



DEPARTMENT OF THE
LEGISLATIVE ASSEMBLY

ANNUAL REPORT

2004-2005



21 November 2005

Hon. Fred Riebeling, MLA
Speaker of the Legislative Assembly
Parliament House
PERTH WA 6000

Dear Mr Speaker

I am pleased to present to you for tabling in the Legislative Assembly, the Annual Report of the Department of the Legislative Assembly for the year ended 30 June 2005, which is the first annual report of the Department. It contains the Legislative Assembly's Financial Statements already tabled in the House.

In this report, the format and presentation of material is deliberately kept short and readable. As it is a report on the operations of the Department for which I am the accountable officer, it does not repeat the information about 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.

Yours sincerely

A handwritten signature in black ink, appearing to read "Peter J. McHugh".

PETER J. McHUGH
CLERK OF THE LEGISLATIVE ASSEMBLY



SPEAKER OF THE LEGISLATIVE ASSEMBLY

*Hon. Fred Riebeling J.P., M.L.A.
Member for North West Coastal*

Message from the Speaker

I am pleased to receive the first Annual Report of the Department of the Legislative Assembly and to present it to the House. The 2004-2005 year was a year of great achievement for the Parliament, not only because it was a year of celebration for the Centenary of the parliamentary building and the 175th anniversary of the Swan River Colony, but also because it was the final year of an extremely cooperative and productive relationship between the Houses of Parliament working principally through the Presiding Officers.

The President of the Legislative Council up until the last election, the Hon. John Cowdell, worked very closely with me in making significant changes to facilities for members, security arrangements and a broad range of other matters. I pay tribute to John Cowdell's imagination and determination in achieving results for the Western Australian Parliament.

Some highlights of the period, although they range outside the year under review in this report, are –

- Formal Opening of the North Wing of Parliament
- Launch of Citizen's Guide to Parliament of WA
- Opening of Relocated Library
- First regional sitting of Parliament, held in Albany
- People's Centenary Day (Open Day)
- Centenary Room Opening
- Establishment and Opening of the Aboriginal Peoples Room

and a broad range of other activities and events.

The Department of the Legislative Assembly was closely involved in many of these activities and its work in that respect and its procedural and administrative assistance to members is greatly valued, as evidenced by the results of the members survey included in this report.

On behalf of the members over the past four years I thank the Legislative Assembly staff for their professionalism and significant achievement. The cooperative approach adopted by the Legislative Assembly department mirrors that adopted by the Presiding Officers and I congratulate the Clerk of the House and the department on their continuing pursuit of cooperative excellence.

HON. FRED RIEBELING, MLA
SPEAKER OF THE LEGISLATIVE ASSEMBLY

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Foreword by the Clerk of the Legislative Assembly

This is the first report by the Department of the Legislative Assembly. By way of background, the Presiding Officers have since August 1988 stated to the respective Houses that because of concerns about the way in which the *Financial Administration and Audit Act 1985* (FAA Act) and the Treasurer's Instructions thereunder might be used to fetter the Parliament's activity, no annual reports would be presented until that matter had been properly addressed. The FAA Act is currently being reviewed, and given concerns as a result of charges being laid in relation to alleged misappropriation of funds in another department of the Western Australian Parliament, it was agreed that that each of the three departments should produce an annual report for the 2004-2005 year.

Under regulations made in accordance with section 3 (2) of the FAA Act the Legislative Assembly is 'deemed' to be a department for the purposes of the Act, but it operates independently from Executive Government. The Department takes note of internal government documents such as Premier's Circulars to departments but is not bound by them. To the extent that the Department can comply with standard government practice, without interfering with the independence of the Legislative Assembly from the Executive Government, or the capacity to operate free from party-political considerations, it does so.

The Clerk of the House has a high degree of independence built in to the position by section 35 of the *Constitution Act 1889*, which provides that the Clerk can only be removed by a vote of the Assembly. As a result of employment arrangements which ensure that no appointment to the staff can be made except with the recommendation of the Clerk of the House, that independence flows through to other staff in the department who are enabled to undertake their work in a completely apolitical manner.

Staff for the Legislative Assembly is small and specialised. Particularly with respect to staff working directly with the House itself, there is little substitute for internal training and on-the-job experience, to ensure the members have competent and professional support. Recruiting and keeping people with the capacity to progress and with the drive and commitment necessary to work in highly-charged circumstances and for unusual hours remains a primary focus for us.

A survey of Members has shown that the Department's services are highly regarded and we will work to continue to achieve consistently high results for the House, its committees, the Speaker and Members.

Peter J. McHugh

Clerk of the Legislative Assembly

Why we are here

The Legislative Assembly of Western Australia is one of the two Houses of the Parliament. It consists of 57 members who exercise five principal responsibilities in the Parliament, being -

- determination of which group or groups of members will form 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.

Procedural and administrative services provided by the Department include –

- advisory services on 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 not only for the Legislative Assembly but Parliament-wide.

The Legislative Assembly is one of three departments in the Parliament of Western Australia. 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 is responsible to provide services to both Houses, including building and grounds management, security, reporting (Hansard), library, finance, human resources, information technology and catering services.

Departmental management

The Clerk of the Legislative Assembly is responsible to the Legislative Assembly for the operation of the Department of the Legislative Assembly and that responsibility is channelled through the Speaker of the Legislative Assembly. The *Parliamentary and Electorate Staff (Employment) Act 1992* establishes the Speaker, acting on the advice of the Clerk of the Legislative Assembly, as the employer of staff in the Department, other than the Clerk and the Deputy Clerk. The Speaker provides policy direction in relation to major issues and financial commitments of the Department. In relation to those matters which are core services of the Department, such as chamber servicing and committee work, the Clerk of the Legislative Assembly acts largely independently, but keeps the Speaker informed as necessary.

As Accountable Officer, the Clerk approves all expenditure. The Speaker closely monitors that expenditure of Parliamentary committees which is outside everyday operating expenditure, ensuring that committees provide appropriate justification. Such expenditure is principally related to travel and advertising and is not approved within the Department until the Speaker has approved the purpose and the level of expenditure. The Speaker also certifies which expenditure appropriately falls within the protocol expenditure of the Speaker's office

Management

The Clerk of the Legislative Assembly is principally supported by the Deputy Clerk, the Clerk Assistant (Procedure) and Sergeant-at-Arms, and the Clerk Assistant (Committees). The Clerk is responsible for the day-to-day management of the House and its committees. While overall responsibility for the payment of Members' salaries and allowances remains with the Clerk, the day-to-day work is undertaken by the Finance Manager in the Parliamentary Services Department. The Finance Section also prepares all documentation for financial reporting requirements.

Chamber support

The Assembly Office provides support services to the Chamber, Members of Parliament and Clerks-at-the-Table. These services include the distribution of chamber documents; general research; distribution of bills, second reading speeches and explanatory memorandums; and providing copies of statutes. 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. The Assembly Office also deals with general enquiries from members, the media, government departments and the general public.

