



***DEPARTMENT OF THE
LEGISLATIVE ASSEMBLY***

ANNUAL REPORT

2010–2011



CLERK'S STATEMENT

This is the Annual Report of the Department of the Legislative Assembly for the year ended 30 June 2011.

This is a report on the operations of the Department for which I am the accountable officer, and it does not include detailed information about the activities of the House or the committees themselves. That information is separately produced in the *Parliamentary Digest* published by this Department, and in further detail in the annual and other reports of the committees themselves.

I commend the work of the staff of the Department.

A handwritten signature in black ink, appearing to read "Peter J. McHugh". The signature is stylized and cursive.

PETER J. McHUGH
CLERK OF THE LEGISLATIVE ASSEMBLY

16 September 2011

TABLE OF CONTENTS

| | | |
|-----------------------|--|-----------|
| CHAPTER 1 | OVERVIEW OF THE DEPARTMENT | 1 |
| 1.1 | OUR MISSION | 1 |
| 1.2 | OUR PURPOSE | 1 |
| 1.3 | OUR VALUES | 2 |
| 1.4 | OUR PEOPLE | 2 |
| 1.5 | OUR MEMBERS | 2 |
| 1.6 | LEGISLATIVE FRAMEWORK | 2 |
| 1.7 | DEPARTMENTAL STRUCTURE | 3 |
| | (a) The Speaker | 3 |
| | (b) The Clerk of the Legislative Assembly | 4 |
| | (c) Management | 4 |
| | (d) Chamber Support | 4 |
| | (e) Committee Support | 4 |
| | (f) Parliamentary Education Office | 4 |
| CHAPTER 2 | SUMMARY OF ACTIVITIES FOR THE YEAR | 7 |
| 2.1 | INTRODUCTION | 7 |
| 2.2 | THE YEAR AT A GLANCE | 7 |
| 2.3 | CHAMBER-RELATED SERVICES | 7 |
| | (a) Chamber Documents | 8 |
| | (b) Databases | 8 |
| | (c) External Users of Facilities | 8 |
| 2.4 | THE ABORIGINAL ART COLLECTION | 8 |
| 2.5 | COMMITTEE SERVICES | 9 |
| | (a) Public Accounts Committee | 9 |
| | (b) Community Development and Justice Standing Committee | 10 |
| | (c) Economics and Industry Standing Committee | 11 |
| | (d) Education and Health Standing Committee | 11 |
| | (e) Joint Standing Committee on the Corruption and Crime Commission | 12 |
| | (f) Joint Standing Committee on the Commissioner for Children and Young People | 12 |
| | (g) Joint Standing Committee on the Review of the Racing and Wagering Western Australia Act | 13 |
| | (h) Procedure and Privileges Committee | 13 |
| | (i) Parliamentary Services Committee | 13 |
| 2.6 | PARLIAMENTARY HISTORY ADVISORY COMMITTEE | 13 |
| 2.7 | PARLIAMENTARY EDUCATION OFFICE | 15 |
| | (a) Joint Civics Education Outreach Program | 16 |
| | (b) Remote Education Programs | 16 |
| 2.8 | PARLIAMENTARY EXTERNAL RELATIONS | 17 |
| 2.9 | ACT OF GRACE PAYMENT | 17 |
| 2.10 | ORGANISATIONS ADMINISTRATIVELY ASSISTED BY THE LEGISLATIVE ASSEMBLY | 17 |
| | (a) Australasian Study of Parliament Group | 17 |
| | (b) Australia and New Zealand Association of Clerks-at-the-Table | 18 |
| 2.11 | PARLIAMENTARY VISITS | 18 |
| | (a) 20th Anniversary of the East Java – Western Australia Sister-State Agreement | 19 |
| 2.12 | ADVERTISING | 19 |
| 2.13 | RECORD-KEEPING PLAN | 19 |
| 2.14 | CAPITAL WORKS AND MAINTENANCE | 19 |
| 2.15 | PLANS FOR THE COMING YEAR | 19 |
| CHAPTER 3 | DEPARTMENTAL STAFFING | 21 |
| 3.1 | PROFESSIONAL DEVELOPMENT | 21 |
| 3.2 | OCCUPATIONAL SAFETY AND HEALTH | 21 |
| 3.3 | EQUAL OPPORTUNITY AND FACILITIES FOR PEOPLE WITH DISABILITIES | 21 |
| 3.4 | PROFILE OF LEGISLATIVE ASSEMBLY STAFF | 22 |
| CHAPTER 4 | ASSESSMENT OF DEPARTMENTAL PERFORMANCE | 25 |
| 4.1 | BACKGROUND | 25 |
| 4.2 | MEMBERS' SURVEY 2010–2011 | 25 |
| | (a) Analysis of Results | 25 |
| APPENDIX ONE | | 27 |
| APPENDIX TWO | | 65 |
| APPENDIX THREE | | 71 |

CHAPTER 1 OVERVIEW OF THE DEPARTMENT

1.1 Our Mission

The Department of the Legislative Assembly's mission is to provide effective, efficient and professional support to the Legislative Assembly, its committees and individual Members and to inform the wider community about Parliament.

1.2 Our Purpose

The Legislative Assembly of Western Australia is one of the two Houses of the State Parliament. It consists of 59 Members who exercise five principal responsibilities in the Parliament, being:

- determination of which group or groups of Members will form the Government;
- considering and providing appropriations for Government to function;
- providing a legislative framework for the State;
- scrutiny of the actions of Executive Government; and
- providing a forum for discussion of issues of public concern.

Supporting the Members, the House and its committees in the exercise of these functions is the Department of the Legislative Assembly (the Department).

Procedural and administrative services provided by the Department include:

- advisory services on the procedure and practice of the House and its committees and on Parliaments more broadly, coupled with advice on the law and custom of Parliament. In practical terms this involves discussion with Members and their staff on the methods of achieving their objectives: drafting of Bills and amendments; providing background research; and, in relation to committees, the drafting of reports and papers;
- administrative support for each sitting of the House and each meeting of its committees by providing appropriate venues and associated services, record-keeping and ancillary functions; and
- educational services for the Parliament of Western Australia.

In line with this, our objectives are to:

- maintain, and where possible improve, levels of service to the House, its committees and Members;
- further develop our knowledge and skills and apply these to ensure a high standard of timely and accurate advice, research and administrative support; and
- provide effective education programmes about the Parliament and its place in our system of government and promote public access to parliamentary processes.

1.3 Our Values

In providing advice and services we will show:

Mutual Respect

Treating all persons with respect and courtesy.

Integrity

Demonstrating high ethical standards.

Professionalism

Exhibiting a high degree of professionalism in all work activities.

Independence and Impartiality

Being independent, impartial and non-partisan at all times.

Service

Delivering high quality services to the Members, the public and others.

1.4 Our People

We aim to provide a co-operative, encouraging and rewarding workplace in which staff further develop their knowledge and skills and are valued for their contribution and diversity. Our future depends on the skills, capabilities and commitment of our staff.

1.5 Our Members

As at 30 June 2011, the membership of the Legislative Assembly for the 38th Parliament comprised:

- 24 Government Members (the Liberal Party);
- five National Party Members who are in government in alliance with the Liberal Party;
- 26 Opposition Members (the Australian Labor Party); and
- four Independent Members, including one Green Independent. One Independent is a Minister.

Refer to Appendix Three for information regarding the Members of the Legislative Assembly.

1.6 Legislative Framework

The principal Act governing the establishment and operations of the Parliament of Western Australia, including the Legislative Assembly, is the Constitution. Western Australia has a somewhat unusual Constitution in that it is contained in two separate statutes, the *Constitution Act 1889* and the *Constitution Acts Amendment Act 1899*.

Section 2 of the *Constitution Act 1889* specifies that the legislative power of the State shall consist of the Queen, the Legislative Council and the Legislative Assembly, and it shall be lawful for the Queen (represented by the Governor), by and with the advice and consent of the Council and Assembly, to make laws for the peace, order and good government of Western Australia. Section 34 of the *Constitution Act 1889* provides that Standing Rules and Orders are made by resolution of the Assembly to regulate the conduct of proceedings of the House. However, considered in isolation, these two Acts do not provide an adequate framework for understanding the way in which the Parliament, and this Department, operates.

For example, the current electoral system of Western Australia is not outlined in the Constitution Acts; rather, it has its own suite of enabling legislation, which includes the *Electoral Act 1907*, the *Electoral Amendment and Repeal Act 2005* and the *Constitution and Electoral Act 2005*.

The *Parliamentary Privileges Act 1891* enshrines parliamentary privilege in Western Australia. Section 36 of the *Constitution Act 1889* provides that it shall be lawful for the Parliament by an Act to ‘... define the privileges, immunities and powers to be held, enjoyed and exercised by the Legislative Council and Legislative Assembly’.

The *Supreme Court Act 1935* and the *Financial Management Act 2006* also form part of the legislative framework which governs the Legislative Assembly.

In addition, the *Commonwealth of Australia Constitution Act 1900* and the *Australia Act 1986* (United Kingdom), the *Australia Act 1986* (Commonwealth) and the *Australia Acts (Request) 1985* (collectively known as the ‘Australia Acts’) also have an effect on the way in which Parliament operates.

There are also other sources which are considered to be an important part of the Western Australian Constitution, including:

- Imperial Acts (United Kingdom), such as the *Bill of Rights 1689*. Article 9 is the basis for the privilege of the House, providing that parliamentary proceedings cannot be impeached or questioned in any court of place outside the Parliament;
- Letters Patent (a source of constitutional authority for the Governor, as representative of the Crown and Head of State);
- the common law: that is, the prerogative powers of the Governor and case law concerning the effect and interpretation of constitutional documents and sources; and
- constitutional conventions (unwritten practices concerning the powers, processes and procedures of government) mostly based on the Westminster model.

1.7 Departmental Structure

The Legislative Assembly is one of three departments in the Parliament. The Department of the Legislative Council performs similar functions for the Legislative Council as this Department does for the Legislative Assembly. The Parliamentary Services Department (PSD) is responsible for providing support to both Houses, including building and grounds management, security, reporting services (*Hansard*), library, finance, human resources, information technology and catering services.

(a) The Speaker

The *Parliamentary and Electorate Staff (Employment) Act 1992* establishes the Speaker of the Legislative Assembly (the Speaker) as the employer of staff in the Department, other than the Clerk of the Legislative Assembly (the Clerk) and the Deputy Clerk of the Legislative Assembly (the Deputy Clerk).

The Speaker provides policy direction in relation to major issues and financial commitments of the Department. The Speaker also closely monitors the expenditure of parliamentary committees, particularly that which is outside everyday operating expenditure, by ensuring committees provide appropriate justification. Such expenditure is principally related to travel, specialist advisers and advertising, and is not authorised within the Department until the Speaker has approved the purpose and the level of expenditure.

(b) The Clerk of the Legislative Assembly

The Clerk of the Legislative Assembly is responsible for the operation of the Department and that responsibility is channelled through the Speaker to the Legislative Assembly. In relation to those matters which are core services of the Department, such as Chamber support and committee work, the Clerk acts largely independently, but keeps the Speaker informed as necessary.

As the Accountable Officer, the Clerk is responsible for all expenditure in accordance with the *Financial Management Act 2006*, and is responsible for the day-to-day management of the administration of the House and its committees. Although overall responsibility for the payment of Members' salaries and allowances remains with the Clerk, the day-to-day work is undertaken by the Chief Finance Officer of the Legislative Assembly (who is also the Chief Finance Officer in the Parliamentary Services Department), who prepares all documentation for financial reporting requirements (refer to Appendix One for the audited financial statements).

(c) Management

The Clerk is principally supported by the Deputy Clerk, the Clerk Assistant (Procedure) and the Clerk Assistant (Committees).

The Deputy Clerk reports directly to the Clerk and assists with the management of the Department and the provision of high level procedural advice for Members.

The Clerks Assistant are responsible for the management of the three principal areas within the Department: Chamber operations, committee operations and the Parliamentary Education Office. The Clerks Assistant also provide procedural advice to staff and Members.

(d) Chamber Support

The Legislative Assembly Office provides support services to the Chamber, Members of Parliament and the Clerks-at-the-Table. This service includes the distribution of Chamber documents such as Bills and Notice Papers, and involves general reference work and recording and making available all tabled papers such as annual reports and regulations. The Legislative Assembly Office also deals with general enquiries from Members, the media, government departments and the general public.

(e) Committee Support

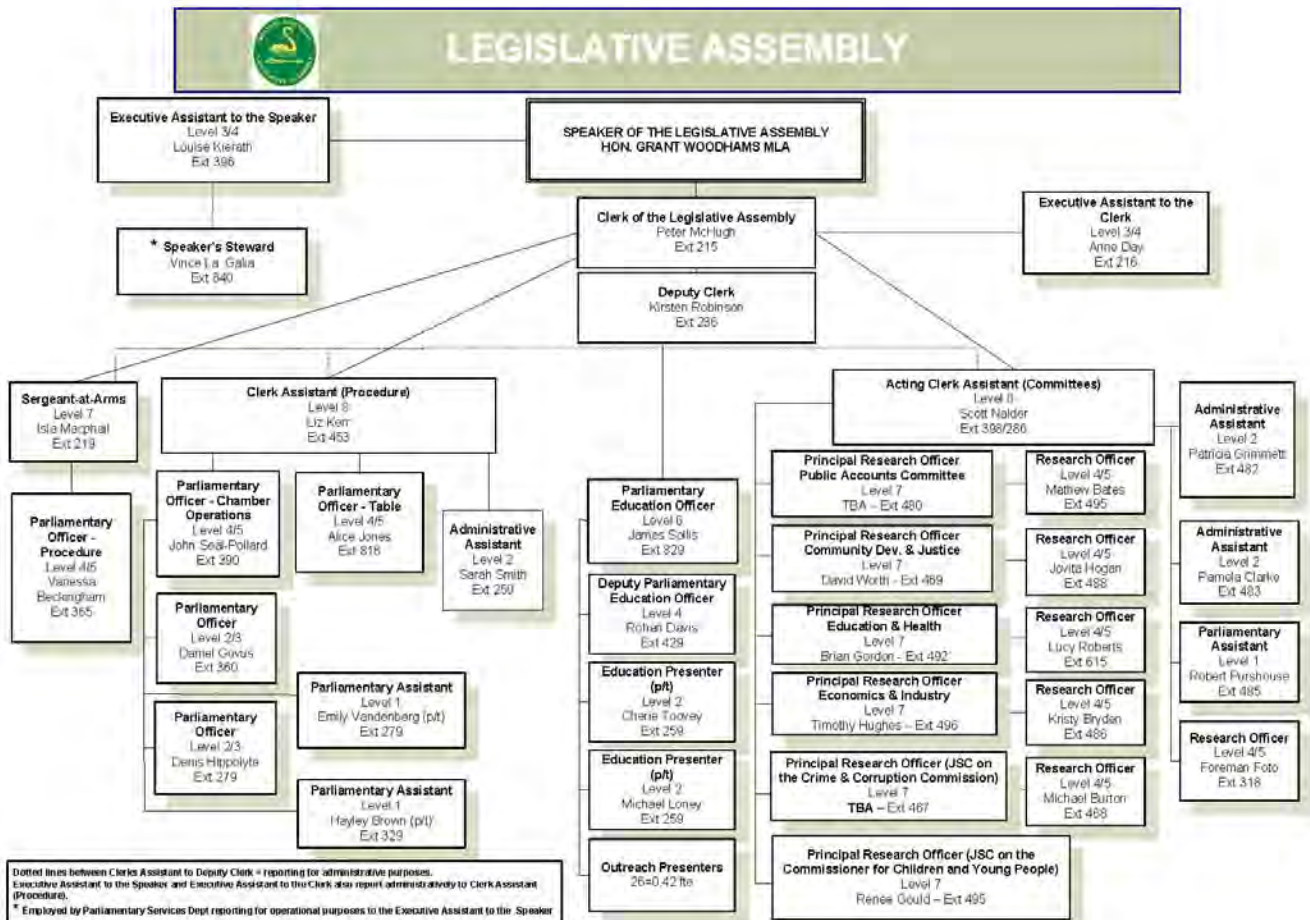
Each standing committee is assigned a Principal Research Officer and, if required, a Research Officer. Direct employment or secondment of additional staff is undertaken as necessary. Support staff for the Legislative Assembly's committees are principally located in separate premises at Level 1, 11 Harvest Terrace, West Perth.

Principal Research Officers are responsible, on behalf of the Clerk, for the administrative, procedural and research advice to their respective committees. Three administrative staff provide additional support, while the overall management of the committee operations and staff is undertaken by the Clerk Assistant (Committees).

(f) Parliamentary Education Office

The Parliamentary Education Office (PEO) provides education services for both Houses of Parliament, and is administered by the Legislative Assembly. It is responsible for promoting and enhancing awareness, knowledge and understanding of the role, functions and purpose of the Parliament of Western Australia. The Office is supported by three full-time and two part-time staff, while the overall management is undertaken by the Deputy Clerk.

Organisation Chart as at 30 June 2011



CHAPTER 2 SUMMARY OF ACTIVITIES FOR THE YEAR

2.1 Introduction

Major departmental achievements for the 2010–2011 financial year include:

- continued support for the procedural operations of the House, key international relationships and the development of parliamentary services across Australia;
- preliminary work undertaken for the roll-out of a comprehensive upgrade of the Department's operating system to Windows 7 and Office 2010 in the coming year;
- hosting of the 11th Biennial Conference of the Australasian Council of Public Accounts Committees (ACPAC 2011);
- ongoing work towards the compilation of a procedural volume; and
- facilitation of annual parliamentary information seminars for Ministerial and Departmental staff.

