

Legislative Assembly of Western Australia

ANNUAL REPORT

2021–2022



Message from the Speaker



It is an absolute privilege to serve in the role of Speaker. I appreciate the generous support of all of our Members of the Legislative Assembly and dedication of our hard working staff led by our Clerk, Ms Kirsten Robinson.

This year has seen the need for adaption, resilience, and leadership, as we navigated through the new systems emerging as a result of the COVID-19 pandemic. A temporary order was adopted by the House on 15 March

2022 to enable remote participation by members. This meant that members who were unable to attend the House in person because they were required to self-isolate or quarantine due to either contracting or exposure to COVID-19, could participate in proceedings remotely. While remote participation in proceedings should not take the place of in-person attendance in the Chamber, the temporary order enabled those members isolating due to the pandemic to continue to participate in parliamentary proceedings and work hard for their electorates and the people of Western Australia. The House also trialled two types of divisions over this period: 'stand/sit' and 'walk through', with the latter being the preference of a majority of members.

Moving out the pandemic, we have been able to relax our face mask and social distancing requirements. This has given us the opportunity to welcome back staff, guests, and tour groups to fill the building and celebrate the reconnection of people statewide.

During this period we also celebrated the 100th anniversary of the inaugural speech of Edith Cowan, the first woman elected to any Australian Parliament, which occurred on 28 July 1921. One of the ways the Parliament recognised this historic event was to host a live performance by professional actors in the Legislative Assembly chamber of the play, 'Edith'. This recreated Edith Cowan's first speech in the House, and added points of view by historical and future characters including Sir John Forrest, the state's first Premier, and a young woman from 2021. In addition to three public performances, members of Parliament were given the opportunity to view the Edith Cowan play in the Assembly Chamber on a sitting night in August.

I thank and congratulate all members for the contributions they have made this year, and I thank the staff of the Department for another year of hard work and commitment to supporting the Legislative Assembly, its members and committees. We move into this next year stronger and more connected than before, having shown how adaptable we are to change, and how willing and able we are to progress.

A handwritten signature in blue ink that reads "Michelle Roberts". The signature is written in a cursive, flowing style.

Hon Michelle H Roberts MLA
Speaker of the Legislative Assembly

Hon Michelle H Roberts MLA
Speaker of the Legislative Assembly
Parliament House
4 Harvest Terrace
WEST PERTH WA 6005



Dear Madam Speaker

Letter of transmittal

I have pleasure in submitting to you, for presentation to the House, the Annual Report on the operations of the Department of the Legislative Assembly for the period 1 July 2021 to 30 June 2022.

The report addresses matters arising from the Clerk's powers, duties and functions as the Accountable Authority under the *Financial Management Act 2006*, as well as matters pertaining to the operations of the Department, the Chamber and its committees.

Yours sincerely

A handwritten signature in blue ink, appearing to read "Kirsten M Robinson".

MS KIRSTEN M ROBINSON
CLERK OF THE LEGISLATIVE ASSEMBLY

29 November 2022

Clerk's overview

The opening of the borders of Western Australia in early March 2022, and changing COVID-19 settings, presented new challenges on how to approach the business of supporting the Legislative Assembly in uncertain times. Despite this, I am pleased to report that the Legislative Assembly has again demonstrated that it is capable of quickly responding to developments to ensure the effective operation of the House and its committees.

We saw remote participation in the Western Australian Parliament for the first time in a range of parliamentary proceedings, with the member for Nedlands, Dr Katrina Stratton, making the inaugural remote contribution on the Premier's Statement on 16 February 2022. Parliament's broadcasting team, in conjunction with the information technology department, installed videoconferencing facilities in the Chamber to enable members to participate in proceedings remotely.

With the opening of the borders, we have started to re-connect again with the rest of the world, with interstate and international visitors being welcomed back to the Western Australian Parliament. This also presents opportunities for staff to attend conferences and seminars in-person and to re-establish connections and networks with parliamentary colleagues in other jurisdictions.

As expected, our committees were just as busy in 2021-22 as they have been in the past. Over this period, the Assembly's committees undertook inquiries on such diverse topics as ways to address food insecurity for children and young people affected by poverty, intergenerational challenges and opportunities for the Western Australian economy, the response of Western Australian schools to climate change, and the Student Transport Assistance Policy framework.

The Community Development and Justice Standing Committee's inquiry into sexual harassment against women in the FIFO mining industry threw up challenges in terms of how we support witnesses providing difficult evidence. Counselling services were retained on premises at hearings, and also offered to

witnesses for a period following their appearance. Their long-awaited report, 'Enough is Enough', was tabled in June this year.

The Assembly launched a new online portal to facilitate the registration of advisers in estimates hearings. The application was designed to ensure the previous paper-based system, which involved various manual processes of registering advisers, was streamlined to reduce pressure on staff when estimates committees were in operation. I am proud of this demonstration of how staff saw a problem with an existing process and came up with an innovative solution.

Our successful response to the challenges of the past year is due in no small part to the dedication, professionalism and resilience of the staff of the Legislative Assembly. I am fortunate to work with a team that consistently delivers a high level of service to members of the Legislative Assembly.

Mathew Bates, our former Clerk Assistant, was an integral part of our team for 13 years. I thank him for his service and wish him well in his new role as Clerk and Chief Executive Officer of the Legislative Assembly of the Northern Territory.

I also thank the Clerk of the Legislative Council, Sam Hastings, his predecessor Nigel Pratt, and the Executive Manager of PSD, Rob Hunter, for another year of working collaboratively to serve the interests of the Parliament.

Clerk's overview

Under the stewardship of our Speaker, Hon Michelle Roberts MLA, the operations of the Legislative Assembly move forward as we approach the midpoint of this parliamentary term. I greatly appreciate Madam Speaker's guidance and support, and look forward to continue working with her in the coming years.



Ms Kirsten M Robinson
Clerk of the Legislative Assembly



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Overview of the Department

The Legislative Assembly

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:

- determining which group of members will form the Government;
- considering and providing appropriations for Government to function;
- providing a legislative framework for the State;
- scrutinising the actions of Executive Government; and
- providing representation and a forum for discussion of issues of public concern.

The Department of the Legislative Assembly

Supporting the members, the House and its committees in the exercise of these five functions is the Department of the Legislative Assembly (the Department). The Department is one of three which serve the Parliament of Western Australia, and is accountable under the provisions of the *Financial Management Act 2006*. The Department is not a department or agency of the Crown under the *Public Sector Management Act 1994*. This is reflective of the long established and necessary independence of Parliament from the Executive.

The Department is not the same as the Legislative Assembly. The latter refers to the elected members of that body.

The Department services the needs of members of Parliament, delivering a broad, high-level outcome of supporting governance for all Western Australians. The Department's published desired outcome is that the Legislative Assembly members' requirements are met, and its service is to support the operations of the Legislative Assembly.

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 support parliamentary democracy.

Our values

In providing advice and services we will show:

Mutual Respect	Treating all people 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

Overview of the Department

The Legislative Assembly's year in facts and figures

60

Sitting days

405

Sitting hours

990

Questions in question time

495

Questions on notice asked

Leader of the
Opposition

Member asking most questions on
notice

Minister for Health

Minister receiving most questions on
notice

11.58 pm

Latest adjournment time

48

Number of divisions

43

Bills introduced

48

Bills passed

44

Motions moved in the Legislative
Assembly

912

Number of papers tabled

The Legislative Assembly's year in facts and figures

26

Committee reports

8

Committee inquiries launched

3

Committee inquiries concluded

2

House-referred committee inquiries

475

Committee submissions received

48

Committee hearings

214

Witnesses before committees

67

Number of grievances

Minister for
Transport

Minister most grieved to

22

Petitions presented

Attorney General

Minister introducing most bills

18

Suspensions of Standing Orders

Overview of the Department

Legislative framework

The principal legislation 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 major components are 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 legislature 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 Australia¹. 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, details of the current electoral system of Western Australia are to be found in the *Electoral Act 1907*, which has been amended most recently by the *Constitutional and Electoral Legislation Amendment (Electoral Equality) Bill 2021*.

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’. Pursuant to this, the *Parliamentary Privileges Act 1891* provides for parliamentary privilege in Western Australia.

¹ Her Majesty Queen Elizabeth II died on 8 September 2022 and was succeeded by King Charles III.

The *Supreme Court Act 1935* and the *Financial Management Act 2006* also form part of the constitutional 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’) 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 of this Act is the basis for the privilege of freedom of speech, as imported by the *Parliamentary Privileges Act 1891*, providing that parliamentary proceedings cannot be impeached or questioned in any court or place outside the Parliament;
- Letters Patent, a source of constitutional authority for the Governor, as representative of the Crown;
- 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 for Government) mostly based on the Westminster model.

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 the Department does for the Legislative Assembly. The

Overview of the Department

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, education and catering services.

The Speaker

The Speaker of the Legislative Assembly (the Speaker) is the political head of the Department. Together with the President of the Legislative Council, the Speaker is responsible for the overall management of the Parliament. The *Parliamentary and Electorate Staff (Employment) Act 1992* establishes the Speaker, acting on the advice of the Clerk, 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. 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 investigative and conference travel, specialist advisers and advertising, and is not authorised within the Department until the Speaker has approved the purpose and the level of expenditure.

The Clerk of the Legislative Assembly

The Clerk of the Legislative Assembly is responsible for the operation of the Department, and this 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 Authority, 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 PSD), who prepares all documentation for financial reporting requirements. (Refer to Appendix One for the audited Financial Statements.)



Legislative Assembly's Clerks-at-the-Table and Sergeant-at-Arms

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 to members. The two Clerk Assistants are responsible for the management of two principal areas within the

Overview of the Department

Department: Chamber operations and Committee operations. They also provide procedural advice to staff and members.

Chamber support

The Legislative Assembly Office provides support services to the Chamber, members of Parliament and the Clerks. 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 public.

Committee support

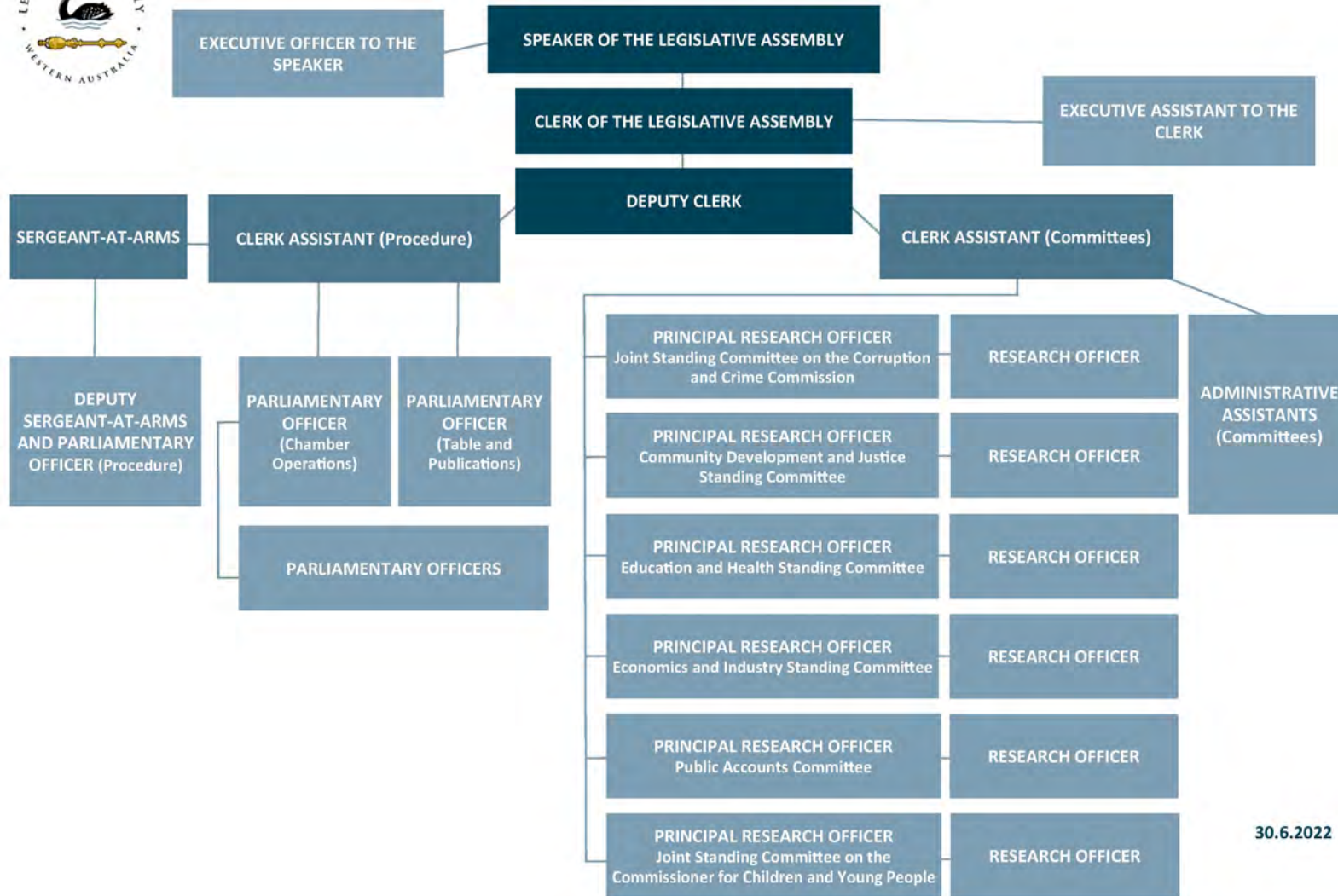
Each Standing Committee is assigned a Principal Research Officer and a Research Officer. Direct employment or secondment of additional staff is undertaken as necessary. Staff for the Legislative Assembly's committees are principally located in separate premises at Level 1, 11 Harvest Terrace, West Perth.

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

Overview of the Department



LEGISLATIVE ASSEMBLY



30.6.2022

Overview of the Department

Interdepartmental cooperation

Assembly officers are actively involved in a number of interdepartmental committees intended to foster communication and cooperation across the Parliament. These committees provide forums through which issues impacting all three of the parliamentary departments can be discussed and responded to.

Management Executive Committee

The operations of Parliament House are managed by a Management Executive Committee (MEC) comprising:

- the Speaker and the President;
- the Clerks of both Houses; and
- the Executive Manager, Parliamentary Services Department (PSD).