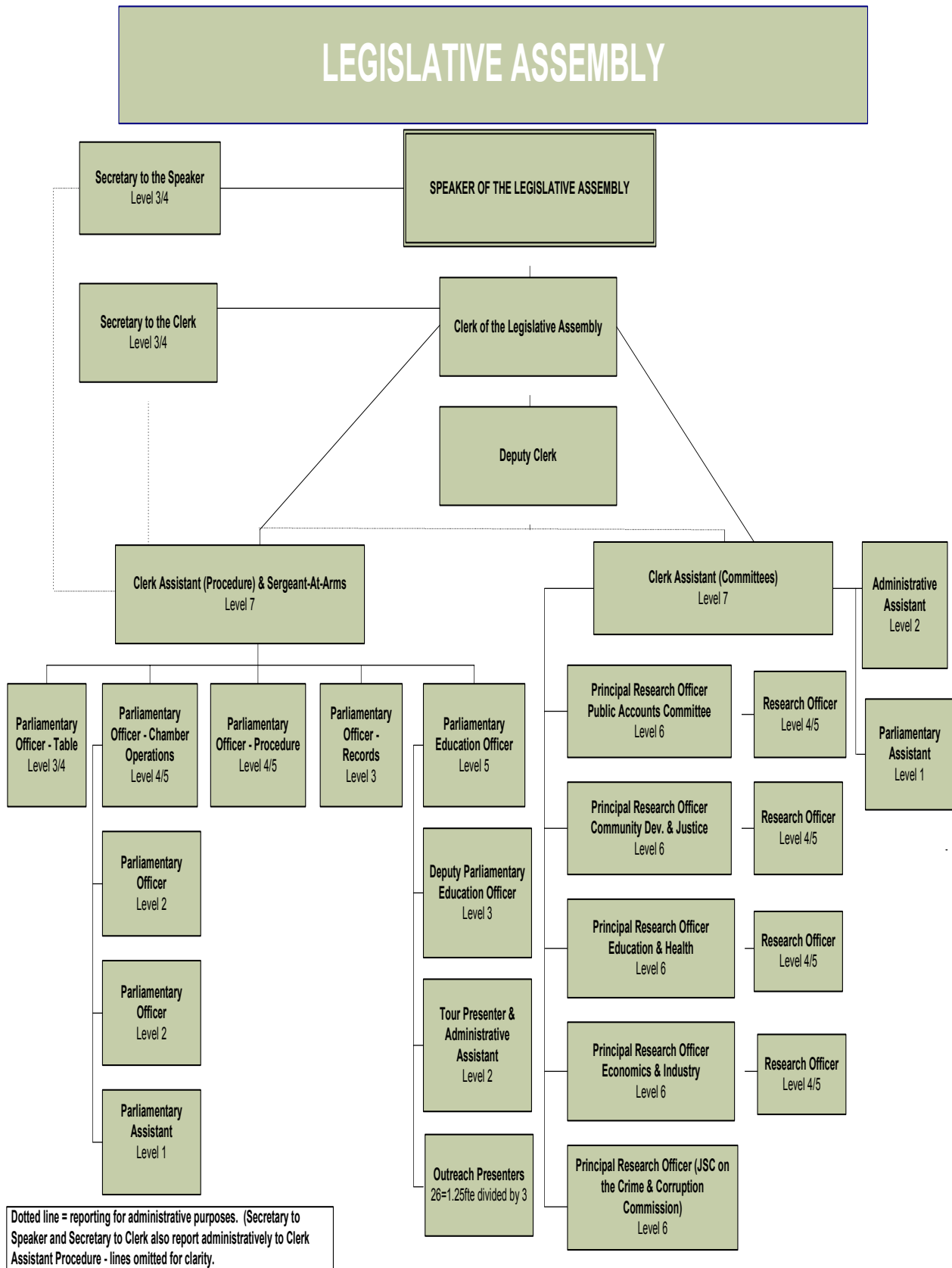
Committee support

Support staff for Legislative Assembly committees are principally located in a separate building at 11 Harvest Terrace. Each Standing Committee is presently staffed by a Principal Research Officer and Research Officer, while the Joint Standing Committee on the Corruption and Crime Commission has a Principal Research Officer. Two administrative staff provide additional support, while the overall management of the committee operations and staff is undertaken by the Clerk Assistant (Committees). Direct employment or secondment of additional staff is undertaken as necessary. Principal Research Officers are responsible to the Clerk to provide administrative, procedural and research advice to their respective committees.

Education Services

The Parliamentary Education Office provides education services for both Houses of Parliament and is administered by the Legislative Assembly. Its purpose is to promote and enhance awareness, knowledge and understanding of the role, functions and the reason for being of the Parliament of Western Australia.

The organisation chart shows how the Department is structured.



Achievements for the year

In the year under review, the House sat on 50 occasions. Apart from the operation of the House and its committees, principal achievements related to the general election held in February 2005. A range of events during the year were held in celebration of the centenary year of the Parliament House building and the 175th anniversary of the establishment of the Swan River Colony. Administratively, the Department expanded the use of information technology to improve and extend services in almost all areas. Planning and funding for building improvements were completed. These matters are detailed in later sections of this report.

Plans for the coming year

In 2005-2006, the Department will develop improved access to procedural materials both for the House and committees; organise for a likely regional sitting of the Legislative Assembly, review the operations of Standing Committees support and further improve staff development and flexibility.

General Election 2005

At the general election held on 26 February 2005, 14 new members were elected. A range of tasks were undertaken in the approach to and following the election.

Prorogation of Parliament and Dissolution of the Legislative Assembly

The Legislative Assembly and Legislative Council were prorogued and the Legislative Assembly was dissolved on Sunday, 23 January 2005 at 1.30 p.m. The final Notice Paper, listing remaining business on prorogation, was published the following working day.

Recent changes in the interpretation of section 4 of the *Constitution Act 1889* have meant that there is no longer a requirement to prorogue each year. The consequent increase in the length of sessions has resulted in bound volumes being produced on an annual basis during the summer recess. Loose-leaf versions of the Notice Paper, Votes and Proceedings and Question Booklets were collated, together with the Legislative Council's Notice Papers and Minutes of Proceedings, into volumes of a suitable size and bound for the permanent reference collection.

Seminars

A series of 6 seminars and briefings were held in March 2005 to provide newly-elected members with information and backgrounding to assist in their transition into the role of a Member of Parliament. Major topics included -

- parliamentary practice and procedure;

- parliamentary privilege;
- chamber support services;
- IT services in Parliament House and electorate offices;
- management of electorate offices;
- access to State Government departments, and the roles of the Auditor General, the Ombudsman and the Information Commissioner; and
- one-on-one briefings with the Parliamentary Education Officer and Parliamentary Library and Information Services.

Opening of Parliament

On Tuesday, 29 March 2005, the 37th Parliament was opened by the Governor. The Department was central to arrangements for the swearing in of Members and election of the Speaker, the presentation of the Speaker to the Governor and arrangements to attend the Governor's speech on opening Parliament. Following debate on the Governor's speech, arrangements were made for the Speaker, accompanied Members and officers, to present the Address in Reply to the Governor's Speech to the Governor at Government House on 21 June 2005.

Ministerial and Departmental Seminars

Two seminars for ministerial and departmental staff were held in the Legislative Assembly Chamber on Tuesday, 20 July 2004 and Wednesday, 21 July 2004 respectively. The purpose of the seminars was to present ministerial and departmental staff with an insight into the operation of the Parliament and the Parliamentary Services Branch of the Department of the Premier and Cabinet. It also provided a forum for participants to obtain any other Parliament-related information they need when undertaking their duties.

Ballot Papers

In accordance with sections 151 and 152 of the *Electoral Act 1907*, the Clerk of the Legislative Assembly received and preserved the ballot papers for the Legislative Assembly districts. The last date for the return of the writs was 15 April 2005. The ballot papers were destroyed under the supervision of the Sergeant-at-Arms in July 2005, when the results of the ballots could no longer be challenged.

Chamber related services

Chamber documents

Production of accurate and timely 'Chamber' documents, i.e. those publications necessary for the House to function each day, included 50 separate publications each of the daily Notice Paper and Votes and Proceedings, and 49 Questions on Notice booklets. Information technology allows the use of significant style and macro systems, which help to ensure that the procedure, content and styles of the documents are consistent and accurate.

Other related documents such as the index to the Votes and Proceedings also make extensive use of information technology.

Parliamentary Digest 2002 - 2004

The 2002-2004 Parliamentary Digest, which covered the period from 13 August 2002 to 23 January 2005, was published in March 2005. This document contains an overview of the activities of both Houses, including the passage of legislation, petitions and motions, and the committee activities of both Houses. It also includes a synopsis of Bills, and statistical and historical information dating from 1890.

Updating of databases

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

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

Notification Services

In August 2004, a facility was provided to enable external users to register for email notification of parliamentary chamber document updates. This service is also available for subscribers wishing to follow the progress of individual Bills.

Security

Media accreditation is essential to ensure secure access for the media to Parliament House and the media facilities it contains. All the major media organisations renewed accreditation through the Sergeant-at-Arms at the commencement of the Parliament. Accreditation is for one session of Parliament, which may be for a period of up to four years' duration, and accreditations are updated according to need. The Department also issued passes to all ministerial offices to enable ministerial staff to access the Speaker's Gallery.

Due to the increased level of security alerts in our region in recent times, security measures have been continually upgraded at Parliament House. The Presiding Officers' Security Advisory Committee provides advice to the Presiding Officers on security arrangements. The Legislative Assembly was represented on that Committee by the Sergeant-at-Arms.

External Users of Facilities

Approval was granted to a number of external organisations whose activities were closely related to the Assembly or the Parliament, or were for educational activities that foster awareness of the Parliament's role and functions, to use the Legislative Assembly Chamber. An example was the United Nations Youth Association of Western Australia, which held its

Hammarskjöld Trophy Competition on 29 April 2005 in the Legislative Assembly Chamber. This involved students engaging in a mock UN Security Council debate.

Records Management

Under Legislative Assembly Standing Orders, the Clerk is responsible for the records of the Legislative Assembly. The Legislative Assembly's Record Keeping Plan produced in accordance with the *State Records Act 2000* outlines the information and document management procedures to be followed by the department, staff and members.

A review was undertaken during the 2004-2005 financial year, which assessed record keeping and storage methods of archival material, with particular emphasis on parliamentary records, such as tabled papers, petitions and reports. Some early reports printed on lightweight paper were difficult to read as some pages were faded or transparent. The entire collection of tabled papers has been relocated to more suitable air-conditioned storage.

