

Legislative Assembly of Western Australia

ANNUAL REPORT

2020–2021



Message from the Speaker



It is a pleasure to provide a foreword for this annual report on the operations of the Department of the Legislative Assembly for the year ending 30 June 2021.

It is also a privilege to do so in the role of the first female speaker in the Western Australian Parliament, 100 years after Edith Cowan became the first woman elected to any Australian parliament, in 1921.

Women now make up 45 per cent of the house – a significant increase from 31 per cent in 2017, and 52 per cent of the WA Labor caucus is made up of female members of parliament.

The 41st Parliament has almost reached parity.

Today, nearly half of the members are women, including many in leadership positions.

This is a clear signal to the community, and to women, of just how far we have come. But it has taken over a century to do it.

There have been 30 Speakers of this house since 1890, all of them men. I am privileged to be the thirty-first Speaker of this house, the first woman to hold this office and the start of a new tradition.

It is my expectation, over the course of this Parliamentary term, our Parliament, with its large cohort of strong women and men of principle, will be a place where respect and equity are assured.

I take this opportunity to thank my fellow members of the Legislative Assembly, the clerks, the executive management group and all parliamentary service staff for their hard work and dedication during the 2020-21 financial year.

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

Hon Michelle Roberts MLA
Speaker of the Legislative Assembly

Hon Michelle 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 2020 to 30 June 2021.

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 Robinson".

**MS KIRSTEN ROBINSON
CLERK OF THE LEGISLATIVE ASSEMBLY**

16 September 2021

Clerk's overview

By the end of 2020 in Western Australia, the COVID-19-induced shocks of the first half of the year had given way to the settling-in of the new COVID normal. Accordingly, by November 2020, the Legislative Assembly was fortunate to be in a position to resume business as (almost) normal. This underlines just how lucky we have been in Western Australia, especially as COVID-19 continues to cause tragic consequences in other parts of the world.

Having said that, COVID-19 will continue to have a lasting impact on how we approach the business of providing support to the Legislative Assembly. The past year has demonstrated that we are capable of quickly responding to fast-moving developments and that the Assembly's long-standing practices and procedures can be changed at short-notice when needed.

With support from the Parliamentary Services Department (PSD), much of our Information Technology infrastructure is being refreshed with the aim of supporting easier working-from-home arrangements when required. We also continue to trial solutions that will enable remote participation by Members in parliamentary debates, and I look forward to having a reliable technical solution in place during the coming year.

Our successful response to the challenges of the past year is due in no small part to the dedication, resilience and flexibility of both Assembly and PSD staff members. I would like to take this opportunity to thank them for their responsiveness and good nature during what has been a challenging time.

That I must dedicate only a few paragraphs to COVID-19 in my *Overview* is a welcome reflection of the minimal impact that the pandemic has had on us here in Western Australia. Nonetheless, ensuring our readiness to respond should the situation change for the worse remains a key priority for the Department and our management team.

Western Australia's State Election took place on 13 March 2021. The result was unprecedented, with the Australian Labor Party winning 53 of the 59 seats available in the Legislative Assembly. The National Party retained four seats, and the Liberal Party held the seats of Cottesloe and Vasse. Unsurprisingly, the changed nature of business in the Legislative Assembly has been apparent. Sitting days are generally shorter and the throughput of Bills has increased. Committee operations are also different, with most committees only having a single non-government representative, although we anticipate they will be just as busy during the 41st Parliament as they have been in the past.

Regardless of the composition of the Assembly, the work of the Department goes on. We welcomed 19 new Members to the House and provided them with an extensive induction program. We will continue to provide briefings to Members for the rest of this year and have provided sessions on reading legislation and understanding the Budget Papers, and have also invited a number of public sector bodies – including the Auditor General, Ombudsman and Public Sector Commissioner – to brief new Members on their work.

The election period is also an important time during which works on the building itself can take place. This year, we completed important upgrades to the wiring and data cable infrastructure in the chamber. This upgrade will ensure continued viability and redundancy of our recording and broadcast capabilities. We also took the opportunity to improve office accommodation for our chamber staff. Information about these upgrades can be found in the pages of this Annual Report, but I would like to thank PSD's Building Services staff for coordinating these works in such a professional manner.

The break leading into the 41st Parliament also presented an opportunity for many of our staff members to gain experience in other government agencies via a number of secondments. In total, eight of our staff members completed secondments at the Office of the Auditor General, the Office of the Information

Clerk's overview

Commissioner, the Ombudsman, the Office of the Inspector of Custodial Services or the Public Sector Commission. We take the view that these are important development opportunities for our staff where they can learn valuable insights into the operations of other agencies and apply those insights to their work with the Assembly. I am grateful to these other agencies for agreeing to provide these secondments to our staff and I hope we will be in a position to repeat the process in the lead up to the next election in 2025.

Finally, 2021 saw the departure of the former Speaker of the Legislative Assembly, Hon Peter Watson. Peter was first elected to the seat of Albany in 2001 and retained the seat at four subsequent elections. During his 20 years in the Assembly, Peter was always an easy person to work with, but I would particularly like to thank him for his support during the previous four years and I wish him all the best for a well-deserved retirement.

Of course, 2021 also saw the election of a new Speaker, Hon Michelle Roberts. Madam Speaker is our first female Presiding Officer and also the current longest-serving Member of the Legislative Assembly. I look forward to continuing to work with her over the course of the next four years.



Ms Kirsten 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 departments 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 persons with respect and courtesy |
| Integrity | Demonstrating high ethical standards |
| Professionalism | Exhibiting a high degree of professionalism in all work activities |
| Independence and Impartiality | Being independent, impartial and non-partisan at all times |
| Service | Delivering high quality services to the Members, the public and others |

Overview of the Department

The Legislative Assembly's year in facts and figures

48

Days sat

315

Hours sat

792

Questions in question time

259

Questions on notice asked

Peter Katsambanis

Member asking most questions on notice

Rita Saffioti

Minister receiving most questions on notice

11.37 pm

Latest adjournment time

61

Number of divisions

40

Bills introduced

41

Bills passed

31

Motions debated in the Legislative Assembly

571

Number of papers tabled

The Legislative Assembly's year in facts and figures

19

Committee reports

0

Committee Inquiries launched

6

Committee Inquiries concluded

54

Committee Hearings

42

Committee Submissions received

121

Total number of committee meetings

130

Witnesses before committees

48

Number of grievances

Rita Saffioti

Minister most grieved to

36

Petitions presented

John Quigley

Minister introducing most Bills

0

Party Membership change

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 Australia. Section 34 of the *Constitution Act 1889* provides that Standing Rules and Orders are made by resolution of the Assembly to regulate the conduct of proceedings of the House. However, considered in isolation, these two Acts do not provide an adequate framework for understanding the way in which the Parliament, and this Department, operates.

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

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.

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 a basis for the privileges of the House, 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 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.

Overview of the Department

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.)



Madam Speaker and the Legislative Assembly's Clerks at the Table

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 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

Overview of the Department



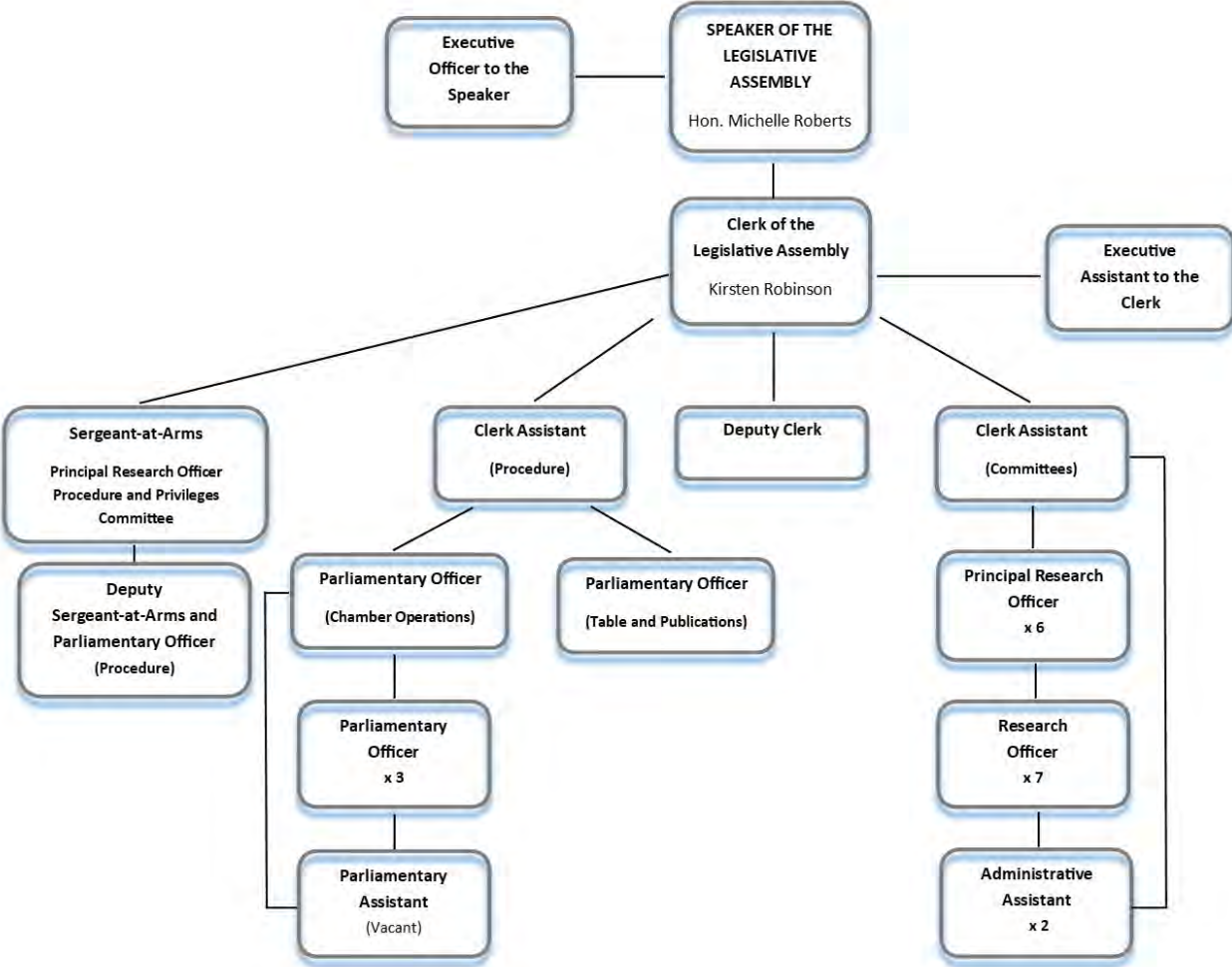
reference work and recording and making available all tabled papers such as annual reports and regulations. The Legislative Assembly Office also deals with general enquiries from Members, the media, Government departments and the public.

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. Support staff for the Legislative Assembly's Committees are principally located in separate premises at Level 1, 11 Harvest Terrace, West Perth.

Principal Research Officers are responsible, on behalf of the Clerk, for the administrative, procedural and research advice 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



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 on 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, in accordance with its approved Terms of Reference, 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 on 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.

Website Steering Committee

The Parliament's website is the key mechanism through which the work of the Parliament is communicated to the people of Western Australia. All Hansard transcripts dating from the Assembly's first sitting in 1890 are available online, as are committee submissions and hearing transcripts from 2001. The website is a unique repository for a vast array of the information presented to or tabled in the Legislative Assembly. For example, there are now over 27,000 unique documents available to the public contained in the Legislative Assembly's tabled papers database. And this is only one example of the multiple databases that make information available to the public on the website. There are thousands of other documents, transcripts and answers to questions on notice available in the other databases accessible via the website.

In April 2019, a redesigned parliament website was launched. The new website has resulted in a more modern experience with improved design and greater opportunity for the use of graphics and other interactive features. In recognition that the website redesign was an ongoing project, the three parliamentary departments agreed to the continued operation of the Website Steering Committee (WSC).