2.2 The Year at a Glance

| | 2010–2011 | 2009–2010 | 2008–2009* |
|---------------------------------------|-----------|-----------|------------|
| Departmental Staff Total (FTEs) | 30.62 | 30.62 | 32.82 |
| Assembly Operations (FTEs) | 11 | 11 | 12.2 |
| Committee Office (FTEs) | 16 | 16 | 17 |
| Parliamentary Education Office (FTEs) | 3.62 | 3.62 | 3.62 |
| Sitting Days | 60 | 56 | 38 |
| Sitting Hours | 447.11 | 439.59 | 264.15 |
| Bills Passed | 56 | 68 | 28 |
| Papers Tabled | 1283 | 1239 | 1016 |
| Committee Inquiries Initiated | 8 | 10 | 6 |
| Committee Reports Tabled | 25 | 28 | 12 |

* The 2008–2009 year lists statistics from the 38th Parliament only. Previous standing committees of the same names were dissolved, and all inquiries ceased, upon the prorogation of the 37th Parliament on 7 August 2008.

2.3 Chamber-Related Services

The Legislative Assembly Office is responsible for a range of services to Members and related staff, including the provision and distribution of Bills and statutes, processing Questions on Notice and general research. On sitting days, further support services include delivering messages to Members in the Chamber; providing assistance to *Hansard* staff; and the distribution of introduced legislation, answers to Questions on Notice, Chamber documents and *Hansard* transcripts. Members are surveyed each year to determine whether these services meet their requirements (refer section 4.2).

(a) Chamber Documents

Production of accurate and timely Chamber documents, which are necessary for the House to function each day, included 60 separate publications of the daily Notice Paper, Votes and Proceedings and Questions on Notice documents. Information Technology (IT) allows the use of macro systems, which help to reduce costs and ensure that the procedure, content and styles of the documents are consistent and accurate and allow electronic transmission to the State Law Publisher for printing.

Other related documents such as the automated index to the Votes and Proceedings also make extensive use of IT. The upgrade of the IT operating system, due to be completed in the coming year, is expected to considerably improve the way in which Chamber documents are compiled and distributed.

(b) Databases

The Legislative Assembly Office regularly updates information and documents available on the Parliament's website. The data is contained in several electronic databases, which relate to:

- Members' details;
- the progress of Bills through Parliament;
- the Legislative Assembly's sitting schedule;
- Bills synopses; and
- tabled papers.

Work on a comprehensive procedural database continued during 2010–2011. The database is used to capture procedural precedents and Speaker's statements and rulings in the House. These are noted as they occur and are entered into the database by Legislative Assembly parliamentary officers. In addition to this, research into past precedents and rulings is conducted on an ongoing basis, and these are added in the database for future reference. All Legislative Assembly staff are able to gain access to this database on request, through either a web portal link or via Lotus Notes. Further training for staff on the use of the database will be conducted in August 2011.

(c) External Users of Facilities

Approval to use the Legislative Assembly Chamber may be granted by the Speaker to external organisations who are conducting significant events which are closely related to the Legislative Assembly or the Parliament, or for educational activities that foster awareness of the Parliament's role and functions.

During the reporting period, the Speaker approved the Chamber being used for a number of events within these categories. As with previous years, the United Nations Youth Association of Australia (Western Australia) hosted the Hammarskjold Trophy Competition which saw high school representatives from around the State conduct a mock UN Security Council debate. The Chamber was also used by the YMCA for its annual Youth Parliament; by the Western Australian Debating League to stage the National Schools Debating Championship Grand Final; and by the Australasian Study of Parliament Group to host a 'Hung Parliaments' seminar.

2.4 The Aboriginal Art Collection

The Parliament's Aboriginal Art Collection features artwork from the various regions of Western Australia and represents established as well as emerging artists. Acquisitions are recommended by the Speaker's Art Acquisition Committee, which consists of the Speaker, the Hon Dr Elizabeth Constable MLA, the Hon Sally Talbot MLC and the Clerk of the Legislative Assembly. This year the Committee purchased *Home-Maker #1* by Noongar artist Sandra Hill—a work which was recently showcased in the

Mohawk and Noongar: Art of Contemporary Indigenous Women exhibition at the John Curtin Gallery at Curtin University.

2.5 Committee Services

The Legislative Assembly committee system is administered by the Department and consists of the Public Accounts Committee, the Community Development and Justice Standing Committee, the Education and Health Standing Committee, the Economics and Industry Standing Committee, the Joint Standing Committee on the Corruption and Crime Commission, the Joint Standing Committee on the Commissioner for Children and Young People, the Joint Standing Committee on the Review of the Racing and Wagering Western Australia Acts (now dis-established) and the Procedure and Privileges Committee.

The 2010–2011 period saw all committees dealing with a range of inquiries and other projects, and presenting, in total, 25 reports to the House. Specific topic reports and annual reports from committees are presented to the Legislative Assembly. The Procedure and Privileges Committee has tabled four reports on matters of House procedure and parliamentary privilege. The Joint Standing Committee on Delegated Legislation is administered by the Department of the Legislative Council and therefore is not included in this total.

Departmental services assisting committees include research, witness and hearing scheduling, report drafting, meeting organisation and all financial and administrative support. In order for these services to be effective, training and development of existing staff and occasional recruitment has continued. In terms of training and development, for example, during 2010–2011 committee staff, along with parliamentary officers, were provided training on effective report writing. Other departmental training included a workshop on the application of parliamentary privilege.

The Parliamentary History Advisory Committee's work is ongoing and consists of updating existing history volumes, investigating the potential for new works, and an on-going oral history program.

(a) Public Accounts Committee

In addition to its 2009–2010 Annual Report, during the 2010–2011 year the Public Accounts Committee (PAC) tabled four reports.

The first of these resulted from the Committee's *Inquiry into Project Planning and Funding Applications for Major Western Australian Infrastructure Projects*, and was tabled on 18 November 2010. This inquiry paid particular attention to the robustness of project planning and assessment processes, and whether funding cases are appropriately developed and presented to maximise access to federal government funding. The report found that while the State Government's Strategic Asset Management Framework (SAMF) is generally accepted as a robust foundation for asset management in Western Australia, failure to ensure adherence to the framework has resulted in shortcomings in project planning and delivery. Furthermore, applying SAMF to fast-tracked projects to the greatest extent possible would help ensure the best infrastructure outcomes. The report noted that funding applications to Infrastructure Australia failed to achieve a 'ready to proceed' status, and that failure to provide well developed and robust submissions to the federal government decreases the potential for Western Australian projects to receive federal funding. The State's funding applications to the federal government must be well developed, contain sound cost-benefit analyses and comply with Commonwealth funding submission requirements.

In concluding this infrastructure report, the Committee signalled its intention to examine a small number of infrastructure projects each year to determine whether anticipated outcomes are being achieved. The results of these examinations will be tabled in an annual report to the House. To date, the projects examined include Collgar Wind Farm, the Perth Waterfront Development, the Old Treasury Building and the City Link Project.

CHAPTER 2

As part of its scrutiny of the receipt and expenditure of public moneys, throughout the year PAC continued its work in assessing public sector agencies' responses to the recommendations made in the Auditor General's compliance and performance examination reports. The results of this review process are contained in the second PAC report for the period, entitled *Review of the Reports of the Auditor General 2009–2010*, tabled in April 2011. This report provides details of its follow-up of 72 agencies and its concluding the follow-up of 48 agencies.

As part of its ongoing efforts to improve the efficiency and effectiveness of its operations, the Committee resolved to amend the process by which it conducts the follow-up of agency implementation of recommendations made by the Auditor General in his Audit Reports. Details of the revised process are contained in the report, *Revised Follow-Up Process to Auditor General Reports*, which was tabled in May 2011.

The Committee, together with the Legislative Council's Estimates and Financial Operations Committee, co-hosted the 11th Biennial Conference of the Australasian Council of Public Accounts Committees (ACPAC 2011), which was held in Perth in April 2011. The theme of the conference was 'Seeking Improved Performance for PACs'. The conference attracted over 130 delegates from around Australia and overseas, with a larger international delegation than past conferences. The Western Australian PAC was able to use the conference to build on its relationships with South Africa, Namibia, Indonesia, Malaysia and Timor Leste, whose delegates were new attendees to an ACPAC conference. The written and verbal feedback from delegates was overwhelmingly positive. The high attendance rate through all the sessions also demonstrated that delegates were engaged with the conference topics. The Committee tabled its report entitled *A Report on the 11th Biennial Conference of the Australasian Council of Public Accounts Committees* in May 2011. This report provides details on the conference program, speakers, attendees and feedback provided by conference delegates.

The Committee hosted the annual Budget Estimates briefing by the Department of Treasury and Finance for Members of the Legislative Assembly and the Legislative Council on 24 May 2011. At this briefing, the Under Treasurer and other Treasury officers delivered a presentation on the 2011–2012 State Budget and answered questions from Members.

During the year, the Committee met with a delegation from the Public Accounts Committee of the Western Provincial Council of Sri Lanka.

(b) Community Development and Justice Standing Committee

During the review period, the Community Development and Justice Standing Committee (CDJSC) tabled one report, in addition to its 2009–2010 Annual Report. This report was the final report based on the Committee's inquiry entitled *Making Our Prisons Work: An Inquiry into the Efficiency and Effectiveness of Prisoner Education, Training and Employment Strategies*. The Committee tabled an interim report on the 24 June 2010 and the final report was tabled on 25 November 2010. In particular, the final report focused on the markedly higher recidivism rate for the Aboriginal population when compared to the non-Aboriginal recidivism rate. It reviewed some of the structural, systemic and community issues that contribute to the higher recidivism rate as well as current rehabilitation strategies. In doing so, it found that the solution to Aboriginal offending lay wholly or in part outside the prison system and recommended an alternative community based justice strategy known as 'justice reinvestment'.

The CDJSC is currently undertaking an inquiry entitled *An Inquiry into the Adequacy and Future Directions of Social Housing in Western Australia*. This inquiry is examining the factors that contribute to the current lack of affordable housing and identifying efficient and equitable pathways to improving accessibility to such housing for those on low to moderate incomes. It is due to be tabled on 8 September 2011.

(c) Economics and Industry Standing Committee

On 19 August 2010 the Economics and Industry Standing Committee (EISC) tabled its report on the *Inquiry into the Department of Environment and Conservation's Management of Former Pastoral Leases*. This inquiry had commenced on 18 March 2010 and resulted in 15 findings and 19 recommendations focused on improving the Department of Environment and Conservation's management of former pastoral leases and its relationship with neighbouring pastoralists.

On 20 April 2010, the Legislative Assembly referred to the EISC terms of reference to inquire into domestic gas prices paid by industry and consumers in Western Australia. The Committee was asked to compare domestic gas prices in Western Australia with prices in other states as well as liquefied natural gas (LNG). The EISC tabled its report on 24 March 2011, making 34 findings and 18 recommendations aimed at improving price outcomes and assisting in the development of an efficient market.

On 18 November 2010, the Legislative Assembly referred the Franchising Bill 2010 to the EISC for consideration and report. The Committee tabled its report on 23 June 2011, making 21 findings and nine recommendations. A majority of the Committee found that the Bill is not an appropriate measure at this time, with the Committee's Deputy Chair making a minority report.

On 13 April 2011, the Legislative Assembly requested that the EISC consider the appropriateness of undertaking an investigation into all park homes that have been closed or have collectively evicted long-stay tenants since 2006 to ensure compliance with all aspects of appropriate legislation. In order to inform its response, the Committee plans to conduct a series of public hearings with the Departments of Tourism; Local Government; Commerce; Environment; and Planning to obtain information regarding the relevant recommendations of the Committee's 2010 *Inquiry into the Provision, Use and Regulation of Caravan Parks (and Camping Grounds) in Western Australia*. The Committee will determine its response to the Legislative Assembly following these hearings.

On 15 June 2011 the Legislative Assembly requested that the EISC determine terms of reference for an inquiry into the problems in the Dalyellup Housing Estate and the wider impact of these types of problems in Western Australia. The Committee is to report to the House in August 2011 those terms of reference and the date on which the Committee will report.

(d) Education and Health Standing Committee

The Education and Health Standing Committee (EHSC) has tabled three reports this year. The most recent was *Alcohol: Reducing the Harm and Curbing the Culture of Excess*, which was tabled on 23 June 2011. This was the final report of the *Inquiry into the Adequacy and Appropriateness of Prevention and Treatment Services for Alcohol and Illicit Drug Problems in Western Australia*. This inquiry ran for over two years. In the past year the Committee undertook intensive tours of the Kimberley and six European countries to gather evidence, particularly relating to the impact of alcohol.

The EHSC had earlier tabled an interim report on 26 May 2011 entitled *Changing Patterns in Illicit Drug Use in Western Australia*. This report specifically addressed education and treatment issues relevant to illicit drugs. On 17 March 2011 the Committee tabled *Alcohol Restrictions in the Kimberley: A 'Window of Opportunity' for Improved Health, Education, Housing and Employment*. This was the first interim report of the inquiry into alcohol and drug issues. It reported on the impact of alcohol and illicit drugs in the Kimberley region and focused specifically on the effectiveness of the alcohol restrictions that had been put in place there since 2007.

The EHSC is now awaiting the Government's response to the recommendations of the first two interim reports.

(e) Joint Standing Committee on the Corruption and Crime Commission

In the year under review, the Joint Standing Committee on the Corruption and Crime Commission (JSCCCC) tabled a number of significant reports. On 9 September 2010 the JSCCCC tabled its tenth report on how the Corruption and Crime Commission can best work together with the Western Australian Police Force to combat organised crime. The report examines the implications of a possible expansion of the Corruption and Crime Commission's (CCCs) organised crime jurisdiction under mooted amendments to the *Corruption and Crime Commission Act 2003*.

Other reports tabled by the Committee during the review period are as follows:

- *Report of the Parliamentary Inspector Concerning Procedures Adopted by the Corruption and Crime Commission Relating to Surveillance Devices* (Report No. 12), tabled on 18 November 2010;
- *Analysis of Recommended Reforms to the Corruption and Crime Commission Act 2003* (Report No. 13), tabled on 17 February 2011;
- *Death of a Witness* (Report No. 14), tabled on 24 February 2011; and
- *Corruption Risks of Controlled Operations and Informants* (Report No. 15), tabled on 16 June 2011.

On 24 November 2010 the JSCCCC resolved to undertake three new inquiries. The first will examine how the CCC deals with allegations and notifications of misconduct by the WA Police. The second inquiry will examine the use of public hearings by the CCC in the exercise of its misconduct function, and the third inquiry will examine whether the CCC should have the jurisdiction to recover proceeds of crime and unexplained wealth. The Committee identified 22 September 2011 as the reporting deadline for all three inquiries; however, it has since extended the deadline for the first inquiry until 1 March 2012.

(f) Joint Standing Committee on the Commissioner for Children and Young People

In 2010–2011 the Joint Standing Committee on the Commissioner for Children and Young People (JSCCCYP) continued its oversight of the Western Australian Commissioner for Children and Young People. The JSCCCYP tabled two reports this year, in addition to its 2009–2010 Annual Report.

On 25 November 2010 the Committee tabled its fifth report entitled *Functions and Powers of the Joint Standing Committee on the Commissioner for Children and Young People*. On 7 April 2010 the Committee tabled its sixth report entitled *Review of the 2009–2010 Annual Report of the Commissioner for Children and Young People*. The review fulfils a requirement under the Committee's terms of reference to examine annual and other reports of the Commissioner. This was the third such review by the Committee. Under this term of reference the Committee is currently reviewing the Commissioner's report into the inquiry into the mental health and wellbeing of children and young people in Western Australia, the Commissioner's first own motion inquiry which was tabled in Parliament on 5 May 2011.

The Committee is also continuing its review of the exercise of the Commissioner's functions by undertaking a comparative study of the functions of similar roles in other jurisdictions and is aiming to identify how the Commissioner's role might evolve to maximise its impact. To assist with this review, the Committee undertook investigative travel to Melbourne and Wellington in August 2010, and travel to Brisbane and Darwin in May 2011. Over this time the Committee conducted a total of 16 meetings with Commissioners, relevant government departments, Ministers and peak bodies within each jurisdiction who work with, and for, children and young people.

As required also by its terms of reference, the Committee consulted regularly with the Commissioner in the form of quarterly hearings designed to monitor the Commissioner's exercise of her functions. In the period under review, the Committee undertook other functions prescribed by the *Commissioner for Children and*

Young People Act 2006, including making a recommendation to the Treasurer regarding the Commissioner's budget for 2011–2012.

(g) Joint Standing Committee on the Review of the Racing and Wagering Western Australia Act

Pursuant to section 122 of the *Racing and Wagering Western Australia Act 2003*, a Joint Standing Committee on the Review of the Racing and Wagering Western Australia Act was established to review the operation and effectiveness of the Racing and Wagering Acts.

The Committee's inquiry process, whilst largely carried out in 2009–2010, continued into 2010–2011. It involved detailed consideration of submissions made by industry participants and stakeholders, and extensive consultation in the form of public hearings and briefings across Western Australia and interstate. In total, the Committee received over 40 submissions and took evidence from, or was briefed by, 59 organisations or individuals. The Committee tabled two reports in 2010–2011. The first was its 2009–2010 Annual Report, tabled 23 September 2010. The second report entitled *Inquiry into the Racing and Wagering Western Australia Acts* was tabled in both Houses on the 14 October 2010. As it had completed its review of the Acts, the Committee was dis-established on 21 October 2010 by agreement of both Houses. The Government subsequently responded on 5 April 2011 by accepting many of the report's recommendations.

(h) Procedure and Privileges Committee

The Procedure and Privileges Committee (PPC) tabled four reports in 2010–2011: *Minor Adjustments to the Standing Orders*, tabled on 12 August 2010; *Comments Made by the Member for Cannington*, tabled on 19 October 2010; *Report on a Local Government Adversely Referred to in the Legislative Assembly: City of Melville*, tabled on 21 October 2010; and *Report on a Person Adversely Referred to in the Legislative Assembly: Mr David Everett*, tabled on 16 June 2011.