Auditing and cataloguing of Legislative Assembly archival material by the newly appointed Parliamentary Officer (Records) commenced in the reporting period. In addition, a consultant, assisted by various parliamentary officers, is ensuring that all historical items, including official gifts received by the Speaker, are photographed and appropriately catalogued.

In April 2005, the Heads of the three Parliamentary Departments approved the formation of a Parliament Records Management Committee, responsible for investigating a whole-of-Parliament approach to archival management procedures and the management of documents and records in hard and electronic copy formats.

PECUNIARY INTERESTS

Under the *Members of Parliament (Financial Interests) Act 1992*, the Clerk of the Legislative Assembly is the registrar for Legislative Assembly Members' Primary and annual returns of Pecuniary Interests made in accordance with that Act. The register is compiled into an annual volume and tabled in the Legislative Assembly.

Services to committees

A system of three portfolio-based committees and the Public Accounts Committee was established in the previous Parliament and since 2001 has been developing a broad range of activities and inquiries. In the second half of 2004, the committees completed a number of inquiries, with activities reducing towards the end of 2004 as a consequence of the approaching State election. After the election, the Committees were re-appointed by the Legislative Assembly, and the Joint Standing Committee on the Corruption and Crime Commission, which is administratively supported by the Assembly, was re-appointed by both Houses of Parliament at the end of May 2005.

Departmental services assisting committees principally include research, witness and hearing scheduling, report drafting, meeting organisation and all financial and administrative support. In order for these services to be effective, significant training of existing staff and occasional recruitment has been necessary.

A brief review of the activities of these committees to some extent reflects the work of the Department.

Public Accounts Committee (PAC)

In the second half of 2004, the PAC completed two inquiries -

- Inquiry into Contracts Entered Into Between Consolidated Constructions Pty Ltd and Main Roads WA and the Public Transport Authority (tabled 16 September 2004)
- Inquiry into Developer Contributions for Infrastructure Costs Associated with Land Development (tabled 21 October 2004)

In the first half of 2005, the PAC undertook and finalised an Inquiry into the Intergovernmental Agreement on the Reform of Commonwealth-State Financial Relations.

Community Development and Justice Standing Committee (CDJSC)

In October 2004, the Committee tabled its report of the Inquiry into the Impact of the Arts in Regional Western Australia, which commenced in 2002. Following a request from the Minister for Police and Emergency Services, the CDJSC resolved in August 2004 to conduct a review of Fire and Emergency Services legislation in Western Australia. Upon re-establishment, the CDJSC received a request from the same Minister, seeking for the new Committee to continue this inquiry.

The CDJSC of the 37th Parliament resolved at the outset to undertake a period of examination of issues within its areas of portfolio responsibility, in order to determine where its efforts for an inquiry would most usefully be concentrated. These included -

- the delivery of foster care and adoption services in this State;
- the structure of the Community Sport and Recreation Facilities Fund;
- the efficiency and effectiveness of local government service delivery;
- programs for severely at risk youth;
- service delivery to remote indigenous communities; and
- bush fires legislation.

Economics and Industry Standing Committee (EISC)

At the beginning of the reporting period, the EISC had two inquiries in progress: the Inquiry into Energy Efficiency and Renewable Energy in Western Australia, which had commenced in April 2004, and the Inquiry into Vanadium Resources at Windimurra, which commenced on 30 June 2004. In relation to the first inquiry, an Issues Paper was released by the Committee in December 2004, but the workload of the Committee prevented the completion of this inquiry prior to the dissolution of the Assembly. In relation to the second inquiry, the Committee tabled a report in November 2004.

On 1 June 2005, the Legislative Assembly referred an inquiry into the Production and Marketing of Foodstuffs to the EISC. In the early stages of the inquiry, considerable public debate arose around the issue of 'country of origin labelling' of foodstuffs and the Committee tabled a progress report on 23 June 2005.

Education and Health Standing Committee (EHSC)

In the second half of 2004, the EHSC concluded its Inquiry into Attention Deficit Hyperactivity Disorder in Western Australia. The Committee had its last hearings and briefings on this matter in September, and the final report was tabled in October 2004.

In May 2005, the EHSC resolved to undertake an Inquiry into Changes to the Post-Compulsory Curriculum in Western Australia. At the same meeting, the Committee also resolved to conduct an Inquiry into the Swimming Pool Program for Remote Communities.

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

In the first half of the reporting period, the JSCCCC tabled two reports in both Houses -

- Report on the Hearing with the Corruption and Crime Commission on 5 July 2004 (tabled 26 August 2004)
- Examination of the 2003-2004 Annual Report of the Corruption and Crime Commission (tabled 12 November 2004)

As the Committee was not re-established in the 37th Parliament until the end of May 2005, it consequently met only twice in 2005 prior to 30 June. However, at these meetings, the Committee resolved to hold quarterly formal hearings with both the Corruption and Crime Commission and the Parliamentary Inspector. The Committee expects to table reports in the Legislative Assembly and Legislative Council reviewing the annual reports of both the Corruption and Crime Commission and the Parliamentary Inspector, and other reports from time to time, to examine the performance of the Corruption and Crime Commission and the Parliamentary Inspector.

Procedure and Privileges Committee (PPC)

The PPC is required to examine the procedures of the Legislative Assembly and also issues relating to its privileges. It also reviews any requests for responses to adverse comments made in the Assembly and referred to the Committee by the Speaker, and matters of privilege referred by the House for the Committee's investigation. In 2004-2005, the Committee reviewed and reported on the Estimates Committee process, Assembly meeting times, Changes to Prorogation and Single-session Parliaments, the WA Parliament's linkage to the UK Parliament's privileges, video conferencing by Committees, and other minor changes to the Assembly's Standing Orders.



Parliamentary education

Parliamentary Education Office (PEO)

The main functions of the PEO are provision of education tours for visiting school groups, familiarisation tours for a broad range of other groups, being the principal participant in provision of an outreach program which targets schools outside the metropolitan region, and co-ordination of a parliamentary internship program for university students. Over the year, approximately 15,000 students were received by the Parliament.

Programs include -

- twice-daily tours of Parliament House during Seniors Week;
- the annual YMCA Youth Parliament and the United Nations Youth debate;
- the coordination of special event debates and forums, such as for “Children’s Week”;
- professional development programs for teachers;
- developing a consultation draft for the new post-compulsory ‘Politics and Law’ course of study; and
- regular meetings with representatives from civic education agencies, tertiary, secondary and primary sector educators, private education providers and other relevant associations and agencies.

The Joint Civics Education Outreach program, which is a collaborative development between the Parliament of Western Australia, the Constitutional Centre of Western Australia and the Western Australian Electoral Commission, aims to provide civics education to school students in regional and remote areas of Western Australia, and that program was expanded to cover the whole State in the reporting period.

In other special events, the education section -

- had a primary role in the *WA on Show* exhibition at the Perth Convention Exhibition Centre;
- ran a statewide Student Parliament in August 2004 to mark the centenary of the building; and
- organised student visitors to a two day regional sitting of the Legislative Council in Kalgoorlie in September 2004, followed by a Student Parliament for Year 10 students from the Kalgoorlie district.

The office also distributes information booklets and videos on the working of Parliament. Those publications are regularly updated.

Capital works and maintenance

Under the three-department Parliamentary structure, the Parliamentary Services Department (PSD) undertakes capital works and maintenance on behalf of the Legislative Assembly. Capital requirements in relation to the Assembly are approved by the Speaker and the Clerk of the House and are funded either through capital funding to PSD or by reimbursement from Assembly funds for work undertaken.

Accommodation for Members

In the year under report, a modification and refurbishment of the Leader of the Opposition's offices was completed. Although substantial building extensions were undertaken at Parliament House in the past couple of years, the accommodation available to many Members is still less than satisfactory. Many Members were still required to share offices, making it difficult to hold confidential meetings with constituents and staff. Shortage of space, particularly for the Legislative Assembly Members and staff, results in awkward office arrangements in a number of instances. The Department continues to seek ways to fund and provide appropriate accommodation.

Chamber upgrades

Plans and funding are in place to improve lighting in the Legislative Assembly Chamber, with the work due to be undertaken in the 2005 summer recess. While funding and plans are also in place for chamber airconditioning and upgrading public gallery seating, sitting requirements of the House have dictated that this work be deferred until the 2006-2007 summer recess. As a result of the passage of legislation which will increase the number of Members by two at the next general election, plans to increase and upgrade Members' seating in the Legislative Assembly Chamber have also been prepared, and funding will be sought for this project.

Parliamentary History Advisory Committee (PHAC)

This group is chaired by Professor David Black and is comprised of the Speaker, the President, the Clerk of the Legislative Assembly, the Clerk of the Legislative Council, Professor Harry Phillips, the Hon. Phillip Pental MLA (who retired as a member at the 2005 election) and Professor Greg Craven of Curtin University. It is given administrative support by the Department, with the Clerk of the Legislative Assembly being the Honorary Secretary of the Committee.