The MEC approves 'whole of Parliament' policies, and meets to discuss, plan, authorise and oversee major projects for the Parliament.

Heads of Department meetings

The Heads of Department (HODs) of the three parliamentary departments – comprising the two Clerks and the Executive Manager of PSD – meet regularly to discuss whole of Parliament issues relating to service delivery, policy matters – particularly policies relating to parliamentary employee terms and conditions – and to approve and receive reports on capital works underway at the Parliament.

HODs meetings will usually take place in advance of MEC meetings, with decisions taken at HODs meetings forming recommendations for endorsement by the MEC.

Risk Management Committee

The Risk Management Committee is responsible for the development and communication of risk management policy, procedures, training, implementation and reporting across the three parliamentary departments.

Joint Consultative Committee

The Assembly participates in the Joint Consultative Committee (JCC), an employee-management forum through which all staff members are able to raise issues impacting the workplace and the performance of duties therein. The JCC has been in operation for nearly 20 years and continues to fulfil an important role in the Parliament's workplace. Upon consideration of any of the issues raised at a JCC meeting, the JCC can resolve to write to the HODs and MEC with a recommendation for action or specific policy changes.

Information Management Committee

The HODs have jointly appointed an Information Management Committee to facilitate and coordinate effective management of business information for the Parliament as a whole and for each department individually. The Committee provides advice and recommendations to the HODs relating to information management practices, the Parliament's records and archives, and policy and procedure that reflects best practice in compliance with the *State Records Act 2000*.

Internal Audit Committee

The Parliament has established an Audit Committee in compliance with Treasurer's Instructions TI 1201 and TI 1202. The Audit Committee is composed of three staff representatives from the Legislative Assembly, the Legislative Council and PSD, and two independent members serving as Audit Chair and Chief Audit Executive. The Audit Committee assists the Heads of Department in fulfilling their oversight responsibilities in relation to systems of risk

Overview of the Department

management and internal controls, and monitors the departments' compliance with relevant laws, regulations and policies.

Art at Parliament House

The Legislative Assembly is represented on the Parliament House Art Advisory Committee (PHAAC) by the Speaker, who is the Committee Chair, and by the Clerk Assistant (Committees), who is the Committee Secretary.

During the period under review, the PHAAC recommended that the Parliament purchase two paintings by Western Australian Aboriginal artists. The first was Lily Karadada's ochre on canvas work, *Three Wandjinas*, which is now on display in the Aboriginal People's Gallery. The second work, *Water Song that Calls Biroc Together with Bunuroo*, was painted by Shane Pickett, who is esteemed as one of the leading Nyoongar artists of his generation. This painting can be viewed in the entrance foyer to Parliament House.



Water Song that Calls Biroc Together with Bunuroo

In 2021–22 the Committee continued its collaborative relationship with the School of Arts and Humanities at Edith Cowan University by inviting award-

winning artist Eva Fernández to be the 2021 Parliament House–Edith Cowan University Artist-in-Residence. Given 2021 was the centenary of the election of Edith Cowan, the first woman member of Parliament in Australia, Ms Fernández chose to take the life and achievements of Edith Cowan as the inspiration for her residency artwork. The launch of the suite of photographs composing *Edith Cowan: An Extraordinary Woman* will take place in August 2022.

The Parliament also acknowledges the generosity of Edith Cowan University in extending its loan of Aboriginal artworks to the Parliament, and in providing additional loans by Western Australian artists Guy Grey-Smith, Monique Tippett, Shane Pickett and Tony Windberg.

Other interdepartmental committees

The Assembly supports and participates in other interdepartmental committees, including the:

- Parliamentary History Advisory Committee; and
- Parliamentary Education and Community Relations Committee.

These committees provide advice and feedback to the Presiding Officers on all matters pertaining to the history of the Parliament and its members and operations, the historical projects undertaken by the parliamentary departments, and the education and community engagement activities of the Parliament.

Agency Performance

Assessing the Department’s performance

Each year, the Department surveys the members of the Legislative Assembly as a means of assessing the effectiveness of the Department’s service delivery. The survey consists of six questions that cover the range of services delivered by the Department in the House and the Committee Office.

The survey was distributed in hard copy to members on Tuesday 14 June 2022 and the Speaker made a statement in the House outlining the purpose and value of the survey and encouraging members to complete it.

The response rate for the 2021–22 financial year was 74.5 per cent, compared with 83.1 per cent in 2020–21. The slight decrease in response rate is potentially reflective of the impact of COVID-19 on the attendance of members and their availability to complete the survey.

Survey results

The survey assists the Department’s management team in configuring services in a manner that best responds to both the Legislative Assembly’s and individual members’ needs. As the results demonstrate, members continue to express a high degree of satisfaction in the services delivered by the Department, and this year’s results are broadly in line with those from earlier periods.

This year’s results are outlined opposite, and a chart is provided on page 20 for comparison against results achieved over the preceding six-year period. In addition to the quantitative data gathered during the survey, members are encouraged to write comments in relation to each of the survey questions. Where this information is provided, it is collated and presented to the management team for comment or action as necessary.

96.8%

Overall satisfaction of members regarding procedural advice related to general operations of the House

96.3%

Overall satisfaction of members regarding advice relating to achieving specific purposes in the House

92.0%

Overall satisfaction of members regarding assistance with drafting of, and amendments to, bills and motions

96.7%

Overall satisfaction of Members regarding advice about standing committees

94.8%

Overall satisfaction of members regarding administrative advice and arrangements in relation to standing committees

96.0%

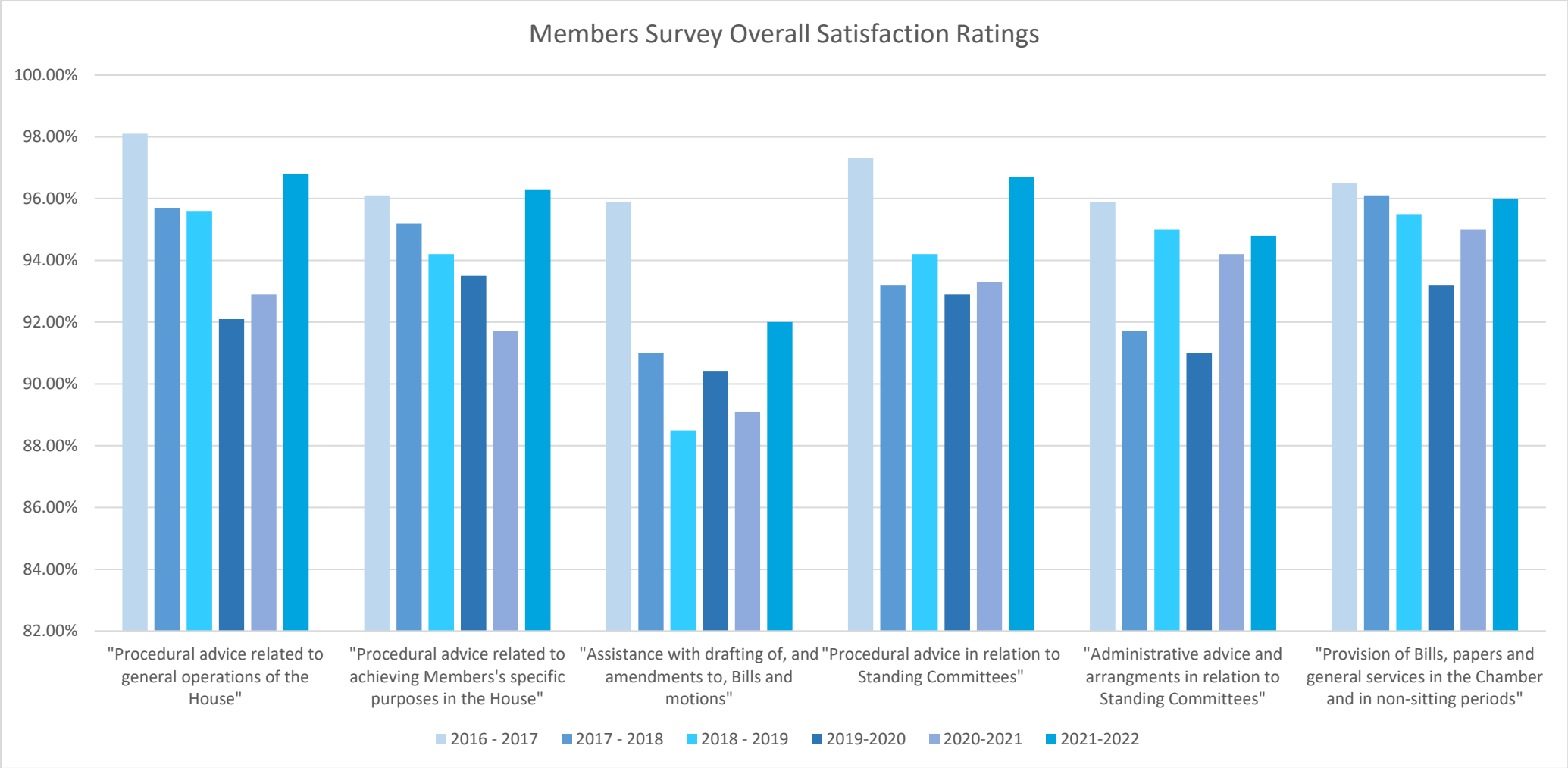
Overall satisfaction of members regarding provision of bills, papers and general services in the Chamber and in non-sitting periods

Historical comparison

The chart on the following page provides a summary of the Legislative Assembly’s performance against these six criteria since 2016.

As noted previously, this year’s results continue to indicate that the Department’s service delivery is well regarded by members; all six criteria have further increased in satisfaction since the previous year. Of particular note, the assistance provided in relation to the drafting of bills, amendments and motions had dropped below 90 per cent in 2020–21; this has now increased to 92 per cent in 2021–22.

Agency Performance



Summary of the year's activities

Service objectives

The Department of the Legislative Assembly's service objectives focus on the key tasks of supporting the work of members in both the House and committees; in building the individual capacity of members and staff; and promoting the work of the Parliament and its role in democratic governance in Western Australia.

The service objectives align with and fulfil the Department's responsibility to:

- ensure that the Legislative Assembly members' requirements are met; and
- support the operations of the Legislative Assembly.

Numerous activities associated with meeting each of these services are outlined in the following pages. Together, they tell the story of how the Department has responded to the operational requirements and other needs of the Legislative Assembly and its 59 members.

Supporting sittings of the House and members

Providing procedural advice to members

The primary responsibility of the Department of the Legislative Assembly is to meet the requirements of the Legislative Assembly's members. This broad description covers a range of services delivered by the Department's staff in order to ensure that the Legislative Assembly's legislative and oversight functions are carried out in a seamless fashion.

Ultimately, it is the members of the Legislative Assembly themselves who determine the nature and extent of the work that the Department carries out. These aspects of the Assembly's operations are necessarily episodic and responsive to events in the Chamber itself, or other political developments. These services include the provision of advice to members on matters of



parliamentary procedure and practice, which is often provided verbally and at short notice. It can encompass advice on the day's business program through to drafting complex amendments and motions for use in the House.

The Clerk and senior officers work closely with the Speaker to draft rulings and advise the Speaker, Deputy Speaker and Acting Speakers on parliamentary procedure and practice, as well as relevant precedents.

It is difficult to capture and quantify statistical information about this work. However, members have consistently rated the advice they receive from the Clerks and other senior officers very highly, and as the survey results outlined on page 19 show, this continues to be the case.

Summary of the year's activities



Briefing and training sessions

The Legislative Assembly organised a series of briefing and training sessions in August 2021 for new members of Parliament. This followed the initial induction sessions for new members after their election, both prior to their first sitting day and once Parliament was running. Topics included understanding the budget and budget process, an introduction to reading legislation, and introductory briefings with the Auditor General and the Ombudsman. A number of refresher sessions provided an opportunity for Acting Speakers to raise any issues or questions they had on chairing proceedings.

Joint sittings

During 2021-22, two joint sittings of both Houses were held to fill vacancies in the Senate. The first vacancy was created by the resignation of Senator Rachel Siewert. A joint sitting was held on Tuesday, 14 September 2021 in the Legislative Council Chamber and Dorinda Cox was elected as a senator of the Commonwealth Parliament.

The second vacancy resulted from the resignation of Senator Ben Small who, in announcing his resignation, had indicated that there were questions as to his previous eligibility to sit as a Senator, which may need to be referred to the Court of Disputed Returns. However, those questions did not go to the manner of filling the casual vacancy. A joint sitting was held on Wednesday, 18 May 2022 and Ben Small was duly elected as a senator of the Commonwealth Parliament to fill the position (which expired at the end of 30 June 2022).

Impending resignation of member

In June 2022, the member for North West Central, Vince Catania announced his intention to resign in August 2022. Mr Catania served for over 17 years as a member across both Houses of the Parliament of Western Australia. Mr Catania gave his valedictory speech on 23 June 2022.

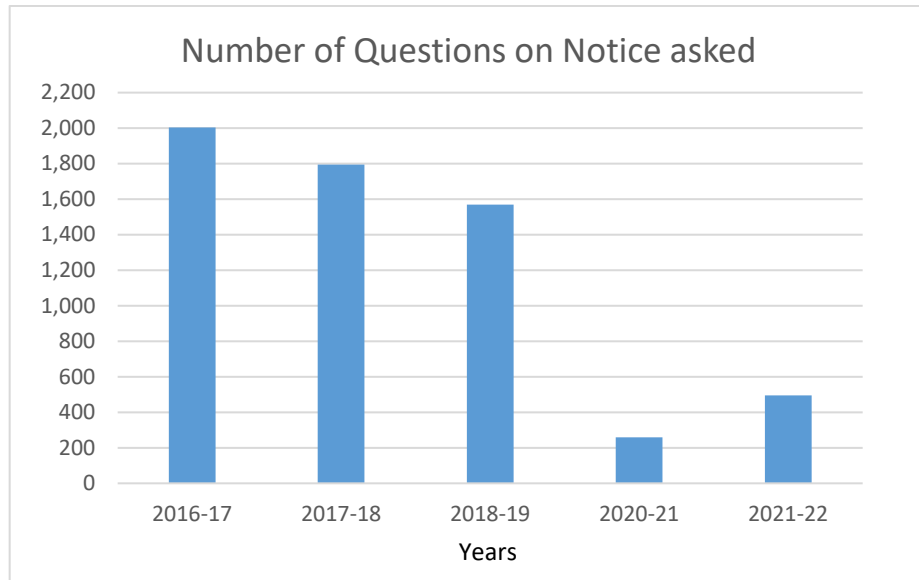
Providing administrative support for sittings of the House

There are also important administrative services delivered by the Department, without which sittings of the Legislative Assembly would not be possible.

