports: ACT Health-Community and Health Services Complaints Commissioner-Healthpact (presented 9 December 2003)
- Report No. 8 A pregnant pause: the future for maternity services in the ACT (presented 5 May 2004)

Standing Committee on Legal Affairs (incorporating the duties of a Scrutiny of Bills and Subordinate Legislation Committee): formed 11 December 2001.

Members: Bill Stefaniak MLA (appointed 11 December 2001, elected Chair
11 December 2001)
John Hargreaves MLA (appointed 11 December 2001, elected Deputy Chair
11 December 2001)
Kerrie Tucker MLA (appointed 11 December 2001)

Reports Presented:

Report No. 6 Crimes (Industrial Manslaughter) Bill 2002 (released 16 September 2003, presented 23 September 2003)
Report No. 7 Changing the term of Assembly Members from three years to four years (presented 23 October 2003)
Report No. 9 Annual and financial reports of the Department of Justice and Community Safety and related agencies. (presented 10 February 2004)
Report No. 10 Long Service Leave (Private Sector) Bill 2003 (released 25 February 2004, presented 2 March 2004)

Scrutiny Reports Presented:

No. 35 (released 22 July 2003, presented 19 August 2003)
No. 36 (released 13 August 2003, presented 19 August 2003)
No. 37 (released 2 September 2003, presented 23 September 2003)
No. 38 (released 14 October 2003, presented 21 October 2003)
No. 39 (released 12 November 2003, presented 18 November 2003)
No. 40 (presented 25 November 2003)
No. 41 (presented 9 December 2003)
No. 42 (released 15 January 2004, presented 10 February 2004)
No. 43 (presented 10 February 2004)
No. 44 (released 24 February 2004, presented 2 March 2004)
No. 45 (presented 9 March 2004)
No. 46 (released 24 March 2004, presented 30 March 2004)
No. 47 (released 3 May 2004, presented 4 May 2004)

No. 48 (released 12 May 2004, presented 13 May 2004)

No. 49 (presented 25 May 2004)

No. 50 (released 15 June 2004, presented 22 June 2004)

No. 51 (presented 23 June 2004)

No. 52 (presented 29 June 2004)

Standing Committee on Planning and Environment: formed 11 December 2001.

Members: Vicki Dunne MLA (appointed 11 December 2001, elected Chair 12 December 2001)(resigned as Chair 2 April 2004)
 Katy Gallagher MLA (appointed 11 December 2001, elected Deputy Chair 12 December 2001, discharged 30 January 2003)
 Roslyn Dundas MLA (appointed 11 December 2001) (appointed Chair 2 April 2004)
 Helen Cross MLA (appointed 21 November 2002)
 John Hargreaves MLA (appointed 30 January 2003, elected Deputy Chair 14 February 2003)

Inquiry:

Inquire into and report on long term planning for the provision of land for aged care facilities in the ACT to meet the predicted needs of the ACT's ageing population. (self referred 21 April 2004)

Reports Presented:

Report No. 20 Draft Variation No. 202 to the Territory Plan-Jamison Group Centre Master Plan (released 14 July 2003, presented 19 August 2003)

Report No. 21 Draft Variation No. 173 to the Territory Plan-Heritage Places Register Residential Precincts (Alt Crescent, Barton, Blandfordia 5, Braddon, Corroboree Park, Forest, Kingston/Griffith, Reid and Wakefield Gardens Housing Precincts) (released 14 July 2003, presented 19 August 2003)

Report No. 22 Report on 2003 National Conference of Public Works and Environment Committees-the Sustainability of Regional Development-Addressing the Triple Bottom Line (presented 19 August 2003)

Report No. 23 Draft Variation No. 130 to the Territory Plan-The Suburbs of Bonner, Casey, Forde, Jacka, Moncrief, Taylor and part of Amaroo and Ngunnawal in North Gungahlin (presented 27 November 2003)

- Report No. 24 Inquiry into the Road Transport (Public Passenger Services) Amendment Bill 2003 (released 19 December 2003, presented 10 February 2004)
- Report No. 25 Draft Variation to the Territory Plan No 217–Heritage Places Register-Whitley Houses-Section 23, Blocks 6, 11 and 12 Griffin and Section 10 Block 4 Braddon (released 12 January 2004, presented 10 February 2004)
- Report No. 26 Inquiry into Annual and Financial Reports 2002-2003 for the Department of Urban Services and the Related Agencies (released 19 February 2004, presented 4 March 2004)
- Report No. 27 Inquiry into the building of a Supermarket next to the Belconnen Markets (presented 4 March 2004)
- Report No. 28 Draft Variation to the Territory Plan No 226-Phillip Section 22 Block 2 - Phillip Pool (released 22 April 2004, presented 4 May 2004)
- Report No. 29 Variation to the Territory Plan No 224-Block 1 Section 54 Lyneham (Australian Capital Motor Inn) Proposed Residential Use (presented 14 May 2004)
- Report No. 30 Variation to the Territory Plan No 223-Block 8, Section 55 Greenway (Lakeside Leisure Centre)& Block 13 Section 46 Greenway (Enclosed Sportsgrounds-Tuggeranong)- Public Land Overlay (Ph) Sport and Recreation Reserve (presented 14 May 2004)
- Report No. 31 Inquire into and report on the matter of the Karralika development and the use of the call in power (presented 14 May 2004)
- Report No. 32 Draft Variation to the Territory Plan No 235- Conder Block 2 Section 228 (Conder Group Centre) Proposed Supermarket Site (released 23 July 2004, presented 3 August 2004)

Standing Committee on Public Accounts: formed 11 December 2001.