The Parliamentary History Advisory Committee oversaw the 2004-2005 financial year's parliamentary publications program, including the launch of the revised *Biographical Register of Members of the Parliament of Western Australia Volume Two 1930-2004*, and a new work, *Speakers and Presidents of the Parliament of Western Australia* by Harry C.J. Phillips, containing biographical sketches of each President and Speaker of the Western Australian Parliament since 1870. Continuing on its course of producing major authoritative works on the

history of the Western Australian Parliament, the Committee produced through Phillip Pandal and David Black, the volume *House to House - The Story of Western Australia's Government and Parliament Houses over 175 years*. This volume was short-listed for the Western Australian History Prize at the Premier's Book Awards.

Other work included updating of biographical and election statistics of various kinds and the formulation of the Western Australian Parliamentary Handbook for the 37th Parliament. During year, interviews with former members including the Hons. Ernest Bridge, Peter Jones, Kevin Prince, Alexander Donald Taylor, William Withers, David Donald Reid, and Norman Kelly, and the former House Controller, Bernard Edmondson, were commenced or completed.

Parliamentary external relations

Each year, the Legislative Assembly hosts a number of overseas visitors, parliamentarians and delegations. Many diplomatic calls are made on the Speaker by ambassadors, High Commissioners and Consuls-General. During the 2004-2005 financial year, a significant delegation of six members and an interpreter from the Provincial People's Congress of Zhejiang, which is Western Australia's Sister Province in China, visited in July 2004. The delegation was led by Mr Ge Shengping, Vice Chairman of the Standing Committee of Zhejiang Provincial People's Congress.

Organisations administratively assisted by the Legislative Assembly

Commonwealth Parliamentary Association

In brief, the Association's purpose is to promote knowledge and understanding of the constitutional, legislative, economic, social and cultural systems within a parliamentary democratic framework. Irrespective of gender, race, religion or culture, its Members around the world are united by community of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy. Administration of the Western Australian branch of the Commonwealth Parliamentary Association has been the responsibility of the Clerk of the Legislative Assembly, as Honorary Secretary/Treasurer of the organisation since the previous general election in 2001. The Association organises a range of events on a regional and global scale, and the WA branch is active, participating in conferences, seminars and workshops. Regular newsletters and its principal journal, *The Parliamentarian*, are distributed to members. Perhaps the most significant event this year was that the branch hosted the 27th Regional Conference of Australian and Pacific Parliaments in Perth from 3 to 9 October 2004.

Australasian Study of Parliament Group (ASPG)

The Legislative Assembly provided administrative support to the ASPG through the Deputy Clerk, who is the Hon. Secretary of the WA Chapter. The WA Chapter held seminars and distributed regular newsletters and the *Australasian Parliamentary Review* publication to its members. The ASPG also holds an annual Australasian conference.

Parliamentary Sports Club

The Parliamentary Sports Club's membership is comprised of current and former members of the Parliament of Western Australia. A range of sporting-related activities are open to members over each year. Administration of the Parliamentary Sports Club is provided by the Department.

Departmental staffing

In the year, procedural support in the Legislative Assembly was expanded by an additional full-time person essentially to provide research assistance which will facilitate the further development of readily available procedural information. Engagement and training of presenters of the education outreach program, ranging across the various regions of the State, was expanded. Presenters are engaged on a casual basis to meet needs as they arise in the regions.

Statistics and graphs showing the profile of Assembly staff follow.

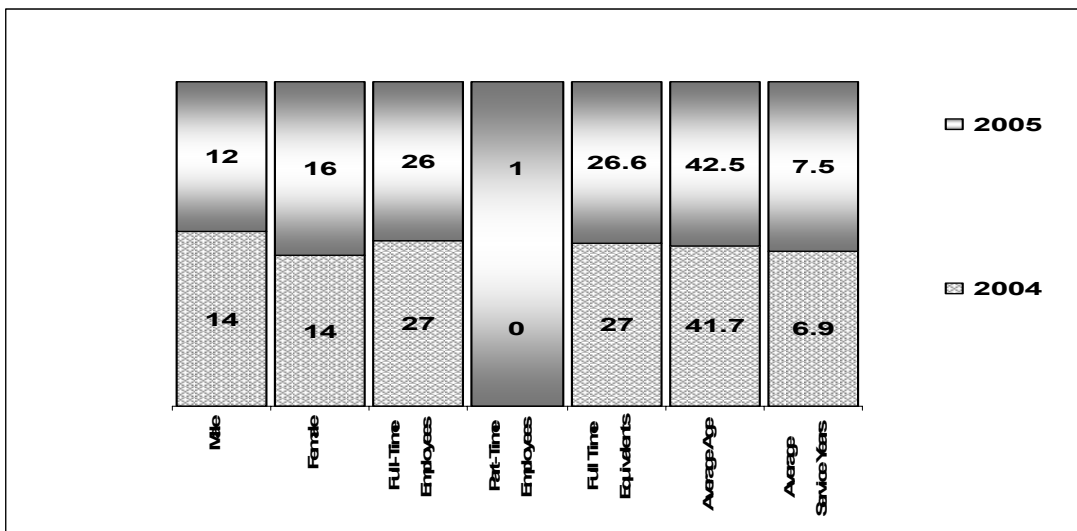
Overall staff profile

Staff Movement	FTE's (Ex. Casuals)	Headcount		
		Male	Female	Total
As at 1 July 2004	27	14	14	28
Recruited	3	0	3	3
Separated	3	2	1	3
As at 30 June 2005	26.6	12	16	28
% Turnover	11.11%	14.29%	7.14%	10.71%
Employees of age > 48 years		5	2	7
Employees within 2 years of next LSL entitlement		1	1	2
Employees with current LSL Ent.		5	3	8