(i) Parliamentary Services Committee

Most meetings of the Legislative Assembly Parliamentary Services Committee take place jointly with the Legislative Council Parliamentary Services Committee, with facilitation and meetings arranged through the PSD. The Legislative Assembly Committee's role is to advise the Speaker on matters relating to *Hansard*, the Parliamentary Library and catering and building management in the Parliament.

2.6 Parliamentary History Advisory Committee

The Parliamentary History Advisory Committee (PHAC) is chaired by Emeritus Professor David Black AM. Other Members during 2010–2011 were the Speaker, the President, the Clerk of the Legislative Assembly, the Clerk of the Legislative Council, Dr Harry Phillips, the Hon Sally Talbot MLC, the Hon Mark McGowan MLA and the Hon Derrick Tomlinson (former MLC). Administrative support is provided by the Legislative Assembly and publication costs are shared with the Legislative Council.

The 2010–2011 financial year saw the completion and printing of the *Index to Parliamentary Candidates in Western Australian Elections State and Federal 1890–2010*, which updates the Index first published in 1989 and expanded in 2006 with the inclusion of names of candidates contesting federal seats in Western Australia.

However, the most substantial task undertaken in this period was research work necessary for the publication of the revised and updated edition of the *Biographical Register of Members of the Parliament of Western Australia Volume Two 1930–2010*. This is the second such revision and update of the original Volume Two published in 1990 as part of the centenary celebrations for the advent of self-government, responsible government and a bicameral legislature in Western Australia. All the research work was

CHAPTER 2

completed during the 2010–2011 financial year and it is envisioned that the publication will be available early in the 2011–2012 financial year. Together, Volume One and Two provide biographical information relating to Members elected to either House of the Western Australian Parliament from 1870 up until, and including, the Armadale by-election in 2010.

As has been the case since the establishment of the PHAC, a major focus of its work has been the continuation of the Oral History Programme. During the year a number of important interviews with former Members and parliamentary officers were completed and the transcripts checked and finalised. In addition, substantial progress was made in dealing with a backlog of transcribing and printing of interviews resulting from work reorganisation procedures undertaken at the State Library of Western Australia. Amongst interviews with former Members commenced or completed during 2010–2011 were those with the Hon Peter Foss, Hon Eric Charlton, Hon Kim Chance, Hon Cheryl Edwardes and the Hon Graham Kierath. Plans to commence interview sessions with the Hon Kay Hallahan (a former Minister and Member of both Houses) were also completed. In addition, a number of interviews from the past three years were transcribed, checked and produced in final form. These include, for example, those with the Hon John Cowdell, Frank Hough (former MLC) and the Hon Ian Taylor. Others near completion include that with the Hon George Cash (former Minister, President and Member of both Houses). In accordance with the usual practice, copies of recently completed interviews have been sent to the Parliamentary Library and the copies placed in the Members' Collection. In connection with oral history, the Parliament is also contributing to the cost of digitising cassette tape oral history interviews with former Members of Parliament, which are held at the State Library.

Other ongoing activities of the Committee, as in the previous financial year, include the further development of the permanent filing system relating to current and former Members and parliamentary history matters generally.

Work is also progressing on a major project centred on a detailed study of the scope and effectiveness of parliamentary committee work, past and present. To date, lists have been compiled of all select committees and honorary royal commissions since 1890 and an analysis is being undertaken of their scope and significance over the years. A survey of the domestic committees of Parliament which were appointed prior to the establishment of the Public Accounts Committee in 1971 has been done. The more substantial aspects of the project relate to the emergence and functioning of standing committees since 1971 and detailed work has already been completed which relates to the history of the emergence of the standing committee system in each House. The scope of the project also includes an evaluation of the reports of the Royal Commission on the Commercial Activities of Government and the consequent Commission on Government, including recommendations therein relating to parliamentary committee work. As part of the process of evaluation of committee functioning and effectiveness, a survey is presently being conducted of all current Members of each House as well as a number of former Members.

The other major new project which will be substantially completed during the next financial year is the preparation of an updated edition of the original publication of *Making A Difference: Women in the Western Australian Parliament 1921–1999*, first published in 1999. As with the original volume, the updated publication will provide biographical information concerning every woman elected to either House of the Western Australian Parliament since 1921 and will also provide an opportunity for each living woman Member, past and present, to write a short article about her own perceptions of the political system and the place of women Members therein.

2.7 Parliamentary Education Office

The main function of the Parliamentary Education Office (PEO) is to promote awareness, knowledge, and understanding of the history, role and functions of the Parliament of Western Australia.

Key programs include:

- the provision of educational tours for visiting school, TAFE, university, ministerial and departmental groups;
- familiarisation tours for the general public, catering for a broad range of groups;
- being a principal provider of an outreach program which targets schools outside the metropolitan region;
- contributing to the induction of Parliament House staff; and
- co-ordination of a parliamentary internship program for university students.

For the 2010–2011 financial year 14,808 people accessed on-site Parliament House education programs. Overall, including those also accessing the Joint Civics Education Outreach Program, which is discussed in more detail below, a total of 17,503 people participated in educational activities facilitated by the PEO.

During the reporting period the PEO has continued with the provision of six daily tour times at Parliament House. Visiting student groups have come from places within the State as far away as Broome, Carnamah, Kojonup, South Newman, Hyden and Albany. From overseas, groups have come from places including Indonesia, Malaysia, Singapore and Germany.

Due to the activities of the *Hear Me!* remote education program during the previous (2009–2010) financial year which engaged with 60 remote schools, this year six remote community schools visited Parliament House. These included the Menzies Remote Community School, Ngalapita Remote Community School and the Ngaanyatjarra Lands School.

Other developments, events and programs for the year included:

- providing tours for visiting dignitaries from national and provincial Parliaments including East Java, Malawi, China, Vietnam and Malaysia;
- providing twice-weekly public tours of Parliament House and booked tours for community groups;
- providing customised programs to tertiary students studying political science;
- providing awareness programs to government departments across the public sector, including the Public Sector Commission's Graduate Programme 'Spotlight on Parliament';
- assisting with tour and presentation aspects for the Australasian Council of Public Accounts Committees Conference 2011;
- promoting the PEO programs for schools at the 2011 Excursion Expo for Teachers at SciTech;
- up-dating and re-issuing Education Office publications and resources;
- co-ordinating the Parliamentary Internship Program which saw 18 research topics undertaken by students from three Western Australian universities;
- preparing the program for the Statewide Student Parliament to be conducted at Parliament House in August 2011;
- conducting tours for attendees of the regular community lunches hosted by Ministers;

CHAPTER 2

- conducting three daily tours of Parliament House for senior citizens during Seniors Week;
- attending the annual Australasian Parliamentary Educators Conference in September 2010 in Sydney;
- supporting the annual YMCA Youth Parliament at Parliament House;
- putting together professional development seminars for teachers and pre-service teachers;
- supporting the implementation of the politics and law course of study;
- developing activities for use in a loan box borrowing scheme for the Joint Civics Education Outreach Program (see below); and
- assisting Members of Parliament with general enquiries and community education matters linked to the history and function of Parliament.

(a) Joint Civics Education Outreach Program

The Joint Civics Education Outreach Program (JCE) is a collaborative development between the Parliament of Western Australia, the Constitutional Centre of Western Australia and the Western Australian Electoral Commission.

The aim of the JCE is to provide a civics and citizenship education program to school students in regional and remote areas of Western Australia. The aim of this program is to enhance the students' understanding of the relevance of Western Australia's political and legal systems to their lives, and to provide opportunities to participate as informed, effective and responsible citizens.

The JCE has been in operation for eight years with the first presentations beginning in July 2003. The number of primary and secondary students that participated in the program during the 2010–2011 period was 2,059. Since its inception (up to, and including, the 2010–2011 financial year) around 40,259 primary and secondary students in regional schools have participated in the program.

The Constitutional Centre of Western Australia, the PEO, the Francis Burt Law Education Centre and the Electoral Education Centre have developed a number of loan boxes for use by schools in the remote and regional areas of the State. Each kit contains a complete program with interactive activities and teacher's notes to guide teachers and students through the program.

The PEO contribution to the loan box provides two activities. One is a board game entitled 'From a Bill to an Act' which is suitable for upper primary and lower secondary students. This board game displays how a Bill progresses through the State Parliament. The game simplifies some of the complex paths a Bill can take but preserves the general journey, especially the Bill's passage between the two Houses, the Legislative Assembly and the Legislative Council.

The second contribution is the 'First Meeting Game and True Council Game' which is also suitable for upper primary and lower secondary students. This tandem board game is designed to give students some background to, and history of, the establishment of government in early Western Australia. The students' task is to deliberate and select six suitable candidates from a collection of twenty citizens in order to recreate the combination of officials who formed Western Australia's first Legislative Council of 1832. The game is based on the Parliament's Owen Garde painting *An Early Meeting of the Legislative Council 1832*. A total of 636 remote and regional schools have accessed the loan box resources during the 2010–2011 year.

(b) Remote Education Programs

In order to target students living in remote and isolated communities who cannot access the JCE program (due mainly to presenters not residing in those regions), the PEO piloted a remote schools program entitled *Hear Me!* in July 2009. The program developed the idea that Parliament, although based in Perth, is a place

where distant voices and ideas can be heard. The visits conducted under this program occurred in 2009–2010.

In 2011–2012 the PEO will focus the Remote Education program on the history, function and role of Parliament in order to support remote school teachers in their teaching of parliamentary and political studies. Through liaison and access to regional school networks, the PEO plans to offer professional development to teachers via a newly implemented Department of Education initiative that will enable better access and engagement with regional and remote schools.

In order to cover the vast geographical area that *Hear Me!* encompassed in 2009–2010, the PEO will develop a rolling professional learning program that will connect with set professional development days in a remote school ‘pod’ or network. A co-ordinated approach with these networks will assist the PEO to re-connect with the 60 remote schools visited in 2009–2010 and to also target the 18 schools which were not visited during this time.

2.8 Parliamentary External Relations

Each year, the Legislative Assembly hosts a number of overseas visitors, parliamentarians and delegations, including under ‘Sister-State’ relationships. Many diplomatic calls are made on the Speaker by ambassadors, high commissioners and consuls-general.

The Speaker and the Department recognise the implicit obligation to assist other Parliaments where possible with training and other forms of assistance, including the provision of equipment or services from time to time. In particular, the Western Australian Parliament is ‘twinned’ with the Cook Islands Parliament under the auspices of the Commonwealth Parliamentary Association in an arrangement whereby all Australian Parliaments are twinned with a Pacific Parliament.

2.9 Act of Grace Payment

An act of grace payment (sometimes called an ‘ex gratia’ payment) is a gift of money made by the Government or the Parliament, which originates out of the historical Royal Prerogative for ‘grace and favour payments’. Act of grace payments are authorised under section 80 of the *Financial Management Act 2006* and are made in accordance with Treasurer’s Instruction 319.

On 22 March 2011 an act of grace payment of \$10,000 was made to the Consul-General of Japan, Mr Torao Sato, following the Sendai earthquake and tsunami, which occurred on 11 March 2011. This donation made by the Legislative Assembly recognises the strong parliamentary relationship that Western Australia enjoys with Japan, in particular, the Hyogo Prefecture.

2.10 Organisations Administratively Assisted by the Legislative Assembly

(a) Australasian Study of Parliament Group

The Legislative Assembly continued to provide administrative support to the Australasian Study of Parliament Group (ASPG). Parliamentary Fellow Professor David Black AM is Chairman of the Western Australian Chapter and John Mandy, Deputy Clerk, was the Honorary Secretary and a member of the Australasian Executive until entering on pre-retirement leave in early April 2011. John Mandy has been replaced by Kirsten Robinson, who will succeed him as Deputy Clerk.

In the period under review, the Western Australian Chapter held a seminar in November 2010 in the Legislative Assembly Chamber on the topic of ‘Hung Parliaments’ and distributed regular newsletters and the *Australasian Parliamentary Review* publications to its members.

The ASPG held its annual Australasian Conference in August 2010 in Canberra on the topic, ‘The Good, the Bad and the Ugly: Perceptions of Parliament’. The next Conference will be held in October 2011 in Melbourne on the topic, ‘The Executive versus Parliament: Who Wins?’.

(b) Australia and New Zealand Association of Clerks-at-the-Table

The Australasian Association of Clerks-at-the-Table (ANZACATT) was formed in 2001, and by the end of the reporting period comprised more than 95 members. Each House of Parliament in Australia, Norfolk Island and New Zealand is represented.

ANZACATT aims to advance the professional development of officers and staff of Parliaments in Australia and New Zealand. In January 2011, the South Australian Parliament hosted a professional development seminar entitled ‘Beyond the Chamber – Yesterday, Today and Tomorrow’. Workshops were based around two themes: parliamentary administration; and committees, privilege and procedure. Seven participants from the Legislative Assembly attended the seminar, and several were involved in presentations.

ANZACATT, in conjunction with the University of Tasmania, also conducts an annual Parliamentary Law, Practice and Procedure course. The July 2010 course included one participant from the Legislative Assembly.

The Clerk, Peter McHugh, is on the ANZACATT Executive Committee and the Clerk Assistant (Committees), Scott Nalder, has recently joined the Case Law Committee as a member. The Deputy Clerk, John Mandy, was the Chairman of the Education Committee until January 2011.

2.11 Parliamentary Visits

In July 2010 the Clerk attended the 41st Presiding Officers and Clerks Conference in Darwin. As the Speaker could not attend, Mr Peter Watson MLA attended in his capacity as Acting Speaker.

On 22–24 July, the Speaker and the Clerk visited the Prince Edward Island legislature at Charlottetown in Canada. Following this, on 25–30 July, the Speaker and the Clerk visited the United States, attending the National Conference of State Legislatures in Louisville, Kentucky.

The Speaker led a parliamentary delegation to China, from 20 August to 3 September, accompanied by the Clerk, Mr Tony Krsticevic MLA, Mr Chris Tallentire MLA, and Mr Peter Tinley MLA.

In January 2011 the Clerk attended the ANZACATT Professional Development Seminar in Adelaide, where he presented a paper and attended the biennial Clerks’ meeting. Several staff members of the Legislative Assembly contributed to the seminar.

As noted above at section 2.8, under the parliamentary twinning arrangement the Western Australian Parliament is twinned with the Cook Islands Parliament. Following an election in the Cook Islands, Mr John Kobelke MLA and the Clerk travelled to Rarotonga in the Cook Islands on 26 February until 4 March 2011 to carry out an induction and training seminar for new Members of the Cook Islands Parliament.

On 26–28 May, the Clerk travelled to Tasmania to discuss the Parliamentary Law, Practice and Procedure course with the University of Tasmania.

The Clerk travelled to Wellington, New Zealand, from 8–10 June, where he was invited to address the New Zealand Parliamentary Study Programme for the Pacific Clerks and Parliamentary Officers.

(a) 20th Anniversary of the East Java – Western Australia Sister-State Agreement

Following an invitation from the Governor of East Java, on 3–5 October 2010 the Deputy Speaker, Mr Michael Sutherland MLA, accompanied by Mr John Hyde MLA, Ms Andrea Mitchell MLA, and Deputy Clerk Kirsten Robinson, attended the activities and celebrations in Surabaya marking the 20th Anniversary of the Sister-State Agreement between Western Australia and Indonesia's East Java province. The highlight of the visit was the official signing by the Governor of Western Australia and the Governor of East Java of a re-affirmation of the Western Australia – East Java Sister-State Agreement.

Other activities during the visit which celebrated the cultural, sporting and other links between Western Australia and East Java included the official opening of newly restored buildings at Karya Mulia, the only school in Indonesia for deaf children; a basketball tournament; a performance by a WA theatre company; a visit to the East Java Parliament and a cultural performance at a local school.

2.12 Advertising

The Legislative Assembly advertises its employment opportunities, education activities as appropriate, special events such as regional sittings and requests for submissions to committee inquiries.

2.13 Record-Keeping Plan

The Legislative Assembly's record-keeping plan was last formally reviewed in 2007 and, under the *State Records Act 2000*, the next review is due in 2012. The Department has a comprehensive set of policies and procedures for record-keeping and in 2009 implemented an Electronic Document and Records Management System to enable better efficiency in dealing with both documents and records. All new parliamentary employees are advised of the Department's record-keeping plan as part of the induction process. Each unit is responsible for providing relevant training on unit record-keeping procedures to new employees upon their commencement.

2.14 Capital Works and Maintenance

Under the three-department parliamentary structure, the PSD undertakes capital works and maintenance on behalf of the Legislative Assembly. Capital requirements in relation to the Legislative Assembly are approved by the Speaker and the Clerk and are funded principally through capital funding to PSD.

2.15 Plans for the Coming Year

In addition to the usual provision of services to the Legislative Assembly and its committees, support for Members, and provision of education services, the Department has a range of activities planned for the coming year, including to:

- increase training and development of staff to service the House and its committees;
- make substantial progress in increasing procedural resources for the Legislative Assembly in the future;
- improve information to visitors and Members in relation to the activities of the Legislative Assembly;
- increase training and development of staff in the Cook Islands Parliament; and
- host a Statewide student Parliament.

CHAPTER 3 DEPARTMENTAL STAFFING

3.1 Professional Development

The Legislative Assembly continues to enhance the working conditions for staff through providing access to professional development and other benefits. In the year under review, 29 officers—nearly all the Legislative Assembly’s staff—attended professional development training or seminars.

3.2 Occupational Safety and Health

The Legislative Assembly, in concert with the other two parliamentary departments, is involved in development in the areas of Occupational Safety (OSH) and Health and Equal Opportunity. During the 2009–2010 year the parliamentary departments’ Occupational Safety and Health Management System (OSHMS) was implemented in earnest. The OSHMS is the overarching framework which provides a documented and co-ordinated approach to safety management and is made up of five key elements:

- Management Commitment
- Planning
- Implementation
- Measurement and Evaluation
- Review and Improvement

This year further progress was made to support our commitment including: training for all staff on a quarterly basis; workplace hazard inspections; increased communication and reporting; enhanced emergency and first aid response; and the implementation of new policies.