- Members:** Brendan Smyth MLA (appointed 11 December 2001, elected Chair 12 December 2001)
- Katy Gallagher MLA (appointed 11 December 2001, elected Deputy Chair 12 December 2001, (discharged 30 January 2003)
- Kerrie Tucker MLA (appointed 11 December 2001)
- Karin MacDonald MLA (appointed 30 January 2003, elected Deputy Chair 26 February 2003)

Inquiries:

To inquire into the General Agreement on Trade in Services (GATS) with special reference to:

- (1) The implications for governance in the ACT;
- (2) The impact on regulation, funding and provision of essential services;
- (3) The capacity for flexibility in local decision-making;
- (4) Consultation with the community;
- (5) Sustainability; and
- (6) Any other related matter (self referred 6 August 2003)

Review of Auditor-General's Report No 10 of 2003-Financial Audits with Years Ending to 30 June 2003 (referred 9 December 2003)

Review of Auditor-General's Report No 1 of 2004-Administration of Policing Services (referred 22 June 2004)

Review of Auditor-General's Report No 2 of 2004-Travel Arrangements and Expenses (referred 24 June 2004)

Review of Auditor-General's Report No 3 of 2004-Revenue Estimates in Budget Papers 2002-03 (referred 24 June 2004)

Reports Presented:

- | | |
|---------------|---|
| Report No. 6 | Review of Auditor-General's Report No 7 of 2002-Financial Audits with Years Ending to 30 June 2002 (presented 25 September 2003) |
| Report No.7 | 2002-2003 Annual and Financial Reports of the Chief Minister's Department, Department of Treasury, other related agencies and the ACT Legislative Assembly Secretariat (presented 10 February 2004) |
| Report No. 8 | Revenue Raising Issues in the ACT (presented 4 March 2004) |
| Report No. 9 | Review of Auditor-General's Report No 9 of 2003-Annual Management Report for the Year Ending 30 June 2003 (presented 4 March 2004) |
| Report No. 10 | The Financial Management Amendment Bill 2003 (No3) (presented 1 April 2004) |

Select Committees (dissolved)

Select Committee on Privileges 3

Formation: 10 February 2004

Members: Kerry Tucker MLA (appointed 10 February 2004, elected Chair 12 February 2004)
Karin MacDonald MLA (appointed 10 February 2004, elected Deputy Chair 12 February 2004)
Greg Cornwell MLA (appointed 10 February 2004)

Terms of Reference

To inquire into and report on whether the actions of the Chair of the Standing Committee on Planning and Environment with regard to the distribution of a flyer in her name at the Belconnen Markets did constitute a contempt of the Assembly through improper interference in the work of the Standing Committee on Planning and Environment.

Report by the first sitting day in April 2004.

Report Presented:

Report on whether the actions of the Chair of the Standing Committee on Planning and Environment with regard to the distribution of a flyer in her name at the Belconnen Markets did constitute a contempt of the Assembly (presented 30 March 2004)

Select Committee on Estimates 2003-2004 (No2)

Formation: 19 August 2003

Members: Brendan Smyth MLA (Chair) appointed 19 August 2003 and elected Chair 19 August 2003, John Hargreaves MLA (Deputy Chair), Roslyn Dundas MLA

Terms of Reference

To examine the expenditure proposals contained in Appropriation Bill 2003-2004 (No 2) Report by 23 September 2003

Report Presented:

Appropriation Bill 2003-2004 (No 2) (presented 23 September 2003)

Select Committee on Estimates 2003-2004 (No 3)

Formation: 11 March 2004

Members: Helen Cross MLA (Chair), Karin MacDonald MLA (Deputy Chair),
Brendan Smyth MLA.

Terms of Reference

Inquire into and report on Appropriation Bill 2003-2004 (No. 3)

Report presented

Appropriation Bill 2003-2004 (No 3)(presented 4 May 2004)

Select Committee on Estimates 2004-2005

Formation: 1 April 2004

Members: Bill Stefaniak MLA (Chair), Karin MacDonald MLA (Deputy Chair)
Roslyn Dundas MLA, Vicki Dunne MLA, John Hargreaves MLA.

Terms of Reference:

To examine the expenditure proposals contained in the Appropriation Bill 2004-2005 and any revenue estimates proposed by the Government in the 2004-2005 Budget.