The Notice Paper, which serves as a high-level agenda for the Legislative Assembly, is published ahead of each sitting day. The Order of Business contained in the notice paper reflects the government's legislative priorities. In 2021-22, the Department produced 59 notice papers.

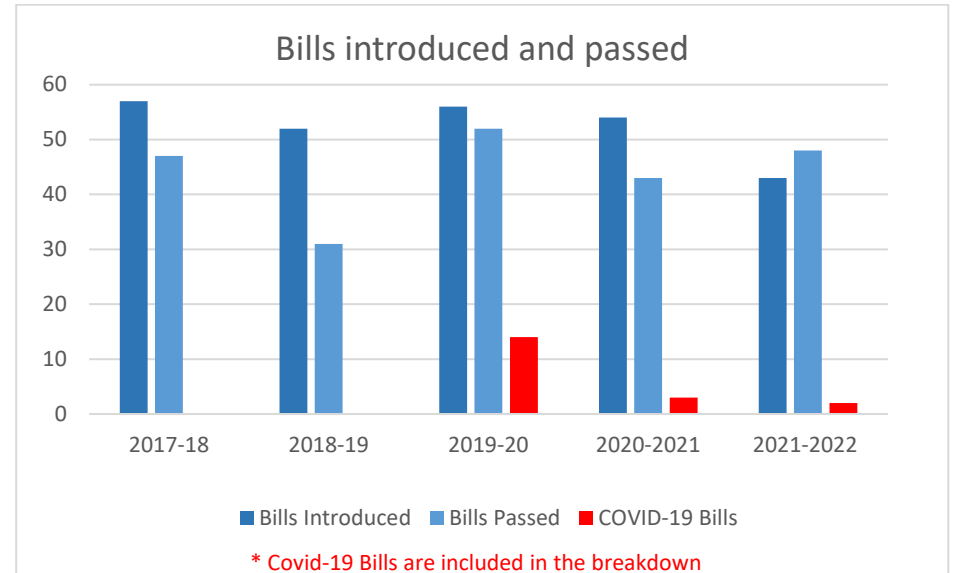
Summary of the year's activities

Questions on Notice, which are integral to the Legislative Assembly's oversight and scrutiny functions, are reviewed and approved by senior officers of the Legislative Assembly under the authority of the Speaker. In 2021–22, the Department processed 495 questions on notice. As the chart below demonstrates, the volume of questions asked has significantly decreased since 2016–17. The low number recorded for the most recent period reflects the reduced number of opposition members.



The Department maintains the Legislative Assembly's records, including the Votes and Proceedings, which are published at the end of each sitting day and are the official record of what happens in the House. Each division, ie a counted vote, that takes place in the Legislative Assembly is recorded in the Votes and Proceedings. There were 48 occasions during which members divided to resolve a vote in the Assembly in 2021–22.

The Clerk is responsible for ensuring that a bill passed by the Legislative Assembly is true and correct and that it ultimately reflects the intent of the members. This is particularly important when the Assembly is considering amendments as it falls to the Clerk and senior officers to confirm that amended bills are accurate.

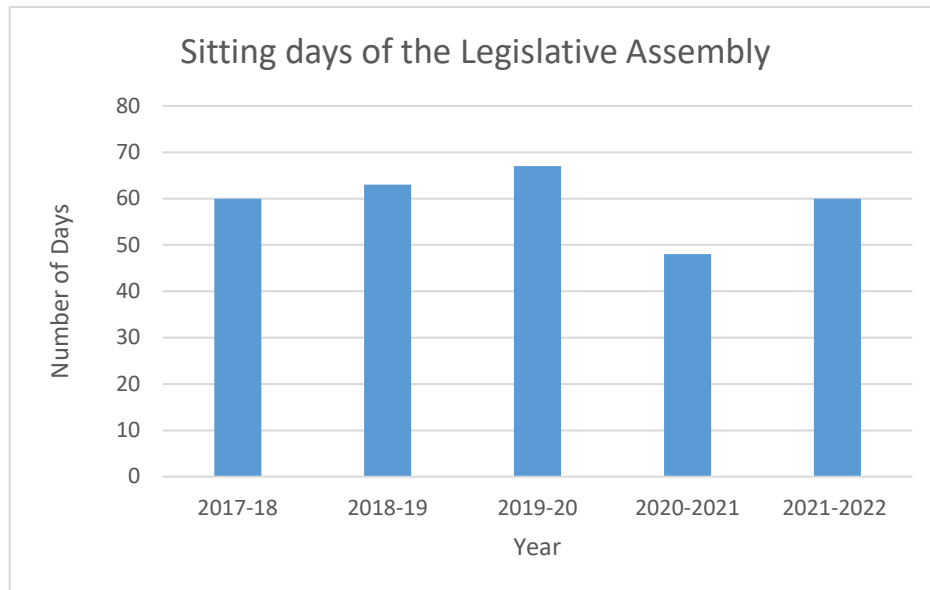


In 2021–22, 43 bills were introduced into the Legislative Assembly and 48 bills were passed by the Legislative Assembly. This number represents a slight increase in bills passed over the previous year but a decrease in bills introduced compared to the previous year.

The Department's staff also coordinate the tabled papers process, including publication to the Parliament's website and the accurate recording of pertinent information and assignment of tabled paper numbers. In 2021–22, a total of 912 papers were tabled in the Legislative Assembly.

Summary of the year's activities

All staff working in the Legislative Assembly have an important role in ensuring that sittings take place seamlessly and in accordance with the Standing Orders. As a result, a key priority is providing training and development opportunities to all our staff, particularly in processing Chamber documents and familiarisation with clerking at the Table. Ensuring we had capacity to continue to support the operations of the Assembly, despite COVID-19 and any resulting staff absences, was an important part of our contingency planning.



The Legislative Assembly's response to COVID-19

As a result of the Chief Health Officer's published health advice on 20 October 2021 regarding mandatory COVID-19 vaccinations, certain groups were required to be fully COVID-vaccinated in order to attend work during a lockdown or similar restrictions. As members of Parliament fell into one of these groups, the Assembly passed a resolution on 24 November 2021 to give effect to this new requirement by requiring members to provide proof of their first and

second COVID-19 vaccine doses, or proof of a valid exemption, to the Clerk by 31 January 2022. A further resolution was passed on 23 February 2022, requiring members to provide proof of a booster COVID-19 vaccine dose, or proof of a valid exemption, to the Clerk by 6 May 2022. All members of the Legislative Assembly complied with both requirements.

Similar vaccination requirements also applied to parliamentary staff as a result of the *Parliamentary Employee (Restrictions on Access) Directions* which came into effect on 17 February 2022. These directions put in place measures to address the unique risks posed by COVID-19 at parliamentary sites (including Parliament House, all Annexes and the Parliamentary Reserve) in order to limit the spread and impact of COVID-19, while ensuring parliamentary employees continued to provide critical support to Parliament. The directions were revoked on 10 June 2022, along with proof of vaccination requirements which had been similarly required for visitors and guests to enter a parliamentary building.

With the Western Australian border opening on 3 March 2022 and a subsequent rise in COVID cases, a number of other protective measures were put in place to ensure the smooth and safe running of Parliament. Prior to the resumption of sittings, public tours and events at Parliament House were cancelled; members and staff were expected to wear masks at all times in the building, including the Chamber; the doors to the Chamber and the Bar of the House were left open; parliamentary committees held meetings and took evidence remotely; and parliamentary staff were requested to work from home, where possible.

With respect to proceedings in the Chamber, the parties agreed prior to the resumption of sittings in February 2022 that only 24 members, in addition to the Speaker, would take their place in the Chamber at any one time – at designated and socially distanced 'hot seats' – with the full complement of members being rostered to cycle through the Chamber during the day.

Summary of the year's activities

The House trialled two methods of conducting divisions during this period: the first being stand-sit divisions and the second walk-through divisions. The stand-sit method of voting, which was adopted for the duration of 2021, directed that members remain in their seats when a division was called, and that when the Speaker stated the question, the 'Ayes' would first stand in their places and be counted, and then the 'Noes' would stand in their places and be counted. Walk-through divisions, which had been trialled at the end of the last Parliament, were reintroduced at the beginning of the 2022 sittings. This method saw members required to line up 1.5 metres apart in the division lobby and walk past the Clerk's table to be counted one at a time. (For more information, please see Procedure and Privileges Committee Report No. 2, *The Conduct of Divisions in the Legislative Assembly*, 15 February 2022.)

In a first for the Western Australian Parliament, members of the Assembly were permitted to participate in proceedings remotely in certain circumstances, at the discretion of the Speaker. Parliament's broadcasting team, in conjunction with the information technology department, installed videoconferencing facilities in the Chamber, including two monitors near the back of the Chamber. The Speaker agreed to a trial of the technology, which commenced on Wednesday 16 February when the member for Nedlands, Dr Katrina Stratton, presented her speech on the Premier's Statement remotely from her office within Parliament House. In the second sitting week, the Legislative Assembly trialled the use of remote technology from locations outside Parliament House, such as the member for Kimberley, Ms Divina D'Anna, asking a question from her electorate office in Broome during Question Time on Tuesday 22 February 2022, and the member for Cottesloe, Dr David Honey, delivering a 90-second statement remotely using his smartphone whilst in his Parliament House office. At the conclusion of the trial, following a report and recommendation from the Procedure and Privileges Committee, the House adopted a Temporary Order to enable remote participation to occur on an as-needs basis at the discretion of the Speaker. (For more information, please see Procedure and Privileges

Committee Report No. 3, *Remote Participation in Legislative Assembly Proceedings*, 15 March 2022.)

For the most part, the measures introduced at the beginning of the 41st Parliament in relation to COVID-19 management in the Chamber were discontinued by the end of June 2022.



Summary of the year's activities



Hon Mia Davies asking the first remote question during Question Time



Ms Divina D'Anna asking a question remotely from her office in Broome

Sitting times

The reduced number of opposition members in the current Parliament has resulted in some changes to the timing of sittings and Estimates hearings. The first 18 months of the Parliament has seen business on Tuesdays completed earlier than has typically occurred. The Legislative Assembly sat past 10 pm on only two occasions over the February to June period. With the pace of bills passing through the House resulting in earlier finishing times, a review of sitting times was conducted by the Procedure and Privileges Committee. The committee tabled its fourth report titled *Amended Sitting Schedule for the Legislative Assembly*, which recommended a reduction in the effective sitting hours by one hour on Tuesdays. On 23 June the Assembly adopted a temporary order to bring forward by one hour (to 1 pm) the time the House meets on Tuesdays, and to sit until 7 pm (or beyond if necessary), rather than to the

Summary of the year's activities

standard 10 pm finish time. The effectiveness of the order will be considered when it expires at the end of the 2022 sitting year.

Estimates hearings

Each year, following the conclusion of the second reading debate, the budget bills are referred to the Estimates Committees. Estimates provides an opportunity for members to closely scrutinise the budgets of all government departments and agencies, in addition to off-budget authorities such as Western Power and the Water Corporation. Estimates took place twice during the reporting period due to the commencement of the 41st Parliament in April 2021.

In relation to the Estimates Committees held in September 2021, a total of 906 questions were asked in Estimates Committee A. The opposition asked 265 questions and 614 further questions, or 97 per cent of total questions. For Committee B, a total of 980 questions were asked. The opposition asked 935 questions or 95.4 per cent of total questions. The government accepted a total of 27 supplementary information requests for Estimates Committees A and B.

For the Estimates Committees in May 2022, a total of 613 questions were asked in Committee A, with the opposition asking 97 per cent of questions. In Committee B the opposition was responsible for 96 per cent of the 829 questions asked in total. A combined total of 34 supplementary information requests were received.

With the agreement of the opposition, the hours were reduced in which hearings took place. Estimates ran from 9 am until 7 pm over three days, in both the Assembly and Council chambers (Committees A and B). This was a reduction of two hours in each committee, but it was a necessary time reduction as it was difficult for the six opposition members to cover all committee hearings in two chambers for this extended period of time. The Estimates hearings went ahead in May 2022 without major disruptions; despite there being a few ministers unable to attend due to COVID, another minister or parliamentary secretary was

able to appear on their behalf. In addition, the Leader of the Liberal Party participated remotely due to COVID-19, connecting via video conference from an offsite location to ask questions during Estimates.

Estimates – Online Registration System for Advisers

In 2021, the Legislative Assembly initiated a project to replace the current paper-based system of processing large amounts of adviser forms and seating arrangement plans for Estimates. This involved creating a new web form and database to streamline the administrative process.

A new online portal was launched in May 2022 to facilitate the registration of all participants and to allow ministerial liaison officers to register relevant information prior to the hearings. This removes a burden from the Assembly Office staff and greatly assists security and Hansard. Further updates for the application are currently being implemented to address some minor issues the Legislative Assembly encountered during the roll-out of the application.

MOUs and Protocols

On 15 February 2022, the Speaker tabled two protocols covering the execution of search warrants and the issuing of notices or orders by the Corruption and Crime Commission (CCC) or Western Australia Police Force (WA Police) that may involve material that is subject to a claim of parliamentary privilege. The protocols, signed on 21 December 2021, are between the CCC and the Legislative Assembly and Legislative Council, and the WA Police and the Legislative Assembly and Legislative Council. These protocols are underpinned by the two memorandums of understanding that were tabled in the House on 25 November 2021. The protocols set out the processes to be followed, with appropriate safeguards in place, for different types of investigations, including those in which the evidence consists of hard copy files and those that contain large amounts of electronic data on electronic devices. These protocols are designed to be flexible and practical, and will ensure that parliamentary privilege

Summary of the year's activities

is protected while preserving the integrity and timeliness of CCC and police investigations.

Supporting committees and committee members

The Legislative Assembly is responsible for administering five standing committees, plus two joint standing committees consisting of members from both Houses.

The services provided to the Legislative Assembly's committees are broadly similar to those that it provides to the House itself. In addition to procedural advice, the Department and its staff are also responsible for:

- organising all meetings of each committee;
- preparation of meeting documents, including minutes and agendas;
- managing and publishing submissions, and organising witnesses;
- research and analysis of evidence, and providing briefings to members; and
- preparation of draft reports, and their finalisation for tabling.