The Department is pleased with the OSH progress and embraces the safety and health culture that continues to develop amongst staff.

3.3 Equal Opportunity and Facilities for People with Disabilities

Although the Department is not subject to the *Public Sector Management Act 1994* or government policy, it provides equal employment opportunities for all employees and potential employees. Management is also very conscious of the needs of disabled staff, Members and visitors, and also of the needs of broader groups such as the elderly, parents, children and non-English speaking visitors.

Departmental recruitment strategies promote openness and do not discriminate against any candidate. Applications are screened against clearly articulated selection criteria, and if short listed, candidates are then interviewed by a panel. The successful applicant is ultimately chosen based on their capacity to meet the job requirements. The Department does not seek disclosure of birth date or birth place or ethnic background, cultural or religious belief, family or marital status, gender or sexual orientation, or any other information that is not relevant to the selection process.

The Department conducts its business from three locations. The primary location for the majority of the Department’s staff is Parliament House. All new capital projects include specific provisions to cater for people with disabilities. Various areas within parliamentary facilities have been retro-fitted to improve access and egress for disabled persons.

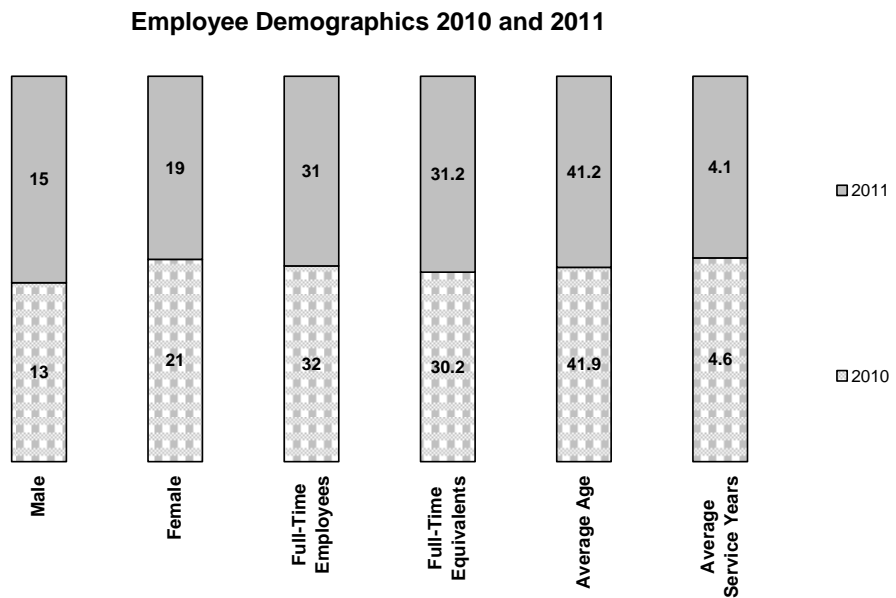
Current facilities for the disabled include parking spaces, toilets and bathrooms, wheelchair access via a ramp and internal lifts, public gallery access, facilities for the hearing impaired when watching the Chamber proceedings and priority assistance in emergency evacuation responses. The Department is conscious of the needs of people with disabilities and, while there is not a policy specific to ‘disability

access', overall planning takes into account facilities for these types of needs when design decisions are made.

3.4 Profile of Legislative Assembly Staff

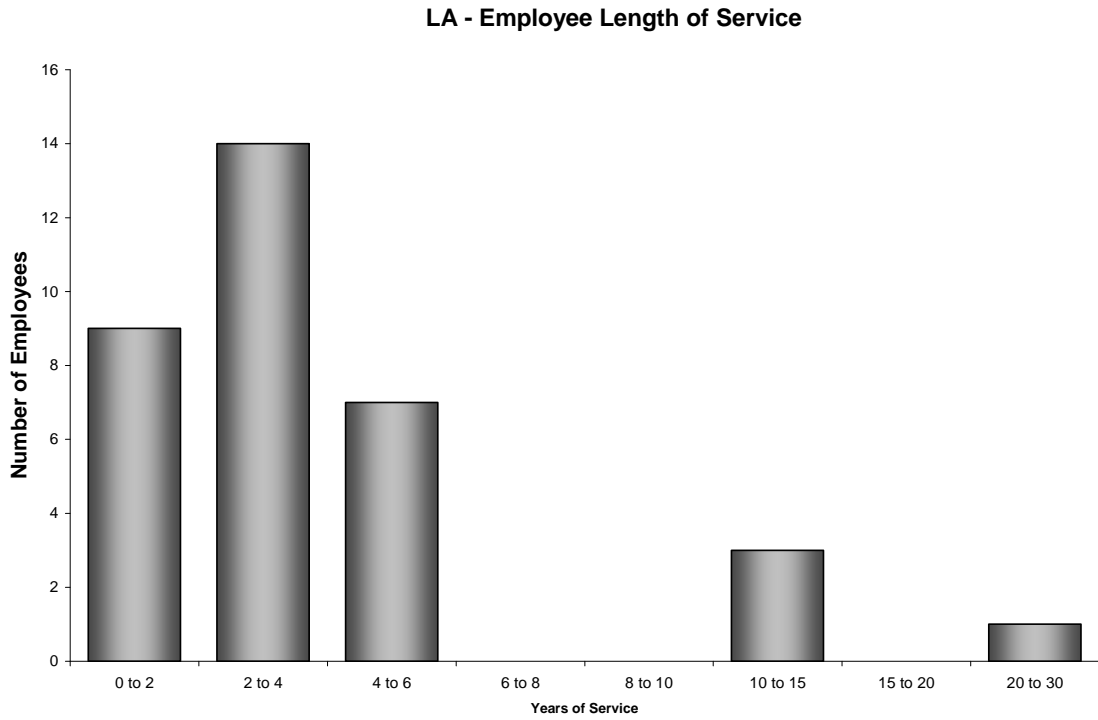
The following statistics and graphs show the profile of Legislative Assembly staff.¹

Staff Demographics 2010 and 2011

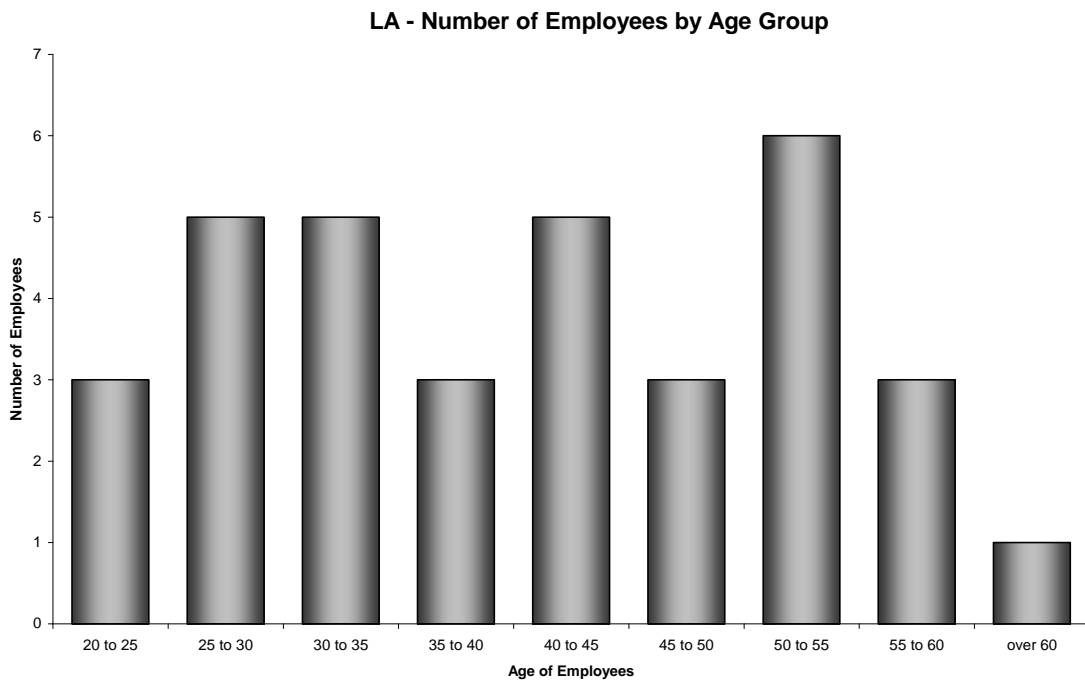


¹ All graphs exclude casual presenters.

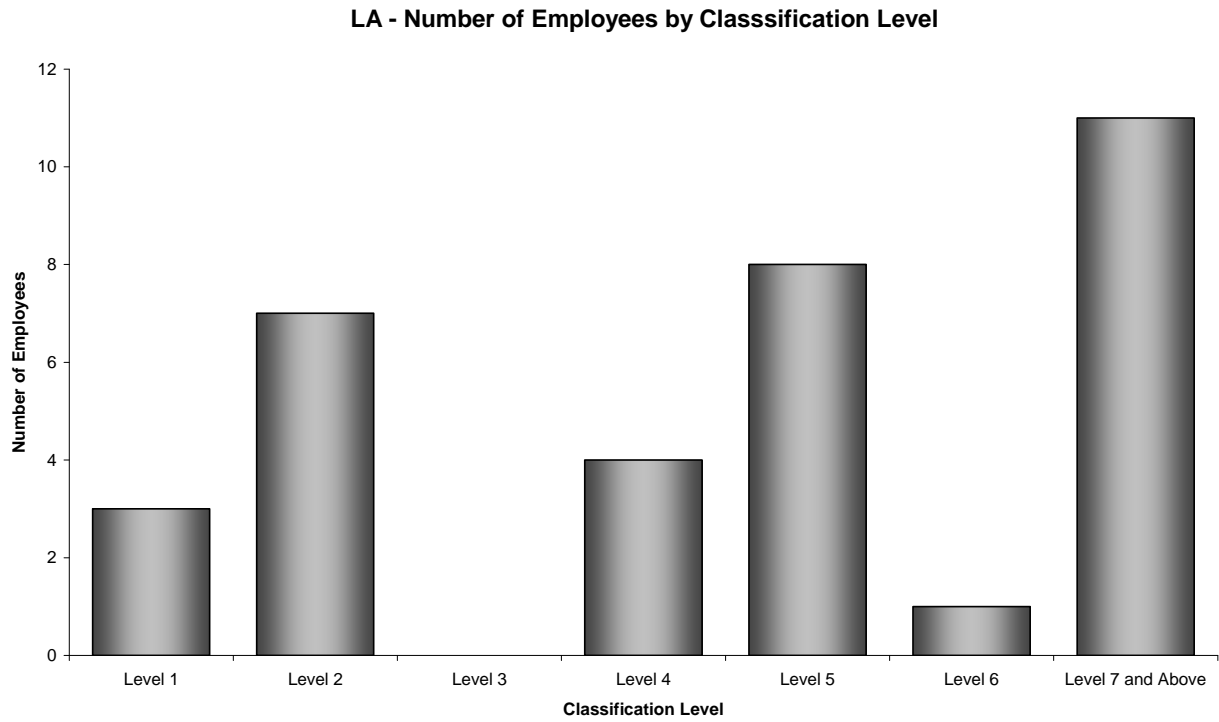
Staff Length of Service 2010–2011



Staff Age Profile 2010–2011



Staff by Classification Level 2010–2011



CHAPTER 4 ASSESSMENT OF DEPARTMENTAL PERFORMANCE

4.1 Background

The Department assesses its performance through a series of measures, incorporating the findings of the Members' survey which has also been conducted in previous years. Appendix Two of this report contains the results of the Department's performance indicators.

4.2 Members' Survey 2010–2011

A survey of Members of the Legislative Assembly was undertaken to assess their perception of the services delivered by the Department. Members were asked how they rated the following seven aspects of the work of the Department in terms of the quality, timeliness and effectiveness of the services provided:

- 1 Procedural advice related to general operations of the House;
- 2 Procedural advice related to achieving Members' specific purposes in the House;
- 3 Assistance with drafting of, and amendments to, Bills and motions;
- 4 Procedural advice in relation to standing committees;
- 5 Administrative advice and arrangements in relation to standing committees;
- 6 Provision of Bills, papers and general services in the Chamber and in non-sitting periods;
and
- 7 Educational services.

The survey instrument on this occasion, as previously, requested respondents to provide their name to enable prompt follow-up and response to specific concerns that might have been highlighted by a Member.

(a) Analysis of Results

Of the 59 questionnaires distributed to Members, 46% were completed and returned.

In general, the feedback received from Members as part of the survey indicated a high level of satisfaction with the services provided by the Department.

There were three areas equal in rating the highest level of satisfaction. *Procedural advice related to general operations of the House; procedural advice related to achieving Members' specific purposes in the House; and education services such as school visits, students to Parliament and the Joint Outreach Education Program* all rated identical scores, with 85% of respondents who answered these questions giving an answer of 'very good', and with 15% answering 'good'.

Following this, respondents found that the *provision of Bills, papers and general services in the Chamber and in non-sitting periods* either 'very good' (81%) or 'good' (19%).

Not all respondents were able to answer the remaining three questions as not all of them have needed to seek assistance with the drafting of Bills and motions or have current experience serving on standing committees. Therefore, percentages are calculated only on those who were able to provide a response.

In relation to *assistance with drafting of, and amendments to, Bills and motions* 30% of respondents found this to be not applicable. However, of those who did rate this service 82% rated it as 'very good' and 18% rated it as 'good'.

In relation to standing committees, for both *procedural advice in relation to standing committees* and *administrative advice and arrangements in relation to standing committees*, nearly 19% of respondents

CHAPTER 4

found this to be not applicable to their experience. However, of those who did rate these services, the responses were identical. Both areas rated 67% as 'very good,' 28% as 'good' and 5% as 'acceptable'.

Comments in all areas surveyed were, overall, very positive.

APPENDIX ONE

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY FINANCIAL STATEMENTS

Year Ending 30 June 2011

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
CERTIFICATION OF FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2011

The accompanying financial statements of the Department of the Legislative Assembly have been prepared in compliance with the provisions of the *Financial Management Act 2006* from proper accounts and records to present fairly the financial transactions for the financial year ended 30 June 2011 and the financial position as at 30 June 2011.

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



Dawn Timmerman
Chief Finance Officer
Date: 12/9/2011



Peter McHugh
Accountable Authority
Date: 12/9/2011





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Statement of Comprehensive Income
For the year ended 30 June 2011

| | | 2011 | 2010 |
|--|------|---------------|---------------|
| | Note | \$000 | \$000 |
| COST OF SERVICES | | | |
| Expenses | | | |
| Employee benefits expense | 6 | 18,887 | 17,859 |
| Supplies and services | 7 | 9,499 | 9,254 |
| Depreciation and amortisation expense | 8 | 19 | 19 |
| Accommodation expenses | 9 | 668 | 708 |
| Grants and subsidies | 10 | 90 | 105 |
| Other expenses | 11 | 41 | 24 |
| Loss on disposal of non-current assets | | 1 | 9 |
| Total cost of services | | <u>29,205</u> | <u>27,978</u> |
| Income | | | |
| Revenue | | | |
| Other Revenue | 12 | 96 | 1 |
| Total income other than income from State of WA | | <u>96</u> | <u>1</u> |
| NET COST OF SERVICES | | <u>29,109</u> | <u>27,977</u> |
| Income from State of WA | | | |
| Service appropriation | 13 | 21,086 | 19,271 |
| Resources received free of charge | | 8,340 | 7,868 |
| Total income from State of WA | | <u>29,426</u> | <u>27,139</u> |
| SURPLUS/(DEFICIT) FOR THE PERIOD | | <u>317</u> | <u>(838)</u> |
| OTHER COMPREHENSIVE INCOME | | | |
| Changes in assets revaluation surplus | | - | - |
| Gains/losses recognised directly in equity | | - | - |
| Total other comprehensive income | | <u>-</u> | <u>-</u> |
| TOTAL COMPREHENSIVE INCOME FOR THE PERIOD | | <u>317</u> | <u>(838)</u> |

Refer to the 'Schedule of Income and Expenses by Service'.

The Statement of Comprehensive Income should be read in conjunction with the accompanying notes





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Statement of Financial Position
As at 30 June 2011

| | | 2011 | 2010 |
|--------------------------------------|-------|---------------------|---------------------|
| | Note | \$000 | \$000 |
| ASSETS | | | |
| Current Assets | | | |
| Cash and cash equivalents | 23 | 617 | 268 |
| Receivables | 15 | 34 | 73 |
| Other current assets | 17 | 87 | 72 |
| Total Current Assets | | <u>738</u> | <u>413</u> |
| Non-Current Assets | | | |
| Restricted cash and cash equivalents | 14/23 | 88 | 87 |
| Amounts receivable for services | 16 | 380 | 348 |
| Plant and equipment | 18 | 289 | 298 |
| Total Non-Current Assets | | <u>757</u> | <u>733</u> |
| TOTAL ASSETS | | <u>1,495</u> | <u>1,146</u> |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Payables | 20 | 259 | 301 |
| Provisions | 21 | 599 | 544 |
| Total Current Liabilities | | <u>858</u> | <u>845</u> |
| Non-Current Liabilities | | | |
| Provisions | 21 | 205 | 186 |
| Total Non-Current Liabilities | | <u>205</u> | <u>186</u> |
| TOTAL LIABILITIES | | <u>1,063</u> | <u>1,031</u> |
| NET ASSETS | | <u>432</u> | <u>115</u> |
| EQUITY | 22 | | |
| Contributed equity | | - | - |
| Reserves | | 48 | 48 |
| Accumulated surplus/ (deficit) | | 384 | 67 |
| TOTAL EQUITY | | <u>432</u> | <u>115</u> |

Refer to the 'Schedule of Assets and Liabilities by Service'.