The WSC consists of employees from all three parliamentary departments and works closely with Parliament's Information Technology team to set priorities and recommend funding proposals to the Heads of Department. A Legislative Assembly Clerk Assistant is currently the Chair of the WSC.

Other interdepartmental committees

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

- Parliamentary History Advisory Committee;
- Parliament House Art 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 is provided in hard copy to Members; this year, it was distributed on Tuesday 15 June 2021 and the Speaker made a statement in the House outlining the purpose and value of the survey and encouraging Members to complete it.

Members cannot be compelled to complete the survey but, with encouragement, the response rate historically has been about 75 per cent. The return rate this year was 83.1 per cent.

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 numbers outlined below 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 18 for comparison against results achieved over the preceding five-year period.

In addition to the quantitative data gathered during the survey, Members are also encouraged to write any comments in connection to each of the survey questions. Although relatively few Members choose to provide this written feedback, where it is provided the information is collated and presented to the management team for comment or action as necessary.

92.9%

Overall satisfaction of Members regarding general operations of the House

91.7%

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

89.1%

Overall satisfaction of Members regarding assistance with drafting of, and amendments to, Bills and motions

93.3%

Overall satisfaction of Members regarding advice about standing committees

94.2%

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

95.0%

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

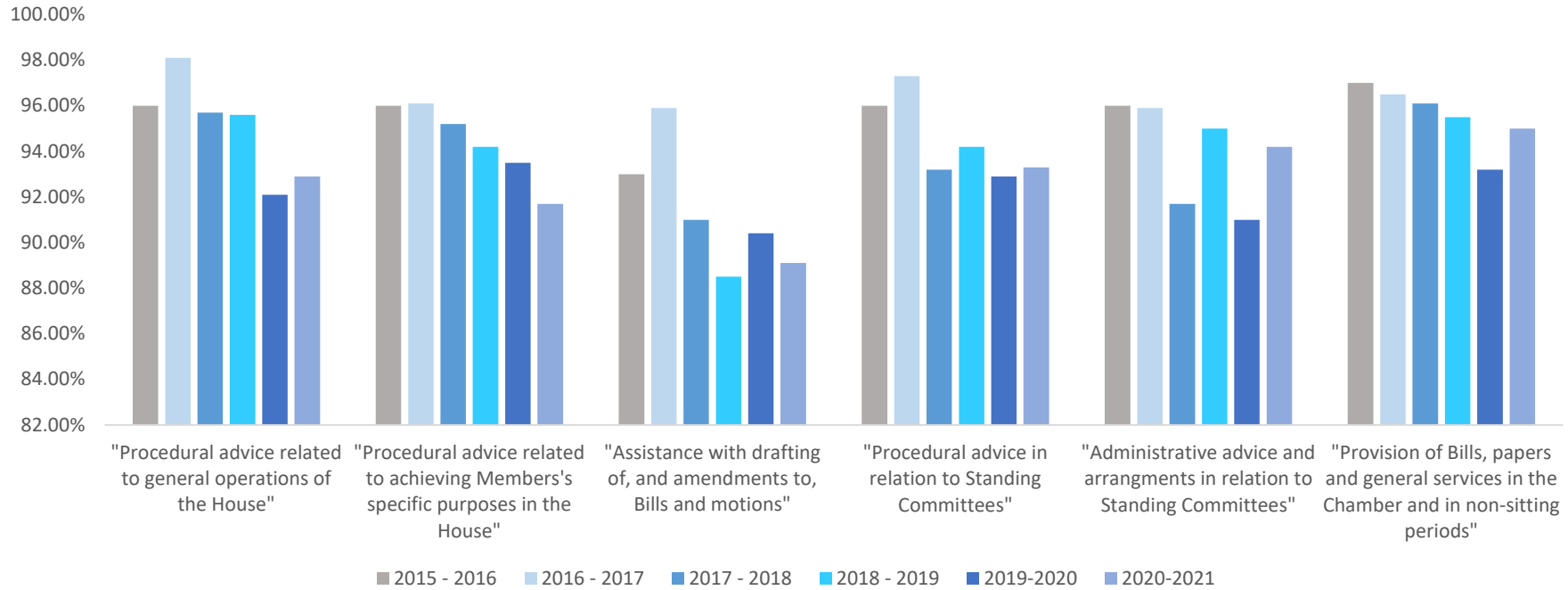
Historical comparison

The chart on the following page provides a summary of the Legislative Assembly's performance against these six criteria since 2015.

As noted previously, this year's results continue to indicate that the Department's service delivery is well-regarded by Members, although this year satisfaction with the assistance provided in relation to the drafting of bills, amendments and motions has dropped below 90 per cent. Other areas of service delivery have, however, tended to show a slight increase in satisfaction levels reported by our Members.

Agency Performance

Members Survey Overall Satisfaction Ratings



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 government 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 have been 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 Legislative 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 on 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 also 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, although Members are surveyed for their views on the quality of these services. 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 17 outline, this continues to be the case.

Summary of the year's activities

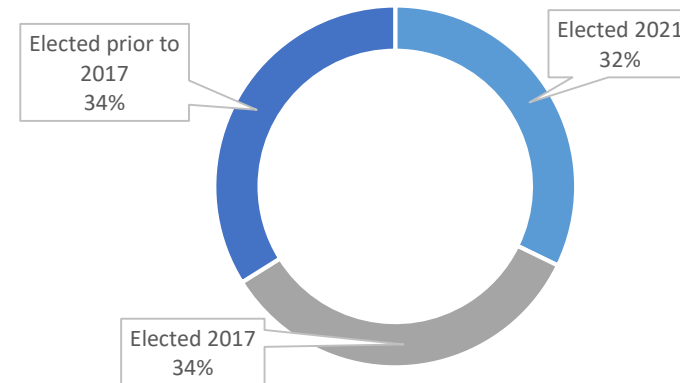


Inducting new Members

After the March state election, 19 members from the 40th parliament were not re-elected to the 41st – eight announced their retirement prior to the election, and 11 were not returned to the parliament by their electorates.

As a result, one-third of the members of the parliament are now first-termers. They bring with them a range of experiences from a diverse array of professional and personal backgrounds, but very few of them would have entered the Legislative Assembly chamber on their first day with any detailed understanding of the finer points of parliamentary procedure. Accordingly, the Department provides a series of training and induction sessions to new members, both prior to their first sitting day, and also once parliament is running and the new members have had exposure to the day-to-day operations of the parliament.

Members' length of service



The induction process begins with one-on-one meetings between new members and the Clerk and the Executive Manager of PSD during which important information about salaries, allowances and other conditions as well as important contacts at Parliament and PSD are outlined. Members are also given detailed orientation of the parliament building itself and an overview of the services available from PSD.

Perhaps most importantly, Members are presented with information about their disclosure obligations under the *Members of Parliament (Financial Interests) Act 1992* and the Assembly's Code of Conduct.

The second phase of the induction process involves two separate seminars held in the Legislative Assembly chamber itself. The first of these seminars is held immediately prior to opening day. This session takes Members through the development of Western Australia's Westminster-style representative democracy before dealing with chamber protocols and introducing the Standing

Summary of the year's activities



New members receiving an induction briefing from the Deputy Clerk of the Legislative Assembly.

Orders. The Clerk and other senior staff then explain what to expect on Opening Day and their first few weeks in the House. New members also meet with key contacts in the Parliament and the Department of the Premier and Cabinet, who outline their roles and functions and provide information on finance and electorate support.

The second seminar takes place prior to the commencement of the first full sitting week of the parliament and provides the necessary detail for Members to understand the Rules of Debate, the differences between procedural and substantive motions and outlines in more detail the Order of Business for the House. This seminar also involves a closer look at the practice and procedure of the House, and includes an overview of the legislative process, parliamentary privilege and the Code of Conduct.

The Department is conscious of the need to balance the extent of the information delivered to new Members during their first few weeks as elected representatives and, accordingly, induction activities are conducted over the course of the first few months of the new parliament. As a result, a number of seminars and briefings are scheduled for new Members in August 2021.

Organising the ceremonial opening of parliament

The Ceremonial Opening of parliament is an important tradition shared by all Westminster-style legislatures throughout the Commonwealth. This year, the activities associated with the opening had to be scaled-back due to the restrictions still in place in Perth following the COVID-19 lockdown in Perth and Peel in late April. Most notably, unless they were speaking, all Members and staff wore masks throughout the ceremony.

Despite these restrictions, the Chief Justice of Western Australia, Mr Peter Quinlan, attended the Assembly Chamber and administered the oath or affirmation for all 59 Members of the Legislative Assembly. After which, the Legislative Assembly of the 41st Parliament sat for the first time and elected the Member for Midland, Hon Michelle Roberts MLA, as its new Speaker.

The Speaker then led a delegation to Government House whereupon she presented the Governor of Western Australia with a letter laying claim to the undoubted rights and privileges of the Legislative Assembly. Later the same afternoon, the Usher of the Black Rod requested that all Members of the Legislative Assembly meet in the Legislative Council chamber in order to hear from the Governor his reasons for summoning the current session of the parliament.

Even though many of the public-facing ceremonial activities associated with the opening of the Parliament did not take place, the scaled-back ceremony represented significant effort from staff across the three parliamentary departments. Despite the last-minutes challenges and changes to plans brought

Summary of the year's activities



Dr Katrina Stratton MLA, the new Member for Nedlands, is sworn in by the Chief Justice.

about by the COVID restrictions, the ceremonial opening took place seamlessly because of the professionalism and dedication of the Legislative Assembly's team, and their ability to respond dynamically to changing circumstances.

Inducting the new Speaker and Acting Speakers

The first action of the Legislative Assembly in the 41st Parliament was the election of Michelle Roberts MLA as its Speaker. Mrs Roberts is the first female Speaker of the Legislative Assembly, and is also the current longest serving Member of the House, having first been elected in March 1994. While Madam Speaker brings a wealth of knowledge and experience to the Chair, the Clerk and senior staff delivered an induction program covering all aspects of the role, including the administrative arrangements for the management of the Legislative Assembly and the Parliament more broadly.



Hon Michelle Roberts MLA addresses the Legislative Assembly for the first time as Speaker

During the course of the first few days of sitting, the Speaker announced a panel of Acting Speakers comprising a mix of new and more experienced Members. These Acting Speakers play a critical role in ensuring that the House conducts its business in an orderly and efficient manner. A combination of on-the-job training and induction sessions have taken place in the opening six months of the parliament and will continue into 2021.

Providing administrative support for sittings of the House

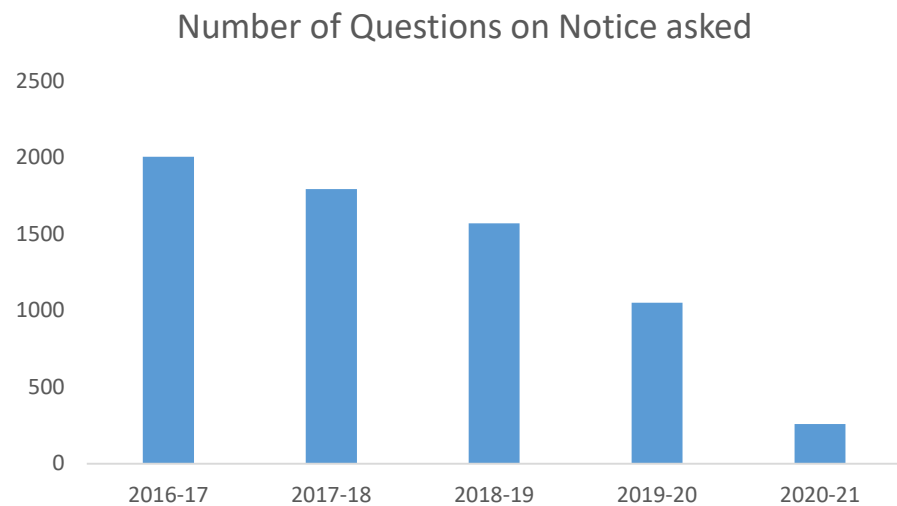
There are also important administrative services delivered by the Department, without which sittings of the Legislative Assembly would not be possible.

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 2020–21, the Department produced 48 Notice Papers.