Report presented:

Appropriation Bill 2004-2005 (presented 22 June 2004)

Appendix 10 - Staffing profile

Classification	No.	Gender		Employment Status		Hours of Work	
		Male	Female	Perm.	Temp.	F/T	P/T
Clerk	1	1		1		1	
SOG A	1	1		1		1	
SOG B	4	3	1	4		4	
SOG C	10 (9.9)		10 (9.9)	10 (9.9)		9	1 (0.9)
ASO 6	9 (5.6)	4 (2.1)	5 (3.5)	2	7 (3.6)	2	7 (3.6)
ASO 5	1		1	1		1	
ASO 4	4 (3.7)	2	2 (1.7)	4 (3.7)		3	1 (.7)
ASO 3	4 (3.2)	1	3 (2.2)	3 (2.5)	1 (0.7)	2	2 (1.2)
ASO 2	5 (3.5)	4 (3.0)	1 (0.5)	2	3 (1.5)	2	3 (1.5)
ITO 2	1 (0.8)	1 (0.8)		1 (0.8)			1 (0.8)
TO 3	1	1		1		1	
Total	41 (34.7)	18 (14.9)	23 (19.8)	30 (28.9)	11 (5.8)	26	15 (8.7)
Total for previous year	39 (33.6)	16 (13)	23 (20.6)	28 (27)	4 (6.6)	27	12 (6.6)

Where part-time staff are included in the above figures, the figure in brackets represents the full time equivalent

Consistent with the Chief Minister's Department's Annual Report Directions, the above figures include only those casual staff who received a salary entitlement in the final pay period of the 2003-04 financial year. However, it should be noted that other casual staff were employed throughout the year as sessional attendants and to assist with the production of Hansard.

Appendix 11 - External sources of labour and services

Details of Consultant/ Contractor	Description of Service Provided	Amount Paid
Acumen Alliance	Provision of expert financial management advice and services, including support for the Assembly financial management systems	\$46,608
Asset Services/ Spotless	Provision of programmed maintenance of the Assembly Building's services	\$93,436
Berkely Challenge/ Spotless	Provision of cleaning services to the Assembly Building	\$152,492
Bearcage Productions	Production of a promotional/ educational video on the operations of the Assembly.	\$41,033
Carlson Wagonlit	Travel services for non-Executive Members, and Assembly staff	\$61,233
Corporate Express	Provision of stationery supplies	\$57,921
Chubb Security	Out of hours security patrols, as well as provision of guarding staff to cover staff (ie attendant) shortages during business hours	\$28,540
Court Recording Services	Recording and transcription of proceedings of the Assembly Chamber and public hearings of committees	\$164,139
Ergonomic Office	Provision of workplace furniture and ergonomic equipment	\$37,848
Fuji Xerox	Supply of office paper	\$15,599
Hallmark Logistics	Development of facility management software (includes annual software licence fees)	\$38,150
HMA Blaze	Management of the Assembly Secretariat's press advertising	\$24,569
Jenny MacFarlane	Provision of curatorial advice and services for the Assembly art collection	\$8,075
Jocelyn Browning	Provision of training to staff on IT applications and office systems; and development of specialised databases	\$16,385
Peter Bayne	Legal Adviser to the Standing Committee on Legal Affairs on the scrutiny of bills and subordinate legislation	\$54,326
Prue Beckett Marketing	Design and production work associated with the Secretariat's 2002-03 Annual Report, as well as templates and style guides for Assembly press advertisements	\$17,919
WR Electrical/Affinity Electrical	Provision of electrical maintenance	\$22,142
Workspace Commercial Furniture	Provision of a replacement collection of furniture for non-Executive Members' offices	\$48,640

Appendix 12 - Members of the Fifth Assembly

BERRY, Mr Wayne
BURKE, Mrs Jacqui (sworn in 18 February 2003)
CORBELL, Mr Simon
CORNWELL, Mr Greg
CROSS, Mrs Helen
DUNDAS, Ms Roslyn
DUNNE, Mrs Vicki
GALLAGHER, Ms Katy
HARGREAVES, Mr John
HUMPHRIES, Mr Gary (resigned 24 January 2003)
MACDONALD, Ms Karin
PRATT, Mr Steve
QUINLAN, Mr Ted
SMYTH, Mr Brendan
STANHOPE, Mr Jon
STEFANIAK, Mr Bill
TUCKER, Ms Kerrie
WOOD, Mr Bill

Appendix 13 - Office Holders of the Fifth Assembly

SPEAKER	Mr Wayne Berry
DEPUTY SPEAKER	Mr Greg Cornwell
TEMPORARY DEPUTY SPEAKERS	Mrs Helen Cross Mr John Hargreaves Ms Kerrie Tucker

Appendix 14 – Ministries

Third Stanhope Ministry (December 2002- May 2004)

Jon Stanhope	Chief Minister Attorney-General Minister for Environment Minister for Community Affairs
Ted Quinlan	Deputy Chief Minister Treasurer Minister for Economic Development, Business and Tourism Minister for Sport, Racing and Gaming
Bill Wood	Minister for Disability, Housing and Community Services Minister for Urban Services Minister for Police and Emergency Services Minister for Arts and Heritage
Simon Corbell	Minister for Health Minister for Planning
Katy Gallagher	Minister for Education, Youth and Family Services Minister for Women Minister for Industrial Relations