Committee Office reception

The reception area and adjoining offices in the Committee Office were reconfigured during the reporting period. The result was a more functional space where visitors, the public, and witnesses can be greeted on days when committees are conducting hearings. The rationale for the works was to consolidate and locate the administrative staff 'front of house' and enable the committee secretariats to be accommodated together.

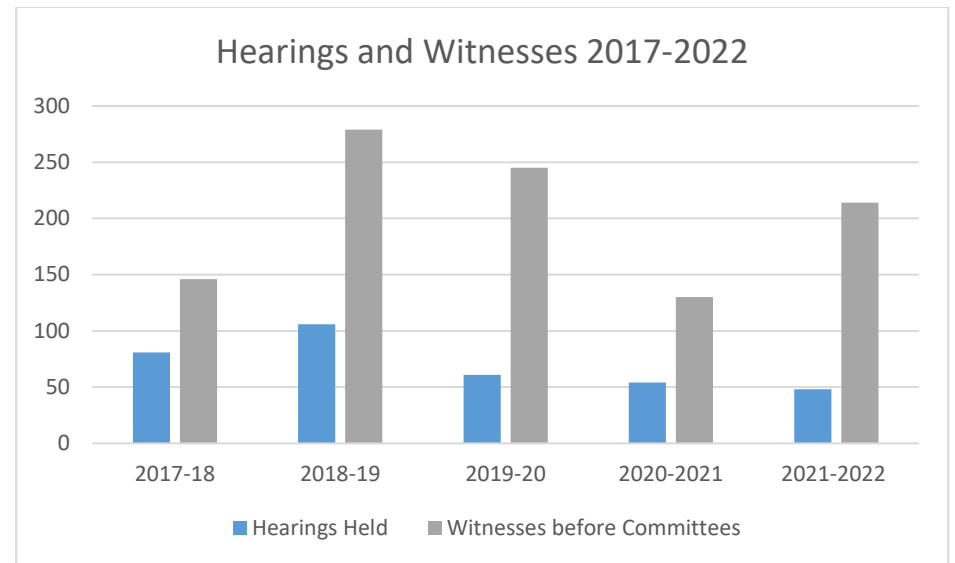
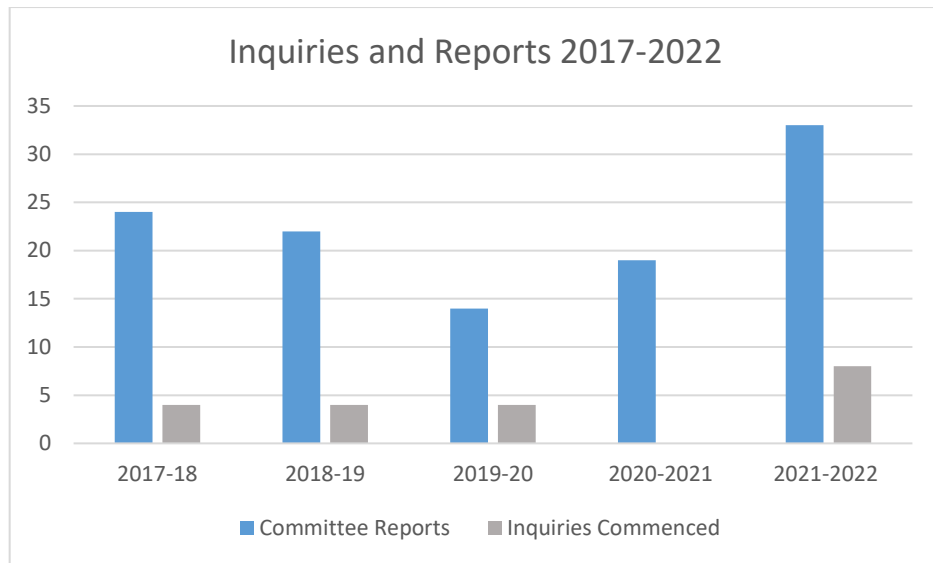
Artwork

A number of landscape photographs were purchased for the Committee Office. The existing artwork had not been refreshed for over 20 years and there was no artwork in the committee suites. Staff were involved in selecting pieces for

communal areas and committee suites that represented the various regions of Western Australia. To this end, works by Dunsborough-based photographer, Christian Fletcher, and Esperance-based photographer and cinematographer, Jaimen Hudson, were selected as their photographs cover the diverse range of landscapes across the state.



Summary of the year's activities



During 2021–22 the Legislative Assembly’s committees presented 26 reports to the House; conducted 48 hearings; examined a total of 214 witnesses; and accepted 475 submissions. The Assembly’s committees also launched eight new inquiries (including two referred by the House).

Each committee presents an annual report to the Legislative Assembly. Specific details about individual committee activities can be found in those reports.

Members serving on the Legislative Assembly’s committees continue to value the levels of service they receive from staff, as reflected in the results of the most recent Member Survey (outlined on page 19).

The high levels of satisfaction expressed by members reflects the professional and apolitical approach to service delivery adopted by the Legislative Assembly’s staff.

LA Committees COVID-19 Response

In the period under review, Committee staff largely worked from home from February 2022 due to the prevalence of COVID-19 in the community. Committee inquiries, proceedings and public engagement were conducted by Committee staff in a mix of online and in-person formats.



Summary of the year's activities

Promoting the work of the Parliament and its role in democratic governance in Western Australia

Since 2014, PSD has been responsible for administering the Parliamentary Education Office (PEO) and providing educational services to the wider community. The Legislative Assembly works with the PEO to ensure that the resources made available to members of the public and schoolchildren accurately reflects the role and function of the Assembly.

The Department also has a responsibility to effectively communicate the role of the Legislative Assembly with the aim of increasing public awareness of the Assembly's work and its connection to democratic governance in Western Australia.

Auditing the Legislative Assembly's tabled paper archives

Every week, the Department receives queries from a wide-range of external stakeholders requesting copies of documents tabled in the Legislative Assembly. All documents presented in the Assembly since 2008 are online and available via the Parliament's website; however, the many tens of thousands of documents tabled prior to 2008 are only available in hardcopy upon request.

The Legislative Assembly keeps comprehensive indexes for the location of each document in its tabled paper archive; however, it had become apparent in recent years that an audit of the holdings would be required to confirm document locations and to update indexes as appropriate. The audit process commenced in July 2020 and has so far reviewed approximately 22 per cent of the Assembly's total archive holdings. Only 51 documents have been recorded as missing, although we expect that these documents have either been incorrectly indexed or have been returned to the wrong location in the archive. As the audit continues, we expect to find many such documents that have simply been misplaced rather than lost.

The audit process itself is a laborious and time-consuming undertaking that staff are completing in addition to their other responsibilities associated with the sittings of the House. As a result, we expect that the audit will be ongoing for several more years.

Community outreach program

Given the COVID situation in Western Australia during 2021–22, community outreach programs involving Legislative Assembly staff did not take place.

Parliament's History Advisory Committee

The Parliamentary History Advisory Committee (PHAC) deliberates on matters pertaining to the history of the Parliament, including the Oral History Program (OHP), which records personal perspectives of former members and parliamentary staff. The program has its origins in the mid-1980s, when the JS Battye Library (now the State Library of Western Australia) expanded its oral history program to include interviews with parliamentarians.

The PHAC is chaired by the President of the Legislative Council and includes the Speaker, officers from both Houses and representatives from the Parliamentary Services Department.

This year the committee has developed a Parliamentary Research program in partnership with Professor David Gilchrist from the University of Western Australia. The principal themes to be focused on in the year ahead are:

1. Women in Parliament: their contribution and impact
2. The Parliament and the WA community: Aboriginal and migrant voices
3. The Parliament and 2029: Democracy and Representation

In addition to this work, the Oral History Program has focused on gathering the histories of the women parliamentarians of the 1980s.

Summary of the year's activities

Building the capability of employees and members

The Department has an obligation to both staff and members to ensure that they are provided with useful and relevant training upon commencement and that further development opportunities are available to them throughout their parliamentary careers. This also extends to those who work closely with the parliamentary departments, such as ministerial and departmental staff.

Ministerial and departmental seminars

Each year, the Parliament hosts seminars for public servants either working within government departments or in political offices, such as a ministerial office or electorate office. In July 2021, the sessions were hosted by the Legislative Council and involved staff from all three parliamentary departments. For the first time, public sector graduates were invited and 55 attended on an additional day.

The seminars provide an introduction for how Parliament works and are designed to increase understanding amongst the public sector about how the two chambers operate, and how ministers and government departments are responsible to the Parliament.

ANZACATT

The Australian and New Zealand Association of Clerks-at-the-Table (ANZACATT) is the professional body for parliamentary staff in Australia and New Zealand and was formed in 2001 with the objective of advancing the professional development of those employed in parliamentary service.

The annual ANZACATT conference was hosted this year by the Federal Parliament in January. The theme for the 2022 seminar was 'Stronger Parliaments'. Due to COVID-19 the conference was delivered in a hybrid format with participation offered via virtual seminars. Many Legislative Assembly staff took the opportunity to participate in the seminars remotely.

ASPG seminars

The Australasian Study of Parliament Group (ASPG) is a politically non-partisan body established in 1978 to encourage and stimulate research, writing, teaching and discussion about parliamentary institutions, particularly those in Australasia and the South Pacific. The ASPG has chapters in all states and territories of Australia and in New Zealand. Its membership consists of parliamentarians, parliamentary officers, academics, teachers, journalists, students and other interested individuals.

The Western Australian chapter of the ASPG is coordinated by the Legislative Assembly's Clerk Assistant (Committees), Dr Isla Macphail, and is active in providing seminars and other educational activities to its membership. Western Australia's chapter continues to be the largest in the Group. During 2021–22, the Western Australian chapter was unable to host its annual dinner seminar due to the COVID restrictions in place at the time; however, a supper seminar went ahead on 12 October 2021 at which a panel comprising former Legislative Assembly member and State Treasurer Hon Ben Wyatt and journalists Gary Adshead and Ben Harvey canvassed the topic, *Parliament, Politics and the Media*.

The 2022 ASPG national conference, hosted by the Victorian Chapter at the Parliament of Victoria, was held via Zoom in April 2022. Its theme was *Parliamentary Transparency, Checks and Balances*. A number of Legislative Assembly members, parliamentary officers and ASPG members observed or participated in sessions. At the ASPG AGM Dr Macphail was elected as President of the Group. During the AGM it was also resolved that the Western Australian Chapter would host the 2023 ASPG national conference.

Other reportable information

Incoming Parliamentary visits

Cook Islands Prime Minister visit

In June 2022 the Western Australian Parliament hosted a visit from the Prime Minister of the Cook Islands, Hon Mark Brown. The Prime Minister was accompanied by a delegation which included Minister Hon Akaiti Puna, Police Commissioner Turepu James Keenan, the Prime Minister's wife Mrs Daphne Brown, plus a number of Australian officials, including the High Commissioner to the Cook Islands, Dr Christopher Watkins.

The Speaker and President hosted a morning tea reception for the delegation, which was attended by members and staff from the Western Australian Parliament, some of whom had visited the Cook Islands for conferences and training in the past.

The delegation was welcomed by Mr Barry Winmar, who performed an official Welcome to Country for the delegation. In return, the Parliament building rang out with a traditional Cook Islands response, performed by a Cook Islands delegation member.

The Cook Islands Parliament and the Parliament of Western Australia have enjoyed a long and close association, having been paired through the Commonwealth Parliamentary Association's Pacific Islands parliamentary twinning program. With the easing of COVID-19 restrictions and the resumption of normal travel, it was an opportunity to return hospitality and renew the relationship.

The Prime Minister also took the opportunity to have a meeting with the Presiding Officers and Clerks to discuss ways to further the partnership in the future.

Victorian Parliament's Presiding Officers visit

In May 2022, the Presiding Officers from the Parliament of Victoria – the Hon Colin Brooks, Speaker and the Hon Nazih Elasmr, President – visited the Parliament of Western Australia. They were accompanied by the Deputy Clerk of the Legislative Council of Victoria.

The programme for the two-day visit covered many aspects of the Western Australian Parliament, and encompassed meetings with the Presiding Officers and Clerks, as well as briefings with regard to parliamentary procedure, committee operations and corporate services. The visitors also took the opportunity to view Chamber proceedings in both Houses during the respective Question Times.

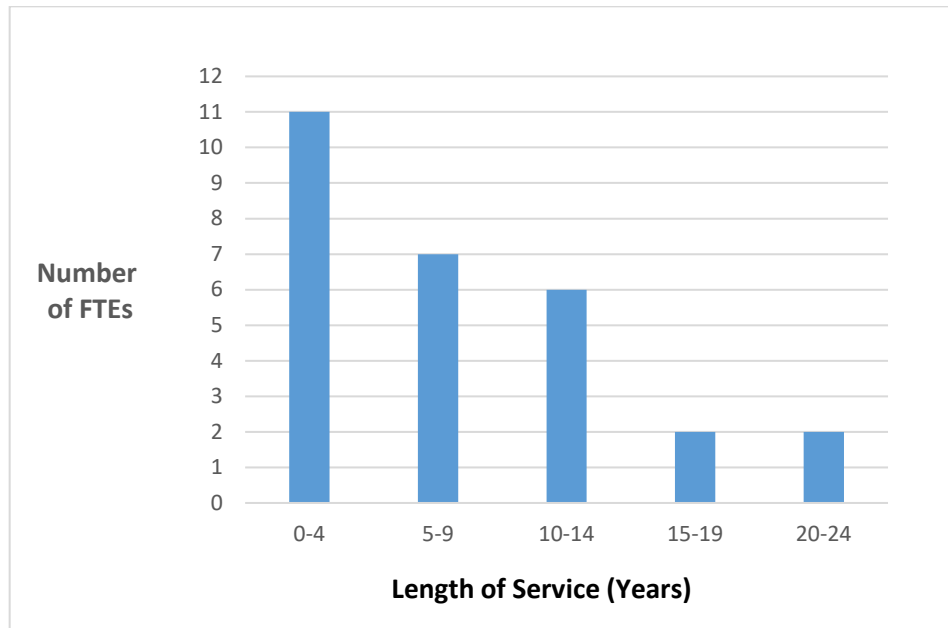
Other reportable information

Employee relations

Staff profile

At 30 June 2022, there were 27 staff members (excluding the Clerk and Deputy Clerk) employed by the Legislative Assembly across 26.8 full-time equivalent (FTE) positions. The Legislative Assembly is a small agency in comparison to most public sector bodies. Our single largest business unit is in support of committee operations which reflects the ongoing and often intense nature of conducting inquiries and supporting day-to-day committee activities.