The Statement of Financial Position should be read in conjunction with the accompanying notes.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Statement of Changes in Equity
For the year ended 30 June 2011

| | Note | Contributed equity | Reserves | Accumulated surplus/ (deficit) | Total equity |
|--|------|-----------------------|----------|--------------------------------------|--------------|
| | | \$'000 | \$'000 | \$'000 | \$'000 |
| Balance at 1 July 2009 | | | 48 | 905 | 953 |
| Changes in accounting policy or correction of prior period | | - | - | - | - |
| Restated balance at 1 July 2009 | 22 | - | 48 | 905 | 953 |
| Total comprehensive income for the year | | | - | (838) | (838) |
| Transactions with owners in their capacity as owners: | | | | | |
| Capital appropriations | | - | - | - | - |
| Other contributions by owners | | - | - | - | - |
| Distributions to owners | | - | - | - | - |
| Total | | - | - | - | - |
| Balance at 30 June 2010 | | - | 48 | 67 | 115 |
| Balance at 1 July 2010 | | - | 48 | 67 | 115 |
| Total comprehensive income for the year | | - | - | 317 | 317 |
| Transactions with owners in their capacity as owners: | | | | | |
| Capital appropriations | | - | - | - | - |
| Other contributions by owners | | - | - | - | - |
| Distributions to owners | | - | - | - | - |
| Total | | - | - | - | - |
| Balance at 30 June 2011 | | - | 48 | 384 | 432 |

The Statement of Changes in Equity should be read in conjunction with the accompanying notes.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Statement of Cash Flows
For the year ended 30 June 2011

| | 2011 | 2010 |
|--|--------------------|-----------------|
| | \$000 | \$000 |
| | Note | |
| CASH FLOWS FROM STATE OF WA | | |
| Service appropriation | 5,317 | 4,286 |
| Capital appropriations | - | - |
| Other statutes | 15,737 | 14,953 |
| Net cash provided by State of WA | <u>21,054</u> | <u>19,239</u> |
| Utilised as follows: | | |
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Payments | | |
| Employee benefits | (18,813) | (17,733) |
| Supplies and services | (1,143) | (1,342) |
| Accommodation | (710) | (770) |
| Grant and subsidies payments | (90) | (105) |
| GST payments on purchases | (169) | (186) |
| Other payments | (41) | (24) |
| Receipts | | |
| GST receipts from taxation authority | 177 | 201 |
| Other receipts | 96 | 1 |
| Net cash provided by/(used in) operating activities | 23 <u>(20,693)</u> | <u>(19,958)</u> |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Proceeds from sale of non-current physical assets | - | - |
| Purchase of non-current assets | (11) | (61) |
| Net cash provided by/(used in) investing activities | <u>(11)</u> | <u>(61)</u> |
| Net increase/(decrease) in cash and cash equivalents | 350 | (780) |
| Cash and cash equivalents at the beginning of the period | 355 | 1,135 |
| CASH AND CASH EQUIVALENTS AT THE END OF PERIOD | 23 <u>705</u> | <u>355</u> |

The Statement of Cash Flows should be read in conjunction with the accompanying notes.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Schedule of Income and Expenses By Service
FOR THE YEAR ENDED 30 JUNE 2011

| | Support operations of the Legislative Assembly | | Promote public knowledge and awareness | | Other Services | | Salaries and Allowances Act | | Total | |
|--|--|---------------|--|---------------|----------------|---------------|-----------------------------|---------------|---------------|---------------|
| | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 |
| COST OF SERVICES | | | | | | | | | | |
| Expenses | | | | | | | | | | |
| Employee benefits expense | 2,787 | 2,693 | 243 | 280 | - | - | 15,856 | 14,886 | 18,886 | 17,859 |
| Supplies and services | 1,124 | 1,233 | 20 | 141 | 8,334 | 7,862 | 21 | 18 | 9,499 | 9,254 |
| Depreciation and amortisation expense | 19 | 19 | - | - | - | - | - | - | 19 | 19 |
| Accommodation expenses | 668 | 708 | - | - | - | - | - | - | 668 | 708 |
| Grants and Subsidies | - | - | - | - | 90 | 105 | - | - | 90 | 105 |
| Other expenses | 41 | 24 | - | - | - | - | 1 | - | 42 | 24 |
| Loss on disposal of assets | 1 | 9 | - | - | - | - | - | - | 1 | 9 |
| Total cost of services | 4,640 | 4,686 | 263 | 421 | 8,424 | 7,967 | 15,878 | 14,904 | 29,205 | 27,978 |
| Income | | | | | | | | | | |
| User charges and fees | 96 | 1 | - | - | - | - | - | - | 96 | 1 |
| Total income other than income from State of WA | 96 | 1 | - | - | - | - | - | - | 96 | 1 |
| NET COST OF SERVICES | 4,544 | 4,685 | 263 | 421 | 8,424 | 7,967 | 15,878 | 14,904 | 29,109 | 27,977 |
| Income from State of WA | | | | | | | | | | |
| Service appropriation | 4,979 | 3,964 | 280 | 249 | 90 | 105 | 15,737 | 14,953 | 21,086 | 19,271 |
| Resources received free of charge | 6 | 5 | - | - | 8,334 | 7,863 | - | - | 8,340 | 7,868 |
| Total income from State of WA | 4,985 | 3,969 | 280 | 249 | 8,424 | 7,968 | 15,737 | 14,953 | 29,426 | 27,139 |
| SURPLUS/DEFICIT FOR THE PERIOD | 441 | (716) | 17 | (172) | - | 1 | (141) | 49 | 317 | (838) |

Schedule of Assets and Liabilities by Service
as at 30 JUNE 2011

| | Support operations of the Legislative Assembly | | Promote public knowledge and awareness | | Other Services | | Salaries and Allowances Act | | Total | |
|--------------------------|--|---------------|--|---------------|----------------|---------------|-----------------------------|---------------|---------------|---------------|
| | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 | 2011 \$000 | 2010 \$000 |
| Assets | | | | | | | | | | |
| Current assets | 979 | 447 | (149) | (144) | - | - | (92) | 110 | 738 | 413 |
| Non-current assets | 750 | 733 | 7 | - | - | - | - | - | 757 | 733 |
| Total Assets | 1,729 | 1,180 | (142) | (144) | - | - | (92) | 110 | 1,495 | 1,146 |
| Liabilities | | | | | | | | | | |
| Current liabilities | 570 | 487 | 34 | 53 | - | - | 255 | 306 | 859 | 846 |
| Non-current liabilities | 188 | 162 | 17 | 13 | - | - | - | 10 | 205 | 185 |
| Total Liabilities | 758 | 649 | 51 | 66 | - | - | 255 | 316 | 1,064 | 1,031 |
| NET ASSETS | 971 | 531 | (193) | (210) | - | - | (347) | (206) | 431 | 115 |

The Schedule of Assets and Liabilities by Service should be read in conjunction with the accompanying notes.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Summary of Consolidated Account Appropriations
and Income Estimates
For the Year Ended 30 JUNE 2011

| | 2011 Estimate \$000 | 2011 Actual \$000 | 2011 Variance \$000 | 2011 Actual \$000 | 2010 Actual \$000 | 2010 Variance \$000 |
|--|---------------------------|-------------------------|---------------------------|-------------------------|-------------------------|---------------------------|
| <u>Delivery Services</u> | | | | | | |
| Item 2 Net amount appropriated to deliver services | 5,349 | 5,349 | - | 5,349 | 4,318 | 1,031 |
| Amount Authorised by Other Statutes | | | | | | |
| - Salaries and Allowances Act 1975 | 15,369 | 15,737 | (368) | 15,737 | 14,953 | 784 |
| Total appropriations provided to deliver services | 20,718 | 21,086 | (368) | 21,086 | 19,271 | 1,815 |
| <u>Details of Expenses by Service</u> | | | | | | |
| Support the Operations of the Legislative Assembly | 5,102 | 4,640 | 462 | 4,640 | 4,686 | (46) |
| Promote Public Knowledge and Awareness of the Parliament | 280 | 263 | 17 | 263 | 421 | (158) |
| Other Services | 8,082 | 8,424 | (342) | 8,424 | 7,967 | 457 |
| Salaries and Allowances Act 1975 | 15,369 | 15,878 | (509) | 15,878 | 14,904 | 974 |
| Total Cost of Services | 28,833 | 29,205 | (372) | 29,205 | 27,978 | 1,227 |
| Less Total income | - | (96) | 96 | (96) | (1) | (95) |
| Net cost of services | 28,833 | 29,109 | (276) | 29,109 | 27,977 | 1,132 |
| Adjustments ⁽ⁱ⁾ | (8,115) | (8,023) | (92) | (8,023) | (8,706) | 683 |
| Total appropriations provided to deliver services | 20,718 | 21,086 | (368) | 21,086 | 19,271 | 1,815 |
| <u>Capital Expenditure</u> | | | | | | |
| Purchase of non-current physical assets | - | 11 | (11) | 11 | 61 | (50) |
| Adjustments for other funding sources | - | (11) | 11 | (11) | (61) | 50 |
| Capital appropriations | - | - | - | - | - | - |

(i) Adjustments comprise movements in cash balances and other accrual items such as receivables, payables and superannuation.

Note 27 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2011 and between the actual results for 2010 and 2011.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 1. Australian Accounting Standards

General

The Department's financial statements for the year ended 30 June 2011 have been prepared in accordance with Australian Accounting Standards. The term 'Australian Accounting Standards' refers to Standards and Interpretations issued by the Australian Accounting Standard Board (AASB).

The Department has adopted any applicable new and revised Australian Accounting Standards from their operative dates.

Early adoption of standards

The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 *Application of Australian Accounting Standards and Other Pronouncements*. No Australian Accounting Standards that have been issued or amended but not operative have been early adopted by the Department for the annual reporting period ended 30 June 2011.

Note 2. Summary of significant accounting policies

(a) General Statement

The financial statements constitute general purpose financial statement that have been prepared in accordance with the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board as applied by the Treasurer's Instructions. Several of these are modified by the Treasurer's Instructions to vary application, disclosure, format and wording.

The *Financial Management Act* and the Treasurer's instructions are legislative provisions governing the preparation of financial statements and take precedence over the Australian Accounting Standards, the Framework, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board.

Where modification is required and has a material or significant financial effect upon the reported results, details of that modification and the resulting financial effect are disclosed in the notes to the financial statements.

(b) Basis of Preparation

The financial statements have been prepared on the accrual basis of accounting using the historical cost convention, except for artworks which have been measured at fair value.

The accounting policies adopted in the preparation of the financial statements have been consistently applied throughout all periods presented unless otherwise stated.

The financial statements are presented in Australian dollars and all values are rounded to the nearest thousand dollars (\$'000).





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(b) Basis of Preparation (cont.)

Note 3 'Judgements made by management in applying accounting policies' discloses judgements that have been made in the process of applying the Department's accounting policies resulting in the most significant effect on amounts recognised in the financial statements.

Note 4 'Key sources of estimation uncertainty' discloses key assumptions made concerning the future, and other key sources of estimation uncertainty at the end of the reporting period, that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

(c) Reporting Entity

The reporting entity comprises the Department.

Mission

The Legislative Assembly services the needs of Members of Parliament, through two specific service roles that are undertaken to meet its single desired outcome. It pursues a broad, high level goal supporting governance for all Western Australians.

The Department is predominantly funded by Parliamentary appropriations. The financial statements encompass all funds through which the Department controls resources to carry on its functions.

Services

The Department provides the following services:

Service 1: Support the operations of the Legislative Assembly

Service 2: Promote public knowledge and awareness of the Parliament

(d) Contributed Equity

AASB Interpretation 1038 *Contributions by Owners Made to Wholly-Owned Public Sector Entities* requires transfers in the nature of equity contributions, other than as a result of a restructure of administrative arrangements, in the nature of equity contributions to be designated by the Government (the owner) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by Treasurer's instruction (TI) 955 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.

The transfer of net assets to/from other agencies, other than as a result of a restructure of administrative arrangements, are designated as contributions by owners where the transfers are non-discretionary and non-reciprocal.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(e) Income

Revenue recognition

Revenue is recognised and measured at the fair value of consideration received or receivable. Revenue is recognised for the major business activities as follows:

Sale of goods

Revenue is recognised from the sale of goods and disposal of other assets when the significant risks and rewards of ownership transfer to the purchaser and can be measured reliably.

Provision of services

Revenue is recognised on delivery of the service to the client or by reference to the stage of completion of the transaction.

Interest

Revenue is recognised as the interest accrues.

Service Appropriations

Service Appropriations are recognised as revenues at fair value in the period in which the Department gains control of the appropriated funds. The Department gains control of appropriated funds at the time those funds are deposited to the bank account or credited to the 'Amounts receivable for services' (holding account) held at Treasury.

Net Appropriation Determination

The Treasurer may make a determination providing for prescribed receipts to be retained for services under the control of the Department. In accordance with the determination specified in the 2010-2011 Budget Statements, the Department retained \$96,000 in 2011, being \$92,500 in Conference registration fees and \$4,500 for other revenue (\$1,334 in 2010 from sales of publications).

Grants, donations, gifts and other non-reciprocal contributions

Revenue is recognised at fair value when the Department obtains control over the assets comprising the contributions, usually when cash is received.

Other non-reciprocal contributions that are not contributions by owners are recognised at their fair value. Contributions of services are only recognised when a fair value can be reliably determined and the services would be purchased if not donated.

Gains

Realised or unrealised gains are usually recognised on a net basis. These include gains arising on the disposal of non-current assets and some revaluations of non-current assets.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(f) Plant and Equipment

Capitalisation/Expensing of assets

Items of plant and equipment costing \$5,000 or more are recognised as assets and the cost of utilising assets is expensed (depreciated) over their useful lives. Items of plant and equipment costing less than \$5,000 are immediately expensed direct to the Statement of Comprehensive Income (other than when they form part of a group of similar items which are significant in total). All artworks are capitalised as it is anticipated that their value will appreciate over time.

Initial recognition and measurement

Plant and equipment are initially recognised at cost.

For items of plant and equipment acquired at no cost or for nominal cost, the cost is their fair value at the date of acquisition.

Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of works of art, and historical cost for all other plant and equipment. Works of art are carried at fair value less accumulated impairment losses. All other items of plant and equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses. Artworks are independently valued every three years.

The most significant assumptions in estimating fair value are made in assessing whether to apply the existing use basis to assets and in determining estimated useful life. Professional judgment by the valuer is required where the evidence does not provide a clear distinction between market type assets and existing use assets.

Derecognition

Upon disposal or derecognition of an item of plant and equipment, any revaluation reserve relating to that asset is retained in the asset revaluation reserve.

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets as described in note 18 'Plant and Equipment'.

Depreciation

All non-current assets having a limited useful life are systematically depreciated over their estimated useful lives in a manner that reflects the consumption of their future economic benefits.

Depreciation is calculated using the straight line method, using rates which are reviewed annually.

Estimated useful lives for each class of depreciable asset are:

Office equipment 3 to 10 years

Works of art controlled by the Department are classified as property, plant and equipment. These are anticipated to have indefinite useful lives. Their service potential has not, in any material sense, been consumed during the reporting period and consequently no depreciation has been recognised.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(g) Intangible assets

Capitalisation/expensing of assets

Acquisitions of intangible assets costing \$5,000 or more and internally generated intangible assets costing \$50,000 or more are capitalised. The cost of utilising the assets is expensed (amortised) over their useful life. Costs incurred below these thresholds are immediately expensed directly to the Statement of Comprehensive Income.

Computer software

Software that is an integral part of the related hardware is treated as plant and equipment. Software that is not an integral part of the related hardware is treated as an intangible asset. Software costing less than \$5,000 is expensed in the year of acquisition.

Website costs

Website costs are charged as expenses when they are incurred unless they relate to the acquisition or development of an asset when they may be capitalised and amortised. Generally, costs in relation to feasibility studies during the planning phase of a website, and ongoing costs of maintenance during the operating phase are expensed. Costs incurred in building or enhancing a website, to the extent that they represent probable future economic benefits that can be reliably measured, are capitalised.

(g) Impairment of Assets

Plant and equipment assets are tested for any indication of impairment at the end of each reporting period. Where there is an indication of impairment, the recoverable amount is estimated. Where the recoverable amount is less than the carrying amount, the asset is considered impaired and is written down to the recoverable amount and an impairment loss is recognised. As the Department is a not-for-profit entity, unless an asset has been identified as a surplus asset, the recoverable amount is the higher of an asset's fair value less costs to sell and depreciated replacement cost.

The risk of impairment is generally limited to circumstances where an asset's depreciation is materially understated, where the replacement cost is falling or where there is a significant change in useful life. Each relevant class of assets is reviewed annually to verify that the accumulated depreciation/amortisation reflects the level of consumption or expiration of asset's future economic benefits and to evaluate any impairment risk from falling replacement costs.

The recoverable amount of assets identified as surplus assets is the higher of fair value less costs to sell and the present value of future cash flows expected to be derived from the asset. Surplus assets carried at fair value have no risk of material impairment where fair value is determined by reference to market-based evidence. Where fair value is determined by reference to depreciated replacement cost, surplus assets are at risk of impairment and the recoverable amount is measured. Surplus assets at cost are tested for indications of impairment at the end of each reporting period.

(h) Leases

The Department does not hold any finance leases.

Operating leases are expensed on a straight line basis over the lease term as this represents the pattern of benefits derived from the leased properties.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(i) Financial Instruments

In addition to cash, the Department has two categories of financial instrument:

- Receivables; and
- Financial liabilities measured at amortised cost.

These have been disaggregated into the following classes:

Financial Assets

- Cash and cash equivalents
- Restricted cash and cash equivalents
- Receivables
- Amounts receivable for services

Financial Liabilities

- Payables

Initial recognition and measurement of financial instruments is at fair value which normally equates to the transaction cost or the face value. Subsequent measurement is at amortised cost using the effective interest method.