Fourth Stanhope Ministry as at May 2004

Jon Stanhope	Chief Minister Attorney-General Minister for Environment Minister for Community Affairs
Ted Quinlan	Deputy Chief Minister Treasurer Minister for Economic Development, Business and Tourism Minister for Sport, Racing and Gaming
Bill Wood	Minister for Disability, Housing and Community Services Minister for Urban Services Minister for Police and Emergency Services Minister for Arts and Heritage
Simon Corbell	Minister for Health Minister for Planning
Katy Gallagher	Minister for Education and Training Minister for Children, Youth and Family Support Minister for Women Minister for Industrial Relations

Appendix 15 - Remuneration of members

ACT Remuneration Tribunal Determination Number 118, which was effective from 1 July 2003 provided that:

- the rate of basic salary payable to members of the Legislative Assembly was \$84,448; and
- the rate of additional salary payable to members of the Legislative Assembly by virtue of their holding specified offices is as follows:

Office Holder	Additional Salary
Chief Minister	\$92,893
Deputy Chief Minister	\$67,558
Minister	\$59,114
Leader of the Opposition	\$59,114
Speaker	\$46,446
Deputy Leader of the Opposition	\$38,002
Deputy Speaker	\$12,667
Government Whip.....	\$8,445
Opposition Whip.....	\$8,445
Presiding Member Committees.....	\$8,445

Appendix 16 - Visits by members and parliamentary officers from other legislatures, delegations and others

For the period 1 July 2003 – 30 June 2004

Date	Name	Place of Origin
5 – 7 October 2003	Commonwealth Parliamentary Association delegation, United Kingdom Branch - Rt Hon Gavin Strang MP (Leader), Mr Peter Bottomley MP, Rt Hon Virginia Bottomley MP, Lord Faulkner of Worcester, Mr Denis Murphy MP, Mr Peter Viggers MP and Mrs Betty Williams MP, Mrs Helen Haywood (Delegation Secretary)	United Kingdom
15 October 2003	Commonwealth Parliamentary Association visit – Senator the Hon Letapata S Makhaola, Vice President of the Senate, Parliament of the Kingdom of Lesotho	Lesotho
19 November 2003	Visit by staff from South-East Asian Parliaments – Program run by the Australian National University Centre for Democratic Institutions, Graduate Public Policy Program	South-East Asia
28 November 2003	Western Cape Standing Committee on Public Accounts and Standing Committee on Finance and Economic Development – Mr K Southgate (Leader), Mr L Andersen, Mr R King, Ms K Mqulwana, Mr A Lewis, Mr C Ismay (Chief Director, Provincial Treasury), Mr E Sterrenburg, (Office of the Auditor-General), Ms N Giba (Official)	South Africa
8 – 10 December 2003	Study Tour by the Hon Otinielu Tautelemalae Tausi, Speaker of the Parliament of Tuvalu and Mr Paulson Panapa, Clerk of the Parliament of Tuvalu	Tuvalu
4 – 5 March 2004	Commonwealth Parliamentary Association – Training Attachment – Mr Banuera Berina, Chairman of the Standing Committee on Privileges, Parliament of Kiribati	Kiribati
6 April 2004	Program on parliamentary scrutiny processes – Mr B V L Momoti and Mrs J van Niekerk – National Council of Provinces – Parliament of the Republic of South Africa	South Africa

Appendix 17 - LAMS Act statistics

Year	No of LAMS Contracts	No of non-Executive MLAs	Avg Contracts/ non- Exec Member
1999-2000	63	12	5.25
2000-2001	50	12	4.17
2001-02 (pre election)	47	12	3.92
2001-02 (post election)	67	13	5.15
2001-2002 (Total)	114	12.5	9.12
2002-2003	149	12.5	11.92
2003-04 (prior to new staff structure)	61	12	5.08
2003-04 (to translate to new staff structure)	33	12	2.75
2003-04 (following new staff structure)	50	12	4.17
2003-2004 (Total)	144	12	12

In previous years, it has been difficult to report on the numbers of LAMS Act staff due to the lack of a classification structure against which to report. However, this is now possible due to the introduction of a staffing classification structure for LAMS Act employees. The following table summarises the number of staff employed by non-Executive Members at each of the classification levels at 30 June 2004.

Classification	Number of non-Executive MLAs staff employed at each Classification	
	Number of Staff	Full Time Equivalent
Senior Adviser Level 2	1	1
Senior Adviser Level 1	7	6.5
Adviser Level 2	12	11.3
Adviser Level 1 (upper)	7	6.2
Adviser Level 1 (lower)	10	4.5
TOTAL	37	29.5

In addition to the staff employed, a total of 12 agreements to engage contractors/consultants were entered into my non-Executive MLAs during 2003-04.

Appendix 18 - Activity of the Assembly branch of the CPA

Administrative Support for the Assembly branch of the Commonwealth Parliamentary Association 2003-2004

The Australian Capital Territory Legislative Assembly branch of the Commonwealth Parliamentary Association met on two occasions over the year to discuss a range of administrative matters. The key matters discussed by the Branch were:

- nominations from the Branch to attend conferences and seminars;
- changes to the rules and by-laws for the Australian region;
- nomination of a representative of the Branch to serve for three years in the Commonwealth Women Parliamentarians group;
- the donation of a Mace to the Legislative Assembly by the parliaments of Australia.