Length of Service in the Legislative Assembly



8.25

Average length of service (in years) of staff employed by the Legislative Assembly

Gender

74%

female

26%

male

Employment type

11%

part-time

89%

full-time

Working arrangements

59%

non-sessional

41%

Sessional

Business unit

Clerk's office

Headcount

2

Chamber operations

10

Committee operations

15

TOTAL

27

FTE

2.0¹

9.8

15.0

26.8

¹ Note that these figures do not include the Clerk or Deputy Clerk.

Occupational safety and health

The Legislative Assembly is committed to ensuring the occupational safety, health and welfare of its employees, contractors and visitors by providing and

Other reportable information

maintaining a safe working environment. Working in concert with the other parliamentary departments, the Legislative Assembly contributes to the Parliament's Occupational Safety and Health Management System (OSHMS), which is the overarching framework for safety management, and is made up of five key elements:

- management commitment;
- planning;
- implementation;
- measurement and evaluation; and
- review and improvement.

Regular Occupational Safety and Health (OSH) performance reports are provided to Parliament's Heads of Department and the Joint Consultative Committee, which comprises both employee and management representatives. With the *Work Health and Safety Act 2020* coming into effect on 31 March 2022, the Heads of Department are committed to complying with the Act to ensure the health and safety of their staff and the workplace.

During the year, we supported and promoted employee health and wellbeing by continuing to participate in the Parliament-wide Health and Wellbeing policy, which allows for up to \$350 in reimbursement to eligible staff for costs associated with certain health and lifestyle activities. Furthermore, during the year, Legislative Assembly employees were provided with access to influenza vaccinations, and at-work check-ups for cholesterol and diabetes. Eligible employees are also entitled to access an annual medical assessment at no cost.

All staff are entitled to receive an ergonomic assessment of their workspace, and as a result of the recent office refurbishment program, almost all staff in the department now have use of sit-stand workstations. The Department is



committed to continuing office and furniture refurbishment for those staff who have not yet had their offices upgraded, and these works will be carried out over the course of coming years.

Legislative Assembly staff also participated in workplace hazard inspections; OSH reporting and emergency training; fire warden training and first aid response/training. OSH continues to be an important focus for the Department.

We continue to provide employees and their families access to an employee assistance program to provide support for emotional and/or psychological challenges.

Other reportable information

Compliance with the Parliament's code of conduct

All staff employed by the Legislative Assembly must comply with the Parliament-wide *Code of Conduct for Employees of the Parliament of Western Australia*. The Code of Conduct is a schedule annexed to the Parliamentary Employees General Agreement under which all Legislative Assembly staff are employed.

We expect all employees to uphold the standards outlined in the Code of Conduct, and all new employees are made aware of this important document during their induction process. Human resource officers provide advice, support and guidance to managers and employees in relation to applying the Code of Conduct during their day-to-day work.

During the reporting period, there were no reported breaches of the Code of Conduct by the Legislative Assembly's staff.

Disability access and inclusion

The Legislative Assembly is deeply committed to ensuring that the Parliament is accessible for all Western Australians, regardless of their disability status.

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. For example, in conjunction with the audio visual upgrades in the Committee Office, an upgraded assisted listening system was installed in the Legislative Assembly's largest committee room.

Various areas within parliamentary facilities have been retrofitted to improve access and egress for disabled persons. Current facilities include parking spaces, toilets and bathrooms, wheelchair access via a ramp and internal lifts, public gallery access, facilities for the hearing impaired when watching Chamber proceedings and priority assistance in emergency evacuation responses.



Record-Keeping Plan

The Legislative Assembly is responsible for creating, updating and maintaining a range of primary source documents that are important records for Western Australia's social, political and legal history. The Department takes its responsibility to protect these important documents seriously, and the management team is considering improvements to records management practices.

The Department's records comprise a unique assortment of documents and other information, including:

- documents tabled in or created for the Chamber;

Other reportable information

- correspondence generated by staff on a daily basis for the operation and management of the Legislative Assembly;
- committee records, including submissions and correspondence, and committee reports themselves; and
- precedents and procedures of the Chamber, captured for future reference for the staff and Presiding Officers who will follow us.

The Legislative Assembly's record-keeping plan was reviewed in February 2018 and, under the *State Records Acts 2000*, the next review is due in 2023. The reviews are conducted using the State Records Office Self-Evaluation checklist and provide a formal report of the review to the Speaker. Feedback on the review is then sought from the State Records Office.

During the year, the Department completed a review of its vital records management plan, which has been dealt with according to our Risk Management Plan.

All new parliamentary employees are advised of the Department's record-keeping plan as part of their induction process. Inductees are required to read and acknowledge that they have understood all departmental and whole of Parliament record-keeping policies and procedures. Each unit is responsible for providing relevant training on record-keeping procedures to new employees upon their commencement.

Record-keeping refresher training is completed by all staff according to a pre-determined schedule, and it is anticipated that a new-look records awareness training (RAT) module should be rolled-out across the Parliament early in the next financial year.

Advertising

The Legislative Assembly spent a total of \$21,584 on advertising during the year. Generally, the Department's advertising is in support of one of the following two activities:

- advertising employment vacancies online via websites such as Seek; and
- advertising committee inquiries in relevant print media, including *The West Australian* newspaper.

This financial year, in addition to these two activities, advertising for free art tours at Parliament House was also undertaken and is included in the total.

Other reportable information



Aggregate amount of personal use expenditure for the reporting period \$116.02

Aggregate amount of personal use expenditure settled by the due date \$116.02

Aggregate amount settled after the period –

Aggregate amount of personal use expenditure outstanding at balance date –

Governance disclosures

Unauthorised use of credit cards

Officers of the Department and members of Parliament hold corporate credit cards where their functions warrant the use of these facilities. During the reporting period, one employee or member inadvertently used their corporate credit cards on six occasions for unauthorised personal use.

All monies were repaid and the matters not referred for disciplinary action as the nature of the expenditures were characteristic of honest mistakes.

The forthcoming year

The 41st Parliament

ICT review

Following a comprehensive review of ICT services by an external consultant, the three parliamentary departments have endorsed a Future State Roadmap. The roadmap will inform the development of a comprehensive Parliament-wide ICT strategic plan.

The Future State Roadmap sets out the overall strategic direction for the Parliament and packages of work that are required to achieve the strategy. The key outcomes of the Future State Roadmap are –

- responsive and reliable IT services for all users, including the public of Western Australia, through resource and capacity building of the IT unit and improved service management;
- better coordination of priorities across Parliament through the creation of an ICT governance committee;
- service-level agreements between IT and parliamentary departments to ensure proactive responses and improve operational practices;
- an ability to use cloud services and cloud technology to deliver technological and service benefits; and
- a move away from Lotus Notes and the POWA application, through the development of alternative workflow and database management.

The IT review identified a number of strengths in relation to IT, including stable network and infrastructure, infrastructure resilience and the ongoing delivery of services within a small team. The Future State Roadmap contains a number of initiatives to improve IT capability to provide better opportunities for innovation and new services.

As the first step in the roadmap, the ICT Governance Committee has been established, with representation from the three parliamentary departments, that will review and monitor the roadmap progress and report to the Heads of Department.

New office accommodation on Harvest Terrace

The State Government, via the Department of Finance, has been managing a project to construct new office accommodation opposite Parliament House on Lots 1, 3 and 5 Harvest Terrace. The new building will consolidate leased accommodation for the three parliamentary departments. Additionally, the building will house office space for Opposition parties and some electorate offices for members of the Legislative Council.

The Legislative Assembly Committee Office will relocate to this new building and the Department has been engaged in extensive consultations about design and user needs and will continue to work with the architects and builders to finalise a design that ensures that the Committee Office has suitable accommodation for the years ahead. It is anticipated that Committee Office staff will move into the new premises during the winter recess in 2023.

Social Media strategy

The Legislative Assembly has been using social media since February 2012 when it posted its first tweet. In the ten years since (as of October 2022), the Legislative Assembly has accrued 1,638 followers, has tweeted 622 times and follows 35 organisations. To date, the Legislative Assembly has mainly posted committee content on Twitter, with occasional House-related posts.

Staff have been working on a social media strategy which will provide:

- a strategic approach to social media;

The forthcoming year

- guidelines to help staff on how and when to use social media;
- mechanisms to measure, assess and review progress against objectives; and
- a starting framework that will allow the Legislative Assembly to build its social media capabilities into the future.

Hosting the ASPG Conference

Next year, the Western Australian Chapter of the Australasian Study of Parliament Group (ASPG) will host the annual ASPG Conference – the first ASPG Conference to be held in person since the commencement of the pandemic. The Conference will be hosted at Parliament House, Perth at the end of September 2023 and the theme will be *Freedom of Speech, Debate and Information*. The Conference will be promoted widely in Australia and New Zealand, and it is expected overseas delegates will attend, particularly from the UK and Canadian parliaments.

Cook Islands Parliament staff attachment

During the July 2022 Presiding Officers and Clerks Conference, the Speaker and two Clerks of the Western Australian Parliament held a twinning meeting with the Deputy Clerk of the Cook Islands Parliament. One of the items discussed was arranging a visit to Perth for her and a Committee Clerk for a professional development attachment at the Western Australian Parliament. It is anticipated the attachment will occur in 2023 and a program will be developed including meetings with staff from the Legislative Assembly, Legislative Council and Parliamentary Services Department on procedural, committee and administrative matters.

Additional plans

In addition to the usual provision of services to the Legislative Assembly, its committees and support for members, the Department will look to:

- continue building the capability of staff and providing them with relevant training and development opportunities;
- review professional development needs of members, both House and committee-related, to determine how the Department can better assist them;
- further improve procedural resources for the Legislative Assembly, including the procedural database;
- review and improve the Department's corporate governance framework and strategic planning;
- continue with assistance to the Cook Islands, and continue the relationship with the Saskatchewan legislature; and
- explore options and ideas for promoting and coordinating community engagement across the Parliament.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

CERTIFICATION OF FINANCIAL STATEMENTS FOR THE REPORTING PERIOD ENDED 30 JUNE 2022

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 reporting period ended 30 June 2022 and the financial position as at 30 June 2022.

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.

Elma Ozich
Chief Finance Officer

Date: 21/11/22

Kirsten Robinson
Accountable Authority

Date: 21/11/22



Parliament House, 4 Harvest Terrace, West Perth WA 6005
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DEPARTMENT OF THE LEGISLATIVE ASSEMBLY Financial Report For the year ended 30 June 2022

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Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Statement of comprehensive income
For the year ended 30 June 2022

	Notes	2022 \$000	2021 \$000
Cost of services			
Expenses			
Employee benefits expense	2.1(a)	24,409	26,198
Supplies and services	2.3	2,638	2,079
Depreciation expense:	4.1, 4.2	17	24
Finance costs	5.2	2	1
Accommodation expenses	2.3	570	558
Grants and subsidies	2.2	-	101
Other expenses	2.3	62	57
Total cost of services		27,698	29,018
Income			
Other income	3.2	2	2
Total income		2	2
Net cost of services		27,696	29,016
Income from State Government	3.1		
Service appropriation		28,194	28,686
Income from other public sector entities		125	-
Resources received		1,273	949
Total income from State Government		29,592	29,635
Surplus/(deficit) for the period		1,896	619
Other comprehensive income			
<i>Items not reclassified subsequently to profit or loss</i>			
Changes in asset revaluation surplus	4.1	120	68
Total other comprehensive income		120	68
Total comprehensive income for the period		2,016	687

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 2022

	Notes	2022 \$000	2021 \$000
Assets			
Current Assets			
Cash and cash equivalents	5.3	7,110	6,917
Receivables	5.1	34	83
Prepayments	5.3	13	1
Total Current Assets		7,157	7,001
Non-current Assets			
Restricted cash and cash equivalents	6.3	71	59
Amounts receivable for services	5.2	571	549
Property, plant and equipment	4.1	1,165	1,030
Right-of-use assets	4.2	36	53
Total Non-Current Assets		1,843	1,685
Total assets		9,000	8,686
Liabilities			
Current Liabilities			
Payables	5.4	152	1,849
Lease liabilities	6.1	17	16
Employee related provisions	2.1(b)	827	827
Total Current Liabilities		996	2,692
Non-Current Liabilities			
Lease liabilities	6.1	20	37
Employee related provisions	2.1(b)	88	74
Total Non-Current Liabilities		108	111
Total liabilities		1,082	2,803
Net assets		7,918	5,883
Equity			
Contributed equity		56	38
Reserves		770	650
Accumulated surplus		7,092	5,195
Total equity		7,918	5,883

The Statement of financial position should be read in conjunction with the accompanying notes.



Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Statement of changes in equity
For the year ended 30 June 2022

	Contributed equity \$'000	Reserves \$'000	Accumulated surplus \$'000	Total equity \$'000
Balance at 1 July 2020	20	582	4,576	5,178
Surplus	-	-	619	619
Other comprehensive income	-	68	-	68
Total comprehensive income for the period		68	619	687
<i>Transactions with owners in their capacity as owners:</i>				
Capital appropriations	18	-	-	18
Total	18	-	-	18
Balance at 30 June 2021	38	650	5,195	5,883
Balance at 1 July 2021	38	650	5,195	5,883
Surplus	-	-	1,896	1,896
Other comprehensive income	-	120	-	120
Total comprehensive income for the period		120	1,896	2,016
<i>Transactions with owners in their capacity as owners:</i>				
Capital appropriations	18	-	-	18
Total	18	-	-	18
Balance at 30 June 2022	56	770	7,092	7,918

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 2022

	Notes	2022 \$000	2021 \$000
Cash flows from the State Government			
Service appropriation		5,957	5,974
Salaries and Allowances Act 1975		22,215	22,690
Capital appropriations		18	18
Funds from other public sector agencies		125	-
Net cash provided by State Government		28,315	28,682
<i>Utilised as follows:</i>			
Cash flows from operating activities			
Payments			
Employee benefits		(25,831)	(24,727)
Supplies and services		(1,599)	(1,057)
Finance costs		(2)	(1)
Accommodation		(563)	(550)
Grants and subsidies		-	(101)
GST payments on purchases		(282)	(113)
Other payments		(62)	(58)
Receipts			
GST receipts from taxation authority		250	89
GST receipts on sales		10	19
Other receipts		2	2
Net cash provided by/(used in) operating activities		(28,071)	(26,497)
Cash flows from investing activities			
Payments			
Purchase of non-current assets		(15)	(3)
Receipts			
Proceeds from sale of non-current physical assets		-	15
Net cash provided by/(used in) investing activities		(15)	12
Cash flows from financing activities			
Payments			
Principal elements of lease payments		(18)	(17)
Net cash provided by/(used in) financing activities		(18)	(17)
Net increase/(decrease) in cash and cash equivalents			
Cash and cash equivalents at the beginning of the period			
		211	2,180
		6,970	4,790
Cash and cash equivalents at the end of the period		7,181	6,970

The Statement of cash flows should be read in conjunction with the accompanying notes.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY Notes to the financial statements For the year ended 30 June 2022

1. Basis of preparation

For financial reporting purposes, the Department is an entity funded by the State of Western Australia (consolidated revenue) which is subject to the *Financial Management Act 2006* and Treasurer's Instructions relating to the public finances. The Department is a not-for-profit entity (as profit is not its principal objective).