Questions on Notice, which are integral to the Legislative Assembly's oversight and scrutiny functions, are reviewed and approved by senior officers of the

Summary of the year's activities

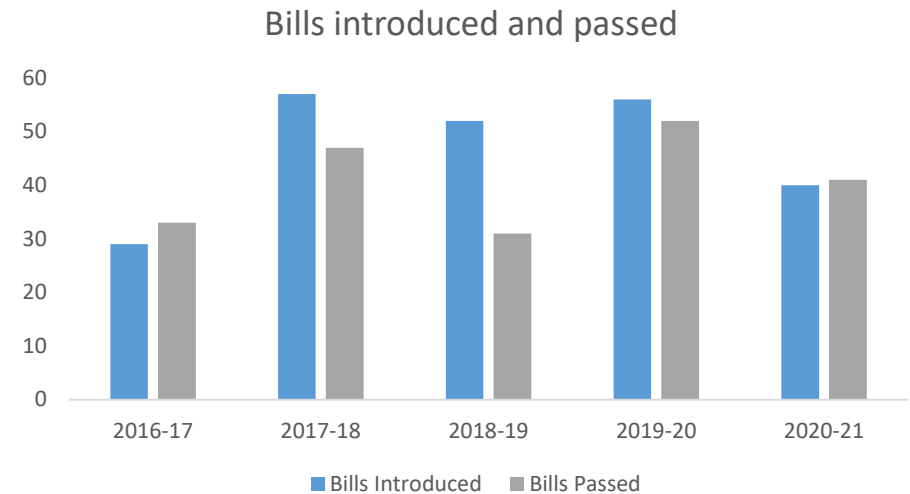
Legislative Assembly under the authority of the Speaker. In 2020–21, the Department processed 259 questions on notice. As the chart below demonstrates, the volume of questions asked over the course of the 40th Parliament has consistently decreased since 2016–17. The unusually low number recorded for the most recent period reflects both the reduced number of sitting days in an election year, and 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 that takes place in the Legislative Assembly is recorded in the Votes and Proceedings. There were 61 occasions during which Members divided to resolve a vote in the Assembly in 2020–21.

The Clerk is responsible for the carriage of Bills under consideration by the Legislative Assembly, which means that it is the Clerk and senior officers who

are 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 2020–21, 41 bills were passed by the Legislative Assembly. Although this number represents a decrease over the previous year, it almost exactly matches the five-year average. It is noteworthy that in the opening six weeks of the parliament prior to the winter recess, the Legislative Assembly passed 13 bills. During the equivalent period in 2017 only five bills had been passed. This increase in tempo is no doubt a reflection of the significantly reduced number of opposition members represented in the Legislative Assembly, and the reintroduction of several bills that were not passed in the previous parliament.

The Department's staff also coordinate the Tabled Papers process, including publication to the Parliament's website and the accurate recording of pertinent

Summary of the year’s activities

information and assignment of Tabled Paper numbers. In 2020–21, a total of 571 papers were tabled in the Legislative Assembly.

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. More information about this can be found on page 27 under *Building the capability of employees and Members*.

The Legislative Assembly’s response to COVID-19

Although Western Australia has been fortunate to avoid the worst impacts of the COVID-19 pandemic, various restrictions relating to the number of Members in the chamber at any given time, which were introduced in March 2020, remained in place until November 2020. Following advice received from the State’s Chief Health Officer, the final month of sittings in the 40th Parliament took place under normal seating arrangements, although the Temporary Order in relation to the conduct of divisions remained in place until the end of the parliament.

Other changes, including the provision of hand sanitizer and leaving chamber doors open at all times, also remained in place.

Early in the pandemic, the Legislative Assembly adopted Temporary Orders allowing for relevant COVID bills to be introduced without notice and to proceed through all stages without delay. This would only occur following agreement with the other parties represented in the Legislative Assembly. Between March and June 2020, 14 urgent COVID bills were introduced under this Temporary Order. During the reporting period, an additional three such bills were introduced under the Temporary Order.

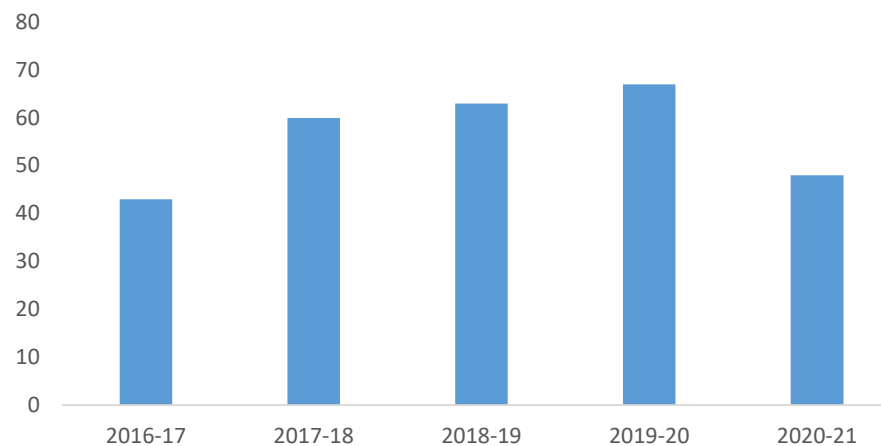
A detailed summary and analysis of the effectiveness of the measures taken by the Legislative Assembly in response to the COVID crisis was published by the

Procedure and Privileges Committee in November 2020: *Report 8: The Legislative Assembly’s Response to the COVID-19 Pandemic*.

For the most part, the measures introduced in 2020 in relation to COVID management in the chamber have been discontinued; however, the actions implemented by the Assembly are responsive to the changing public health situation. Moreover, in conjunction with the Parliamentary Services Department, the Legislative Assembly now has in place an adequate work-from-home solution that allows staff to work remotely to support continued sittings of the Assembly.

The Department’s executive team is conscious of the importance of continued parliamentary operation, even in times of emergency, and has adopted flexible and highly responsive solutions should sittings be required. This includes the possibility of remote participation or hybrid sittings should physical attendance in the Assembly Chamber prove not to be possible.

Sitting days of the Legislative Assembly



Summary of the year's activities

Estimates hearings

Each year, following the conclusion of the second reading debate, the budget bills are referred to the Estimates Committees and are closely examined over a period of three days. Estimates provides an opportunity for members to intensively scrutinise the budgets of all government departments and agencies, in addition to off-budget authorities like Western Power or the Water Corporation.

Due to COVID-19 the presentation of the 2019–20 state budget was delayed until October 2020. Unlike in previous years we were unable to access to the Legislative Council chamber for use by Estimates Committee B. Instead, the largest of the Assembly's committee rooms was requisitioned for this purpose. Members, staff and ministerial and departmental advisers all found themselves adapting to the smaller setting with minimal impact.

In Committee A, the Opposition asked 96 per cent of the 930 questions, while in Committee B the Opposition was responsible for 94 per cent of the 823 questions.

Supporting committees and committee members

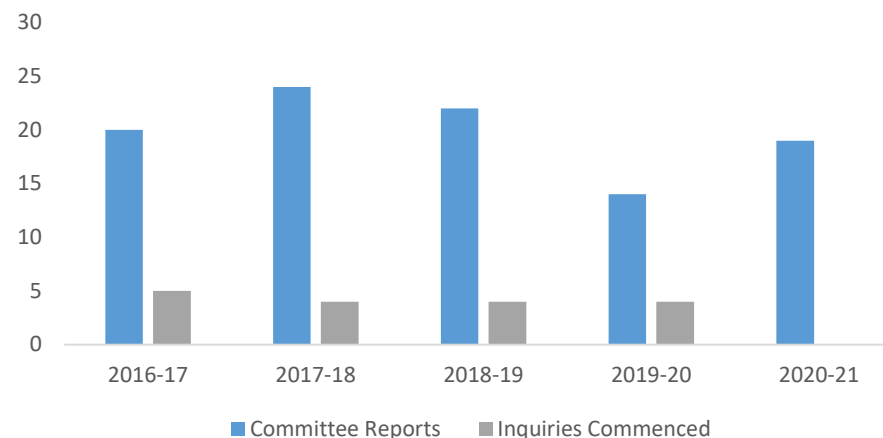
The Legislative Assembly is responsible for administering five standing committees, plus two joint standing committees consisting of members from both Houses.

The services provided by the Department to the Legislative Assembly's committees are broadly similar to those that it provides to the House itself. In addition to procedural advice about the operation of committees, 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.

Inquiries and Reports, 2016–2021



During 2020–21 the Legislative Assembly's committees presented 19 reports to the House; conducted 54 hearings, examined a total of 130 witnesses, and accepted 42 submissions. As the period coincided with the end of the 40th parliament, no committee initiated a new inquiry. The overall decline in committee activity is consistent with previous years during which committees wind-down in the lead up to the state election.

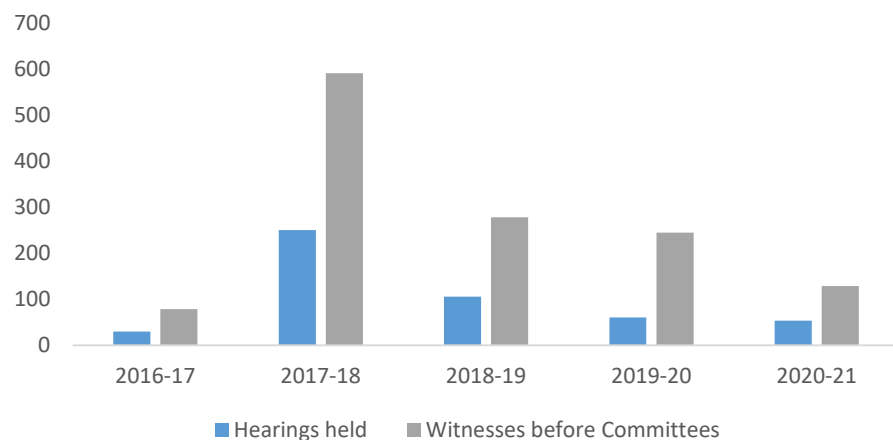
Each committee presents an annual report to the Legislative Assembly. Specific details about individual committee activities can be found in those reports.

Summary of the year's activities

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 17).

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

Hearings and Witnesses, 2016–2021



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.

In addition to the education services undertaken by the PEO, 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 20 per cent of the Assembly's total archive holdings. Only 49 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.

Summary of the year's activities

Bills information pages on the Parliament's website

In 2019–20, the Legislative Assembly led a project to improve the Bills information provided to the public via the parliament's webpage. We have continued to provide Bills information in this new format and have received positive feedback from website users and other key stakeholders. It is now much easier to follow the process of Bills through both the Assembly and the Council, particularly if those Bills have been subject to multiple amendments in either House.

The updated Bills information is available from the 38th Parliament onwards (i.e. from 2008) and we have now commenced working backwards to update Bills from earlier parliaments. It will be some time before this work is available online, as it involves pulling together multiple documents and other information from archived sources. It is hoped that we will start going live with updated information for Bills presented prior to 2008 at some time in 2022.

Community outreach program

Given the COVID situation in Western Australia during 2020–21, 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 and oversees the delivery of 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 Batty Library (now the State Library of Western Australia) expanded its oral history program to include interviews with parliamentarians.

The committee consists of the Presiding Officers from both Houses and representatives from each of the Parliamentary departments. The PHAC is

always chaired by the President of the Legislative Council. This year the committee's activities have been limited due to COVID-19, although the OHP program has continued, with a number of interviews with former parliamentarians having been completed.

Building the capability of employees and Members

Parliament is a unique workplace environment which can seem idiosyncratic to outsiders. Any new staff member, upon joining the Legislative Assembly's team, would only have a vague sense of the practices and procedures of the House.

The same is often true for new Members of Parliament; although many will have held a long interest in politics and parliamentary democracy, very few will be well versed in the practices of the House.

As a result, 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.

For information about the training provided to new members of the Legislative Assembly elected at the 2021 election, please refer to pages 19–21.