During the year the ACT Branch was represented at the following events:

- the attendance of the Branch's delegates at the 15th Commonwealth Parliamentary Association Australian and Pacific Regional Seminar – Apia, Samoa and Alice Springs, Northern Territory from 2 – 12 September 2003;
- the attendance of the Branch's delegate at the 23rd Small Countries and the 49th CPA General Conference in Dhaka, Bangladesh – 4 to 12 October 2003;
- a visit by an 8 member delegation of the UK Branch of the Commonwealth Parliamentary Association in October 2003;
- visit by Vice President of the Senate, Parliament of the Kingdom of Lesotho;
- participation in the training program for the chairman of the Standing Committee on Privileges, Parliament of Kiribati in March 2004.

On the resolution of the ACT Branch of the Association it has been agreed that the expenditure incurred from the Assembly's budget for each CPA Conference and Seminar be included in the Assembly's annual report. Direct net expenditure associated with the seminars and conferences attended during 2003-2004 has been as follows:

- 15th Commonwealth Parliamentary Association Australian and Pacific Regional Seminar - Apia, Samoa and Alice Springs, Northern Territory from 2 - 12 September 2003 (Mrs Cross and Ms Tucker) \$7105;
- 23rd Small Countries and the 49th General Conference in Dhaka, Bangladesh 4 - 12 October 2003 (Mr Smyth and Ms Tucker) \$2856;
- mid-Year Executive Meeting, Tonga, July 2003 (Ms Tucker) \$2668;
- mid-Year Executive Meeting, Uganda, May 2004 (Ms Tucker) \$no cost to the Assembly.

In addition, the Association membership subscription for the branch for the year was \$14,253.42.

Appendix 19 - Legislative Assembly Committee Inquiries and Reports

As noted in the body of the report, the Standing Committee on Administration and Procedure conducted an inquiry into the role of the Assembly's IT service provider, InTACT, in response to a Select Committee on Privileges 2002 recommendation that it do so. The committee's report was handed down in the last financial year and made a number of recommendations about strengthening the autonomy of Assembly control over its network.

The Secretariat is proceeding to implement the relevant recommendations to arise from the report by implementing a new service level agreement and memorandum of understanding with InTACT and by applying a new IT acceptable use policy for all staff.

Appendix 20 - Financial statements and analysis

Management Discussion and Analysis for the Legislative Assembly Secretariat For the Financial Year Ended 30 June 2004

General Overview

Objectives

The Legislative Assembly Secretariat's objective is to deliver procedural, policy and administrative advice and services to the Assembly, its Members and Committees.

The Secretariat has two distinct appropriation types, Departmental and Territorial. The Territorial appropriation meets the cost of remuneration and related entitlements for non-Executive Members (note - such entitlements for Ministers are met from the ACT Executive appropriation) as well as the employee related expenses of their staff.

The Secretariat is responsible for managing the Assembly building (valued at \$17.36m). Capital works and asset replacement programs are funded by Territorial appropriation, with the preventative maintenance programs funded through the Departmental appropriation.

All remaining expenses associated with the operation of the Assembly Secretariat are funded through the Departmental appropriation.

Risk Management

The Secretariat has continued its process of regularly assessing and analysing risks to its operations. During the year, assessment and analysis identified certain risks associated with:

- the reliability of processes leading to the production of the Secretariat's financial statements;
- the adequacy of existing physical security measures and systems within the Assembly Building;
- lack of compliance with certain OH&S obligations, predominantly related to workplace monitoring and management; and
- the adequacy of backup arrangements for the Assembly's data holdings.

In each of these areas, management strategies have been developed to mitigate these risks. In some instances, this involves improved procedures and, in relation to physical security, additional funding has been obtained for 2004-05 to assist in addressing the issue. Limited resources and the unique employment and workplace framework pose challenges in relation to managing OH&S obligations.

Departmental Financial Performance

The following information is based on audited financial statements for 2002-03 and 2003-04, and for the forward estimates contained in the 2004-05 Budget Paper No.4.

Operating Result

The operating deficit for 2003-04 was \$0.394m, an increase in deficit of \$0.316m from the 2003-04 budgeted operating deficit of \$0.078m. The operating deficit for 2003-04 compared to an operating surplus in 2002-03 of \$0.005m.

The increase in the operating deficit in comparison to the budgeted deficit was due to a larger than budgeted increase (\$0.506m) in employee expenses (including superannuation expenses). Employee expenses (including superannuation expenses) totalling \$2.483m had been budgeted but the actual expenses totalled \$2.989m. This increase occurred due to a combination of the following:

- an overall increase in employee leave liabilities following a revaluation of those liabilities;
- several unplanned, unavoidable and lengthy paid staff absences that necessitated the back-filling of their positions; and
- the need to undertake work associated with emerging requirements, including legislative requirements, for which budget funding had not been secured.

The above negative impacts on the operating deficit were partially offset by an increase in other revenue received of \$0.070m (which is discussed in the next item); and a reduction of \$0.020m in superannuation expenses. This reduction was directly related to the retirement of several staff during the year who were members of the CSS superannuation scheme. This scheme attracts a higher employer contribution than the alternative PSS scheme and, because the CSS is closed to new members, the proportion of staff who are CSS members declines as such staff leave the agency/public service.