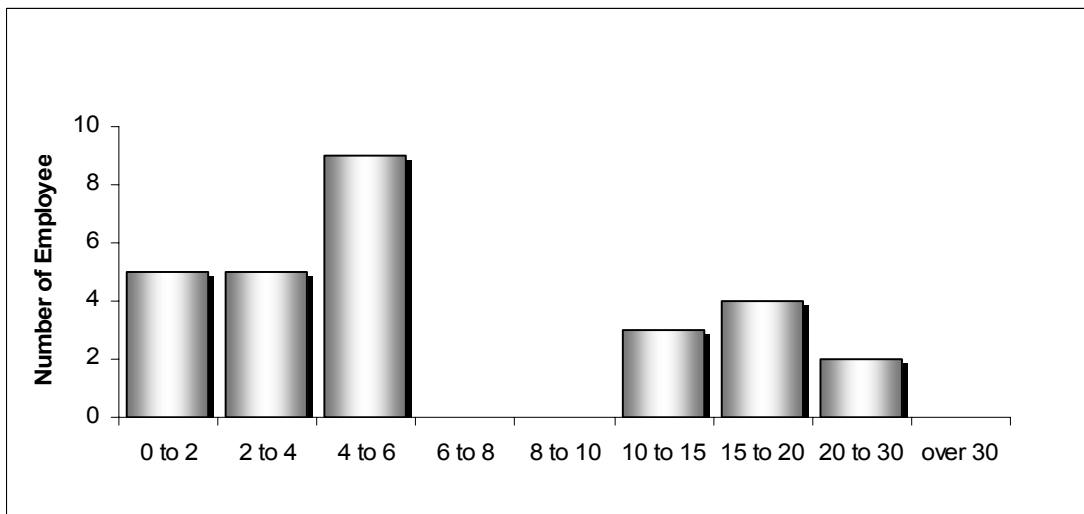
Legislative Assembly Staff Training

Training	
Number of courses attended	40
Number of staff who attended	20

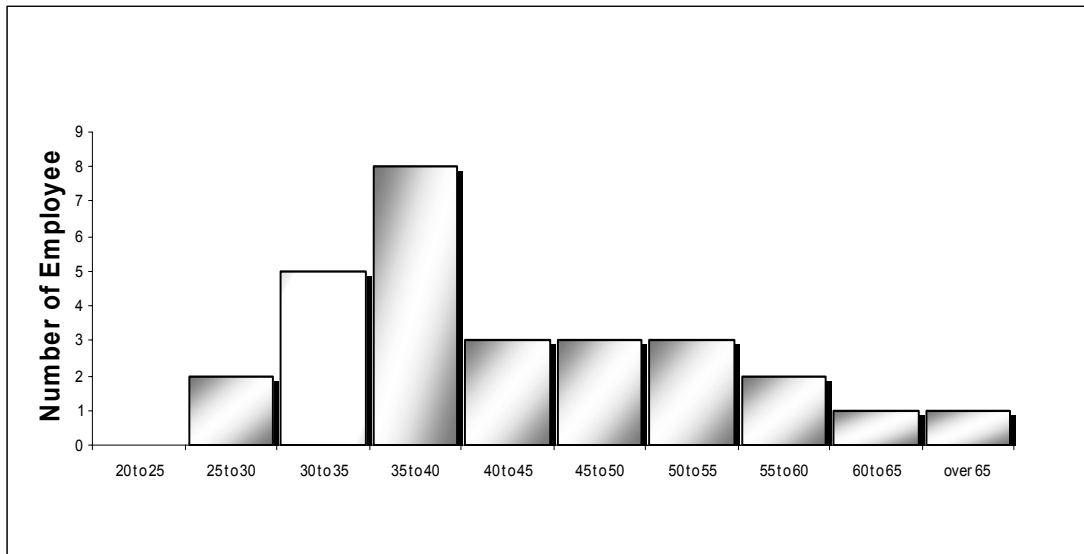
Staff Demographics 2004 and 2005



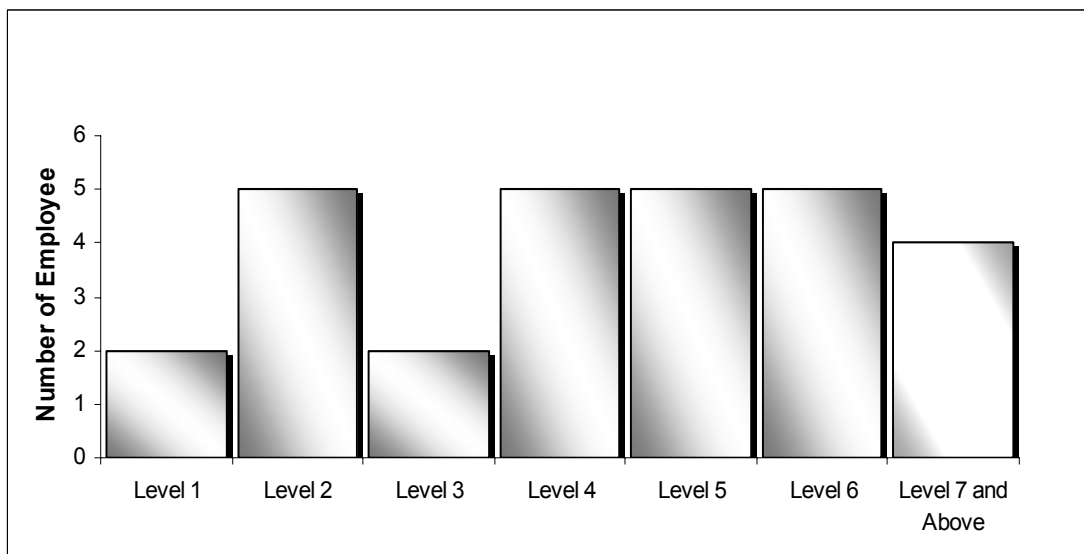
Staff Length of Service



Staff Age Profile



Staff by Classification Level



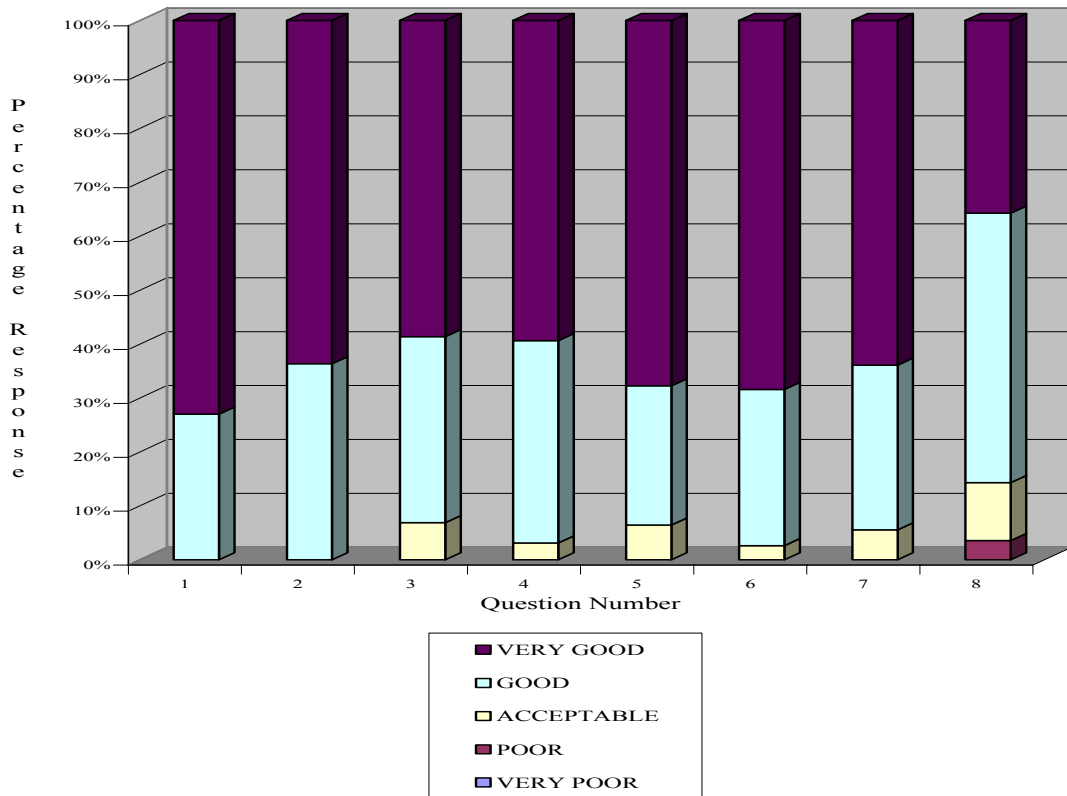
Assessment of Departmental performance

A survey of Members of the Assembly was undertaken to assess their perception of the services being delivered by the Department. Members were asked how they rated the following aspects of the work of the Department -

1. Procedural advice related to general operations of the House.
2. Procedural advice related to achieving your 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.
7. Educational services such as -
 - school visits/students to Parliament
 - Outreach Education Program
8. Information from staff about other Parliaments or wider parliamentary activities.

The results of the survey are graphed here.

Legislative Assembly Services



Analysis of results

Of the 57 questionnaires sent out, 38 were returned. The survey data relating to the services provided by the Department of the Legislative Assembly indicate the average combined 'very good' and 'good' responses to the survey questions exceeded a departmental performance target of 95%. The response to question 8 indicates a need to further address this area in the coming financial year.



Responsibility for Members' services and facilities

Survey Questions

At the request of the Speaker, two additional questions were included in the survey. Those questions were as follows -

11. At present, members' electorate offices and facilities such as computers are under the control and management of the Department of the Premier and Cabinet.

Should these offices and facilities be managed through the Legislative Assembly?

12. At present, members make application to the Premier to access their imprest funding and subsequently report to the Premier on travel undertaken.

Should the applications and reports be made to the Speaker rather than the Premier?

Analysis of Results

In the completed surveys, a total of 32 responses were given for question 11, and 31 responses for question 12. These responses indicated an overwhelming desire for both electorate offices and imprest funding to be managed through the Legislative Assembly. This information has been provided to the Speaker.



Legislative Assembly financial statements for the year ended 30 June 2005



AUDITOR GENERAL

INDEPENDENT AUDIT OPINION

To the Parliament of Western Australia

**ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2005**

Audit Opinion

In my opinion,

- (i) the controls exercised by the Administration of the Legislative Assembly provide reasonable assurance that the receipt and expenditure of moneys, the acquisition and disposal of property, and the incurring of liabilities have been in accordance with legislative provisions; and
- (ii) the financial statements are based on proper accounts and present fairly in accordance with applicable Accounting Standards and other mandatory professional reporting requirements in Australia and the Treasurer's Instructions, the financial position of the Legislative Assembly at 30 June 2005 and its financial performance and cash flows for the year ended on that date.

Scope

The Clerk's Role

The Clerk is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing the financial statements, and complying with the Financial Administration and Audit Act 1985 (the Act) and other relevant written law.

The financial statements consist of the Statement of Financial Performance, Statement of Financial Position, Statement of Cash Flows, Summary of Consolidated Fund Appropriations and Revenue Estimates, and the Notes to the Financial Statements.

Summary of my Role

As required by the Act, I have independently audited the accounts and financial statements to express an opinion on the controls and financial statements. This was done by looking at a sample of the evidence.

An audit does not guarantee that every amount and disclosure in the financial statements is error free. The term "reasonable assurance" recognises that an audit does not examine all evidence and every transaction. However, my audit procedures should identify errors or omissions significant enough to adversely affect the decisions of users of the financial statements.