Secondment opportunities for Legislative Assembly staff

The extended break between the conclusion of the 40th Parliament and the commencement of operations in the 41st Parliament presented an opportunity for Legislative Assembly staff to be posted to other agencies during this period. The Department takes the view that these opportunities are important development experiences for our staff. We benefit from staff who have increased exposure to different government operations, and we

Summary of the year's activities

seek to ensure that they can apply what they have learnt while at these other agencies.

Accordingly, seven Legislative Assembly staff spent time during the extended recess at one of the Office of the Auditor General, the Office of the Inspector of Custodial Services, the Ombudsman or the Office of the Information Commissioner.

Additionally, one of our staff members also provided assistance to the Public Sector Commission on a specific project.

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. The seminars were cancelled during the 2020-21 financial year due to COVID restrictions.

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 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 by the South Australian parliament in January 2021. Given the COVID situation, it was hosted virtually and many Legislative Assembly staff took the opportunity to participate.

The 2021 Parliamentary Law, Practice and Procedure (PLPP) course was once again administered by the University of Tasmania in Hobart. The course spanned the end of June and the beginning of July 2020. Due to COVID-19, the course was made available online. The course allows participants to expand their knowledge of the foundations and principles of parliamentary systems and parliamentary law, procedure and practice in Australia and New Zealand, as well as the administrative practices essential to the smooth operation of Parliament.

For the 2021 PLPP course, the Clerk participated on the Clerk's Panel. This is an engaging and informative part of the course during which students are able to ask questions of the Clerks and the Clerks discuss their roles and commonly faced issues.

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 Sergeant-at-Arms, Dr Isla Macphail, and is active in providing seminars and other educational activities to its membership and interested guests. Western Australia's Chapter continues to be the largest in the Group. During 2020–21, the Western Australian Chapter was unable to host its annual supper seminar due to the COVID restrictions in place at the time; however, the dinner seminar went ahead on 10 September 2020, with the Governor of Western Australia, Hon Kim Beazley AC, delivering the keynote address.

Summary of the year's activities

The 2020 ASPG national conference, which was to have been hosted by the Victorian Parliament, was cancelled due to COVID.

Other reportable information

Refurbishment of the Legislative Assembly Office

During the extended break over summer 2020, the Assembly launched its project to refurbish its main office adjacent to the chamber. The office had been expanded in 2012, although most of the existing fittings and furniture were well over 20-years old and did not reflect modern standards of office design. The repeated long sittings of 2019 and 2020 had also made it clear that the office accommodation was not suitable for the extended hours our staff often work.

We undertook extensive consultation with Assembly staff to ascertain the features they wanted in their offices. Overwhelmingly, our staff wanted an office design that was contemporary, and that was sensitive to the unique nature of the parliamentary work experience.

The refurbishment has provided new sit-stand desks for all staff, streamlined in-office storage in order to decrease clutter, and includes a separate kitchenette and break-out space for staff to recharge during late sittings. Perhaps most importantly, a bespoke lighting solution has been installed that provides for subdued lighting for the whole office for the regular occasions on which the Assembly sits late into the evening.

Finally, the last vestiges of green carpet in offices and communal hallways on the Assembly-side of the parliament building were replaced with blue carpet. Western Australia's lower house is uniquely dressed in blue, but traditional green design cues could still be found outside the chamber. This will no longer be the case following the commencement of the 41st parliament.

Upgrading the Assembly chamber's electronic infrastructure

Also during the break, the Assembly chamber itself was deconstructed, with member seating removed to enable the complete replacement of all sub-floor cabling for Hansard, broadcast cameras and network and communications connectivity. The existing infrastructure was well-beyond its service life and was



Refurbishment works underway in the chamber

replaced by modern systems that have increased the level of redundancy built into our systems.

Whilst the chamber was in its deconstructed state, much of the carpentry framework that supports the member seating was also replaced due to evidence of termite damage.

Additionally, the timers and bells operated by the clerks were also upgraded with digital systems that allow for greater customization and integration with the broadcast system.

Whilst the works undertaken in the chamber have not resulted in any obvious outward changes to the design of the room, they represent an important investment in ensuring that Western Australia's Legislative Assembly chamber remains a safe and functioning space.

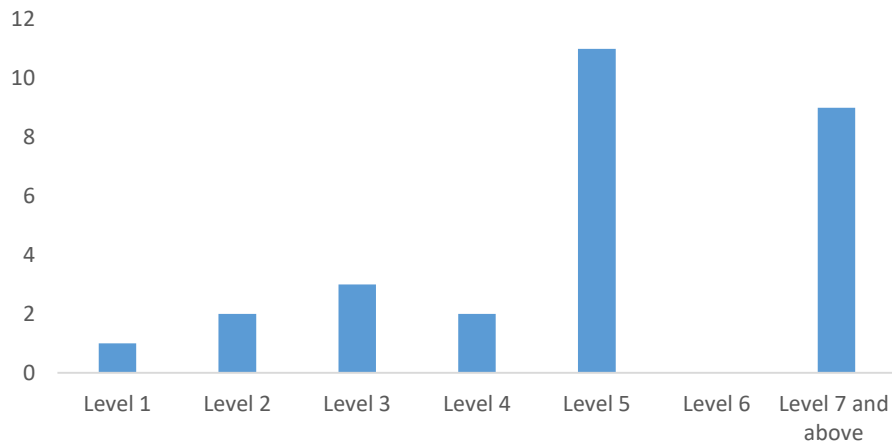
Other reportable information

Employee relations

Staff profile

At 30 June 2021, there were 26 staff members (including the Clerk and Deputy Clerk) employed by the Legislative Assembly across 25.3 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.

Distribution of staff classification



9.12

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

Gender

73%

women

27%

men

Employment type

11%

part-time

89%

full-time

Working arrangements

64%

non-sessional

36%

Sessional

Business unit

| | |
|----------------------|-----------|
| Clerk's office | 2 |
| Chamber operations | 8 |
| Committee operations | 16 |
| TOTAL | 26 |

Headcount

| | |
|----------------------|-----------|
| Clerk's office | 2 |
| Chamber operations | 8 |
| Committee operations | 16 |
| TOTAL | 26 |

FTE

| | |
|----------------------|------------------|
| Clerk's office | 2.0 ¹ |
| Chamber operations | 8.4 |
| Committee operations | 14.9 |
| TOTAL | 25.3 |

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

Other reportable information

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 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.

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 process for those remaining 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 provided 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 for the disabled include parking spaces, toilets and bathrooms, wheelchair access via a ramp and internal lifts, public gallery access, facilities for the hearing impaired when watching 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 \$1,479 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 printed media, including *The West Australian* newspaper.

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 four 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.

Aggregate amount of personal use expenditure for the reporting period \$86.73

Aggregate amount of personal use expenditure settled by the due date \$86.73

Aggregate amount settled after the period –

Other reportable information

Aggregate amount of personal use –
expenditure outstanding at balance
date

The forthcoming year

The 41st Parliament

Record-keeping

The Department's management team will continue its focus on our record-keeping strategies. The audit commenced last year of the Department's records and document holdings continues, and is providing assurance that the Department's record keeping processes are protecting the important historical records of parliamentary activity in Western Australia.

The Department remains committed to digitising as much of the historical official records of the House that it can, and to that end is continuing to take steps to put as much information online as possible. As mentioned on page 25, the Department has commenced work on increasing the amount of historical information placed online regarding bills passed prior to 2008. This will require a significant amount of background work during the year prior to updates going on live on the website.

ICT review

Work on the ICT review continued during the year, with consultation between the three parliamentary departments ensuring the development of a proposal that will identify and address the future needs of the parliament. The Department has taken the view that getting the scope and ambitions for the review settled is critical before appointing an external consultant to run the process.

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 the Parliament on Lots 1, 3 and 5 Harvest Terrace. The project is taking place after many years of

advocacy by the three parliamentary departments to resolve longstanding accommodation shortcomings in the parliament itself. 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 once it has been constructed. 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.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY

CERTIFICATION OF FINANCIAL STATEMENTS FOR THE REPORTING PERIOD ENDED 30 JUNE 2021

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 2021 and the financial position as at 30 June 2021.

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.

Deborah Gilchrist
Acting Chief Finance Officer

Date: 3/9/21

Kirsten Robinson
Accountable Authority

Date: 3/9/21



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



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY Financial Report For the year ended 30 June 2021

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Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY Statement of Comprehensive Income For the year ended 30 June 2021

| | Notes | 2021 \$000 | 2020 \$000 |
|--|------------|---------------|---------------|
| COST OF SERVICES | | | |
| Expenses | | | |
| Employee benefits expense | 2.1(a) | 26,198 | 24,900 |
| Supplies and services | 2.3 | 2,079 | 1,724 |
| Depreciation expense | 4.1.1, 4.2 | 24 | 27 |
| Finance costs | 6.2 | 1 | 1 |
| Accommodation expenses | 2.3 | 558 | 555 |
| Grants and subsidies | 2.2 | 101 | 101 |
| Other expenses | 2.3 | 57 | 54 |
| Total cost of services | | 29,018 | 27,362 |
| Income | | | |
| <i>Revenue</i> | | | |
| Other revenue | 3.2 | 2 | 5 |
| Total income other than income from State Government | | 2 | 5 |
| NET COST OF SERVICES | | 29,016 | 27,357 |
| Income from State Government | | | |
| Service appropriation | 3.1 | 28,686 | 27,421 |
| Income from other public sector entities | 3.1 | - | 16 |
| Resources received | 3.1 | 949 | 1,104 |
| Total income from State Government | | 29,635 | 28,541 |
| SURPLUS FOR THE PERIOD | | 619 | 1,184 |
| OTHER COMPREHENSIVE INCOME | | | |
| Items not reclassified subsequently to profit or loss | | | |
| Changes in asset revaluation surplus | 8.6 | 68 | - |
| Total other comprehensive income | | 68 | - |
| TOTAL COMPREHENSIVE INCOME FOR THE PERIOD | | 687 | 1,184 |

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 2021

| | Notes | 2021 \$000 | 2020 \$000 |
|--------------------------------------|--------|---------------|---------------|
| ASSETS | | | |
| Current Assets | | | |
| Cash and cash equivalents | 6.3 | 6,917 | 4,749 |
| Receivables | 5.1 | 83 | 15 |
| Prepayments | 5.3 | 1 | - |
| Total Current Assets | | 7,001 | 4,764 |
| Non-current Assets | | | |
| Restricted cash and cash equivalents | 6.3 | 53 | 41 |
| Amounts receivable for services | 5.2 | 549 | 527 |
| Property, plant and equipment | 4.1 | 1,030 | 980 |
| Right-of-use assets | 4.2 | 53 | 35 |
| Total Non-Current Assets | | 1,685 | 1,583 |
| TOTAL ASSETS | | 8,686 | 6,347 |
| LIABILITIES | | | |
| Current Liabilities | | | |
| Payables | 5.4 | 1,849 | 122 |
| Lease liabilities | 6.1 | 16 | 17 |
| Employee related provisions | 2.1(b) | 827 | 877 |
| Total Current Liabilities | | 2,692 | 1,016 |
| Non-Current Liabilities | | | |
| Lease liabilities | 6.1 | 37 | 19 |
| Employee related provisions | 2.1(b) | 74 | 134 |
| Total Non-Current Liabilities | | 111 | 153 |
| TOTAL LIABILITIES | | 2,803 | 1,169 |
| NET ASSETS | | 5,883 | 5,178 |
| EQUITY | | | |
| Contributed equity | 8.6 | 38 | 20 |
| Reserves | 8.6 | 650 | 582 |
| Accumulated surplus | | 5,195 | 4,576 |
| TOTAL EQUITY | | 5,883 | 5,178 |

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 2021

| | Notes | Contributed equity | | Accumulated | Total |
|---|-------|--------------------|-----------------|----------------|---------------|
| | | \$'000 | Reserves \$'000 | surplus \$'000 | equity \$'000 |
| Balance at 1 July 2019 | | - | 582 | 3,392 | 3,974 |
| Surplus | | - | - | 1,184 | 1,184 |
| Other comprehensive income | | - | - | - | - |
| Total comprehensive income for the period | | - | - | 1,184 | 1,184 |
| Transactions with owners in their capacity as owners: | | | | | |
| Capital appropriations | 8.6 | 20 | - | - | 20 |
| Total | | 20 | - | - | 20 |
| Balance at 30 June 2020 | | 20 | 582 | 4,576 | 5,178 |
| 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 |
| Transactions with owners in their capacity as owners: | | | | | |
| Capital appropriations | 8.6 | 18 | - | - | 18 |
| Total | | 18 | - | - | 18 |
| Balance at 30 June 2021 | | 38 | 650 | 5,195 | 5,883 |