The Department is not part of the State public service or a government agency from the perspective of the *Public Sector Management Act 1994*.

The Department services the needs of Members of Parliament, supporting a broad, high-level goal of supporting governance for all Western Australians.

A description of the nature of its operations and its principal activities have been included in the 'Overview' which does not form part of these financial statements.

These annual financial statements were authorised for issue by the Accountable Authority of the Department on 21 November 2022.

Statement of compliance

These general purpose financial statements have been prepared in accordance with:

- the *Financial Management Act 2006 (FMA)*
- the Treasurer's Instructions (TIs)
- Australian Accounting Standards (AASs) - Simplified Disclosures
- where appropriate, those AAS paragraphs applicable for not-for-profit entities have been applied.

The FMA and the TIs take precedence over AASs. Several AASs are modified by the TIs to vary application, disclosure format and wording. Where modification is required and has had 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.

Basis of preparation

These financial statements are presented in Australian dollars applying the accrual basis of accounting and using the historical cost convention. Certain balances will apply a different measurement basis (such as the fair value basis). Where this is the case the different measurement basis is disclosed in the associated note. All values are rounded to the nearest thousand dollars (\$'000).

Accounting for Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of goods and services tax (GST), except that the:

- amount of GST incurred by the Department as a purchaser that is not recoverable from the Australian Taxation Office (ATO) is recognised as part of an asset's cost of acquisition or as part of an item of expense; and
- receivables and payables are stated with the amount of GST included.

Cash flows are included in the Statement of cash flows on a gross basis. However, the GST components of cash flows arising from investing and financing activities which are recoverable from, or payable to, the ATO are classified as operating cash flows.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY Notes to the financial statements For the year ended 30 June 2022

Contributed equity

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, as designated as contributions by owners (at the time of, or prior to, transfer) be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.

Comparative information

Except when an AAS permits or requires otherwise, comparative information is presented in respect of the previous period for all amounts reported in the financial statements. AASB 1060 provides relief from presenting comparatives for:

- Property, Plant and Equipment reconciliations; and
- Right-of-Use Asset reconciliations.

Judgements and estimates

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements and estimates made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements and/or estimates are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

2. Use of our funding

Expenses incurred in the delivery of services

This section provides additional information about how the Department's funding is applied and the accounting policies that are relevant for an understanding of the items recognised in the financial statements. The primary expenses incurred by the Department in achieving its objectives and the relevant notes are:

	Notes
Employee benefits expenses	2.1(a)
Employee related provisions	2.1(b)
Grants and subsidies	2.2
Other expenditure	2.3

2.1(a) Employee benefits expenses

	2022	2021
	\$000	\$000
<i>Salaries and Allowances Act 1975</i> ^(a)		
Employee benefits	19,405	19,491
Termination benefits	-	1,800
Superannuation - defined contribution plans	1,820	1,764
Employee benefits expenses	21,225	23,055
Add: AASB 16 Non-monetary benefits	18	18
Less: Employee Contributions	(2)	(2)
Total employee benefits provided	21,241	23,071
<i>Parliamentary Support</i> ^(a)		
Employee benefits	2,917	2,889
Superannuation - defined contribution plans	267	254
Employee benefits expenses	3,184	3,143
Total employee benefits expenses	24,409	26,198
Total employee benefits provided	24,425	26,214

(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'.

Employee benefits include wages, salaries and social contributions, accrued and paid leave entitlements and paid sick leave, and non-monetary benefits recognised under accounting standards other than AASB 16 (such as cars) for employees.

Termination benefits are payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the Department is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value. Termination benefits under 'Salaries and Allowances Act 1975' in 2021 financial year represents transitional allowance payments that are made to retiring Members of Parliament.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

2. Use of our funding (cont.)

2.1(a) Employee benefits expenses

Superannuation is the amount recognised in profit or loss of the Statement of comprehensive income comprises employer contributions paid to the Gold State Superannuation Scheme (GSS) (concurrent contributions), the West State Superannuation Scheme (WSS), other Government Employees Superannuation Board schemes (GESBs) or other superannuation funds.

AASB 16 non-monetary benefits are non-monetary employee benefits, relating to the provision of vehicle benefits that are recognised under AASB 16 and are excluded from the employee benefits expense.

Employee Contributions are contributions made to the Department by employees towards employee benefits that may have been provided by the Department. This includes both AASB 16 and non-AASB 16 employee contributions.

2.1(b) Employee related provisions

	2022	2021
	\$000	\$000
Current		
<i>Employee benefits provision</i>		
Annual leave	275	239
Long service leave	547	583
	822	822
<i>Other provisions</i>		
Employment on-costs	5	5
Total current employee related provisions	827	827
Non-current		
<i>Employee benefits provision</i>		
Long service leave	66	74
<i>Other provisions</i>		
Employment on-costs	-	-
Total non-current employee related provisions	66	74
Total employee related provisions	893	901

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered up to the reporting date and recorded as an expense during the period the services are delivered.

Annual leave liabilities are classified as current as there is no unconditional right to defer settlement for at least 12 months after the end of the reporting period.

The provision for annual leave is calculated at the present value of expected payments to be made in relation to services provided by employees up to the reporting date.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

2. Use of our funding (cont.)

2.1(b) Employee related provisions (cont.)

Long service leave liabilities are 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 end of the reporting period.

Pre-conditional and 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.

The provision for long service leave liabilities is calculated at present value as the Department does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, and 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.

Employment on-costs involve settlement of annual and long service leave liabilities which gives rise to the payment of employment on-costs including workers' compensation insurance. The provision is the present value of expected future payments.

Employment on-costs, including workers' compensation insurance premiums, 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, Note 2.3' and are not included as part of the Department's 'employee benefits expenses'. The related liability is included in 'Employment on-costs provision'.

	2022	2021
	\$000	\$000
Employment on-cost provision		
Carrying amount at start of period	5	6
Net additional/(reversals of) provisions recognised		(1)
Carrying amount at end of period	5	5

Key sources of estimation uncertainty - long service leave

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.

Several estimates and assumptions are used in calculating the Department's long service leave provision. These 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. Any gain or loss following revaluation of the present value of long service leave liabilities is recognised as employee benefits expense.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

2. Use of our funding (cont.)

	2022	2021
	\$000	\$000
2.2 Grants and subsidies		
<u>Recurrent</u>		
Commonwealth Parliamentary Association ^(a)	-	101
Total grants and subsidies	-	101

(a) Responsibility for providing administrative assistance to the Commonwealth Parliamentary Association (CPA) Western Australia branch transfers between the Department of the Legislative Assembly and the Department of the Legislative Council with each Parliament. The Department providing administrative assistance is also the conduit for the grant funding.

Transactions in which the Department provides goods, services, assets (or extinguishes a liability) or labour to another party without receiving approximately equal value in return are categorised as 'Grant or subsidy expenses'. These payments or transfers are recognised at fair value at the time of the transaction and are recognised as an expense in the reporting period in which they are paid. They include transactions such as: grants, subsidies, personal benefit payments made in cash to individuals, other transfer payments made to public sector agencies, local government, non government schools, and community groups.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

2. Use of our funding (cont.)

2.3 Other expenditure	2022 \$000	2021 \$000
Supplies and services		
Communications	5	10
Consultants and contractors	264	5
Consumables	37	28
History of Parliament	4	5
Resources received from Parliamentary Services Department:		
- Infrastructure and facilities free of charge	921	227
- Information and services free of charge	944	714
- Information and services, and infrastructure and facilities at cost	993	957
Insurance - general	33	33
Newspapers, books and periodicals	8	8
Chamber Publications	-	2
General Printing	2	7
Travel	25	-
Other supplies and services expenses	102	83
Total supplies and services expenses	2,638	2,079
Accommodation expenses		
Office rental	401	387
Other accommodation expenses	169	171
Total accommodation expenses	570	558
Other expenses		
Employment on-costs	23	21
Audit fee	39	36
Total other expenses	62	57
Total other expenditure	3,270	2,694

Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any materials held for distribution are expensed when the materials are distributed.

Office rental is expensed as incurred as Memorandum of Understanding Agreements between the Department and the Department of Finance for the leasing of office accommodation contain significant substitution rights.

Other operating expenses generally represent the day-to-day running costs incurred in normal operations.

Employee on-costs includes workers' compensation insurance and other employment on-costs. The on-costs liability associated with the recognition of annual and long service leave liabilities is included at Note 2.1(b) Employee related provisions. Superannuation contributions accrued as part of the provision for leave are employee benefits and are not included in employment on-costs.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

2. Use of our funding (cont.)

2.3 Other expenditure (cont.)

Loss on disposal of non-current assets	2022 \$000	2021 \$000
<u>Net proceeds from disposal of non-current assets</u>		
Office equipment	-	15
<u>Carrying amount of non-current assets disposed</u>		
Office equipment	-	(15)
Net gain/(losses) on disposal of non-current assets	-	-

Realised and unrealised gains are usually recognised on a net basis. These include gains (and losses) arising on the disposal of non-current assets.

Gains and losses on the disposal of non-current assets are presented by deducting from the proceeds on disposal the carrying amount of the asset and related selling expenses. Gains and losses are recognised in profit or loss in the Statement of comprehensive income (from proceeds of sale).

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

3. Our funding sources

How we obtain our funding

This section provides additional information about how the Department obtains its funding and the relevant accounting policy notes that govern the recognition and measurement of this funding. The primary income received by the Department and the relevant notes are:

	Notes	
Income from State Government	3.1	
Other income	3.2	
3.1 Income from State Government	2022	2021
	\$000	\$000
Appropriation received during the period:		
• Service appropriation	28,194	28,686
Total appropriation received	28,194	28,686
Income received from other public sector entities during the period:		
• Department of Legislative Assembly	125	-
Total income from other public sector entities	125	-
Resources received free of charge from other public sector entities during the period:		
• Department of Finance (Government Office Accommodation)	8	8
• Parliamentary Services Department	1,265	941
Total resources received	1,273	949
Total income from State Government	29,592	29,635

Service Appropriations are recognised as income at the fair value of consideration received 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 in the bank account or credited to the holding account held at Treasury.

Income from other public sector entities are recognised as income when the Department has satisfied its performance obligations under the funding agreement. If there is no performance obligation, income will be recognised when the Department receives the funds.

Resources received from other public sector entities is recognised as income equivalent to the fair value of assets received, or the fair value of services received that can be reliably determined and which would have been purchased if not donated.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

3. Our funding sources (cont).

3.1 Income from State Government (cont).

Summary of consolidated account appropriations For the year ended 30 June 2022

	2022 Budget	2022 Supple- mentary funding	2022 Revised budget	2022 Actual	2022 Variance
	\$000	\$000	\$000	\$000	\$000
Delivery of Services					
Item 2 Net amount appropriated to deliver services	5,979	-	5,979	5,979	-
Amount Authorised by Other Statutes					
• Salaries and Allowances Act 1975	22,215	-	22,215	22,215	-
Total appropriations provided to deliver services	28,194	-	28,194	28,194	-
Capital					
Item 91 Capital Appropriation	18	-	18	18	-
Total consolidated account appropriations	28,212	-	28,212	28,212	-

3.2 Other income

	2022 \$000	2021 \$000
Employee contributions	2.1(a) 2	2
Total other income	2	2

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

4. Key assets

This section includes information regarding the key assets the Department utilises to gain economic benefits or assets the Department utilises for economic benefit or service potential or provide service potential. The section sets out both the key accounting policies and financial information about the performance of these assets:

	Notes
Property, plant and equipment	4.1
Right-of-use assets	4.2
Total key assets	

4.1 Property, plant and equipment

Year ended 30 June 2022	Office Equipment	Ceremonial Assets	Works of Art	Antique and Historical	Total
	\$000	\$000	\$000	\$000	\$000
1 July 2021					
Gross carrying amount	143	535	495	-	1,173
Accumulated depreciation	(143)	-	-	-	(143)
Carrying amount at start of period	-	535	495	-	1,030
Additions	-	-	15	-	15
Disposals	-	-	-	-	-
Revaluation increments	-	120	-	-	120
Depreciation	-	-	-	-	-
Carrying amount at 30 June 2022	-	655	510	-	1,165
Gross carrying amount	-	655	510	-	1,165
Accumulated depreciation	-	-	-	-	-

Initial recognition

Items of office equipment, costing \$5,000 or more are measured initially at cost. Where an asset is acquired for no cost or significantly less than fair value, the cost is valued at its fair value at the date of acquisition. Items of office 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 ceremonial assets, works of art, and antique and historical items are capitalised as it is anticipated that their value will appreciate over time.

Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of ceremonials and works of art.

Office equipment is stated at historical cost less accumulated depreciation and accumulated impairment losses.

Ceremonials and works of art are carried at fair value less accumulated impairment losses, and are independently valued every five years.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

4. Key assets (cont.)

4.1 Property, plant and equipment (cont.)

Significant assumptions and judgements: The most significant assumptions and judgements 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.

Useful lives

All office equipment 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 generally calculated on a straight line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life. Typical estimated useful lives for office equipment, for current and prior years is:

Office equipment - 3 to 10 years

Ceremonials, works of art, and antique and historical items which are considered to have an indefinite life, are not depreciated. Depreciation is not recognised in respect of these assets because their service potential has not, in any material sense, been consumed during the reporting period.