A handwritten signature in black ink, appearing to read 'D D R Pearson'.

**D D R PEARSON
AUDITOR GENERAL
14 October 2005**

**ADMINISTRATION
OF THE
LEGISLATIVE ASSEMBLY
FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED
30 JUNE 2005**

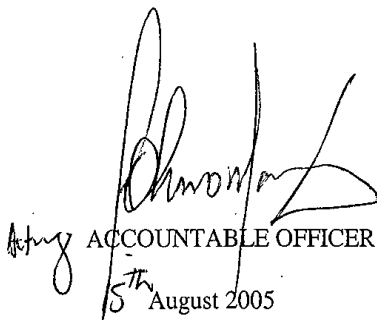


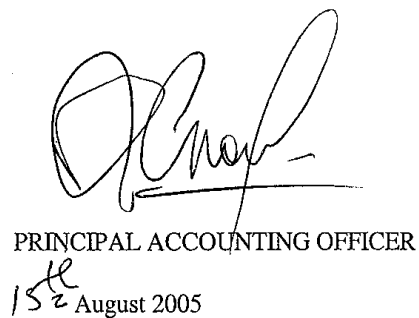
Administration of the Legislative Assembly

Certification of Financial Statements
For the year ended 30 June 2005

The accompanying financial statements of the Administration of the Legislative Assembly have been prepared in compliance with the provisions of the *Financial Administration and Audit Act 1985* from proper accounts and records to present fairly the financial transactions for the year ended 30 June 2005 and the financial position as at 30 June 2005.

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.


Acting ACCOUNTABLE OFFICER
15th August 2005


PRINCIPAL ACCOUNTING OFFICER
15th August 2005



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Statement of Financial Performance
for the year ended 30 June 2005

	Note	2004/05 (\$000)	2003/04 (\$000)
COST OF SERVICES			
Expenses from ordinary activities			
Employee expenses	4	11 172	10 876
Supplies and services	5	12 693	12 337
Depreciation expense	6	36	38
Accommodation expenses	7	333	317
Total cost of services		24 234	23 568
Revenues from ordinary activities			
<i>Revenues from operating activities</i>			
User fees and charges	8	10	4
<i>Revenues from non-operating activities</i>			
Proceeds from disposal of non current assets	9	2	-
Total revenues from ordinary activities		12	4
NET COST OF SERVICES		24 222	23 564
REVENUES FROM STATE OF WA	10		
Service appropriation		15 067	13 478
Liabilities assumed by the Treasurer		1 343	1 275
Resources received free of charge		8 332	8 548
Total revenues from State of WA		24 742	23 301
CHANGE IN NET ASSETS		520	(263)
Net increase/(decrease) in asset revaluation reserve		13	-
Total revenues, expenses and valuation adjustments recognised directly in equity		13	-
TOTAL CHANGES IN EQUITY OTHER THAN THOSE RESULTING FROM TRANSACTIONS WITH THE STATE OF WA AS OWNERS		534	(263)

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



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Statement of Financial Position
as at 30 June 2005

		2004/05	2003/04
	Note	(\$000)	(\$000)
Current Assets			
Cash assets	11	762	134
Restricted cash assets	12	-	64
Inventories	13	-	37
Receivables	14	31	25
Other assets	15	-	33
Total Current Assets		793	293
Non-Current Assets			
Amounts receivable for services	16	220	170
Plant and equipment	17	99	109
Works of art and ceremonial assets	18	145	132
Total Non-Current Assets		464	411
TOTAL ASSETS		1 257	704
Current Liabilities			
Payables	19	92	111
Provisions	20	338	317
Other liabilities	21	-	35
Total Current Liabilities		430	463
Non-Current Liabilities			
Provisions	20	149	96
Total Non-Current Liabilities		149	96
Total Liabilities		579	559
Equity			
Reserves	22	41	28
Accumulated surplus		637	117
Total Equity		678	145
TOTAL LIABILITIES AND EQUITY		1 257	704

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



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Statement of Cash Flows
for the year ended 30 June 2005

	Note	2004/05 (\$000) (OUTFLOWS) INFLOWS	2003/04 (\$000) (OUTFLOWS) INFLOWS
CASH FLOWS FROM STATE OF WA			
Service appropriation		3 475	2 842
Other statutes		11 542	10 586
Net cash provided by State of WA		15 017	13 428
Utilised as follows:			
CASH FLOWS FROM OPERATING ACTIVITIES			
Payments			
Employee costs		(9 210)	(9 399)
Superannuation		(580)	(244)
Supplies and services		(4 640)	(4 062)
GST payments on purchases		(124)	(128)
Receipts			
User charges and fees		10	4
GST receipts from taxation authority		115	108
Net cash used in operating activities	23(b)	(14 429)	(13 721)
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchase of non-current physical assets		(26)	-
Proceeds from sale of non-current physical assets		2	-
Net cash used in investing activities		(24)	-
Net increase/(decrease) in cash held		564	(293)
Cash assets at the beginning of the financial year		198	491
CASH ASSETS AT THE END OF THE FINANCIAL YEAR	23(a)	762	198

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



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Summary of Consolidated Fund Appropriations and Revenue Estimates
for the year ended 30 June 2005

	2004/05 Estimate \$000's	2004/05 Actual \$000's	Variance \$000's	2004/05 Actual \$000's	2003/04 Actual \$000's	Variance \$000's
DELIVERY OF SERVICES						
Item 2 Net amount appropriated to deliver Services	3 525	3 525	-	3 525	2 892	633
Amount Authorised by Other Statutes						
- Salaries and Allowances Act 1975	10 602	11 542	(940)	11 542	10 586	956
Total appropriations provided to deliver Services	14 127	15 067	(940)	15 067	13 478	1 589
Details of expenditure by Services						
Administrative and Procedural Support to the Legislative Assembly, its Members and Committees	23 074	24 234	(1 160)	24 234	23 564	670
Less Total revenues from ordinary activities	(7 898)	(8 323)	425	(8 323)	(8 180)	(143)
Net cost of Services	15 176	15 911	(735)	15 911	15 384	527
Adjustment for movement in cash balances and other accrual items	(1 049)	(844)	(205)	(844)	(1 906)	1 062
Total appropriations provided to deliver Services	14 127	15 067	(940)	15 067	13 478	1 589

The Summary of Consolidated Fund Appropriations, Variances to Actual and Budget should be read in conjunction with the accompanying notes.

Explanations of variations between the current year estimates and actual results and actual results compared with immediately preceding year are set out in Note 26.



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

1. Departmental mission and funding

The Department's mission is to provide effective, efficient and professional support to the Assembly, its Committees and individual Members.

The Department is funded by Parliamentary appropriation.

2. Significant Accounting Policies

The following accounting policies have been adopted in the preparation of the financial statements. Unless otherwise stated these policies are consistent with those adopted in the previous year.

General Statement

The financial statements constitute a general purpose financial report which has been prepared in accordance with Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and Urgent Issues Group (UIG) Consensus Views 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 Administration and Audit Act and the Treasurer's Instructions are legislative provisions governing the preparation of financial statements and take precedence over Accounting Standards, Statements of Accounting Concepts and other authoritative pronouncements of the Australian Accounting Standards Board, and UIG Consensus Views. The modifications are intended to fulfil the requirements of general application to the public sector, together with the need for greater disclosure and also to satisfy accountability requirements.

If any such modification has a material or significant financial effect upon the reported results, details of that modification and where practicable, the resulting financial effect, are disclosed in individual notes to these financial statements.

Basis of Accounting

The financial statements have been prepared in accordance with Accounting Standard AAS 29 "Financial Reporting by Government Departments".

The statements have been prepared on the accrual basis of accounting using the historical cost convention, except for certain assets and liabilities which, as noted, are measured at fair value.

(a) Service Appropriations

Service Appropriations are recognised as revenues 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 into the Department's bank account or credited to the holding account held at the Department of Treasury and Finance. Refer to note 10 or further commentary on service appropriation.

(b) Contributed Equity

Under UIG 38 "Contributions by Owners Made to Wholly-Owned Public Sector Entities" transfers in the nature of equity contributions must be designated by the State of WA (owners) as contributions by owners (at the time of, or prior to transfer) before such transfers can be recognised as equity contributions in the financial statements. Capital contributions (appropriations) have been designated as contributions by owners and have been credited directly to Contributed Equity in the Statement of Financial Position.



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

(c) Net Appropriation Determination

Pursuant to section 23A of the Financial Administration and Audit Act, the net appropriation determination by the Treasurer provides for retention of the following moneys received by the Department:

- ◆ proceeds from fees and charges;
- ◆ one-off revenues with a value of less than \$10,000 each derived from the sale of property other than real property; and
- ◆ other departmental revenue.

In accordance with the determination, the Department retained \$12,000 in 2004/05 (\$4,000 in 2003/04).