Table 1 - Statement of Financial Performance Trends

	2002-03 \$'000	2003-04 \$'000	2004-05 \$'000	2005-06 \$'000	2006-07 \$'000	2007-08 \$'000
Total Revenue	4682	4961	5283	5378	5499	5531
Total Expenses	4677	5402	5357	5408	5523	5555
Operating Result - Ordinary Activities	5	-441	-74	-30	-24	-24
Capital Injection		47				
	5	-394	-74	-30	-24	-24

The above Table illustrates that, while operating deficits are expected to continue for the forward years, they are not expected to be as significant as in 2003-04, where a number of significant and unexpected employee expenses impacted on the result. The impact of unfunded leave liabilities is a major factor contributing to operating deficits. This will be monitored by Secretariat management and appropriate strategies adopted.

Revenues

Figure 1: Components of Departmental Revenue – 2003-04

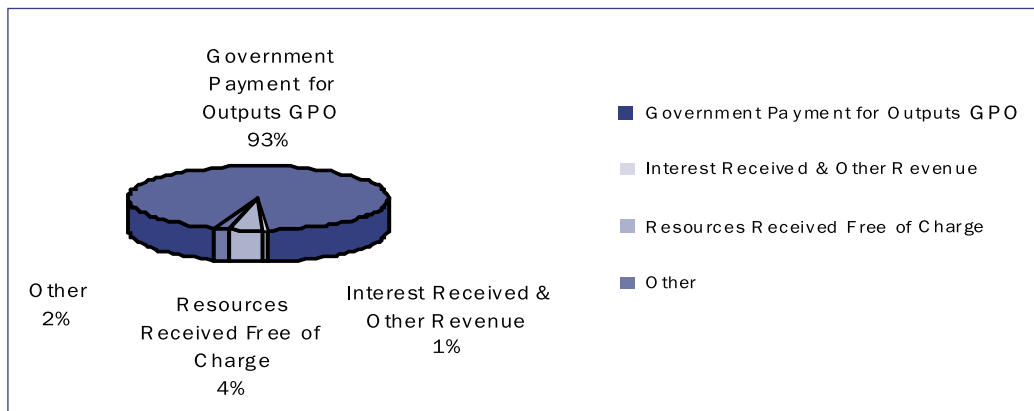


Figure 1 shows the components of the Secretariat’s Total Revenue for 2003-04.

Total revenue for the year was \$4.961m, an increase of \$0.279m, or 6%, from 2002-03 and an increase of \$0.072m, or 1.5%, from the budget. This was primarily due to an increase in Government Payments for Outputs (GPO) from 2002-03 to cater for pay increases generated through a new Certified Agreement but also due to increased Other Revenue, in particular the receipt of a payment to transfer leave entitlements for a member of staff transferred from the Commonwealth Government.

As shown in Table 1 above, total revenue is budgeted to be \$5.283m in 2004-05, which is an increase of \$0.322m, or 6.5%, over actual total revenue in 2003-04, and a \$0.394m, or a 8.1%, increase over budgeted total revenue for 2003-04. Further increases in total revenue are budgeted for the forward years. These increases in budgeted total expenditure are due to increased GPO that will provide funding for increased wage and related costs that flow from a new certified agreement (providing 4% per annum increases over the next two years). In addition, the Assembly Secretariat will continue to seek increased funding to address a number of areas where it has inherited new or expanded responsibilities (e.g. Territory Records Act responsibilities); or where it has had to devote resources to address the management of its obligations and responsibilities (such as OH&S policies and procedures; addressing audit findings; strategic management).

Expenditure

Figure 2: Components of Departmental Expenses – 2003-04

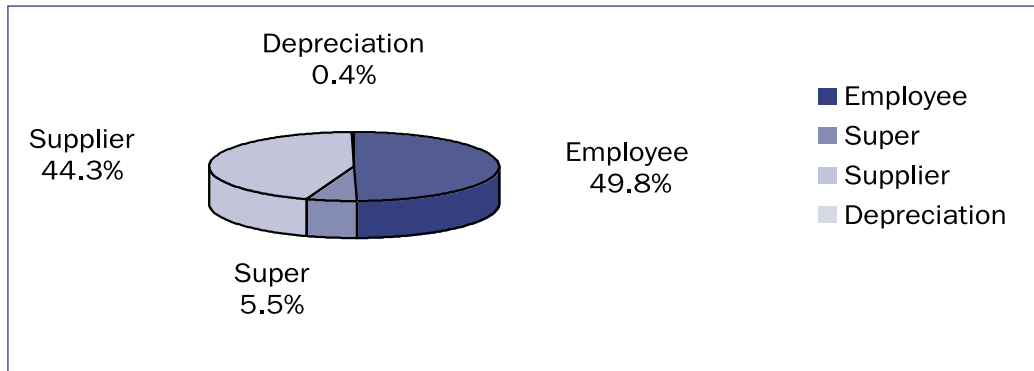


Figure 2 shows the components of the Secretariat’s Total Expenses for 2003-04.