The fair value of short-term receivables and payables is the transaction cost or the face value because there is no interest rate applicable and subsequent measurement is not required as the effect of discounting is not material.

(j) Cash and Cash Equivalents

For the purpose of the Statement of Cash Flows, cash and cash equivalents (and restricted cash and cash equivalent) assets comprise cash on hand.

(k) Accrued Salaries

Accrued salaries (refer note 20 'Payables') represent the amount due to staff but unpaid at the end of the financial year, as the pay date for the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a fortnight of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to its net fair value.

Accrued salaries suspense account (see note 14 'Restricted cash and cash equivalents') consists of amounts paid annually into a suspense account over a period of 10 financial years to largely meet the additional cash outflow in each eleventh year when 27 pay days occur in that year instead of the normal 26. No interest is received on this account.

(l) Amounts receivable for services (holding account)

The Department receives funding on an accrual basis. The appropriations are paid partly in cash and partly as an asset (holding account receivable). The accrued amount receivable is accessible on the emergence of the cash funding requirement to cover leave entitlements and asset replacement.

(m) Receivables

Receivables are recognised at original invoice amount less an allowance for any uncollectible amounts (i.e., impairment). The collectability of receivables is reviewed on an ongoing basis and any receivables identified as uncollectible are written-off against the allowance account. The allowance for uncollectible amounts (doubtful debts) is raised when there is objective evidence that the Department will not be able to collect the debts. No receivables have been identified as uncollectible at year end. The carrying amount is equivalent to fair value as it is due for settlement within 30 days.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(n) Payables

Payables are recognised at the amounts payable when the Department becomes obliged to make future payments as a result of a purchase of assets or services at fair value, as they are generally settled within 30 days.

(o) Provisions

Provisions are liabilities of uncertain timing or amount and are recognised where there is a present legal or constructive obligation as a result of a past event and when the outflow of resources embodying economic benefits is probable and a reliable estimate can be made of the amount of the obligation. Provisions are reviewed at the end of each reporting period.

Provisions - employee benefits

All annual leave and long service leave provisions are in respect of employees' services up to the end of the reporting period.

Annual leave

The liability for annual leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled. Annual leave not expected to be settled within 12 months after the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.

The provision for annual leave is classified as a current liability as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period.

Long Service Leave

The liability for long service leave expected to be settled within 12 months after the reporting period is recognised and measured at the undiscounted amounts expected to be paid when the liability is settled.

Long service leave not expected to be settled within 12 months after the reporting period is recognised and measured at the present value of amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

When assessing expected future payments consideration is given to expected future wage and salary levels including non-salary components such as employer superannuation contributions, as well as the experience of employee departures and periods of service. The expected future payments are discounted using market yields at the end of the reporting period on national government bonds with terms to maturity that match, as closely as possible, the estimated future cash outflows.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(o) Provisions (cont.)

Unconditional long service leave provisions are classified as current liabilities as the Department does not have an unconditional right to defer settlement of the liability for at least 12 months after the reporting period. Conditional long service leave provisions are classified as non-current liabilities because the Department has an unconditional right to defer the settlement of the liability until the employee has completed the requisite years of service.

Sick Leave

Liabilities for sick leave are recognised when it is probable that sick leave paid in the future will be greater than the entitlement that will accrue in the future.

Past history indicates that on average, sick leave taken each reporting period is less than the entitlement accrued. This is expected to continue in future periods. Accordingly, it is unlikely that existing accumulated entitlements will be used by employees and no liability for unused sick leave entitlements is recognised. As sick leave is non-vesting, an expense is recognised in the Statement of Comprehensive Income for this leave as it is taken.

Deferred Leave

The provision for deferred leave relates to Public Service employees who have entered into an agreement to self-fund an additional 12 months leave in the fifth year of the agreement. The provision recognises the value of salary set aside for employees to be used in the fifth year. This liability is measured on the same basis as annual leave. Deferred leave is reported as a non-current provision until the fifth year.

Purchased Leave

The provision for purchased leave relates to Parliamentary Service employees who have entered into an agreement to self-fund up to an additional ten weeks leave per calendar year. The provision recognises the value of salary set aside for employees and is measured at the nominal amounts expected to be paid when the liabilities are settled. This liability is measured on the same basis as annual leave.

Superannuation

The Government Employees Superannuation Board (GESB) administers public sector superannuation arrangements in Western Australia in accordance with legislative requirements.

Eligible employees may contribute to the Pension Scheme, a defined benefit pension scheme closed to new members since 1987, or the Gold State Superannuation Scheme (GSS), a defined benefit lump sum scheme closed to new members since 1995.

The GSS is a defined benefit scheme for the purposes of employees and whole-of-government reporting. However, it is a defined contribution plan for agency purposes because the concurrent contributions (defined contributions) made by the Department to GESB extinguishes the agency's obligations to the related superannuation liability.

The Department has no liabilities under the Pension or the GSS. The liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Department to the GESB. The concurrently funded part of the GSS is a defined contribution scheme as these contributions extinguish all liabilities in respect of the concurrently funded GSS obligations.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(o) Provisions (cont.)

Employees commencing employment prior to 16 April 2007 who are not members of either the Pension or the GSS Schemes became non-contributory members of the West State Superannuation Scheme (WSS). Employees commencing employment on or after 16 April 2007 became members of the GESB Super Scheme (GESBS). Both of these schemes are accumulation schemes. The Department makes concurrent contributions to GESB on behalf of employees in compliance with the Commonwealth Government's *Superannuation Guarantee (Administration) Act 1992*. These contributions extinguish the liability for superannuation charges in respect of the WSS and GESBS.

The GESB makes all benefit payments in respect of the Pension Scheme and GSS, and is recouped from the Treasurer for the employer's share.

Provisions - other

Employment on-costs

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other Expenses' and are not included as part of the Department's 'Employee benefits expense'. The related liability is included in 'Employment on-costs provision'.

(p) Superannuation Expense

The superannuation expense in the Statement of Comprehensive Income comprises of employer contributions paid to the GSS (concurrent contributions), the WSS, and the GESBS. The employer contributions paid to the GESB in respect of the GSS is paid back into the Consolidated Account by the GESB.

(q) Resources received free of charge or for nominal cost

Resources received free of charge or for nominal cost that can be reliably measured are recognised as income at fair value. Where the resource received represents a service that the Department would otherwise pay for, a corresponding expense is recognised. Receipts of assets are recognised in the Statement of Financial Position.

Assets or services received from other State Government agencies are separately disclosed under Income from State Government in the Statement of Comprehensive Income.

(r) Comparative figures

Comparative figures are, where appropriate, reclassified to be comparable with the figures presented in the current financial year.

Note 3. Judgements made by management in applying accounting policies

The preparation of financial statements requires management to make judgements about the application of accounting policies that have a significant effect on the amounts recognised in the financial statements. The Department evaluates these judgements regularly.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Operating lease commitments

The Department has entered into a building lease for office accommodation. This lease relates to buildings of a temporary nature and it has been determined that the lessor retains substantially all the risks and rewards incidental to ownership. Accordingly, this lease has been classified as an operating lease.

Note 4. Key sources of estimation uncertainty

Key estimates and assumptions concerning the future are based on historical experience and various other factors that have a significant risk of causing a material adjustment to the carrying amount of assets and liabilities within the next financial year.

Long Service Leave

Several estimations and assumptions used in calculating the Department's long service leave provision include expected future salary rates, discount rates, employee retention rates and expected future payments. Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 5. Disclosure of changes in accounting policy and estimates

Initial application of an Australian Accounting Standard

The Department has applied the following Australian Accounting Standards effective for annual reporting periods beginning on or after 1 July 2010 that impacted on the Department.

2009-5 *Further Amendments to Australian Accounting Standards arising from the Annual Improvements Project [AASB 5, 8, 101, 107, 117, 118, 136 & 139]*

Under amendments to AASB 117, the classification of land elements of all existing leases has been reassessed to determine whether they are in the nature of operating or finance leases. As leases of land & buildings recognised in the financial statements have not been found to significantly expose the Department to the risks/rewards attributable to control of land, no changes to accounting estimates have been included in the Financial Statements and Notes to the Financial Statements.

Under amendments to AASB 107, only expenditures that result in a recognised asset are eligible for classification as investing activities in the Statement of Cash Flows. All investing cashflows reported in the Department's Statement of Cash Flows relate to increases in recognised assets.

Voluntary changes in Accounting Policy

There were no voluntary changes in accounting policy during the reporting period.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 5. Disclosure of changes in accounting policy and estimates (cont.)

Future impact of Australian Accounting Standards not yet operative

The Department cannot early adopt an Australian Accounting Standard unless specifically permitted by TI 1101 *Application of Australian Accounting Standards and Other Pronouncements*. Consequently, the Department has not applied early any of the following Australian Accounting Standards that have been issued that may impact the Department. Where applicable, the Department plans to apply these Australian Accounting Standards from their application date.

| | Operative for reporting periods |
|--|---------------------------------|
| <p><i>AASB 2009-11</i> <i>Amendments to Australian Accounting Standards arising from AASB 9 [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 121, 127, 128, 131, 132, 136, 139, 1023 & 1038 and Interpretations 10 & 12].</i></p> <p>The amendment to AASB 7 requires modification to the disclosure of categories of financial assets. The Department does not expect any financial impact when the Standard is first applied. The disclosure of categories of financial assets in the notes will change.</p> | <p>1 January 2013</p> |
| <p><i>AASB 2009-12</i> <i>Amendments to Australian Accounting Standards [AASBs 5, 8, 108, 110, 112, 119, 133, 137, 139, 1023 & 1031 and Interpretations 2, 4, 16, 1039 & 1052]</i></p> <p>This Standard introduces a number of terminology changes. There is no financial impact resulting from the application of this revised Standard.</p> | <p>1 January 2011</p> |
| <p><i>AASB 1053</i> <i>Application of Tiers of Australian Accounting Standards</i></p> <p>This Standard establishes a differential financial reporting framework consisting of two tiers of reporting requirements for preparing general purpose financial statements.</p> <p>The Standard does not have any financial impact on the Department. However it may affect disclosures in the financial statements of the Department if the reduced disclosure requirements apply. DTF has not yet determined the application or the potential impact of the new Standard for agencies.</p> | <p>1 July 2013</p> |





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 5. Disclosure of changes in accounting policy and estimates (cont.)

Future impact of Australian Accounting Standards not yet operative (cont.)

AASB 2010-2 Amendments to Australian Accounting Standards arising from Reduced Disclosure Requirements 1 July 2013

This Standard makes amendments to many Australian Accounting Standards, including Interpretations, to introduce reduced disclosure requirements into these pronouncements for application by certain types of entities.

The Standard is not expected to have any financial impact on the Department. However this Standard may reduce some note disclosures in financial statements of the Department. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.

AASB 2011-2 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project – Reduced Disclosure Requirements [AASB 101 & AASB 1054] 1 July 2011

This Amending Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.

AASB 2010-5 Amendments to Australian Accounting Standards [AASB 1, 3, 4, 5, 101, 107, 112, 118, 119, 121, 132, 133, 134, 137, 139, 140, 1023 & 1038 and Interpretations 112, 115, 127, 132 & 1042] (October 2010) 1 January 2011

This Amending Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 5. Disclosure of changes in accounting policy and estimates (cont.)

Future impact of Australian Accounting Standards not yet operative (cont.)

| | | |
|--------------------|--|----------------|
| <i>AASB 2010-6</i> | <i>Amendments to Australian Accounting Standards – Disclosures on Transfers of Financial Assets [AASB 1 & AASB 7]</i> | 1 July 2011 |
| | <p>This Amending Standard removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards for reduced disclosure reporting. DTF has not yet determined the application or the potential impact of the amendments to these Standards for agencies.</p> | |
| <i>AASB 9</i> | <i>Financial Instruments</i> | 1 January 2013 |
| | <p>This Standard supersedes <i>AASB 139 Financial Instruments: Recognition and Measurement</i>, introducing a number of changes to accounting treatments. The Standard was reissued on 6 Dec 2010 and the Department is currently determining the impact of the Standard. DTF has not yet determined the application or the potential impact of the Standard for agencies.</p> | |
| <i>AASB 2010-7</i> | <i>Amendments to Australian Accounting Standards arising from AASB 9 (December 2010) [AASB 1, 3, 4, 5, 7, 101, 102, 108, 112, 118, 120, 121, 127, 128, 131, 132, 136, 137, 139, 1023 & 1038 and Interpretations 2, 5, 10, 12, 19 & 127]</i> | 1 January 2013 |
| | <p>This Amending Standard makes consequential adjustments to other Standards as a result of issuing <i>AASB 9 Financial Instruments</i> in December 2010. DTF has not yet determined the application or the potential impact of the Standard for agencies.</p> | |
| <i>AASB 1054</i> | <i>Australian Additional Disclosures</i> | 1 July 2011 |
| | <p>This Standard, in conjunction with AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards.</p> | |





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 5. Disclosure of changes in accounting policy and estimates (cont.)

Future impact of Australian Accounting Standards not yet operative (cont.)

AASB 2011-1 Amendments to Australian Accounting Standards arising from the Trans-Tasman Convergence Project [AASB 1, 5, 101, 107, 108, 121, 128, 132 & 134 and Interpretations 2, 112 & 113] 1 July 2011

This Amending Standard, in conjunction with *AASB 1054 Australian Additional Disclosures*, removes disclosure requirements from other Standards and incorporates them in a single Standard to achieve convergence between Australian and New Zealand Accounting Standards.

Changes in accounting estimates

There were no changes in accounting estimates during the reporting period.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

| | 2011 | 2010 |
|--|---------------|---------------|
| | \$'000 | \$'000 |
| Note 6. Employee benefits expense | | |
| Salaries and Allowances Act 1975 ^(a) | | |
| Wages and salaries ^(b) | 10,240 | 9,891 |
| Members Entitlements | 4,463 | 3,972 |
| Superannuation - defined contribution plans ^(c) | 928 | 879 |
| | <u>15,631</u> | <u>14,742</u> |
| Parliamentary Support ^(a) | | |
| Wages and salaries ^(b) | 2,939 | 2,839 |
| Superannuation - defined contribution plans ^(c) | 317 | 278 |
| | <u>3,256</u> | <u>3,117</u> |
| Total employee benefits expense | <u>18,887</u> | <u>17,859</u> |

^(a) Expenses relating to Members of the Legislative Assembly, the Clerk and Deputy Clerk are included under 'Salaries and Allowances Act 1975'. Expenses relating to staff of the Legislative Assembly are included under 'Parliamentary Support'.

^(b) Includes the value of the fringe benefit to the employee plus the fringe benefits tax component, leave entitlements including the superannuation component.

^(c) Defined contribution plans include West State, Gold State and GESBS (contributions paid).

Employment on-costs expenses, such as workers' compensation insurance, are included at note 11 'Other Expenses'. The employment on-costs liability is included at note 21 'Provisions'.

| | 2011 | 2010 |
|---|--------------|--------------|
| | \$'000 | \$'000 |
| Note 7. Supplies and services | | |
| Communications | 23 | 47 |
| Consultants and contractors | 8 | 33 |
| Consumables | 77 | 161 |
| Travel | 636 | 591 |
| Other | 421 | 559 |
| Infrastructure and facilities provided by Parliamentary Services Department | 2,931 | 2,713 |
| Administration services provided by Parliamentary Services Department | 5,403 | 5,150 |
| | <u>9,499</u> | <u>9,254</u> |

| | 2011 | 2010 |
|--|-----------|-----------|
| | \$'000 | \$'000 |
| Note 8. Depreciation and amortisation expense | | |
| <u>Depreciation</u> | | |
| Office equipment | 19 | 19 |
| Total depreciation | <u>19</u> | <u>19</u> |

| | 2011 | 2010 |
|---------------------------------------|------------|------------|
| | \$'000 | \$'000 |
| Note 9. Accommodation expenses | | |
| Lease rentals | 668 | 708 |
| | <u>668</u> | <u>708</u> |





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

| <i>Note 10. Grants and subsidies</i> | 2011 | 2010 |
|--|--------|--------|
| <u>Recurrent</u> | \$'000 | \$'000 |
| Commonwealth Parliamentary Association | 90 | 105 |
| | 90 | 105 |

| <i>Note 11. Other expenses</i> | 2011 | 2010 |
|--------------------------------|--------|--------|
| | \$'000 | \$'000 |
| Employment on-costs | 2 | (2) |
| Other - audit fee | 30 | 26 |
| Other- Prior year Expense | (1) | - |
| Other- Act of Grace payments | 10 | - |
| | 41 | 24 |

| <i>Note 12. Other Income</i> | 2011 | 2010 |
|---|--------|--------|
| | \$'000 | \$'000 |
| Appropriation received during the year: | | |
| Other revenue | 4 | 1 |
| Grant Received (AUSAID) | 19 | - |
| Conference fees | 73 | - |
| | 96 | 1 |

| <i>Note 13. Income from State of WA</i> | 2011 | 2010 |
|--|--------|--------|
| | \$'000 | \$'000 |
| Appropriation received during the year: | | |
| Service appropriations ^(a) | 21,086 | 19,271 |
| Resources received free of charge: ^(b) | | |
| Determined on the basis of the following estimates provided by: | | |
| Department of Treasury and Finance (Building Management and Works) | 6 | 5 |
| Parliamentary Services Department | 8,334 | 7,863 |
| | 8,340 | 27,139 |

(a) Service appropriations fund the net cost of services delivered. Appropriation revenue comprises a cash component and a receivable (asset). The receivable (holding account) comprises the depreciation expense for the year and any agreed increase in leave liability during the year.