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 2021

| | Notes | 2021 \$'000 | 2020 \$'000 |
|--|-------|-----------------|-----------------|
| CASH FLOWS FROM STATE GOVERNMENT | | | |
| Service appropriation | | 5,974 | 5,883 |
| Salaries and Allowances Act 1975 | | 22,690 | 21,514 |
| Capital appropriations | | 18 | 20 |
| Funds from other public sector agencies | | - | 16 |
| Net cash provided by State Government | | 28,682 | 27,433 |
| CASH FLOWS FROM OPERATING ACTIVITIES | | | |
| Payments | | | |
| Employee benefits | | (24,727) | (24,715) |
| Supplies and services | | (1,057) | (619) |
| Finance costs | | (1) | (1) |
| Accommodation | | (550) | (547) |
| Grants and subsidies | | (101) | (101) |
| GST payments on purchases | | (113) | (141) |
| Other payments | | (58) | (53) |
| Receipts | | | |
| GST receipts from taxation authority | | 89 | 164 |
| GST receipts on sales | | 19 | 16 |
| Other receipts | | 2 | 5 |
| Net cash provided by/(used in) operating activities | | (26,497) | (25,992) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | |
| Payments | | | |
| Purchase of non-current assets | | (3) | (14) |
| Receipts | | | |
| Proceeds from sale of non-current physical assets | | 15 | - |
| Net cash provided by/(used in) investing activities | | 12 | (14) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | |
| Payments | | | |
| Principal elements of lease payments | | (17) | (20) |
| Net cash provided by/(used in) financing activities | | (17) | (20) |
| Net increase/(decrease) in cash and cash equivalents | | 2,180 | 1,407 |
| Cash and cash equivalents at the beginning of the period | | 4,790 | 3,383 |
| CASH AND CASH EQUIVALENTS AT THE END OF PERIOD | 6.3 | 6,970 | 4,790 |

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

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Summary of Consolidated Account Appropriations
For the year ended 30 June 2021

| | 2021 Budget Estimate \$000 | 2021 Supplementary Funding \$000 | 2021 Revised Budget \$000 | 2021 Actual \$000 | 2021 Variance \$000 |
|--|-------------------------------------|---|------------------------------------|-------------------------|---------------------------|
| Delivery of Services | | | | | |
| Item 2 Net amount appropriated to deliver services | 5,996 | - | 5,996 | 5,996 | - |
| Amount Authorised by Other Statutes | | | | | |
| • Salaries and Allowances Act 1975 | 22,690 | - | 22,690 | 22,690 | - |
| Total appropriations provided to deliver services | 28,686 | - | 28,686 | 28,686 | - |
| Capital | | | | | |
| Item 92 Capital Appropriation | 18 | - | 18 | 18 | - |
| GRAND TOTAL | 28,704 | - | 28,704 | 28,704 | - |

No supplementary income was received by the Department.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

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 3 September 2021.

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) - Reduced Disclosure Requirements
- Where appropriate, those AAS paragraphs applicable for not-for-profit entities have been applied.

The *Financial Management Act 2006* and the Treasurer's Instructions (the Instructions) 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).

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.

Contributed equity

AASB Interpretation 1038 *Contributions by Owners Made to Wholly Owned Public Sector Entities* requires transfers in the nature of equity contributions, other than as a result of restructure of administrative arrangements, to be designated by the owners as contributions by owners (at the time of, or prior to, transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by T1 855 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

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 | 2021 \$000 | 2020 \$000 |
|-----------------------------|--------|---------------|---------------|
| Employee benefits expenses | 2.1(a) | 26,198 | 24,900 |
| Employee related provisions | 2.1(b) | 901 | 1,011 |
| Grants and subsidies | 2.2 | 101 | 101 |
| Other expenditure | 2.3 | 2,694 | 2,333 |

2.1(a) Employee benefits expenses

| | 2021 \$000 | 2020 \$000 |
|--|---------------|---------------|
| <u>Salaries and Allowances Act 1975</u> ^(a) | | |
| Employee benefits | 12,305 | 12,400 |
| Members' entitlements | 7,186 | 7,290 |
| Termination benefits | 1,800 | - |
| Superannuation - defined contribution plans | 1,764 | 1,789 |
| Employee benefits expenses | 23,055 | 21,479 |
| Add: AASB 16 Non-monetary benefits | 18 | 20 |
| Less: Employee Contributions | (2) | (2) |
| Net employee benefits expense | 23,071 | 21,497 |

Parliamentary Support ^(a)

| | | |
|---|--------------|--------------|
| Employee benefits | 2,889 | 3,166 |
| Superannuation - defined contribution plans | 254 | 255 |
| Employee benefits expense | 3,143 | 3,421 |

Total employee benefits expense

26,198 24,900

(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, paid sick leave, and non-monetary benefits (such as cars) for employees.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

2. Use of our funding (cont.)

2.1(a) Employee benefits expenses

Termination benefits: 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 payable under 'Salaries and Allowances Act 1975' represents transitional allowance payments that are made to retiring Members of Parliament.

Superannuation: 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), the Government Employees Superannuation Board Schemes (GESBs), or other superannuation funds.

AASB 16 Non-monetary benefits: non-monetary employee benefits, that are employee benefits expenses, predominantly relate to the provision of vehicle benefits are measured at the cost incurred by the Department.

Employee Contributions: this line item includes 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

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.

| | 2021 \$000 | 2020 \$000 |
|--|---------------|---------------|
| Current | | |
| <u>Employee benefits provision</u> | | |
| Annual leave ^(a) | 239 | 291 |
| Long service leave ^(a) | 583 | 581 |
| | 822 | 872 |
| <u>Other provisions</u> | | |
| Employment on-costs ^(c) | 5 | 5 |
| Total current employee related provisions | 827 | 877 |
| Non-current | | |
| <u>Employee benefits provision</u> | | |
| Long service leave ^(b) | 74 | 133 |
| <u>Other provisions</u> | | |
| Employment on-costs ^(c) | - | 1 |
| Total non-current employee related provisions | 74 | 134 |
| Total employee related provisions | 901 | 1,011 |

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

2. Use of our funding (cont.)

2.1(b) Employee related provisions (cont.)

- (a) **Annual leave liabilities:** 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.

- (b) **Long service leave liabilities:** 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 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.

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

Employment on-costs, including workers' compensation insurance, are not employee benefits and are recognised separately as liabilities and expenses when the employment to which they relate has occurred. Employment on-costs are included as part of 'Other expenses, Note 2.3 (apart from the unwinding of the discount (finance cost))' and are not included as part of the Department's 'employee benefits expenses'. The related liability is included in 'Employment on-costs provision'.

| | 2021 | 2020 |
|---|----------|----------|
| | \$000 | \$000 |
| Employment on-cost provision | | |
| Carrying amount at start of period | 6 | 5 |
| Additional/(reversals of) provisions recognised | (1) | 1 |
| Carrying amount at end of period | 5 | 6 |



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

2. Use of our funding (cont.)

2.1(b) Employee related provisions (cont.)

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.

2.2 Grants and subsidies

| | 2021 | 2020 |
|---|------------|------------|
| | \$000 | \$000 |
| <u>Recurrent</u> | | |
| Commonwealth Parliamentary Association ^(a) | 101 | 101 |
| | 101 | 101 |

(a) Responsibility for providing administrative assistance to the Commonwealth Parliamentary Association (CPA) Western Australia branch alternates between the Legislative Assembly and 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 expenses'. Grants can either be operating or capital in nature.

Grants can be paid as general purpose grants which refer to grants that are not subject to conditions regarding their use. Alternatively, they may be paid as specific purpose grants which are paid for a particular purpose and/or have conditions attached regarding their use.

Grants and other transfers to third parties (other than contribution to owners) are recognised as an expense in the reporting period in which they are paid or payable. 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 2021

2. Use of our funding (cont.)

| 2.3 Other expenditure | 2021 | 2020 |
|---|--------------|--------------|
| Supplies and services | | |
| Communications | 10 | 10 |
| Consultants and contractors | 5 | - |
| Consumables | 28 | 57 |
| History of Parliament | 5 | 9 |
| Resources provided by Parliamentary Services Department: | | |
| • infrastructure and facilities free of charge | 227 | 205 |
| • information and services free of charge | 714 | 891 |
| • information and services, and infrastructure and facilities at cost | 957 | 199 |
| Insurance - general | 33 | 32 |
| Newspapers, books and periodicals | 8 | 11 |
| State Law Publisher - Chamber Publications | 2 | 6 |
| State Law Publisher - General Printing | 7 | 4 |
| Travel | - | 237 |
| Other | 83 | 64 |
| Total supplies and services expenses | 2,079 | 1,724 |
| Accommodation expenses | | |
| Accommodation expenses | 387 | 381 |
| Accommodation - variable expenses | 171 | 174 |
| Total accommodation expenses | 558 | 555 |
| Other expenses | | |
| Employment on-costs | 21 | 18 |
| Audit fee | 36 | 36 |
| Total other expenses | 57 | 54 |
| Total other expenditure | 2,694 | 2,333 |

Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred.

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 2021

2. Use of our funding (cont.)

| 2.3 Other expenditure (cont.) | 2021 | 2020 |
|---|----------|----------|
| | \$000 | \$000 |
| Loss on disposal of non-current assets | | |
| <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/loss | - | - |

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 2021

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 | 2021 \$000 | 2020 \$000 |
|------------------------------|-------|---------------|---------------|
| Income from State Government | 3.1 | 29,635 | 28,525 |
| Other revenue | 3.2 | 2 | 5 |

3.1 Income from State Government

| | 2021 \$000 | 2020 \$000 |
|--|---------------|---------------|
|--|---------------|---------------|

Appropriation received during the period:

| | | |
|-------------------------------------|---------------|---------------|
| Service appropriation | 28,686 | 27,421 |
| Total appropriation received | 28,686 | 27,421 |

Income received from other public sector entities during the period

| | | |
|---------------------------------------|----------|-----------|
| • Contributions towards artworks | - | 10 |
| • Parliamentary History and Education | - | 6 |
| | 7 | 16 |

Resources received free of charge from other public sector entities during the period:

| | | |
|---|---------------|---------------|
| Services received free of charge | 949 | 1,104 |
| Total resources received | 949 | 1,104 |
| Total income from State Government | 29,635 | 28,525 |

Service Appropriations are recognised as income at fair value of consideration received in the period in which the Department gains control of the appropriated funds. The Department gains control of the appropriated funds at the time those funds are deposited in the bank account or credited to the 'Amounts receivable for services' (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 are recognised as income (and assets or expenses) equivalent to the fair value of the assets, or the fair value of those services 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 2021

3. Our funding sources (cont.)

3.2 Other revenue

| | 2021 \$000 | 2020 \$000 |
|---------------------------|---------------|---------------|
| Employee contributions | 2.1(a) 2 | 2 |
| Conference fees | - | 3 |
| Total other income | 2 | 5 |

Revenue is recognised at the transaction price when the Department transfers control of the services to customers.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

4. Key assets

Assets the Department utilises for economic benefit or service potential

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

| | Notes | 2021 | 2020 |
|-------------------------------|-------|--------------|--------------|
| | | \$000 | \$000 |
| Property, plant and equipment | 4.1 | 1,030 | 980 |
| Right-of-use assets | 4.2 | 53 | 35 |
| Total key assets | | 1,083 | 1,015 |

4.1 Property, plant and equipment

Year ended 30 June 2021

| | Office Equipment | Ceremonial Assets | Works of Art | Total |
|---|------------------|-------------------|--------------|--------------|
| | \$000 | \$000 | \$000 | \$000 |
| 1 July 2020 | | | | |
| Gross carrying amount | 222 | 535 | 424 | 1,181 |
| Accumulated depreciation | (201) | - | - | (201) |
| Carrying amount at start of period | 21 | 535 | 424 | 980 |
| Additions | - | - | 3 | 3 |
| Other disposals | (15) | - | - | (15) |
| Revaluation increments | - | - | 68 | 68 |
| Depreciation | (6) | - | - | (6) |
| Carrying amount at 30 June 2021 | - | 535 | 495 | 1,030 |
| Gross carrying amount | 143 | 535 | 495 | 1,173 |
| Accumulated depreciation | (143) | - | - | (143) |

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 works of art and ceremonial assets are capitalised as it is anticipated that their value will appreciate over time.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

4. Key assets (cont.)

4.1 Property, plant and equipment (cont.)

Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of works of art and ceremonial items, and historical cost for all office equipment.