The total expenses for 2003-04 were \$5.402m, compared to the budget of \$5.014m, an increase of \$0.388m, or 7.7%. The total expenses increased approximately 15% (\$0.725m) from 2002-03.

The increase in budgeted total expenses compared to 2002-03 was anticipated, mainly due to pay increases generated through a new Certified Agreement. The increase in total expenses for the current year compared to budget was primarily due to:

- an overall increase in employee leave liabilities following a revaluation of those liabilities;

- several unplanned, unavoidable and lengthy paid staff absences that necessitated the back-filling of their positions; and
- to undertake work associated with emerging requirements, including legislative requirements, for which budget funding had not been secured.

These increased expenses were partially offset by less than budgeted expenditure on supplies and services and a decrease in superannuation expenses (the reason for which is discussed earlier under “Operating Result”).

As shown in Table 1, total expenses are budgeted to be \$5.357m in 2004-05, which is marginally less than actual total expenses in 2003-04, but a \$0.343m increase over budgeted total expenses for 2003-04. Further increases in total expenses are budgeted for the forward years. Rising employee costs associated with the new Certified Agreement are the main contributing factor for this increase in expenditure. As mentioned above (see the discussion on expected increases in revenue and analysis of this year’s operating result), there are a number of areas where the Secretariat has inherited new or expanded responsibilities or where it has had to devote resources to address the management of its obligations and responsibilities. These have contributed to increased expenses and efforts will continue to secure funding to address these responsibilities and obligations.

Departmental Financial Position

Key indicators of the health of the Secretariat’s financial position are its ability to sustain its asset base, the ability to pay debts falling due in the short term, and maintaining prudent levels of longer-term liabilities.

Assets

The ability of the Secretariat to sustain its asset base is indicated by its ability to ensure the total of invested monies exceeds the total of accrued employee entitlements.

Table 2 – Summary Statement of Financial Position

	2002-03 \$'000	2003-04 \$'000	2004-05 \$'000	2005-06 \$'000	2006-07 \$'000	2007-08 \$'000
total liabilities	702	963	792*	827*	852*	877*
total assets	1360	1227	1283	1288	1289	1290
net assets	658	264	491*	461*	437*	413*

The above table shows the net asset position of the Secretariat decreased by \$0.394m, from 2002-03 to 2003-04. As discussed below, this decrease was due to the use of invested funds to meet higher than expected employee expenses and the increase in employee leave liabilities following a revaluation of those liabilities in late 2003-04.

* The revaluation of leave liabilities that was undertaken in late 2003-04 was finalised after the publication of Budget Paper 4 and accordingly, the total liability figures for 2004-05 onward are understated by approximately \$0.140m.

The Secretariat expects that its net asset position will be sustained at its current level.

Figure 3 – Departmental Current Assets.

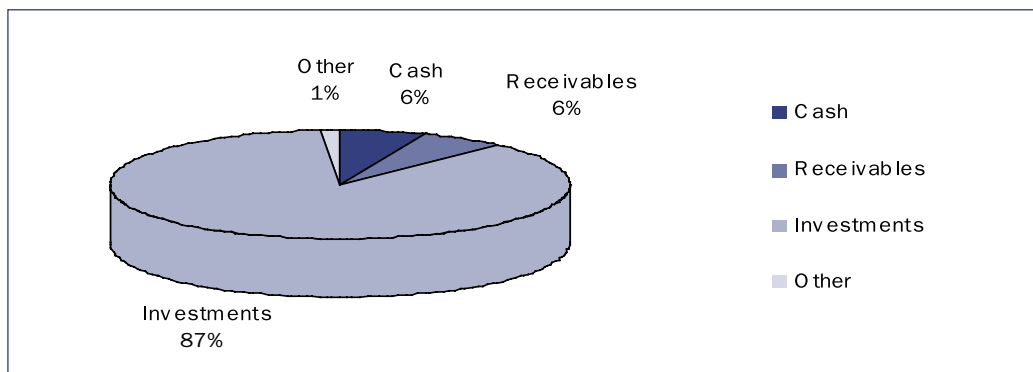


Figure 3 shows the components of the Secretariat's Current Assets at 30 June 2004.

The total current assets for the year was \$0.592m, a reduction of \$0.200m from 2002-03.

The closing short-term investment balance for 2003-04 is \$0.514m, with a further \$0.036m held as cash at bank, totalling \$0.550m. The corresponding balances for 2002-03 were \$0.629m, with a further \$0.106m, totalling \$0.735m. The reduction of \$0.185m from the 2002-03 closing balance was largely due to meeting the expenses associated with:

- several separation payments made to long serving staff of the Secretariat;
- several unplanned, unavoidable and lengthy paid staff absences that necessitated the back-filling of their positions; and
- work associated with emerging requirements, including legislative requirements, for which budget funding had not been secured

Liabilities

The current balance for at 30 June 2004 was \$0.674m, comprising of \$0.342m for Payables, and \$0.332m for Employee Benefits.