(b) Assets or services received free of charge or for nominal cost are recognised as revenue at the fair value of the assets and/or services that can be reliably measured and which would have been purchased if they were not donated. Contributions of assets or services in the nature of contributions by owners are recognised direct to equity.

| <i>Note 14. Restricted cash and cash equivalents</i> | 2011 | 2010 |
|--|--------|--------|
| | \$'000 | \$'000 |
| <u>Non-current</u> | | |
| Accrued salaries suspense account ^(a) | 88 | 87 |

(a) Funds held in the suspense account used only for the purpose of meeting the 27th pay in a financial year that occurs every 11 years.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

| <i>Note 15. Receivables</i> | 2011 | 2010 |
|-----------------------------|-----------|-----------|
| <u>Current</u> | \$'000 | \$'000 |
| Receivables | 6 | 37 |
| GST Receivable | 28 | 36 |
| Total current | 34 | 73 |

The Department does not hold any collateral or other credit enhancements as security relating to receivables.

| <i>Note 16. Amounts receivable for services</i> | 2011 | 2010 |
|---|------------|------------|
| | \$'000 | \$'000 |
| Current | - | - |
| Non Current | 380 | 348 |
| | 380 | 348 |

Represents the non-cash component of service appropriations. It is restricted in that it can only be used for asset replacement or payment of leave liability.

| <i>Note 17. Other assets</i> | 2011 | 2010 |
|------------------------------|-----------|-----------|
| <u>Current</u> | \$'000 | \$'000 |
| Prepayments | 87 | 72 |
| Total Current | 87 | 72 |

| <i>Note 18. Plant and equipment</i> | 2011 | 2010 |
|-------------------------------------|------------|------------|
| | \$'000 | \$'000 |
| <u>Leasehold Improvements</u> | | |
| At Cost | 22 | 22 |
| Accumulated Depreciation | (22) | (22) |
| | - | - |
| <u>Office Equipment</u> | | |
| At Cost | 324 | 414 |
| Accumulated Depreciation | (256) | (327) |
| | 68 | 87 |
| <u>Ceremonial Assets</u> | | |
| At Valuation | 54 | 54 |
| | | |
| <u>Works of Art</u> | | |
| At Valuation | 167 | 157 |
| | 289 | 298 |

The valuation of works of art is in accordance with an independent valuation which was undertaken by Joy Legge of the Joy Legge Art Consultancy, on the basis of current market value in 2009.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 18. Plant and Equipment (Cont.)

Reconciliations of the carrying amounts of property, plant and equipment at the beginning and end of the reporting period are out in the table below.

| | Office Equipment \$000 | Ceremonial Assets \$000 | Works of Art | Works in Progress \$000 | Total |
|----------------------------------|------------------------------|-------------------------------|--------------|-------------------------------|-----------|
| | 2011 | | | | |
| Carrying amount at start of year | 87 | 54 | \$000 157 | - | \$000 299 |
| Additions | - | - | 11 | - | 11 |
| Transfers | | | | | |
| Other disposals | | | (1) | | (1) |
| Revaluation increments | | | | | |
| Impairment losses | | | | | |
| Impairment losses reversed | | | | | |
| Depreciation | (19) | | | | (19) |
| Carrying amount at end of year | 68 | 54 | 167 | - | 289 |

| | Office Equipment \$000 | Ceremonial Assets \$000 | Works of Art | Works in Progress \$000 | Total |
|----------------------------------|------------------------------|-------------------------------|--------------|-------------------------------|-----------|
| | 2010 | | | | |
| Carrying amount at start of year | 58 | 54 | \$000 153 | - | \$000 265 |
| Additions | 57 | - | 4 | - | 61 |
| Transfers | | | | | |
| Other disposals | (9) | | | | (9) |
| Revaluation increments | | | | | |
| Impairment losses | | | | | |
| Impairment losses reversed | | | | | |
| Depreciation | (19) | - | - | - | (19) |
| Carrying amount at end of year | 87 | 54 | 157 | - | 298 |





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 19. Impairment of assets

There were no indications of impairment to plant and equipment at 30 June 2011. The Department held no goodwill or intangible assets with an indefinite useful life during the reporting period. At the end of the reporting period there were no intangible assets not yet available for use. The Department has no surplus assets at 30 June 2011.

Note 20. Payables

| | 2011 | 2010 |
|----------------------|------------|------------|
| Current | \$000 | \$000 |
| Trade payables | 57 | 55 |
| Accrued expenses | 70 | 158 |
| Accrued salaries | 132 | 88 |
| Total current | 259 | 301 |

Note 21. Provisions

| | 2011 | 2010 |
|------------------------------------|-------|-------|
| Current | \$000 | \$000 |
| <i>Employee benefits provision</i> | | |
| Annual Leave ^(a) | 450 | 441 |
| Long Service Leave ^(b) | 146 | 103 |
| | 596 | 544 |
| <i>Other provisions</i> | | |
| Employment on-costs ^(c) | 3 | - |
| | 599 | 544 |
| <u>Non-current</u> | | |
| <i>Employee benefits provision</i> | | |
| Long Service Leave ^(b) | 191 | 185 |
| Deferred Leave | 13 | - |
| | 204 | 185 |
| <i>Other provisions</i> | | |
| Employment on-costs ^(c) | 1 | 1 |
| | 205 | 186 |

(a) Annual leave liabilities have been classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

| | 2011 | 2010 |
|---|-------|-------|
| | \$000 | \$000 |
| Within 12 months of the end of the reporting period | 450 | 441 |
| More than 12 months after the reporting period | - | - |
| | 450 | 441 |





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

| | | |
|------------------------------------|--------------|--------------|
| Note 21. Provisions (cont.) | 2011 | 2010 |
| | \$000 | \$000 |

(b) Long service leave liabilities have been classified as current where there is no unconditional right to defer settlement for at least 12 months after the reporting period. Assessments indicate that actual settlement of the liabilities will occur as follows:

| | | |
|---|-----|-----|
| Within 12 months of the end of the reporting period | 61 | 84 |
| More than 12 months after the reporting period | 276 | 204 |
| | 337 | 288 |

(c) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments. The associated expense, apart from the unwinding of the discount (finance cost) is disclosed in note 11 'Other Expenses'.

Movements in Other Provisions

Movements in each class of provisions during the financial year, other than employee benefits, are set out below.

| | | |
|---|--------------|--------------|
| <u>Employee on-cost provision</u> | 2011 | 2010 |
| | \$000 | \$000 |
| Carrying amount at start of year | 1 | 3 |
| Additional provisions recognised | 5 | - |
| Payment/other sacrifices of economic benefits | (2) | (2) |
| Carrying amount at end of year | 4 | 1 |

Note 22. Equity

The State of WA holds the equity interest in the Department on behalf of the community. Equity represents the residual interest in the net assets of the Department. The asset revaluation surplus represents that portion of equity resulting from the revaluation of non-current assets.

| | | |
|-----------------|--------------|--------------|
| Reserves | 2,011 | 2,010 |
| | \$000 | \$000 |

Asset revaluation surplus

| | | |
|--|-----------|-----------|
| Balance at start of year | 48 | 48 |
| Net revaluation increments / (decrements): | | |
| Artworks | - | - |
| Balance at end of year | 48 | 48 |

| | | |
|--|--------------|--------------|
| Accumulated surplus / (deficit) | 2,011 | 2,010 |
| | \$000 | \$000 |
| Balance at start of year | 67 | 905 |
| Result for the period | 317 | (838) |
| Balance at the end of year | 384 | 67 |





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the Financial Statements

For the year ending 30 June 2011

Note 23. Notes to the Statement of Cash Flows

Reconciliation of Cash

Cash at the end of the financial year as shown in the Statement of Cash Flows is reconciled to the related items in the Statement of Financial position as follows:

| | 2,011 | 2,010 |
|--------------------------------------|------------|------------|
| | \$000 | \$000 |
| Cash and cash equivalents | 617 | 268 |
| Restricted cash and cash equivalents | 88 | 87 |
| | <u>705</u> | <u>355</u> |

Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities

| | 2011 | 2010 |
|--|-----------------|-----------------|
| | \$000 | \$000 |
| Net cost of services | (29,109) | (27,977) |
| <u>Non-cash items:</u> | | |
| Depreciation and amortisation expense | 19 | 19 |
| Resources received free of charge | 8,340 | 7,868 |
| Net (gain)/loss on sale of property, plant and equipment | 1 | 9 |
| <u>(Increase)/decrease in assets:</u> | | |
| Current receivables ^(a) | 31 | (7) |
| Prepayments | (15) | 51 |
| <u>Increase/(decrease) in liabilities:</u> | | |
| Current payables ^(a) | (42) | (62) |
| Current provisions | 55 | 125 |
| Non-current provisions | 19 | 1 |
| Net GST receipts/(payments) ^(b) | 8 | 15 |
| Change in GST in receivables/payables ^(c) | | |
| Net cash provided by/(used in) operating activities | <u>(20,693)</u> | <u>(19,958)</u> |

(a) Note that the Australian Taxation Office (ATO) receivable/payable in respect of GST and the receivable/payable in respect of the sale/purchase of non-current assets are not included in these items as they do not form part of the reconciling items.

(b) This is the GST paid/received. i.e. cash transactions.

(c) This reverses out the GST in receivables and payables.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

Notes to the Financial Statements

For the year ending 30 June 2011

Note 24. Commitments

The commitments below are inclusive of GST where relevant.

Capital expenditure commitments

Capital expenditure commitments, being contracted capital expenditure additional to the amounts reported in the financial statements, are payable as follows:

| | 2011 | 2010 |
|--|----------|----------|
| | \$000 | \$000 |
| Within 1 year | - | - |
| Later than 1 year and not later than 5 years | - | - |
| Later than 5 years | - | - |
| | <u>-</u> | <u>-</u> |

Lease commitments

Commitments in relation to leases contracted for at the end of the reporting period but not recognised in the financial statements are payable as follows:

| | 2011 | 2010 |
|--|------------|------------|
| | \$000 | \$000 |
| Within 1 year | 293 | 569 |
| Later than 1 year and not later than 5 years | 38 | 260 |
| Later than 5 years | - | - |
| | <u>331</u> | <u>829</u> |

Representing:

Cancellable operating leases

Non-cancellable operating leases

| | |
|------------|------------|
| - | - |
| 331 | 829 |
| <u>331</u> | <u>829</u> |

Non-cancellable operating lease commitments

Commitments for minimum lease payments are payable as follows:

| | | |
|--|------------|------------|
| Within 1 year | 293 | 569 |
| Later than 1 year but not later than 5 years | 38 | 260 |
| Later than 5 years | - | - |
| | <u>331</u> | <u>829</u> |

The Department has entered into a property lease which is a non-cancellable lease which expires in December 2011, with rent payable monthly in advance. The Department has instructed the Department of Finance (Government Office Accommodation) to negotiate for the renewal of the lease. At reporting date, the terms of the new lease had not been finalised. There was no legal commitment beyond 14 December 2011.

Other Expenditure Commitments

Other expenditure commitments for travel, accommodation and other operating expenses contracted for at the end of the reporting period but not recognised as liabilities, are payable as follows:

| | | |
|---------------|-----------|------------|
| Within 1 year | <u>62</u> | <u>167</u> |
|---------------|-----------|------------|

Note 25. Contingent Liabilities and Contingent Assets

The Department had no contingent liabilities or contingent assets at the end of the reporting period.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 26. Events Occurring After the End of the Reporting Period

There were no events occurring after reporting date which would materially impact on the financial statements.

Note 27. Explanatory Statement

Significant variations between estimates and actual results for income and expenses as presented in the financial statement titled 'Summary of Consolidated Account Appropriations and Income Estimates' are shown below. Significant variations are considered to be those greater than 10% or \$100,000.

Appropriation for Delivery of Services

Significant variances between estimate and actual for 2011

| | 2011 | 2011 | |
|--|-----------------|---------------|-----------------|
| | Estimate | Actual | Variance |
| | \$000 | \$000 | \$000 |
| Amounts authorised by other statutes - Salaries and Allowances Act 1975 ^(a) | 15,369 | 15,737 | 368 |

(a) The August 2010 review of the Salaries and Allowances Tribunal Determination for Members of Parliament provided a 4.3% increase in base salaries and 8.2% increase in Electorate Allowance. This increase reflected the anticipated additional cost.

Significant variances between actuals for 2010 and 2011

| | 2011 | 2010 | Variance |
|--|--------------|--------------|-----------------|
| | \$000 | \$000 | \$000 |
| Net amount appropriated to deliver services ^(b) | 5,349 | 4,318 | 1,031 |
| Amounts authorised by other statutes - Salaries and Allowances Act 1975 ^(c) | 15,737 | 14,953 | 784 |

(b) The increase of \$1,031,000 resulted from provision for cost escalation (Wages and salaries \$39,000, Gold State Superannuation \$10,000 and other operating costs \$107,000), the roll forward of \$495,000 in funding from 2009-10 (net variance \$990,000), a reduction in funding for Commonwealth Parliamentary Association grants (\$15,000) and a reduction of \$100,000 due to the one off funding for the Regional Parliament in 2009-10.

(c) The 2010-11 Budget provided for an increase of \$416,000 in funding over the 2009-10 appropriation. This represented a 2.8% increase. A further \$368,000 adjustment was made following the 2010 review to reflect the anticipated costs (see note (a) above).

Income and Expense by Service

Significant variances between estimate and actual for 2011

| | 2011 | 2011 | |
|---|-----------------|---------------|-----------------|
| | Estimate | Actual | Variance |
| | \$000 | \$000 | \$000 |
| Support the Operations of the Legislative Assembly ^(d) | 5,102 | 4,640 | (462) |
| Other Services ^(e) | 8,082 | 8,424 | 342 |
| Salaries and Allowances Act 1975 ^(f) | 15,369 | 15,878 | 509 |

(d) Actual costs were lower than estimated in the following areas: Employee Benefits (\$50,000), Supplies and Services (primarily travel expenses \$208,000), Depreciation (\$13,000), Accommodation Expenses (\$85,000) and Other Expenses (\$16,000). The \$90,000 CPA grant payment had originally been budgeted against this service, however the actual cost was allocated to Other Services.

(e) Other Services includes the CPA Grant paid and the cost of services provided by Parliamentary Services Department free of charge. The 2011 Estimate did not include the CPA grant expense (\$90,000). The actual notional allocation of expenses by PSD was \$252,000 higher than estimated.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 27. Explanatory Statement (Cont.)

(f) A \$368,000 adjustment was made to the estimated cost of Members' entitlements following the 2010 Review (see note (a)). The actual costs incurred were \$141,000 higher than this estimate due primarily to an increase in payments for motor vehicle allowances (\$102,000) and salaries (\$13,000) and superannuation (\$26,000) for the Clerk and Deputy Clerk positions.

Significant variances between actuals for 2010 and 2011

| | 2011 | 2010 | Variance |
|---|--------------|--------------|-----------------|
| | \$000 | \$000 | \$000 |
| Other Revenue ^(g) | (96) | (1) | (95) |
| Promote Public Knowledge and Awareness of the Parliament ^(h) | 263 | 421 | (158) |
| Other Services ⁽ⁱ⁾ | 8,424 | 7,967 | 457 |
| Salaries and Allowances Act 1975 ^(j) | 15,878 | 14,904 | 974 |

(g) The Legislative Assembly hosted the Australasian Council of Public Accounts Committees Conference in April 2011. Conference fees of \$95,000 have been recognised as revenue.

(h) During 2010, the Legislative Assembly conducted the "Hear Me" remote regions education outreach program. This program was not run during 2011, resulting in a decrease in expenditure.

(i) The notional cost of corporate and information services, infrastructure and facilities provided by Parliamentary Services Department increased by \$472,000 (6%) in 2011 due to increased operational costs for PSD. Grant funds paid to the Commonwealth Parliamentary Association decreased by \$15,000.

(j) The original budget had allowed for an estimated cost increase of \$465,000 over 2010 actual with an additional \$368,000 increase following the 2010 SAT Review. In addition to these cost increases, the cost of motor vehicle allowances increased by a further \$102,000 as an additional twelve members elected to take the allowance in lieu of a government provided vehicle. Salaries and superannuation expenses for the Clerk/Deputy Clerk positions increased (\$39,000) due to the Deputy Clerk taking extended leave.

Note 28. Financial Instruments

(a) Financial risk management objectives and policies

Financial instruments held by the Department are cash and cash equivalents, restricted cash and cash equivalents, receivables, and payables. The Department has limited exposure to financial risks. The Department's overall risk management program focuses on managing the risks identified below.

Credit risk

Credit risk arises when there is the possibility of the Department's receivables defaulting on their contractual obligations resulting in financial loss to the Department.

The maximum exposure to credit risk at the end of the reporting period in relation to each class of recognised financial assets is the gross carrying amount of those assets inclusive of any provisions for impairment as shown in the table at Note 28(c) 'Financial Instrument Disclosures' and Note 15 'Receivables'.

Credit risk associated with the Department's financial assets is minimal because the main receivable is the amounts receivable for services (holding account). The Department is not actively involved in any trading activities. All other receivable balances are monitored on an ongoing basis with the result that the Department's exposure to bad debts is minimal. At the end of the reporting period there are no significant concentrations of credit risk.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 28. Financial Instruments (Cont.)

Liquidity risk

Liquidity risk arises when the Department is unable to meet its financial obligations as they fall due.

The Department is exposed to liquidity risk through its trading in the normal course of business.

The Department has appropriate procedures to manage cash flows including drawdowns of appropriations by monitoring forecast cash flows to ensure that sufficient funds are available to meet its commitments.

Market risk

Market risk is the risk that changes in market prices such as foreign exchange rates and interest rates will affect the Department's income or the value of its holdings of financial instruments. The Department does not trade in foreign currency and is not materially exposed to other price risks. The Department is not exposed to interest rate risk because all financial assets and liabilities are non-interest bearing.