All items of office equipment are stated at historical cost less accumulated depreciation and accumulated impairment losses.

Ceremonial assets are recorded at historical cost, except the Mace which is recorded at valuation. The Mace was last revalued in 2016 and will be revalued again in 2021-2022.

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

4.1.1 Depreciation and impairment

| | Notes | 2021 | 2020 |
|--|-------|----------|----------|
| | | \$000 | \$000 |
| Charge for the period | | | |
| Depreciation | | | |
| Office Equipment | 4.1 | 6 | 8 |
| Total depreciation for the period | | 6 | 8 |

As at 30 June 2021, there were no indications of impairment to office equipment.

All surplus assets at 30 June 2021 have been written off.

Finite 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

Works of art and ceremonial assets, 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.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

4. Key assets (cont.)

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.

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

| 4.2 Right-of-use assets | 2021 | 2020 |
|----------------------------|-----------|-----------|
| | \$000 | \$000 |
| Right-of-use assets | | |
| Vehicles | 53 | 35 |
| Net carrying amount | 53 | 35 |

Additions to right-of-use assets during the 2021 financial year were \$35,000 (2020: \$0).

Initial recognition

Right-of-use assets are measured at cost including the following:

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

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.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

4. Key assets (cont.)

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 4.1.1.

The following amounts relating to leases have been recognised in the Statement of Comprehensive Income:

| | 2021 | 2020 |
|--|-----------|-----------|
| | \$000 | \$000 |
| Vehicles | 18 | 19 |
| Total right-of-use asset depreciation | 18 | 19 |
| Lease interest expense | 1 | 1 |
| Expenses relating to variable lease payments not included in lease | 11 | 7 |
| Short-term leases | - | - |
| Low-value leases | - | - |

The total cash outflow for leases in 2021 was \$18,883 (2020: \$19,594).

The Department has leases for vehicles.

The Department has also entered into a Memorandum of Understanding Agreement (MOU) 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.

The Department recognises leases as right-of-use assets and associated liabilities in the Statement of Financial Position.

The corresponding lease liabilities in relation to these right-of-use assets have been disclosed in note 5.1.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

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 | 2021 \$000 | 2020 \$000 |
|---------------------------------|-------|---------------|---------------|
| Receivables | 5.1 | 83 | 15 |
| Amounts receivable for services | 5.2 | 549 | 527 |
| Other current assets | 5.3 | 1 | - |
| Payables | 5.4 | 1849 | 122 |

5.1 Receivables

| | 2021 \$000 | 2020 \$000 |
|----------------------|---------------|---------------|
| <u>Current</u> | | |
| Receivables | 70 | 8 |
| GST receivable | 13 | 9 |
| Total current | 83 | 15 |

Receivables are recognised at original invoice amount less any allowances for uncollectible amounts (i.e. impairment). The carrying amount of net trade receivables is equivalent to fair value as it is due for settlement within 30 days.

5.2 Amounts receivable for services (Holding Account)

| | 2021 \$000 | 2020 \$000 |
|--------------------------|---------------|---------------|
| Total non-current | 549 | 527 |

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 or payment of leave liability.

Amounts receivable for services are considered not impaired (i.e. there is no expected credit loss of the holding accounts.)

5.3 Other assets

| | 2021 \$000 | 2020 \$000 |
|----------------------|---------------|---------------|
| <u>Current</u> | | |
| Prepayments | 1 | - |
| Total current | 1 | - |

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

5. Other assets and liabilities (cont.)

| 5.4 Payables | 2021 \$000 | 2020 \$000 |
|----------------------|---------------|---------------|
| <u>Current</u> | | |
| Trade payables | 67 | 5 |
| Accrued expenses | 212 | 66 |
| Accrued salaries | 1570 | 51 |
| Total current | 1849 | 122 |

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 is generally within 30 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. Additionally this year, this amount also includes transitional allowance amounts due to departing members of Parliament owing at year end. In prior years, the previously named settlement allowances were paid in full at completion of the member's term. New transitional allowance rules allow members to split the amount paid into two payments and the amount owing at year end represents second payment amounts owing and payable in July. The Department considers the carrying amount of accrued salaries to be equivalent to its fair value.

6. 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

| | 2021 \$000 | 2020 \$000 |
|----------------|---------------|---------------|
| <u>Current</u> | | |
| Non-current | 16 | 17 |
| | 37 | 19 |
| Total | 53 | 36 |

Initial Measurement

The Department measures a lease liability, at the commencement date, at the present value of the lease payments that are not paid at that date. 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.

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

6. Financing (cont.)

6.1 Lease liabilities (cont.)

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

- Fixed payments (including in-substance fixed payments), less any lease incentives receivable
- 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, and
- Payments for penalties for terminating a lease, where the lease term reflects the agency exercising an option to terminate the lease.

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.

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).

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.

This section should be read in conjunction with note 4.2.

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.

| 6.2 Finance costs | 2021 | 2020 |
|-------------------------------|----------|----------|
| | \$000 | \$000 |
| Lease interest expense | 1 | 1 |
| Finance costs expensed | 1 | 1 |

"Finance cost" includes the interest component of lease liability repayments.



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

6. Financing (cont.)

| 6.3 Cash and cash equivalents | 2021 | 2020 |
|--|--------------|--------------|
| | \$000 | \$000 |
| Cash and cash equivalents | 6,917 | 4,749 |
| Restricted cash and cash equivalents | | |
| • Accrued salaries suspense account ^(a) | 53 | 41 |
| Balance at end of period | 6,970 | 4,790 |

(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 (and restricted cash and cash equivalent) assets comprise cash on hand and short-term deposits with original maturities of three months or less that are readily convertible to a known amount of cash and which are subject to insignificant risk of changes in value.

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.

7. Financial Instruments and Contingencies

| | Note |
|-----------------------------------|------|
| 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:

| | 2021 | 2020 |
|---|--------------|--------------|
| | \$000 | \$000 |
| Financial assets | | |
| Cash and cash equivalents | 6,970 | 4,790 |
| Financial assets at amortised cost ^(a) | 619 | 533 |
| Total financial assets | 7,589 | 5,323 |

| Financial liabilities | | |
|---|--------------|-----------|
| Financial liabilities at amortised cost | 1,842 | 98 |
| Total financial liability | 1,842 | 98 |

(a) The amount of financial assets excludes GST recoverable from the ATO (statutory receivable).

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 2021

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 |
| Equity | 8.6 |
| Supplementary financial information | 8.7 |
| Explanatory statement | 8.8 |

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 2021:

- AASB 2018-6 – Definition of a Business
- AASB 2018-7 – Definition of Material
- AASB 2019-1 – References to the Conceptual Framework
- AASB 2019-3 – Interest Rate Benchmark Reform
- AASB 2019-5 – Disclosure of the Effect of New IFRS Standards Not Yet Issued in Australia
- AASB 2019-7 – Disclosure of GFS Measures of Key Fiscal Aggregates and GAAP/GFS Reconciliations
- AASB 2020-4 – Covid-19-Related Rent Concessions

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 2021

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 (\$) | 2021 | 2020 |
|---|--------------|--------------|
| 430,001 - 440,000 | - | 1 |
| 310,001 - 320,000 | 1 | - |
| 270,001 - 280,000 | 1 | 1 |
| 250,001 - 260,000 | - | 1 |
| 200,001 - 210,000 | 1 | 1 |
| 190,001 - 200,000 | - | 1 |
| 180,001 - 190,000 | 2 | - |
| 90,001 - 100,000 | 1 | - |
| | 2021 | 2020 |
| | \$000 | \$000 |
| Total compensation of key management personnel | 1,252 | 1,369 |

Total compensation includes the superannuation expense incurred by the Department in respect of key management personnel.

The basis of preparation of the Key Management Personnel Note has been amended to more accurately reflect actual expenditure, and prior year comparatives have been amended for consistency.

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 2021

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.

| | 2021 | 2020 |
|---|-------|-------|
| | \$000 | \$000 |
| Auditing the accounts, financial statements, controls, and key performance indicators | 37 | 36 |

8.6 Equity

Contributed equity

| | 2021 | 2020 |
|---------------------------------|-----------|-----------|
| | \$000 | \$000 |
| Balance at start of period | 20 | - |
| Contributions by owners: | | |
| Capital appropriation | 18 | 20 |
| Balance at end of period | 38 | 20 |

Asset revaluation surplus

| | 2021 | 2020 |
|--|------------|------------|
| | \$000 | \$000 |
| Balance at start of period | 582 | 582 |
| Net revaluation increments / (decrements): | | |
| Works of art | 68 | - |
| Balance at end of period | 650 | 582 |

8.7 Supplementary financial information

(a) Write-offs

During the financial year, nil (2020: nil) was written off the Department's asset register under the authority of the accountable authority.

(b) Losses through thefts, defaults and other causes

During the financial year, six items of office furniture or equipment, total value \$6,326, were reported as lost or stolen (2020: nil).

(c) Gifts of public property

There were no gifts of public property (2020: nil).



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

8.8 Explanatory statement

All variances between annual estimates (original budget) and actual results for 2021, and between the actual results for 2021 and 2020 are shown below. Narratives are provided for key major variations, which are greater than 10% and 1% of the prior year Total Cost of Services for the Statements of Comprehensive Income and Statement of Cash Flows, and are greater than 10% and 1% of the prior year Total Assets for the Statement of Financial Position.

8.8.1 Statement of Comprehensive Income Variances

| | Variance Note | Estimate 2021 | Actual 2021 | Variance 2021 | Actual 2020 | Variance 2020 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|
| | | \$000 | \$000 | \$000 | \$000 | \$000 |
| Expenses | | | | | | |
| Employee benefits expense | | 26,301 | 26,198 | (103) | 26,198 | 24,900 |
| Supplies and services | 1 (a) | 2,832 | 2,079 | (753) | 2,079 | 1,724 |
| Depreciation expense | | 22 | 24 | 2 | 24 | 27 |
| Finance costs | | 1 | 1 | - | 1 | 1 |
| Accommodation expenses | | 685 | 558 | (127) | 558 | 555 |
| Grants and subsidies | | 101 | 101 | - | 101 | - |
| Other expenses | | 53 | 57 | 4 | 57 | 54 |
| Total cost of services | | 29,995 | 29,018 | (977) | 29,018 | 27,362 |
| Income | | | | | | |
| <i>Revenue</i> | | | | | | |
| Other revenue | | - | 2 | 2 | 2 | 5 |
| Total income other than income from State Government | | - | 2 | 2 | 2 | 5 |
| NET COST OF SERVICES | | 29,995 | 29,016 | (979) | 29,016 | 27,357 |
| Income from State Government | | | | | | |
| Service appropriation | | 28,686 | 28,686 | - | 28,686 | 27,421 |
| Income from other public sector entities | | - | - | - | - | 16 |
| Services received free of charge | 2 | 1,309 | 949 | (360) | 949 | 1,104 |
| Total income from State Government | | 29,995 | 29,635 | (360) | 29,635 | 28,541 |
| SURPLUS FOR THE PERIOD | | - | 619 | 619 | 619 | 1,184 |
| OTHER COMPREHENSIVE INCOME | | | | | | |
| Items not reclassified subsequently to profit or loss | | | | | | |
| Changes in asset revaluation surplus | | - | 68 | 68 | 68 | - |
| Total other comprehensive income | | - | 68 | 68 | 68 | - |
| TOTAL COMPREHENSIVE INCOME FOR THE PERIOD | | - | 687 | 687 | 687 | 1,184 |