Retained revenues may only be applied to the Services specified in the 2004/2005 Budget Statements.

(d) Revenue Recognition

Revenue from the sale of goods and disposal of other assets and the rendering of services, is recognised when the Department has passed control of the goods or other assets or delivery of the service to the customer.

(e) Acquisitions of assets

The cost method of accounting is used for all acquisitions of assets. Cost is measured as the fair value of the assets given up or liabilities undertaken at the date of acquisition plus incidental costs directly attributable to the acquisition.

Assets acquired at no cost or for nominal consideration, are initially recognised at their fair value at the date of acquisition.

Assets costing less than \$5,000 are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

(f) Depreciation of non-current assets

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

Depreciation is calculated on the straight line basis, using rates which are reviewed annually. Expected useful lives for each class of depreciable asset are:

Plant and equipment	5 to 40 years
Computer equipment	3 years

Works of art controlled by the Department are classified as heritage assets. They are anticipated to have very long and indeterminate useful lives. Their service potential has not, in any material sense, been consumed during the reporting period. As such, no amount for depreciation has been recognised in respect of them.

(g) Revaluation of Assets

The Department has a policy of valuing assets at fair value. The revaluations are recognised in the financial statements.

(h) Leases

The Department has entered into a number of operating lease arrangements for motor vehicles, the rent of office buildings and computer equipment where the lessors effectively retains all of the risks and benefits incident to ownership of the items held under the operating leases. Equal instalments of the lease payments are charged to the Statement of Financial Performance over the lease term as this is representative of the pattern of benefits to be derived from the leased property. The Department has not entered into any finance leases.



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY**Notes to the Financial Statements****For the year ended 30 June 2005**

- (i) **Cash**
For the purpose of the Statement of Cash Flows, cash includes cash assets and restricted cash assets.
- (j) **Accrued Salaries**
The accrued salaries suspense account (refer note 13) 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.

Accrued salaries (refer note 22) represent the amount due to staff but unpaid at the end of the financial year, as the end of the last pay period for that financial year does not coincide with the end of the financial year. Accrued salaries are settled within a few days of the financial year end. The Department considers the carrying amount of accrued salaries to be equivalent to the net fair value.

- (k) **Receivables**
Receivables are recognised at the amounts receivable as they are due for settlement no more than 30 days from the date of recognition.

Collectability of receivables is reviewed on an ongoing basis. Debts which are known to be uncollectable are written off. A provision for doubtful debts is raised where some doubt as to collection exists and in any event where the debt is more than 60 days overdue.

- (l) **Payables**
Payables, including accruals not yet billed, are recognised when the Department becomes obliged to make future payments as a result of a purchase of assets or services. Payables are generally settled within 30 days.

- (m) **Employee benefits**
Annual leave
This benefit is recognised at the reporting date in respect to employees' services up to that date and is measured at the nominal amounts expected to be paid when the liabilities are settled.

Long service leave

Leave benefits are calculated at current remuneration rates. A liability for long service leave is recognised after an employee has completed four years of service. An actuarial assessment of long service leave undertaken by PricewaterhouseCoopers Actuaries in 2001, determined

that the liability measured using the short hand method was not materially different from the liability measured using the present value of expected future payments.

This method of measurement of the liability is consistent with the requirements of Accounting Standard AASB 1028 "Employee Benefits".

Superannuation

Staff may contribute to the Pension Scheme, a defined benefits pension scheme now closed to new members, or to the Gold State Superannuation Scheme, a defined benefit lump sum scheme now also closed to new members. All staff who do not contribute to either of these schemes become non-contributory members of the West State Superannuation Scheme, an accumulation fund. The Department contributes to this accumulation fund in compliance with the Commonwealth Government's Superannuation Guarantee (Administration) Act 1992. All of these schemes are administered by the Government Employees Superannuation Board (GESB).



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY**Notes to the Financial Statements****For the year ended 30 June 2005**

The superannuation expense comprises the following elements:

- (i) change in the unfunded employer's liability in respect of current employees who are members of the Pension Scheme and current employees who accrued a benefit on transfer from that Scheme to the Gold State Superannuation Scheme; and
- (ii) employer contributions paid to the Gold State Superannuation Scheme and the West State Superannuation Scheme.

The superannuation expense does not include payment of pensions to retirees, as this does not constitute part of the cost of services provided by the Department in the current year.

A revenue "Liabilities assumed by the Treasurer" equivalent to (i) is recognised under Revenues from State of WA in the Statement of Financial Performance as the unfunded liability is assumed by the Treasurer. The GESB makes the benefit payments and is recouped by the Treasurer.

The Department is funded for employer contributions in respect of the Gold State Superannuation Scheme and the West State Superannuation Scheme. These contributions were paid to the GESB during the year. The GESB subsequently paid the employer contributions in respect of the Gold State Superannuation Scheme to the Consolidated Fund.

The liabilities for superannuation charges under the Gold State Superannuation Scheme and West State Superannuation Scheme are extinguished by payment of employer contributions to the Government Employees Superannuation Board.

Employee benefit on-costs

Employee benefit on-costs, are recognised and included in employee benefit liabilities and costs when the employee benefits to which they relate are recognised as liabilities and expenses. (See notes 4 and 20).

- (n) Resources Received Free of Charge or For Nominal Value
Resources received free of charge or for nominal value which can be reliably measured are recognised as revenues and as assets or expenses as appropriate at fair value.
- (o) Comparative Figures
Comparative figures are, where appropriate, reclassified so as to be comparable with the figures presented in the current financial year.
- (p) Rounding of amounts
Amounts in the financial statements have been rounded to the nearest thousand dollars, or in certain cases, to the nearest dollar.



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

3. Activities/Services of the Department

The Legislative Assembly has one service - Administrative and Procedural support to the Legislative Assembly, its Members and Committees.

The objective of this service is to provide effective, efficient and professional procedural and administrative support to the Legislative Assembly, its Members and Committees.

	2004/05	2003/04
	(\$000)	(\$000)
4. Employee expenses		
Salaries and Allowances Act 1975		
Salaries	7 837	7 516
Superannuation	1 780	1 672
Long service leave	110	11
Annual leave	62	23
Other related expenses(i)	16	4
	<u>9 805</u>	<u>9 226</u>
Parliamentary Support		
Wages and salaries	1 159	1 247
Superannuation	143	218
Long service leave	(48)	27
Annual leave	103	145
Other related expenses(i)	10	13
	<u>1 367</u>	<u>1 650</u>
	<u>11 172</u>	<u>10 876</u>
 (i) These employee expenses include superannuation and workers compensation premiums associated with the recognition of annual and long service leave liability. The related on-costs liability is included in employee benefit liabilities at Note 20.		
5. Supplies and services		
Communications	190	21
Consumables	89	125
Other	144	81
Other Staff Costs	191	177
Consultants and contractors	360	53
Travel	62	160
Other	445	274
Resources received free of charge (see note 11)	8 332	8 548
	<u>9 813</u>	<u>9 439</u>
Member allowances		
Salaries and Allowances Act 1975	2 880	2 898
	<u>12 693</u>	<u>12 337</u>



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

	2004/05 (\$000)	2003/04 (\$000)
6. Depreciation Expense		
Depreciation Expense		
Plant and Equipment	36	38
Total Depreciation	<u>36</u>	<u>38</u>
7. Accommodation expenses		
Lease rentals	<u>333</u>	<u>317</u>
8. User Charges and Fees		
Sale of Publications	<u>10</u>	<u>4</u>
9. Net Profit on Disposal of Non-current Assets		
Furniture and Equipment	<u>2</u>	<u>-</u>
10. Revenues from State of WA		
Appropriation revenue received during the year		
Salaries and Allowances Act 1975	11 542	10 586
Service Appropriations (I)	3 525	2 892
	<u>15 067</u>	<u>13 478</u>
The following liabilities have been assumed by the Treasurer during the financial year:		
Superannuation (II)		
Salaries and Allowances Act 1975	1 343	1 203
Parliamentary Support	-	72
	<u>1 343</u>	<u>1 275</u>
Resources received free of charge (III)		
Determined on the basis of the following estimates provided by agencies -		
Parliamentary Services Department	8 332	8 548
	<u>8 332</u>	<u>8 548</u>
	<u>24 742</u>	<u>23 301</u>



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY**Notes to the Financial Statements****For the year ended 30 June 2005****10. Revenues from State of WA (...cont)**

Net cost of services of the Parliamentary Services Department have been apportioned on the basis of 57 Members of the Legislative Assembly and 34 Members of the Legislative Council.