Impairment

Non-financial assets, including items of office equipment, are tested for impairment whenever there is an indication that the asset may be impaired. 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.

Where an asset measured at cost is written down to its recoverable amount, an impairment loss is recognised through profit or loss.

Where a previously revalued asset is written down to its recoverable amount, the loss is recognised as a revaluation decrement through other comprehensive income.

If there is an indication that there has been a reversal in impairment, the carrying amount shall be increased to its recoverable amount. However, this reversal should not increase the asset's carrying amount above what would have been determined, net of depreciation or amortisation, if no impairment loss had been recognised in prior years.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

4. Key assets (cont.)

4.2 Right-of-use assets

Year ended 30 June 2022	Vehicles \$000	Total \$000
Carry amount at beginning of period	53	53
Additions	-	-
Depreciation	(17)	(17)
Net carrying amount as at end of period	36	36

The Department has leases for vehicles. The lease contracts are typically made for fixed periods of 4 - 5 years.

The Department has also entered into a Memorandum of Understanding Agreements with the Department of Finance for the leasing of office accommodation. These are not recognised under AASB 16 because of substitution rights held by the Department of Finance and are accounted for as an expense as incurred.

Initial recognition

At the commencement date of the lease, the Department recognises right-of-use assets and a corresponding lease liability for most leases. The right-of-use assets are measured at cost comprising of:

- the amount of the initial measurement of the lease liability;
- any lease payments made at or before the commencement date, and
- any initial direct costs.

The corresponding lease liabilities in relation to these right-of-use assets have been disclosed in note 6.1.

The Department has elected not to recognise right-of-use assets and lease liabilities for short-term leases (with a lease term of 12 months or less) and low value leases (with an underlying value of \$5,000 or less). Lease payments associated with these leases are expensed over a straight-line basis over the lease term.

Subsequent measurement

The cost model is applied for subsequent measurement of right-of-use assets, requiring the asset to be carried at cost less any accumulated depreciation and accumulated impairment losses and adjusted for any re-measurement of lease liability.

Depreciation and impairment of right-of-use assets

Right-of-use assets are depreciated on a straight-line basis over the shorter of the lease term and the estimated useful lives of the underlying assets.

Right-of-use assets are tested for impairment when an indication of impairment is identified. The policy in connection with testing for impairment is outlined in note 4.1.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

5. Other assets and liabilities

This section sets out those assets and liabilities that arose from the Department's controlled operations and includes other assets utilised for economic benefits and liabilities incurred during normal operations:

	Notes
Receivables	5.1
Amounts receivable for services	5.2
Other assets	5.3
Payables	5.4

5.1 Receivables	2022 \$000	2021 \$000
<u>Current</u>		
Receivables	-	70
GST receivable	34	13
Total receivables at end of period	34	83

Receivables are initially recognised at their transaction price, less any allowances for uncollectible amounts (a impairment). The carrying amount of net receivable is equivalent to fair value as it is due for settlement within 30 days.

5.2 Amounts receivable for services (Holding Account)	2022 \$000	2021 \$000
Non-current	571	549
Total Amounts receivable for services at end of period	571	549

Amounts receivable for services represent the non-cash component of service appropriations. It is restricted in that it can only be used for asset replacement.

The amounts receivable for services are financial assets at amortised cost, and are not considered impaired, (i.e. there is no expected credit loss of the Holding Account).

5.3 Other assets	2022 \$000	2021 \$000
<u>Current</u>		
Prepayments	13	1
Total current	13	1
Total other assets at end of period	13	1

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

5. Other assets and liabilities (cont.)

5.4 Payables	2022 \$000	2021 \$000
<u>Current</u>		
Trade payables	68	67
Accrued expenses	7	212
Accrued salaries	77	1,570
Total payables at end of period	152	1,849

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. The carrying amount is equivalent to fair value, as settlement for the Department is generally within 20 days.

Accrued salaries represent the amount due to staff but unpaid at the end of the reporting period. Accrued salaries (excluding TOIL) are settled within a fortnight after the reporting period. The Department considers the carrying amount of accrued salaries to be equivalent to its fair value.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

5. Financing

This section sets out the material balances and disclosures associated with the financing and cash flows of the Department.

	Notes	
Lease liabilities	6.1	
Finance costs	6.2	
Cash and cash equivalents	6.3	
6.1 Lease liabilities	2022	2021
	\$000	\$000
Not later than one year	17	16
Later than one year and not later than five years	20	37
	37	53
Current	17	16
Non-current	20	37
	37	53

At the commencement date of the lease, the Department recognises lease liabilities measured at the present value of lease payments to be made over the lease term. The lease payments are discounted using the interest rate implicit in the lease. If that rate cannot be readily determined, the Department uses the incremental borrowing rate provided by Western Australia Treasury Corporation.

Lease payments included by the Department as part of the present value calculation of lease liability include:

- fixed payments (including in-substance fixed payments);
- variable lease payments that depend on an index or a rate initially measured using the index or rate as at the commencement date;
- amounts expected to be payable by the lessee under residual value guarantees;
- payments for penalties for terminating a lease, where the lease term reflects the Department exercising an option to terminate the lease;
- Periods covered by extension or termination options are only included in the lease term by the Department if the lease is reasonably certain to be extended (or not terminated).

The interest on the lease liability is recognised in profit or loss over the lease term so as to produce a constant periodic rate of interest on the remaining balance of the liability for each period. Lease liabilities do not include any future changes in variable lease payments (that depend on an index or rate) until they take effect, in which case the lease liability is reassessed and adjusted against the right-of-use asset.

Variable lease payments, not included in the measurement of lease liability, that are dependant on sales are recognised by the Department in profit or loss in the period in which the condition that triggers those payment occurs.

Subsequent measurement

Lease liabilities are measured by increasing the carrying amount to reflect interest on the lease liabilities; reducing the carrying amount to reflect the lease payments made, and remeasuring the carrying amount at amortised cost, subject to adjustments to reflect any reassessment or lease modification.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

6. Financing (cont.)

6.1 Lease liabilities (cont.)

This section should be read in conjunction with note 4.2.

	2022	2021
	\$000	\$000
Leases have been recognised in the Statement of comprehensive income		
Lease interest expense	2	1
Expenses relating to variable lease payments not included in lease liabilities	6	11

Variable lease payments that are not included in the measurement of the lease liability recognised in the period in which the event or condition that triggers those payments occurs.

6.2 Finance costs

	2022	2021
	\$000	\$000
Interest expense		
Interest expense on lease liabilities	2	1
Total finance costs expended	2	1

Finance cost includes the interest component of lease liability repayments.

6.3 Cash and cash equivalents

	2022	2021
	\$000	\$000
Cash and cash equivalents	7,110	6,917
Restricted cash and cash equivalents	71	53
Balance at end of period	7,181	6,970

Restricted cash and cash equivalents

	2022	2021
	\$000	\$000
Non-current		
Accrued salaries suspense account ^(a)	71	53

(a) Funds held in the suspense account for the purpose of meeting the 27th pay in a reporting period that occurs every 11th year. This account is classified as non-current for 10 out of 11 years.

For the purpose of the Statement of cash flows, cash and cash equivalent assets comprise cash on hand.

The accrued salaries suspense account consists of amounts paid annually, from Departmental appropriations for salaries expense, into a Treasury suspense account to meet the additional cash outflow for employee salary payments in reporting periods with 27 pay days instead of the normal 26. No interest is received on this account.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

7. Financial Instruments and Contingencies

This note sets out the key risk management policies and measurement techniques of the Department.

	Notes
Financial instruments	7.1
Contingent assets and liabilities	7.2

7.1 Financial Instruments

The carrying amounts of each of the following categories of financial assets and financial liabilities at the end of the reporting period are:

	2022	2021
	\$000	\$000
Financial assets		
Cash and cash equivalents	7,181	6,970
Financial assets at amortised cost ^(a)	571	619
Total financial assets	7,752	7,589

	2022	2021
	\$000	\$000
Financial liabilities		
Financial liabilities at amortised cost	129	1,842
Total financial liability	129	1,842

- (a) The amount of financial assets excludes GST recoverable from the ATO (statutory receivable).
- (b) The amount of financial liabilities at amortised cost excludes GST payable to the ATO (statutory payable).

Measurement

All financial assets and liabilities are carried without subsequent remeasurement.

7.2 Contingent assets and liabilities

The Department did not have any contingent assets or contingent liabilities at the end of the period.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

8. Other disclosures

This section includes additional material disclosures required by accounting standards or other pronouncements, for the understanding of this financial report.

	Notes
Events occurring after the end of the reporting period	8.1
Initial Application of Australian Accounting Standards	8.2
Key management personnel	8.3
Related party transactions	8.4
Remuneration of auditors	8.5
Supplementary financial information	8.6

8.1 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.

8.2 Initial application of Australian Accounting Standards

The following standards are operative for reporting periods ended on or after 30 June 2022:

- AASB 2020-2 Amendments to Australian Accounting Standards – Removal of Special Purpose Financial Statements for Certain For-Profit Private Sector Entities
- AASB 2020-5 Amendments to Australian Accounting Standards – Insurance Contracts
- AASB 2020-7 Amendments to Australian Accounting Standards – Covid 19 Related Rent Concessions: Tier 2 Disclosures
- AASB 2020-8 Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform – Phase 2
- AASB 2020-9 Amendments to Australian Accounting Standards – Tier 2 Disclosures: Interest Rate Benchmark Reform (Phase 2) and Other Amendments
- AASB 2021-1 Amendments to Australian Accounting Standards – Transition to Tier 2: Simplified Disclosures for Not for Profit Entities
- AASB 2021-3 Amendments to Australian Accounting Standards – Covid 19 Related Rent Concessions beyond 30 June 2021.

The Department considers the above standards do not have material impact on its accounts.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

8. Other disclosures (cont.)

8.3 Key management personnel

The Department has determined key management personnel to include the Presiding Officer and senior officers of the Department.

The total fees, salaries, superannuation, non-monetary benefits and other benefits for key management personnel of the Department for the reporting period are presented within the following bands:

Compensation band (\$)	2022	2021
380,001 - 370,000	1	-
320,001 - 330,000	1	-
310,001 - 320,000	-	1
270,001 - 280,000	-	1
280,001 - 270,000	1	-
200,001 - 210,000	1	1
180,001 - 190,000	1	2
90,001 - 100,000	-	1
	2022	2021
	\$000	\$000
Total compensation of key management personnel	1,342	1,252

One key management personnel member is a member of the Pension Scheme.

8.4 Related party transactions

Related parties of the Department include:

- all Cabinet Ministers and their close family members, and their controlled or jointly controlled entities;
- the Presiding Officer and their close family members, and their controlled or jointly controlled entities;
- all senior officers and their close family members, and their controlled or jointly controlled entities;
- other agencies and statutory authorities, including related bodies that are included in the whole of government consolidated financial statements (ie wholly-owned public-sector entities);
- associates and joint ventures of a wholly-owned public sector entity; and
- the Government Employees Superannuation Board (GESB).

Material transactions with related parties

Outside of normal citizen type transactions with the Department, there were no other related party transactions that involved key management personnel and/or their close family members and/or their controlled (or jointly controlled) entities.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

8. Other disclosures (cont.)

8.5 Remuneration of auditors

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

	2022	2021
	\$000	\$000
Auditing the accounts, financial statements, controls, and key performance	39	37

8.6 Supplementary financial information

(a) Write-offs

There were no write-offs from the Department's asset register in 2022 (2021: nil).

(b) Losses through thefts, defaults and other causes

There have been no losses through defaults or other causes (2021: \$6,328).

(c) Gifts of public property

There were no gifts of public property (2021: nil).



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

9. Explanatory statement

This explanatory section explains variations in the financial performance of the Department undertaking transactions under its own control, as represented by the primary financial statements.

All variances between annual estimates (original budget) and actual results for 2022, and between the actual results for 2022 and 2021 are shown below. Narratives are provided for key major variances which vary more than 10% from their comparative and that the variation is more than 1% of the dollar aggregate of:

- Total Cost of Services of the previous year for the Statements of comprehensive income and Statement of cash flows (i.e. 1% of \$29,018,000); and
- Total Assets of the previous year for the Statement of financial position (i.e. 1% of \$8,686,000).

9.1 Statement of comprehensive income variances

	Variance Estimate	Actual	Variance	Actual	Actual	Variance
Note	2022	2022		2022	2021	
	\$000	\$000	\$000	\$000	\$000	\$000
Expenses						
Employee benefits expense	25,260	24,409	(851)	24,409	26,198	(1,789)
Supplies and services	2,828	2,638	(190)	2,638	2,079	559
Depreciation expense	22	17	(5)	17	24	(7)
Finance costs	2	2	-	2	1	1
Accommodation expenses	712	570	(142)	570	558	12
Grants and subsidies	-	-	-	-	101	(101)
Other expenses	53	62	9	62	57	5
Total cost of services	28,877	27,698	(1,179)	27,698	29,018	(1,320)
Income						
Other income	-	2	2	2	2	-
Total income other than income from State Government	-	2	2	2	2	-
Net cost of services	28,877	27,696	(1,181)	27,696	29,016	(1,320)
Income from State Government						
Service appropriation	28,194	28,194	-	28,194	28,686	(492)
Income from other public sector entities	-	125	125	125	-	125
Resources received	1,309	1,273	(36)	1,273	949	324
Total income from State Government	29,503	29,592	89	29,592	29,635	(43)
Surplus/(deficit) for the period	626	1,896	1,270	1,896	619	1,277
Other comprehensive income						
Items not reclassified subsequently to profit or loss						
Changes in asset revaluation surplus	-	120	120	120	68	52
Total other comprehensive income	-	120	120	120	68	52
Total comprehensive income for the period	626	2,016	1,390	2,016	687	1,329