(b) Categories of Financial Instruments

In addition to cash, the carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are as follows:

| | 2011 | 2010 |
|--|--------------|--------------|
| <u>Financial Assets</u> | \$000 | \$000 |
| Cash and cash equivalents | 617 | 268 |
| Restricted Cash and cash equivalents | 88 | 87 |
| Receivables ⁽ⁱ⁾ | 386 | 385 |
| | | |
| <u>Financial liabilities</u> | | |
| Financial liabilities measured at amortised cost | 259 | 301 |

(i) The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

(c) Financial Instrument Disclosures

Credit Risk, Liquidity Risk and Interest Rate Exposure

The following table discloses the Department's maximum exposure to credit risk, interest rate exposures and the ageing analysis of financial assets.

The Department's maximum exposure to credit risk at the end of the reporting period is the carrying amount of the financial assets as shown below. The table discloses the ageing of financial assets that are past due but not impaired and impaired financial assets. The table is based on information provided to senior management of the Department.

The Department does not hold any collateral or other credit enhancements as security relating to the financial assets it holds.

The Department does not hold any financial assets that had to have their terms renegotiated that would have otherwise resulted in them being past due or impaired.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

(c) Financial Instrument Disclosures (Cont.)

All financial assets and financial liabilities are non-interest bearing.

| <u>Financial Assets</u> | Non-interest Bearing | Carrying amount | Past Due But Not Impaired |
|--------------------------------------|-------------------------|--------------------|------------------------------|
| | | | Up to 3 months |
| | \$000 | \$000 | \$000 |
| 2011 | | | |
| Cash and cash equivalents | 617 | 617 | - |
| Restricted cash and cash equivalents | 88 | 88 | - |
| Receivables (i) | 6 | 6 | 6 |
| Amounts receivable for services | 380 | 380 | - |
| | <u>1,091</u> | <u>1,091</u> | <u>6</u> |
| 2010 | | | |
| Cash and cash equivalents | 268 | 268 | - |
| Restricted cash and cash equivalents | 87 | 87 | - |
| Receivables (i) | 37 | 37 | 37 |
| Amounts receivable for services | 348 | 348 | - |
| | <u>740</u> | <u>740</u> | <u>37</u> |

(i) The amount of receivables excludes GST recoverable from the ATO (statutory receivable).

| <u>Financial Liabilities</u> | Non-interest Bearing | Carrying amount | Maturity Date |
|------------------------------|-------------------------|--------------------|-------------------|
| | | | Up to 3 months |
| | \$000 | \$000 | \$000 |
| 2011 | | | |
| Payables | <u>259</u> | <u>259</u> | <u>259</u> |
| 2010 | | | |
| Payables | <u>301</u> | <u>301</u> | <u>301</u> |

Interest Rate Sensitivity Analysis

The Department's financial assets and liabilities at balance sheet date are not subject to any interest rate risk.

Fair Values

All financial assets and liabilities recognised in the Statement of Financial Position, whether they are carried at cost or fair value, are recognised at amounts that represent a reasonable approximation of fair value unless otherwise stated in the applicable notes.





DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ending 30 June 2011

Note 29. Remuneration of Senior Officers

The number of senior officers whose total fees, salaries, superannuation and other benefits for the financial year, fall within the following bands -

| | 2011 | 2010 |
|---|-------|-------|
| | \$000 | \$000 |
| \$50,001-\$60,000 | - | 1 |
| \$90,001-\$100,000 | - | 1 |
| \$110,001-\$120,000 | 1 | - |
| \$130,001-\$140,000 | 1 | - |
| \$140,001-\$150,000 | 1 | 1 |
| \$160,001-\$170,000 | - | 1 |
| \$170,001-\$180,000 | 1 | - |
| \$220,001-\$230,000 | - | 1 |
| \$240,001-\$250,000 | 1 | - |
| The total remuneration of senior officers is: | 827 | 696 |

The total remuneration includes the superannuation expense incurred by the Department in respect of senior officers.

1 senior officer is a member of the Pension Scheme.

Note 30. Remuneration of Auditor

Remuneration payable to the Auditor General in respect of the audit for the current financial year is as follows:

| | | |
|--|----|----|
| Auditing the accounts, financial statements and performance indicators | 29 | 30 |
|--|----|----|

Note 31. Related Bodies

The Department had no related bodies during the financial year.

Note 32. Affiliated Bodies

Commonwealth Parliamentary Association (CPA) is a government affiliated body that received administrative support from the Department. The CPA is not subject to operational control by the Department.

Note 33. Supplementary financial information

(a) Write-Offs

During the financial year, \$1,400 was written off the Department's asset register under the authority of the Accountable Authority. This expense is reflected in loss on disposal of non-current assets. There were no bad debts written off during the year.

(b) Losses Through Thefts, Defaults And Other Causes

There were no items lost by the Department through thefts, defaults or other causes.

(c) Gifts of Public Property

An Act of Grace payment of \$10,000 was made to the Consulate of Japan following the Japanese earthquake in March 2011. This was made to express the seriousness with which the Parliament, and in particular the Legislative Assembly, take our relationship with Japan, underpinned by our Sister State relationship with Hyogo Prefecture.



APPENDIX TWO

KEY FORMANCE INDICATORS

OF THE

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
WESTERN AUSTRALIAN PARLIAMENT

*For the Year Ending
30 June 2011*

DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
CERTIFICATION OF PERFORMANCE INDICATORS
FOR THE YEAR ENDED 30 JUNE 2011

I hereby certify that the performance indicators are based on proper records, are relevant and appropriate for assisting users to assess the Department of the Legislative Assembly's performance, and fairly represent the performance of the Department of the Legislative Assembly for the financial year ended 30 June 2011.



Peter McHugh
Accountable Authority
Date: 12/9/2011



Desired Outcomes

The Department of the Legislative Assembly is not part of the State public service or an agency of Government.

The Department of the Legislative Assembly services the needs of members of Parliament, irrespective of their political affiliation through two specific service roles that are undertaken to meet its single desired outcome. In doing so, it supports a broad, high level goal that reflects a governance role for all Western Australians.

| Desired Outcome | Services |
|---|---|
| The Legislative Assembly members' requirements are met. | <ol style="list-style-type: none">1. Support the operations of the Legislative Assembly.2. Promote public knowledge and awareness of the Parliament. |

Key Effectiveness Indicators

Three indicators have been identified that measure the effectiveness of the services provided in meeting the desired outcome.

An in-house member survey was developed and distributed to all 59 Legislative Assembly members. A response rate of 46% was achieved with 27 responses received and tabulated to provide the members' ratings. The rating was determined by assigning a value in the range of 1-5 for each response to each question, with one being very dissatisfied and five being very satisfied. The total of all responses to all questions relating to the indicator was divided by the total possible rating for all questions answered by respondents (N/A responses excluded), with the result presented as a percentage.

Procedural Advice to Members

This indicator measures the members' rating of the quality of the advice provided by Assembly Staff on procedural and process matters as they relate to the operation of the Legislative Assembly and its Committees. Procedural advice includes matters relating to the general operations of the House, Committees and to members in meeting their specific purposes in the House.

| Key Effectiveness Indicator | 2008 Actual | 2009 Actual | 2010 Actual | 2011 Actual | 2011 Target | Variance |
|--|-------------|-------------|-------------|--------------|-------------|----------|
| Average member rating for procedural advice. | 92.4% | 90.2% | 92.1% | 94.7% | 90.0% | 4.7% |



Administrative Support to Members

This indicator measures the members’ rating of the quality of the administrative support provided by Assembly staff in relation to procedural and process matters relating to the operations of the Legislative Assembly.

Administrative support includes:

- assistance with drafting of bills, motions and amendments;
- providing papers and general support services to the Chamber and during non-sitting periods;
- making arrangements in relation to the business of Committees.

| Key Effectiveness Indicator | 2008 Actual | 2009 Actual | 2010 Actual | 2011 Actual | 2011 Target | Variance |
|---|-------------|-------------|-------------|--------------------|-------------|----------|
| Average member rating for administrative support. | 90.8% | 90.8% | 89.8% | 96.1% | 90.0% | 6.1% |

Customer Satisfaction with Education Services

This indicator measures the satisfaction with the public and school visits to Parliament and the effectiveness of the operations of the Parliamentary Education Office.

Educational Services includes school and student visits to Parliament and the Outreach Programme conducted in conjunction with the State Electoral Commission and Constitutional Centre.

| Key Effectiveness Indicator | 2008 Actual | 2009 Actual | 2010 Actual | 2011 Actual | 2011 Target | Variance |
|--|-------------|-------------|-------------|--------------------|-------------|----------|
| Average level of customer satisfaction with education services | 96.9% | 93.6% | 93.1% | 97.0% | 90.0% | 7% |



Key Efficiency Indicators

The Key Efficiency Indicators provide a measure of the resources used to provide specific services to support services to the Legislative Assembly and the cost of providing its education services to the public.

These indicators have been reported since 2007/2008 and were approved by the Outcomes Structure Review Group.

Average Cost per member ^(a)

| Key Efficiency Indicator | 2008 Actual | 2009 Actual | 2010 Actual | 2011 Actual | 2011 Target | Variance |
|---|-------------|-------------|-------------|-------------|-------------|--|
| Average cost per member of the Legislative Assembly | \$64,141 | \$68,813 | \$79,309 | \$77,034 | \$86,475 | (\$9,441) (10.9%) ^(b) |

- (a) Amounts provided under the *Salaries and Allowances Act 1975*, grant funding to the Commonwealth Parliamentary Association and costs allocated by the Parliamentary Services Department are excluded in measuring the cost base.
- (b) The target anticipated net cost of services was \$5,102,000 whereas the actual net cost was \$4,544,000. The CPA grant expense was included in the budget as a service cost, however as this is not directly controlled by the Legislative Assembly, the actual expenditure was recorded against Other Expenses. Other areas where underspending occurred included Employee Benefits (\$50,000), Depreciation (\$13,000), Accommodation Expenses (\$85,000) and Supplies and Services (with lower than expected costs primarily in the areas of travel and delegations, consultants and advertising).

Average Cost to Promote public knowledge and awareness of the Parliament

| Key Efficiency Indicator | 2008 Actual | 2009 Actual | 2010 Actual | 2011 Actual | 2011 Target | Variance |
|--|-------------|-------------|-------------|-------------|-------------|-------------------------------|
| Average cost per student/ member of the public to promote knowledge and awareness of the work of the Parliament. | \$14.31 | \$22.31 | \$23.01 | \$16.74 | \$16.50 | \$0.24 ^(c) 1.4% |

- (c) This program reached 15,716 students/members of the public during 2010-11 at a cost of \$263,000.



APPENDIX THREE

MEMBERS OF THE LEGISLATIVE ASSEMBLY

OF THE

WESTERN AUSTRALIAN PARLIAMENT

As at 30 June 2011



Legislative Assembly of Western Australia

THIRTY-EIGHTH PARLIAMENT

LIST OF MEMBERS

As at 30 June 2011

| Name | Electorate | Party |
|--|-------------------|--------------|
| <i>Abetz</i> , Peter; BAgrSci (Hons), BD | Southern River | LIB |
| <i>Alban</i> , Francesco (Frank) Angelo | Swan Hills | LIB |
| <i>Baker</i> , Lisa Loraine; BSc, GradDipDevtStudies | Maylands | ALP |
| <i>Barnett</i> , Hon Colin James; BEc (Hons), MEc Premier; Minister for State Development | Cottesloe | LIB |
| <i>Blayney</i> , Ian Charles; ADipAgri | Geraldton | LIB |
| <i>Bowler</i> , John James Mansell; JP | Kalgoorlie | IND |
| <i>Britza</i> , Ian Maxwell | Morley | LIB |
| <i>Buswell</i> , Hon Troy Raymond; BEc <i>Minister for Transport; Housing</i> | Vasse | LIB |
| <i>Buti</i> , Dr Antonio De Paulo (Tony); BPE (Hons), DipEd, MIR, LLB (Hons), DPhil | Armadale | ALP |
| <i>Carles</i> , Adele Simone; BCom, LLB (Hons) | Fremantle | GIND |

| Name | Electorate | Party |
|---|-------------------|--------------|
| <i>Castrilli</i> , Hon Giovanni (John) Mario; DipAccounting <i>Minister for Local Government; Heritage; Citizenship and Multicultural Interests</i> | Bunbury | LIB |
| <i>Catania</i> , Vincent Alexander | North West | NAT |
| <i>Constable</i> , Hon Dr Elizabeth; MA, DipEd, MEd, PhD <i>Minister for Education</i> | Churchlands | IND |
| <i>Cook</i> , Roger Hugh; BA, GradDipBus (PR), MBA <i>Deputy Leader of the Opposition</i> | Kwinana | ALP |
| <i>Cowper</i> , Murray John; ExecCert (Bus), DipBusMangt, DipSearch&Rescue <i>Parliamentary Secretary representing the Minister for Training and Workforce Development; Indigenous Affairs</i> | Murray-Wellington | LIB |
| <i>Day</i> , Hon John Howard Dadley; BSc, BDSc <i>Minister for Planning; Culture and the Arts; Science and Innovation</i> | Kalamunda | LIB |
| <i>Francis</i> , Joseph (Joe) Michael | Jandakot | LIB |
| <i>Freeman</i> , Janine Marie; BEc, GradDipOH&S | Nollamara | ALP |
| <i>Grylls</i> , Hon Brendon John <i>Minister for Regional Development; Lands; Minister Assisting the Minister for State Development; Leader of the Parliamentary National Party (WA)</i> | Central Wheatbelt | NAT |
| <i>Hames</i> , Hon Dr Kim Desmond; MBBS, JP <i>Deputy Premier; Minister for Health; Tourism</i> | Dawesville | LIB |
| <i>Harvey</i> , Liza Mary <i>Parliamentary Secretary representing the Minister for Small Business</i> | Scarborough | LIB |
| <i>Hyde</i> , John Norman; BA, DipEd | Perth | ALP |

| Name | Electorate | Party |
|---|-------------------|--------------|
| Jacob , Albert Paul; BEnvDes, JP | Ocean Reef | LIB |
| Jacobs , Dr Graham Gibson; MBBS, DRCOG, FRACGP | Eyre | LIB |
| Johnson , Hon Robert (Rob) Frank; JP <i>Minister for Police; Emergency Services; Road Safety; Leader of the House</i> | Hillarys | LIB |
| Johnston , William (Bill) Joseph | Cannington | ALP |
| Kobelke , Hon John Charles; BSc, DipEd, JP | Balcatta | ALP |
| Krsticevic , Antonio (Tony); BBus | Carine | LIB |
| Logan , Hon Francis (Fran) Michael; BA (Hons) | Cockburn | ALP |
| Marmion , Hon William (Bill) Richard; BE, MBA <i>Minister for Environment; Water</i> | Nedlands | LIB |
| Martin , Carol Anne; BA | Kimberley | ALP |
| McGowan , Hon Mark; BA, LLB, GradDipLegPrac | Rockingham | ALP |
| McGrath , John Edwin <i>Government Whip</i> | South Perth | LIB |
| Miles , Paul Terrance | Wanneroo | LIB |
| Mitchell , Andrea Ruth; BPE, DipEd, FAICD | Kingsley | LIB |

| Name | Electorate | Party |
|--|--------------------|--------------|
| Murray , Michael (Mick) Phillip | Collie-Preston | ALP |
| Nahan , Dr Michael (Mike) Dennis; BEc, MS, PhD | Riverton | LIB |
| O’Gorman , Anthony (Tony) Patrick | Joondalup | ALP |
| Papalia , Paul CSC; GradDipBusAdmin | Warnbro | ALP |
| Porter , Hon Charles Christian (Christian), BEc, BA (Hons), LLB, MSc <i>Treasurer; Attorney General</i> | Bateman | LIB |
| Quigley , John Robert; LLB, JP | Mindarie | ALP |
| Quirk , Margaret Mary; LLB (Hons), MA | Girrawheen | ALP |
| Redman , Hon Donald Terrence (Terry); BSc, DipEd <i>Minister for Agriculture and Food; Forestry; Corrective Services</i> | Blackwood-Stirling | NAT |
| Ripper , Hon Eric Stephen; BA, DipEd <i>Leader of the Opposition</i> | Belmont | ALP |
| Roberts , Hon Michelle Hopkins; BA, DipEd | Midland | ALP |
| Saffioti , Rita; BBus | West Swan | ALP |
| Simpson , Anthony (Tony) James <i>Parliamentary Secretary representing the Minister for Youth</i> | Darling Range | LIB |
| Stephens , Hon Thomas (Tom) Gregory; BA | Pilbara | ALP |

| Name | Electorate | Party |
|--|-------------------|--------------|
| Sutherland , Michael William; BA, DipEd, LLB <i>Deputy Speaker</i> | Mount Lawley | LIB |
| Tallentire , Christopher (Chris) John; BAgribus (Hons) | Gosnells | ALP |
| Templeman , David Alan; DipTchg, BEd <i>Opposition Whip</i> | Mandurah | ALP |
| Tinley , Peter Charles AM; BA, MDefStud | Willagee | ALP |
| Waddell , Andrew John; BBus | Forrestfield | ALP |
| Waldron , Hon Terrence (Terry) Keith <i>Minister for Sport and Recreation; Racing and Gaming; Deputy Leader of the Parliamentary National Party (WA)</i> | Wagin | NAT |
| Watson , Peter Bruce | Albany | ALP |
| Whitely , Martin Paul; BCom, DipEd | Bassendean | ALP |
| Woodhams , Hon Grant Allen; BA, GradCertTerAdEd, GradDipRecPlan <i>Speaker of the Legislative Assembly</i> | Moore | NAT |
| Woollard , Dr Janet May; RN, BAppSc, MEd, PhD, LLB, JP | Alfred Cove | IND |
| Wyatt , Benjamin (Ben) Sana, LLB, MSc | Victoria Park | ALP |

Australian Labor Party (ALP) 26
 Liberal Party (LIB) 24
 The Nationals (NAT) 5
 Independents (IND) 3
 Green Independent (GIND) 1

() Denotes preferred name