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

8.8 Explanatory statement (cont.)

8.8.2 Statement of Financial Position Variances

| | Variance Note | Estimate 2021 \$000 | Actual 2021 \$000 | Variance \$000 | Actual 2021 \$000 | Actual 2020 \$000 | Variance \$000 |
|--------------------------------------|------------------|---------------------------|-------------------------|-------------------|-------------------------|-------------------------|-------------------|
| ASSETS | | | | | | | |
| Current Assets | | | | | | | |
| Cash and cash equivalents | | 4,733 | 6,917 | 2,184 | 6,917 | 4,749 | 2,168 |
| Receivables | | 15 | 83 | 68 | 83 | 15 | 68 |
| Prepayments | | - | 1 | 1 | 1 | - | 1 |
| Total Current Assets | | 4,748 | 7,001 | 2,253 | 7,001 | 4,764 | 2,237 |
| Non-Current Assets | | | | | | | |
| Restricted cash and cash equivalents | | 57 | 53 | (4) | 53 | 41 | 12 |
| Amounts receivable for services | | 549 | 549 | - | 549 | 527 | 22 |
| Property, plant and equipment | | 975 | 1,030 | 55 | 1,030 | 980 | 50 |
| Right-of-use assets | | 53 | 53 | - | 53 | 35 | 18 |
| Total Non-Current Assets | | 1,634 | 1,685 | 51 | 1,685 | 1,583 | 102 |
| TOTAL ASSETS | | 6,382 | 8,686 | 2,304 | 8,686 | 6,347 | 2,339 |
| LIABILITIES | | | | | | | |
| Current Liabilities | | | | | | | |
| Payables | 3 | 122 | 1,849 | 1,727 | 1,849 | 122 | 1,727 |
| Lease liabilities | | 17 | 16 | (1) | 16 | 17 | (1) |
| Employee related provisions | | 877 | 827 | (50) | 827 | 877 | (50) |
| Total Current Liabilities | | 1,016 | 2,692 | 1,676 | 2,692 | 1,016 | 1,676 |
| Non-Current Liabilities | | | | | | | |
| Lease liabilities | | 37 | 37 | - | 37 | 19 | 18 |
| Employee related provisions | | 134 | 74 | (60) | 74 | 134 | (60) |
| Total Non-Current Liabilities | | 171 | 111 | (60) | 111 | 153 | (42) |
| TOTAL LIABILITIES | | 1,187 | 2,803 | 1,616 | 2,803 | 1,169 | (42) |
| NET ASSETS | | 5,195 | 5,883 | 688 | 5,883 | 5,178 | 705 |
| EQUITY | | | | | | | |
| Contributed equity | | (1,997) | 38 | 2,035 | 38 | 20 | 18 |
| Reserves | | 582 | 650 | 68 | 650 | 582 | 68 |
| Accumulated surplus | | 6,610 | 5,195 | (1,415) | 5,195 | 4,576 | 619 |
| TOTAL EQUITY | | 5,195 | 5,883 | 688 | 5,883 | 5,178 | 705 |



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

8.8 Explanatory statement (cont.)

8.8.3 Statement of Cash Flows Variances

| | Variance Note | Estimate 2021 \$000 | Actual 2021 \$000 | Variance \$000 | Actual 2021 \$000 | Actual 2020 \$000 | Variance \$000 |
|---|------------------|---------------------------|-------------------------|-------------------|-------------------------|-------------------------|-------------------|
| CASH FLOWS FROM STATE GOVERNMENT | | | | | | | |
| Service appropriation | | 28,664 | 28,664 | - | 28,664 | 27,397 | 1,267 |
| Capital appropriation | | 18 | 18 | - | 18 | 20 | (2) |
| Funds from other public sector agencies | | - | - | - | - | 16 | (16) |
| Net cash provided by State Government | | 28,682 | 28,682 | - | 28,682 | 27,433 | 1,249 |
| CASH FLOWS FROM OPERATING ACTIVITIES | | | | | | | |
| Payments | | | | | | | |
| Employee benefits | | (26,288) | (24,727) | 1,561 | (24,727) | (24,715) | (12) |
| Supplies and services | 1 (a) | (1,528) | (1,057) | 471 | (1,057) | (619) | (438) |
| Finance costs | | (1) | (1) | - | (1) | (1) | - |
| Accommodation | | (681) | (550) | 131 | (550) | (547) | (3) |
| Grants and subsidies | | (101) | (101) | - | (101) | (101) | - |
| GST payments on purchases | | (115) | (113) | 2 | (113) | (141) | 28 |
| Other payments | | (65) | (58) | 7 | (58) | (53) | (5) |
| Receipts | | | | | | | |
| GST receipts from taxation authority | | 115 | 89 | (26) | 89 | 164 | (75) |
| GST receipts on sales | | - | 19 | 19 | 19 | 16 | 3 |
| Other receipts | | - | 2 | 2 | 2 | 5 | (3) |
| Net cash (used in) operating activities | | (28,664) | (26,497) | 2,167 | (26,497) | (25,992) | (505) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | | | | | | |
| Payments | | | | | | | |
| Purchase of non-current assets | | - | (3) | (3) | (3) | (14) | 11 |
| Receipts | | | | | | | |
| Proceeds from sale of non-current physical assets | | - | 15 | 15 | 15 | - | 15 |
| Net cash (used in) investing activities | | - | 12 | 12 | 12 | (14) | 26 |
| CASH FLOWS FROM FINANCING ACTIVITIES | | | | | | | |
| Payments | | | | | | | |
| Principal elements of lease payments | | (18) | (17) | 1 | (17) | (20) | 3 |
| Net cash (used in) financing activities | | (18) | (17) | 1 | (17) | (20) | 3 |
| Net increase/(decrease) in cash and cash equivalents | | | | | | | |
| | | - | 2,180 | 2,180 | 2,180 | 1,407 | 773 |
| Cash and cash equivalents at the beginning of the period | | | | | | | |
| | | 4,790 | 4,790 | - | 4,790 | 3,383 | 1,407 |
| CASH AND CASH EQUIVALENTS AT THE END OF THE PERIOD | | | | | | | |
| | | 4,790 | 6,970 | 2,180 | 6,970 | 4,790 | 2,180 |

Appendix One: Financial Statements



DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
Notes to the Financial Statements
For the year ended 30 June 2021

8.8 Explanatory statement (cont.)

Major Estimate and Actual (2021) Variance Narratives:

- 1 Due to COVID, travel expenses, gifts, conference costs and amounts related to travel were not incurred. There was also a reduction in the amount of resources provided free of charge by the Parliamentary Services Department, based on there being less transactions processed for members as it was an election year and there was a period where the Legislative Assembly was prorogued. However, in this period additional funds were expended to facilitate an upgrade to the Assembly papers office, carpets, videoconferencing and audio facilities. Further underspend in relation to the estimate was evident largely due to the lower than anticipated spend on consultants and other costs.
- 2 As noted in 1, there was a reduction in the amount of services provided free of charge by the Parliamentary Services Department due to it being an election year and less transactions, attributable to prorogation of Parliament. There were also less transactions, and therefore lower free of charge service expenses, as a result of travel being impeded by COVID.
- 3 Payables includes close to \$1m owing to retiring members in transitional allowance payments. These payments may be split into two amounts, some having been paid in this financial year and the majority to be paid in July 2021.

Major Actual (2021) and Comparative (2020) Variance Narratives:

- (a) In this period, additional funds were expended to facilitate an upgrade to the Assembly Papers Office, carpets, videoconferencing and audio facilities. Due to COVID, travel expenses, gifts, conference costs and amounts related to travel were not incurred. There was also a reduction in the amount of resources provided free of charge by the Parliamentary Services Department, based on there being less transactions processed for members as it was an election year and there was a period where the Legislative Assembly was prorogued.

Appendix Two: Performance Information



**DEPARTMENT OF THE LEGISLATIVE ASSEMBLY
CERTIFICATION OF KEY PERFORMANCE INDICATORS
FOR THE YEAR ENDED 30 June 2021**

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 2021.

Kirsten Robinson
Accountable Authority

Date: 3/9/21

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

**FOR THE YEAR ENDED
30 June 2021**



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



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 83.1% was achieved with 49 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 2020-21 were higher than both budget and prior year.

Procedural Advice to Members

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

| Key Effectiveness Indicator | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Actual | 2021 Target | Variance |
|---|-------------|-------------|-------------|-------------|-------------|----------|
| Average Member rating for procedural advice | 94.1% | 94.8% | 92.4% | 92.9% | 90% | 2.9% |

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 | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Actual | 2021 Target | Variance |
|--|-------------|-------------|-------------|-------------|-------------|----------|
| Average Member rating for administrative support | 94.0% | 92.9% | 92.2% | 93.1% | 90% | 3.1% |

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 | 2018 Actual | 2019 Actual | 2020 Actual | 2021 Actual | 2021 Target | Variance |
|---|-------------|-------------|-------------|-------------|-------------|--------------------------------------|
| Average cost per Member of the Legislative Assembly | \$87,627 | \$88,023 | \$78,491 | \$83,372 | \$100,136 | (\$16,764) (16.7%) ^(b) |

(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 \$5,908,000 and the actual cost was \$4,919,000. The major component of this favourable variance was below budget expenditure in Services and Contracts (notably Committee Travel, due to COVID-19 Restrictions).

Average cost while larger than last year is consistent with the average costs over the past three years.



Appendix Three: Members of the Legislative Assembly

| Current Members of the Legislative Assembly for the 41 st Parliament as at 30 June 2021 | | | |
|--|---|--------------------|-------|
| NAME | TITLE | ELECTORATE | PARTY |
| <i>Aubrey</i> , Stuart Neil | | Scarborough | ALP |
| <i>Baker</i> , Geoffrey (Geoff) | | South Perth | ALP |
| <i>Baker</i> , Lisa Loraine | | Maylands | ALP |
| <i>Beazley</i> , Hannah Mary | | Victoria Park | ALP |
| <i>Buti</i> , Hon. Dr Antonio (Tony) De Paulo | Minister for Finance; Lands; Sport and Recreation; Citizenship and Multicultural Interests | Armadale | ALP |
| <i>Carey</i> , Hon. John Newton | Minister for Housing; Local Government | Perth | ALP |
| <i>Catania</i> , Vincent Alexander | | North West Central | NAT |
| <i>Clarke</i> , Robyn Marjorie Jane | | Murray-Wellington | ALP |
| <i>Collins</i> , Caitlin Mary | | Hillarys | ALP |
| <i>Cook</i> , Hon. Roger Hugh | Deputy Premier; Minister for Health; Medical Research; State Development, Jobs and Trade; Science | Kwinana | ALP |
| <i>Dalton</i> , Lara | | Geraldton | ALP |
| <i>D'Anna</i> Divina Grace | | Kimberley | ALP |
| <i>Davies</i> , Hon. Mia Jane | Leader of the Opposition | Central Wheatbelt | NAT |
| <i>Folkard</i> , Mark James | | Burns Beach | ALP |
| <i>Giddens</i> , Kim Elizabeth | | Bateman | ALP |
| <i>Hamilton</i> , Emily Louise | | Joondalup | ALP |
| <i>Hammat</i> , Meredith Jane | | Mirrabooka | ALP |
| <i>Hanns</i> , Jodie Louise | | Collie-Preston | ALP |
| <i>Healy</i> , Terence (Terry) James | Parliamentary Secretary to the Minister for Education and Training | Southern River | ALP |
| <i>Honey</i> , Dr David John | Leader of the WA Liberal Party | Cottesloe | LIB |