- I. Service appropriations are accrual amounts reflecting the full cost of services delivered. The 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.
- II. The assumption of the superannuation liability by the Treasurer is only a notional revenue to offset the notional superannuation expense reported in respect of current employees who are members of the pension scheme and current employees who have a transfer benefit entitlement under the Gold State scheme.
- III. Where assets or services have been received free of charge or for nominal consideration, the Department recognises revenues (except where the contributions of assets or services are in the nature of contributions by owners in which case the Department shall make a direct adjustment to equity) equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated, and those fair values shall be recognised as assets or expenses, as applicable.
- IV. The transfers referred to in (III) above cannot be treated as contributions by owners (equity) as no formal designation has been made and the other requirements specified in UIG 38(7) have not been met.

	2004/05 (S000)	2003/04 (S000)
11. Cash Assets		
Operating Account	762	134
12. Restricted Cash Assets		
Accrued salary suspense account	-	64
Amount held in suspense account is only to be used for the purpose of meeting the 27 th pay in a financial year which occurs every 11 years. This occurred in 2004/05.		
13. Inventories		
Parliamentary publications	-	37
14. Receivables		
Trade debtors	-	3
GST receivable	31	22
	31	25
15. Other assets		
Prepayments	-	33



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

	2004/05 (\$000)	2003/04 (\$000)
16. Amounts Receivable for Services		
Current	-	-
Non-Current	220	170
	220	170

This asset 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.

17. Plant and Equipment

Plant and Equipment

At cost	615	534
Accumulated Depreciation	(532)	(425)
	83	109

Audio & TV Equipment

At cost	18	-
Accumulated Depreciation	(2)	-
	16	-

TOTAL

At cost and valuation	633	534
Less Accumulated Depreciation	(534)	(425)
	99	109

Reconciliations:

Reconciliation of the carrying amounts of Plant and Equipment, Works of Art and Ceremonial assets at the beginning and end of the current financial year are set out below.

	Plant & Equipment	Audio & TV Equipment	Works of Art	Ceremonial Assets	Total
Carrying amount at start of year	109	-	78	54	241
Additions	8	18	-	-	26
Disposals	-	-	-	-	-
Revaluation increments/(decrements)	-	-	13	-	13
Write-back of depreciation	-	-	-	-	-
Depreciation	(34)	(2)	-	-	(36)
Carrying amount at end of year	83	16	91	54	244



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY**Notes to the Financial Statements****For the year ended 30 June 2005**

	2004/05 (\$000)	2003/04 (\$000)
18. Works of Art and Ceremonial Assets		
Works of Art:		
At Valuation	91	78
Ceremonial Assets:		
At Valuation	54	54
	<u>145</u>	<u>132</u>
<p>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 June 2005.</p> <p>The valuation of ceremonial assets is in accordance with an independent valuation which was undertaken by Arthur Spartalis, Fine Art Dealer and Consultant, on the basis of current market value in July 1990.</p>		
19. Payables		
Trade payables.	92	111
20. Provisions		
Current		
Annual Leave	155	148
Long Service Leave	151	139
Other (On-costs) (i)	32	30
	<u>338</u>	<u>317</u>
Non-Current		
Long Service Leave	135	87
Other (On-costs) (i)	14	9
	<u>149</u>	<u>96</u>
<p>(i) The settlement of annual and long service leave liabilities gives rise to the payment of employment on-costs including superannuation and workers compensation premiums. The liability for such on-costs is included here. The associated expense is included under Other related expenses (under Employee expenses) at Note 4.</p>		
Employee Benefit Liabilities		
<p>The aggregate employee benefit liability recognised and included in the financial statements is as follows:</p>		
Provision for employee entitlements		
Current	338	317
Non Current	149	96
	<u>487</u>	<u>413</u>
21. Other liabilities		
Accrued salaries	-	35



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

	2004/05 (\$000)	2003/04 (\$000)
22. Equity		
Equity represents the residual interest in the net assets of the Department. The State of WA holds the equity interest in the Department on behalf of the community. The Asset Revaluation Reserve represents that portion of equity resulting from the revaluation of non-current assets		
Asset Revaluation Reserve (i)		
Opening balance	28	28
Net revaluation increment	13	-
Closing balance	41	28
 (i) The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy note (g).		
Accumulated surplus		
Opening Balance	117	380
Change in net assets	520	(263)
Closing Balance	637	117
Total Equity	678	145



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY**Notes to the Financial Statements****For the year ended 30 June 2005**

	2004/05	2003/04
	(\$000)	(\$000)
23. Notes to the Statement of Cashflows		
(a) Reconciliation of Cash		
For the purpose of the Statement of Cash Flows, cash includes cash at bank and restricted 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:		
Cash assets (refer note 12)	762	134
Restricted cash assets (refer note 13)	-	64
	<u>762</u>	<u>198</u>
(b) Reconciliation of net cost of services to net cash flows provided by/(used in) operating activities		
Net cost of services	(24 222)	(23 564)
Non cash items:		
Depreciation	36	38
Superannuation expense	1 343	1 275
Gain on sale of assets	(2)	-
Resources received free of charge	8 332	8 548
 (Increase)/decrease in assets:		
Inventories	37	-
Prepayments	33	(4)
Current receivables	(6)	(23)
 Increase/(decrease) in liabilities		
Current payables	(19)	47
Other liabilities	(35)	(57)
Current provisions	21	11
Non current provisions	53	8
Net cash provided by/(used in) operating activities	<u>(14 429)</u>	<u>(13 721)</u>



ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2005

	2004/05 (\$000)	2003/04 (\$000)
24. 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		
\$140,001-\$150,000		1
\$150,001-\$160,000	1	
\$170,001-\$180,000		1
\$220,001-\$230,000	1	
	2	2
Total remuneration of senior officers is:	384	321

The superannuation included here represents the superannuation expense incurred by the Department in respect of senior officers. One senior officer is a member of the Superannuation and Family Benefits Act Scheme.

Total notional contributions to Superannuation and Family Benefits Act Scheme	110	66
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25. Events Occurring After Reporting Date

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

26. Explanatory Statement

The Summary of Consolidated Fund Appropriations and Revenue Estimates discloses appropriations and other statutes expenditure estimates, the actual expenditures made and revenue estimates and payments into the Consolidated Fund. Appropriations are now on an accrual basis.

The following explanations are provided in accordance with Treasurer's Instruction 945. Significant variations are considered to be those variations that are greater than 10% or \$100,000.

(i) Significant variances between estimate and actual - Total appropriation to deliver services:

	2004/05 Estimate \$000's	2004/05 Actual \$000's	Variation \$000's
Administrative and procedural support to the Legislative Assembly, its Members and Committees.	14 127	15 067	(940)
Resulting from increases in Members' salaries and allowances.			



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For the year ended 30 June 2005

(ii) Significant variations between actual and prior year actual - Total appropriation to deliver services:

	2004/05 Actual \$000's	2003/04 Actual \$000's	Variation \$000's
Total appropriation provided to deliver services for the year	15 067	13 478	(1 589)

Resulting from increases in Members' salaries and allowances and cost escalation.

	2004/05 (\$000)	2003/04 (\$000)
27. Commitments for Expenditure		
Lease Commitments		
Lease commitments in relation to leases contracted for at the reporting date but not recognised as liabilities, payable as follows:		
- Within one year	314	324
- Later than one year but not later than five years	767	161
	<u>1 081</u>	<u>485</u>
Representing:		
Cancellable operating leases	7	26
Non-cancellable operating leases	1 074	459
	<u>1 081</u>	<u>485</u>

28. Capital Commitments

There were no capital commitments at the end of the financial year.

29. Contingent Liabilities

The Department has no contingent liabilities.

30. Supplementary Information**(a) Write Offs**

There were no items written off during the year.

(b) Losses Through Thefts, Defaults And Other Causes

There was no loss of public property through theft in the 2004/05 financial year.

(c) Gifts of Public Property

There were no gifts of public property made by the Department during the financial year.

31. Remuneration of auditor

Remuneration to the Auditor General for the financial year is as follows:

Auditing the accounts and financial statements	15	14
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ADMINISTRATION OF THE LEGISLATIVE ASSEMBLY
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32. The Impact of Adopting International Accounting Standards

The Legislative Assembly is adopting Australian Equivalents to International Financial Reporting Standards (AIFRS).

AASB 1 requires an opening balance sheet as at 1 July 2004 and the restatement of the financial statements for the reporting period to 30 June 2005 on the International Financial Reporting Standards (IFRS) basis. These financial statements will be unpublished and will be presented as comparatives in the first annual financial report prepared on an IFRS basis for the period ending 30 June 2006.

AASB 1047 "Disclosing the Impacts of Adopting Australian Equivalents to International Financial Reporting Standards" requires financial reports for the period ending on or after 30 June 2005 to disclose any known or reliably estimable information about the impacts on the financial statements had they been prepared using AIFRS. The Legislative Assembly do not consider any material differences to arise from adopting Australian equivalents to IFRS.