The increase of \$0.116m in Payables from 2002-03 (\$0.226m) to 2003-04 (\$0.342m) was affected significantly by two unusually large invoices held for payment at 30 June but not due for payment until July. The increase of \$0.037m in current employee’s entitlements from 2002-03 (\$0.295m) includes the rise in employee entitlements allowed for in a new Certified Agreement but is predominantly due to provision for back pay to April 2004 due under a new certified agreement that was not finalised at 1 April 2004.

The Non-current balance for 2003-04 is \$0.289m and represents employee’s long service leave provisions. This amount has increased by \$0.108m from 2002-03 (\$0.181m) and is also largely a result of the revaluation of leave liabilities that was undertaken during late 2003-04. Non-current liabilities are expected to increase over the forward years.

Figure 4 – Total Departmental Liabilities.

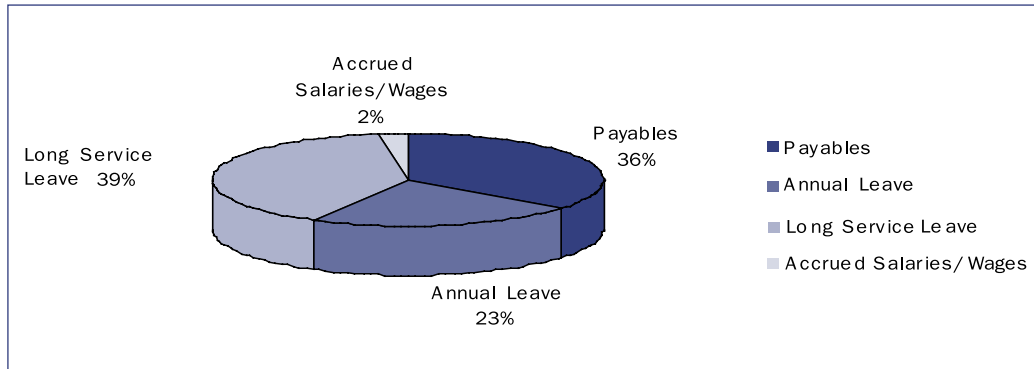
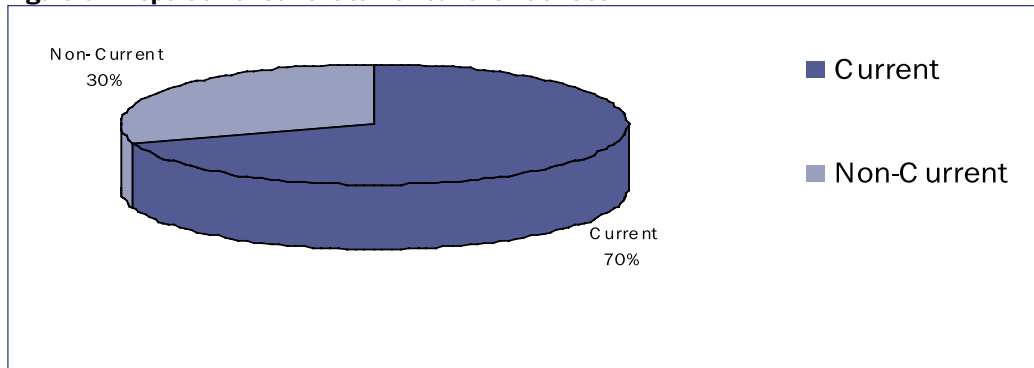


Figure 5 - Proportion of Current to Non-current Liabilities.



Liquidity

The Secretariat's ability to meet its financial obligations over the next 12 months is measured by the ratio of current assets to current liabilities. Table 3 provides actual ratios for 2002-03 and the current year, as well as forward year estimates.

Table 3: Current Ratio.

Description	2002-03	2003-04	2004-05	2005-06	2006-07
	Actual	Actual	Estimate	Estimate	Estimate
	\$'000s	\$'000s	\$'000s	\$'000s	\$'000s
Total Current Assets	792	592	799	816	829
Total Current Liabilities	521	674	509	490	467
Ratio	1.5:1	0.9:1	1.6:1	1.7:1	1.8:1

The Secretariat's current ratio for the 2003-04 financial year (0.9:1) is not favourable and is due to the combination of unusually high Payables, combined with lower than expected cash and investment balance due to a number of long serving staff members separation payments being paid out of investment monies held. The current ratio is expected to improve throughout the year and over the forward years but Secretariat will monitor this issue.

Territorial Statement of Revenues and Expenses

The Secretariat is appropriated funding for payments relating to the entitlements of Members and their staff.

Revenues

The Secretariat administers payments to non-Executive Members (ie not Ministers) and their staff for remuneration and related entitlements from revenue Received on Behalf of the Territory (RBT). The revenue meets the operating cash requirements and the Secretariat does not receive funding for non-cash items. During 2003-04, the Secretariat received \$3.803m as a Payment for Expenses on behalf of the Territory. The notes to the financial statements explain \$0.116m of other revenue received.

The Payment for Expenses on behalf of the Territory increased by \$0.373m from 2002-03. This increase was due to increases in remuneration and related entitlements of non-Executive Members and their staff.

Expenses

The total Territorial expenses for 2003-04 were \$4.545m. The expenses relating to Members and their staff totalled \$4.1m and the only remaining expense (\$0.445m) relates to the depreciation of the Assembly building.