Appendix Three: Members of the Legislative Assembly

| Current Members of the Legislative Assembly for the 41 st Parliament as at 30 June 2021 | | | |
|--|--|------------------|-------|
| NAME | TITLE | ELECTORATE | PARTY |
| <i>Hughes</i> , Matthew | | Kalamunda | ALP |
| <i>Johnston</i> , Hon. William (Bill) Joseph | Minister for Mines and Petroleum; Energy; Corrective Services | Cannington | ALP |
| <i>Jones</i> , Hugh Trevor | | Darling Range | ALP |
| <i>Kelly</i> , Hon. David (Dave) Joseph | Minister for Water; Forestry; Youth | Bassendean | ALP |
| <i>Kelsbie</i> , Elizabeth (Jane) Jane | | Warren-Blackwood | ALP |
| <i>Kent</i> , Alison (Ali) Elizabeth | | Kalgoorlie | ALP |
| <i>Krishnan</i> , Dr Jagadish (Jags) | | Riverton | ALP |
| <i>Lilburne</i> , Paul Robert | | Carine | ALP |
| <i>Love</i> , Ronald (Shane) Shane | Deputy Leader of the Opposition; Manager of Opposition Business | Moore | NAT |
| <i>McGowan</i> , Hon. Mark | Premier; Treasurer; Minister for Public Sector Management; Federal-State Relations | Rockingham | ALP |
| <i>McGurk</i> , Hon. Simone Frances | Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services | Fremantle | ALP |
| <i>Mettam</i> , Elizabeth (Libby) | Deputy Leader of the WA Liberal Party | Vasse | LIB |
| <i>Michael</i> , David Robert | Parliamentary Secretary of the Cabinet | Balcatta | ALP |
| <i>Michel</i> , Kevin Joseph Jude | | Pilbara | ALP |
| <i>Millman</i> , Simon Alexander | Parliamentary Secretary to the Deputy Premier; Minister for Health; Medical Research; State Development, Jobs and Trade; Science | Mount Lawley | ALP |
| <i>Mubarakai</i> , Yaz | Parliamentary Secretary to the Minister for Finance; Lands; Sport and Recreation; Citizenship and Multicultural Interests | Jandakot | ALP |
| <i>Munday</i> , Lisa Anne | | Dawesville | ALP |
| <i>O'Malley</i> , Lisa Margaret | | Bicton | ALP |
| <i>Papalia</i> , Hon. Paul | Minister for Police; Road Safety; Defence Industry; Veterans Issues | Warnbro | ALP |
| <i>Price</i> , Stephen James | Deputy Speaker of the Legislative Assembly | Forrestfield | ALP |

Appendix Three: Members of the Legislative Assembly

| Current Members of the Legislative Assembly for the 41 st Parliament as at 30 June 2021 | | | |
|--|---|-------------|-------|
| NAME | TITLE | ELECTORATE | PARTY |
| <i>Punch</i> , Hon. Donald (Don) Thomas | Minister for Disability Services; Fisheries; Innovation and ICT; Seniors and Ageing | Bunbury | ALP |
| <i>Quigley</i> , Hon. John Robert | Attorney General; Minister for Electoral Affairs | Butler | ALP |
| <i>Quirk</i> , Margaret Mary | | Landsdale | ALP |
| <i>Roberts</i> , Hon. Michelle Hopkins | Speaker of the Legislative Assembly | Midland | ALP |
| <i>Rowe</i> , Cassandra (Cassie) Michelle | Government Whip | Belmont | ALP |
| <i>Rundle</i> , Peter James | Opposition Whip | Roe | NAT |
| <i>Saffioti</i> , Hon. Rita | Minister for Transport; Planning; Ports | West Swan | ALP |
| <i>Sanderson</i> , Hon. Amber-Jade | Minister for Environment; Climate Action; Commerce | Morley | ALP |
| <i>Scaife</i> , David Anthony Edward | | Cockburn | ALP |
| <i>Shaw</i> , Jessica Jane | Parliamentary Secretary to the Minister for Tourism; Culture and the Arts; Heritage | Swan Hills | ALP |
| <i>Stephens</i> , Rebecca Sue | | Albany | ALP |
| <i>Stojkovski</i> , Jessica Mary Christine | Parliamentary Secretary to the Minister for Transport; Planning; Ports | Kingsley | ALP |
| <i>Stratton</i> , Dr Katrina | | Nedlands | ALP |
| <i>Tallentire</i> , Christopher (Chris) John | | Thornlie | ALP |
| <i>Templeman</i> , Hon. David Alan | Minister for Tourism; Culture and the Arts; Heritage; Leader of the House | Mandurah | ALP |
| <i>Tinley</i> , Hon. Peter Charles AM | | Willagee | ALP |
| <i>Tonkin</i> , Christine Maelisa | | Churchlands | ALP |
| <i>Whitby</i> , Hon. Reece Raymond | Minister for Emergency Services; Racing and Gaming; Small Business; Volunteering | Baldivis | ALP |
| <i>Winton</i> , Sabine Elisabeth | Parliamentary Secretary to the Premier; Treasurer; Minister for Public Sector Management; Federal-State Relations | Wanneroo | ALP |

Appendix Three: Members of the Legislative Assembly

| Members of the Legislative Assembly for the 40 th Parliament until the general election of 13 March 2021 | | | |
|---|--|--------------------|-------|
| NAME | TITLE | ELECTORATE | PARTY |
| <i>Baker</i> , Lisa Loraine | Deputy Speaker of the Legislative Assembly | Maylands | ALP |
| <i>Blayney</i> , Ian Charles | | Geraldton | NAT |
| <i>Buti</i> , Dr Antonio (Tony) De Paulo | | Armadale | ALP |
| <i>Carey</i> , John Newton | Parliamentary Secretary to the Premier; Minister for Public Sector Management; State Development; Jobs and Trade; Federal-State Relations Parliamentary Secretary to the Minister for Transport; Planning | Perth | ALP |
| <i>Catania</i> , Vincent Alexander | | North West Central | NAT |
| <i>Clarke</i> , Robyn Marjorie Jane | | Murray-Wellington | ALP |
| <i>Cook</i> , Hon. Roger Hugh | Deputy Premier; Minister for Health; Mental Health | Kwinana | ALP |
| <i>Davies</i> , Hon. Mia Jane | Leader of The Nationals WA | Central Wheatbelt | NAT |
| <i>Farrer</i> , Josephine (Josie) | | Kimberley | ALP |
| <i>Folkard</i> , Mark James | | Burns Beach | ALP |
| <i>Freeman</i> , Janine Marie | | Mirrabooka | ALP |
| <i>Hamilton</i> , Emily Louise | | Joondalup | ALP |
| <i>Harvey</i> , Hon. Liza Mary | Leader of the Opposition | Scarborough | LIB |
| <i>Hayden</i> , Alyssa Kathleen | | Darling Range | LIB |
| <i>Healy</i> , Terence (Terry) James | | Southern River | ALP |
| <i>Honey</i> , Dr David John | | Cottesloe | LIB |
| <i>Hughes</i> , Matthew | | Kalamunda | ALP |
| <i>Johnston</i> , Hon. William (Bill) Joseph | Minister for Mines and Petroleum; Energy; Industrial Relations | Cannington | ALP |
| <i>Katsambanis</i> , Peter Argyris | | Hillarys | LIB |
| <i>Kelly</i> , Hon. David (Dave) Joseph | Minister for Water; Forestry; Innovation and ICT; Science; Youth | Bassendean | ALP |
| <i>Kirkup</i> , Zak Richard Francis | Manager of Opposition Business | Dawesville | LIB |

Appendix Three: Members of the Legislative Assembly

| Members of the Legislative Assembly for the 40 th Parliament until the general election of 13 March 2021 | | | |
|---|--|----------------|-------|
| NAME | TITLE | ELECTORATE | PARTY |
| <i>Krsticevic</i> , Antonio (Tony) | Opposition Whip | Carine | LIB |
| <i>L'Estrange</i> , Sean Kimberley | | Churchlands | LIB |
| <i>Logan</i> , Hon. Francis (Fran) Michael | Minister for Emergency Services; Corrective Services | Cockburn | ALP |
| <i>Love</i> , Ronald (Shane) Shane | Deputy Leader of The Nationals WA | Moore | NAT |
| <i>Marmion</i> , Hon. William (Bill) Richard | Deputy Leader of the Opposition | Nedlands | LIB |
| <i>McGowan</i> , Hon. Mark | Premier; Minister for Public Sector Management; State Development; Jobs and Trade; Federal-State Relations | Rockingham | ALP |
| <i>McGrath</i> , John Edwin | | South Perth | LIB |
| <i>McGurk</i> , Hon. Simone Frances | Minister for Child Protection; Women's Interests; Prevention of Family and Domestic Violence; Community Services | Fremantle | ALP |
| <i>Mettam</i> , Elizabeth (Libby) | | Vasse | LIB |
| <i>Michael</i> , David Robert | Government Whip | Balcatta | ALP |
| <i>Michel</i> , Kevin Joseph Jude | | Pilbara | ALP |
| <i>Millman</i> , Simon Alexander | | Mount Lawley | ALP |
| <i>Mubarakai</i> , Yaz | | Jandakot | ALP |
| <i>Murray</i> , Hon. Michael (Mick) Phillip | Minister for Seniors and Ageing; Volunteering; Sport and Recreation | Collie-Preston | ALP |
| <i>Nahan</i> , Hon. Dr Michael (Mike) Dennis | | Riverton | LIB |
| <i>Nalder</i> , Dean Cambell | | Bateman | LIB |
| <i>O'Donnell</i> , Kyran Martin | | Kalgoorlie | LIB |
| <i>O'Malley</i> , Lisa Margaret | | Bicton | ALP |
| <i>Papalia</i> , Hon. Paul | Minister for Tourism; Racing and Gaming; Small Business; Defence Issues; Citizenship and Multicultural Interests | Warnbro | ALP |
| <i>Price</i> , Stephen James | | Forrestfield | ALP |

Appendix Three: Members of the Legislative Assembly

| Members of the Legislative Assembly for the 40 th Parliament until the general election of 13 March 2021 | | | |
|---|--|------------------|-------|
| NAME | TITLE | ELECTORATE | PARTY |
| <i>Punch</i> , Donald (Don) Thomas | | Bunbury | ALP |
| <i>Quigley</i> , Hon. John Robert | Attorney General; Minister for Commerce | Butler | ALP |
| <i>Quirk</i> , Margaret Mary | | Girrawheen | ALP |
| <i>Redman</i> , Hon. Donald (Terry) Terrence | | Warren-Blackwood | NAT |
| <i>Roberts</i> , Hon. Michelle Hopkins | Minister for Police; Road Safety | Midland | ALP |
| <i>Rowe</i> , Cassandra (Cassie) Michelle | | Belmont | ALP |
| <i>Rundle</i> , Peter James | The Nationals WA Whip | Roe | NAT |
| <i>Saffioti</i> , Hon. Rita | Minister for Transport; Planning | West Swan | ALP |
| <i>Sanderson</i> , Amber-Jade | Parliamentary Secretary of the Cabinet | Morley | ALP |
| <i>Shaw</i> , Jessica Jane | | Swan Hills | ALP |
| <i>Stojkovski</i> , Jessica Mary Christine | | Kingsley | ALP |
| <i>Tallentire</i> , Christopher (Chris) John | Parliamentary Secretary to the Minister for Water; Forestry; Innovation and ICT; Science; Youth | Thornlie | ALP |
| <i>Templeman</i> , Hon. David Alan | Minister for Local Government; Heritage; Culture and the Arts; Leader of the House | Mandurah | ALP |
| <i>Tinley</i> , Hon. Peter Charles AM | Minister for Housing; Fisheries; Veterans Issues; Asian Engagement | Willagee | ALP |
| <i>Watson</i> , Hon. Peter Bruce | Speaker of the Legislative Assembly | Albany | ALP |
| <i>Whitby</i> , Reece Raymond | Parliamentary Secretary to the Treasurer; Minister for Finance; Aboriginal Affairs; Lands Parliamentary Secretary to the Minister for Environment; Disability Services; Electoral Affairs | Baldivis | ALP |
| <i>Winton</i> , Sabine Elisabeth | | Wanneroo | ALP |
| <i>Wyatt</i> , Hon. Benjamin (Ben) Sana | Treasurer; Minister for Finance; Energy; Aboriginal Affairs; Lands | Victoria Park | ALP |