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

9. Explanatory statement (cont.)

9.1.2 Statement of financial position variances

	Variance Note	Estimate 2022 \$000	Actual 2022 \$000	Variance \$000	Actual 2022 \$000	Actual 2021 \$000	Variance \$000
Assets							
Current Assets							
Cash and cash equivalents	1, C	4,717	7,110	2,393	7,110	6,917	193
Receivables		15	34	19	34	83	(49)
Prepayments		-	13	13	13	1	12
Total Current Assets		4,732	7,157	2,425	7,157	7,001	156
Non-Current Assets							
Restricted cash and cash equivalents		73	71	(2)	71	53	18
Amounts receivable for services		571	571	-	571	549	22
Property, plant and equipment	2, D	970	1,165	195	1,165	1,030	135
Right-of-use assets		36	36	-	36	53	(17)
Total Non-Current Assets		1,650	1,843	193	1,843	1,685	158
Total assets		6,382	9,000	2,618	9,000	8,686	314
Liabilities							
Current Liabilities							
Payables	E	122	152	30	152	1,949	(1,697)
Lease liabilities		17	17	-	17	16	1
Employee related provisions		877	827	(50)	827	827	-
Total Current Liabilities		1,016	996	(20)	996	2,692	(1,696)
Non-Current Liabilities							
Lease liabilities		21	20	(1)	20	37	(17)
Employee related provisions	3	134	86	(68)	86	74	(8)
Total Non-Current Liabilities		155	86	(69)	86	111	(25)
Total liabilities		1,171	1,082	(89)	1,082	2,803	(1,721)
Net assets		5,211	7,918	2,707	7,918	5,883	2,035
Equity							
Contributed equity		(1,981)	56	2,037	56	38	18
Reserves	4, F	582	770	188	770	650	120
Accumulated surplus	G	6,610	7,092	482	7,092	5,195	1,897
Total equity		5,211	7,918	2,707	7,918	5,883	2,035



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

9. Explanatory statement (cont.)

9.1.3 Statement of cash flows variances

	Variance Note	Estimate 2022 \$000	Actual 2022 \$000	Variance \$000	Actual 2022 \$000	Actual 2021 \$000	Variance \$000
Cash flows from State Government							
Service appropriation		28,172	28,172	-	28,172	28,664	(492)
Capital appropriation		18	18	-	18	18	-
Funds from other public sector agencies		-	125	125	125	-	125
Net cash provided by State Government		28,190	28,315	125	28,315	28,682	(367)
Cash flows from operating activities							
Payments							
Employee benefits		(26,758)	(25,831)	927	(25,831)	(24,727)	(1,104)
Supplies and services	A	(1,532)	(1,593)	(61)	(1,593)	(1,057)	(536)
Finance costs		(2)	(2)	-	(2)	(1)	(1)
Accommodation		(708)	(563)	145	(563)	(569)	(13)
Grants and subsidies		-	-	-	-	(101)	101
GST payments on purchases		(115)	(282)	(167)	(282)	(113)	(169)
Other payments		(57)	(62)	(5)	(62)	(58)	(4)
Receipts							
GST receipts from taxation authority		115	250	135	250	89	161
GST receipts on sales		-	10	10	10	19	(9)
Other receipts		-	2	2	2	2	-
Net cash provided by/(used in) operating activities		(29,057)	(28,071)	986	(28,071)	(26,497)	(1,574)
Cash flows from investing activities							
Payments							
Purchase of non-current assets		-	(15)	(15)	(15)	(3)	(12)
Receipts							
Proceeds from sale of non-current physical assets		-	-	-	-	15	(15)
Net cash provided by/(used in) investing activities		-	(15)	(15)	(15)	12	(27)
Cash flows from financing activities							
Payments							
Principal elements of lease payments		(18)	(18)	-	(18)	(17)	(1)
Net cash provided by/(used in) financing activities		(18)	(18)	-	(18)	(17)	(1)
Net increase/(decrease) in cash and cash equivalents		(855)	211	1,096	211	2,180	(1,969)
Cash and cash equivalents at the beginning of the period		5,675	6,970	1,295	6,970	4,790	2,180
Cash and cash equivalents at the end of the period		4,790	7,181	2,391	7,181	6,970	211

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the financial statements
For the year ended 30 June 2022

9. Explanatory statement (cont.)

Major estimate and actual (2022) variance narratives:

- 1 A higher opening balance than budgeted for (by \$1,295,000) and a positive operating cashflow of \$1,096,000 in 2022 resulted in a favourable variance to budget.
- 2 The variance in property, plant and equipment primarily arises because the budget does not account for the 2022 revaluation of ceremonial assets (\$120,000), and minor artwork purchases (\$15,000).
- 3 The 2022 estimates were prepared prior to the 2021 year end. Consequently, the estimate for Employee related provisions is based upon the 2020 actual of \$134,000, thereby resulting in the variance to budget.
- 4 The asset revaluation surplus is understated in the budget as it does not include the 2021 revaluation of artworks (\$68,000) or the 2022 revaluation of ceremonial assets (\$120,000).

Major actual (2022) and comparative (2021) variance narratives:

- A The engagement of a consultant to conduct an ICT review (\$250,000) contributed to the expense increase in supplies and services. The remainder of the variance is due to services received free of charge by PSD (see B below), and an increase in travel expenses (\$25,000) attributable to the easing of COVID restrictions.
- B The non-cash income comprises of resources received free of charge from the Parliamentary Services Department (\$1,265,000) and the Department of Finance (\$8,000). The majority of the increase over the prior year pertains to ICT related services provided by PSD.
- C Below budget spending of the 2022 appropriation resulted in a higher cash and cash equivalents balance at year end.
- D A revaluation of ceremonial assets (\$120,000) and artwork purchases (\$15,000) account for the increase in property, plant and equipment over the prior year.
- E The 2021 payable balance included an accrual for Member transition allowances (\$1,511,000) following the March 2021 General State Election. The payment of these allowance in July 2021 resulted in a significant reduction in the year end balance.
- F The asset revaluation reserve increased \$120,000 following the 2022 revaluation of ceremonial assets.
- G The variance to the prior year accumulated surplus balance represents the annual movement in the account arising from the 2022 surplus.

Appendix Two: Performance Information



**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
CERTIFICATION OF KEY PERFORMANCE INDICATORS
FOR THE YEAR ENDED 30 June 2022**

I hereby certify that the key 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 2022.

Kirsten Robinson
Accountable Authority

Date: 21/11/22



Parliament House, 4 Harvest Terrace, West Perth WA 6005
Telephone: +61 8 9222 7222

**KEY PERFORMANCE INDICATORS
OF THE
DEPARTMENT OF THE LEGISLATIVE ASSEMBLY**

**FOR THE YEAR ENDED
30 June 2022**



Appendix Two: Performance Information

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, supporting a broad, high level goal of supporting governance for all Western Australians.

Desired Outcome	Services
Legislative Assembly Members' requirements are met.	1. Support the operations of the Legislative Assembly.

Key Effectiveness Indicators

Two 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 74.6% was achieved with 44 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.

The survey results for 2021-22 were higher than both budget and prior year.

Procedural or Administrative 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	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Target	Variance
Average Member rating for procedural advice.	94.8%	92.4%	92.9%	96.2%	90%	+ 6.2%

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	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Target	Variance
Average Member rating for administrative support	92.9%	92.2%	93.1%	94.5%	90%	+ 4.5%

Key Efficiency Indicator

The Key Efficiency Indicator provides a measure of the resources used to provide specific services to support services to the Legislative Assembly.

Average Cost per Member ^(a)

Key Efficiency Indicator	2019 Actual	2020 Actual	2021 Actual	2022 Actual	2022 Target	Variance
Average cost per Member of the Legislative Assembly	\$88,023	\$78,491	\$83,372	\$87,345	\$101,559	(\$14,214) ^(b) (14.0%)

(a) Amounts provided under the *Salaries and Allowances Act 1975* and costs allocated by the Parliamentary Services Department, which are reported as Resource Received Free of Charge (Note 3.1), are excluded in measuring the cost base.

(b) The anticipated total cost of services was \$5,992,000 and the actual cost was \$5,153,000. The major components of this favourable variance was below budget expenditure in Employee Benefits (resulting from a FTE vacancy), reduced Committee Travel, and Accommodation expenses.



Appendix Three: Members of the Legislative Assembly

Current Members of the Legislative Assembly for the 41 st Parliament as at 30 June 2022			
NAME	TITLE	ELECTORATE	PARTY
<i>Aubrey, Stuart Neil</i>		Scarborough	ALP
<i>Baker, Geoffrey (Geoff)</i>		South Perth	ALP
<i>Baker, Lisa Loraine</i>		Maylands	ALP
<i>Beazley, Hannah Mary</i>		Victoria Park	ALP
<i>Buti, Hon. Dr Antonio (Tony) De Paulo</i>	Minister for Finance; Aboriginal Affairs; Racing and Gaming; Citizenship and Multicultural Interests	Armadale	ALP
<i>Carey, Hon. John Newton</i>	Minister for Housing; Lands; Homelessness; Local Government	Perth	ALP
<i>Catania, Vincent Alexander</i>		North West Central	NAT
<i>Clarke, Robyn Marjorie Jane</i>		Murray-Wellington	ALP
<i>Collins, Caitlin Mary</i>		Hillarys	ALP
<i>Cook, Hon. Roger Hugh</i>	Deputy Premier; Minister for State Development, Jobs and Trade; Tourism; Commerce; Science	Kwinana	ALP
<i>Dalton, Lara</i>		Geraldton	ALP
<i>D'Anna, Divina Grace</i>		Kimberley	ALP
<i>Davies, Hon. Mia Jane</i>	Leader of the Opposition	Central Wheatbelt	NAT
<i>Folkard, Mark James</i>		Burns Beach	ALP
<i>Giddens, Kim Elizabeth</i>		Bateman	ALP
<i>Hamilton, Emily Louise</i>		Joondalup	ALP
<i>Hammat, Meredith Jane</i>		Mirrabooka	ALP
<i>Hanns, Jodie Louise</i>		Collie-Preston	ALP
<i>Healy, Terence (Terry) James</i>	Parliamentary Secretary to the Minister for Education and Training	Southern River	ALP
<i>Honey, Dr David John</i>	Leader of the WA Liberal Party	Cottesloe	LIB
<i>Hughes, Matthew</i>		Kalamunda	ALP

Appendix Three: Members of the Legislative Assembly

Current Members of the Legislative Assembly for the 41 st Parliament as at 30 June 2022			
NAME	TITLE	ELECTORATE	PARTY
<i>Johnston, Hon. William (Bill) Joseph</i>	Minister for Mines and Petroleum; Energy; Corrective Services; Industrial Relations	Cannington	ALP
<i>Jones, Hugh Trevor</i>		Darling Range	ALP
<i>Kelly, Hon. David (Dave) Joseph</i>	Minister for Water; Forestry; Youth	Bassendean	ALP
<i>Kelsbie, Elizabeth (Jane) Jane</i>		Warren-Blackwood	ALP
<i>Kent, Alison (Ali) Elizabeth</i>		Kalgoorlie	ALP
<i>Krishnan, Dr Jagadish (Jags)</i>		Riverton	ALP
<i>Lilburne, Paul Robert</i>		Carine	ALP
<i>Love, Ronald (Shane) Shane</i>	Deputy Leader of the Opposition; Manager of Opposition Business	Moore	NAT
<i>McGowan, Hon. Mark</i>	Premier; Treasurer; Minister for Public Sector Management; Federal-State Relations	Rockingham	ALP
<i>McGurk, Hon. Simone Frances</i>	Minister for Child Protection; Women’s Interests; Prevention of Family and Domestic Violence; Community Services	Fremantle	ALP
<i>Mettam, Elizabeth (Libby)</i>	Deputy Leader of the WA Liberal Party	Vasse	LIB
<i>Michael, David Robert</i>	Parliamentary Secretary of the Cabinet	Balcatta	ALP
<i>Michel, Kevin Joseph Jude</i>		Pilbara	ALP
<i>Millman, Simon Alexander</i>	Parliamentary Secretary to the Minister for Health; Mental Health	Mount Lawley	ALP
<i>Mubarakaj, Yaz</i>	Parliamentary Secretary to the Minister for Finance; Aboriginal Affairs; Racing and Gaming; Citizenship and Multicultural Interests	Jandakot	ALP
<i>Munday, Lisa Anne</i>		Dawesville	ALP
<i>O’Malley, Lisa Margaret</i>		Bicton	ALP
<i>Papalia, Hon. Paul</i>	Minister for Police; Road Safety; Defence Industry; Veterans Issues	Warnbro	ALP
<i>Price, Stephen James</i>	Deputy Speaker of the Legislative Assembly	Forrestfield	ALP
<i>Punch, Hon. Donald (Don) Thomas</i>	Minister for Disability Services; Small Business; Fisheries; Seniors and Ageing	Bunbury	ALP
<i>Quigley, Hon. John Robert</i>	Attorney General; Minister for Electoral Affairs	Butler	ALP
<i>Quirk, Margaret Mary</i>		Landsdale	ALP

Appendix Three: Members of the Legislative Assembly

Current Members of the Legislative Assembly for the 41 st Parliament as at 30 June 2022			
NAME	TITLE	ELECTORATE	PARTY
<i>Roberts, Hon. Michelle Hopkins</i>	Speaker of the Legislative Assembly	Midland	ALP
<i>Rowe, Cassandra (Cassie) Michelle</i>	Government Whip	Belmont	ALP
<i>Rundle, Peter James</i>	Opposition Whip	Roe	NAT
<i>Saffioti, Hon. Rita</i>	Minister for Transport; Planning; Ports	West Swan	ALP
<i>Sanderson, Hon. Amber-Jade</i>	Minister for Health; Mental Health	Morley	ALP
<i>Scaife, David Anthony Edward</i>		Cockburn	ALP
<i>Shaw, Jessica Jane</i>	Parliamentary Secretary to the Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services	Swan Hills	ALP
<i>Stephens, Rebecca Sue</i>		Albany	ALP
<i>Stojkovski, Jessica Mary Christine</i>	Parliamentary Secretary to the Minister for Transport; Planning; Ports	Kingsley	ALP
<i>Stratton, Dr Katrina</i>		Nedlands	ALP
<i>Tallentire, Christopher (Chris) John</i>		Thornlie	ALP
<i>Templeman, Hon. David Alan</i>	Minister for Culture and the Arts; Sport and Recreation; International Education; Heritage Leader of the House	Mandurah	ALP
<i>Tinley, Hon. Peter Charles AM</i>		Willagee	ALP
<i>Tonkin, Christine Maelisa</i>		Churchlands	ALP
<i>Whitby, Hon. Reece Raymond</i>	Minister for Environment; Climate Action	Baldivis	ALP
<i>Winton, Sabine Elisabeth</i>	Parliamentary Secretary to the Premier; Treasurer; Minister for Public Sector Management; Federal-State Relations Parliamentary Secretary to the Deputy Premier; Minister for State Development, Jobs and Trade; Tourism; Commerce; Science	Wanneroo	ALP