



# Annual Report 2020-2021

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Department of the Legislative Council



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## OUR MISSION

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To pursue excellence in supporting the Legislative Council.

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## OUR VALUES

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### **Independence**

To provide services in an objective, diligent and impartial manner.

### **Integrity**

To be accountable and act in a professional, honest, ethical and equitable manner.

### **Improvement**

To improve the quality of services by exploring new ideas and opportunities.

### **Respect**

To promote a fair workplace that encourages contributions and values diversity.

### **Co-operation**

To co-operate with, support and assist colleagues.

### **ACCOUNTABLE AUTHORITY**

Clerk of the Legislative Council  
Nigel Pratt

### **PRESIDING OFFICER**

President of the Legislative Council  
Hon. Alanna Clohesy MLC

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## MESSAGE FROM THE PRESIDENT

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I was honoured to be elected by the members of the Legislative Council to the office of President on 25 May 2021. While I have only held the office a short time, I reflect on the reporting period which spans two Parliaments, the 40<sup>th</sup> and 41<sup>st</sup> Parliaments.

Significantly we have adapted to the massive shifts in our life, from the way we greet strangers and friends, to how we work as a result of the COVID global pandemic.

The COVID-19 emergency has made the full operation of Parliament challenging on occasion. Indeed, the traditional ceremony for the opening of the 41<sup>st</sup> Parliament was scaled back due to the restrictions in place, with only members and officials in attendance, and all members and staff wearing masks.

To date, the minimal presence of the virus in our community has enabled the Legislative Council to largely continue to operate, scrutinise legislation, and undertake the crucial role that it does. Flexible work arrangements, nevertheless have been critical to the Council's operations.

The peroguing of the two Houses of the Parliament of Western Australia by His Excellency the Governor Hon Kim Beazley, AC from 7 December 2020 to the reopening on 29 April 2021 impacted on the work of the House for the reporting period.

The total number of hours of meeting was 318, compared to 478 hours in the last reporting period. There have been 26 Bills passed (40 in the previous reporting period), 12 of which were amended in the Legislative Council, and at the end of the reporting period 12 Bills remained on the notice paper.

In addition to the work in the Chamber, there has been a considerable amount of committee work undertaken with 28 reports being tabled (25 in previous reporting period) and two inquiries ongoing and yet to report. Significant work was also undertaken by Standing Committee on Procedure and Privileges in relation to matters of privilege. This matter is still being considered in the 41<sup>st</sup> Parliament.

I would like to, on behalf of all members, express our appreciation to the Clerk and all staff of the Department for their dedication and hard work in supporting the Legislative Council. I also acknowledge the contribution of the President of the Legislative Council in the 40<sup>th</sup> Parliament, the Hon Kate Doust and thank her for her significant commitment to the role and the Parliament.

During my term as President I look forward to working with members and staff of the Legislative Council to continue the development of a more modern, inclusive and accessible Parliament.



Hon Alanna Clohesy  
**President of the Legislative Council**  
**16 September 2021**





# FOREWORD

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## Letter of transmittal



Hon Alanna Clohesy  
President of the Legislative Council  
Parliament House  
4 Harvest Terrace  
WEST PERTH WA 6005

Dear President

I have pleasure in submitting to you, for presentation to the House, the Annual Report on the operations of the Department of the Legislative Council 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 "N. Pratt", with a long horizontal flourish extending to the right.

Nigel Pratt  
**Clerk of the Legislative Council**  
**16 September 2021**

## **Clerk's message**

I am pleased to present the Annual Report of the Department of the Legislative Council for the financial year 2020-21.

### **Member Retirements**

May 2021 marked the end of the terms of Parliament for members of the Legislative Council elected in the 2017 general election. Seventeen members concluded their service including Hon Simon O'Brien who during his final term served as the Chair of Committees and Deputy President. Mr O'Brien was the longest serving member in the chamber during the 40<sup>th</sup> Parliament having been first elected at the 1996 general election for a term commencing on 22 May 1997 and subsequently re-elected a further five times. I thank him and all other members who concluded their service to the Parliament of Western Australia and their communities for their service.

### **COVID-19 Pandemic**

The Department, with the assistance of the Parliamentary Services Department IT Unit, has navigated the difficulties presented by the COVID-19 pandemic restrictions. Unique arrangements both procedural and administrative put in place during the last reporting period were again deployed to deal with restrictions arising from the pandemic, including the opening of the 41<sup>st</sup> Parliament. The adoption of new flexible work practices such as home based work and video conferencing has been key to maintaining services and avoiding disruption to the work of the debating chamber and parliamentary committees. The resilience and dedication of staff in adopting and facilitating new practices and procedures and the continuation of regular home based work opportunities has ensured the Department's preparedness in the event of any future pandemic restrictions.

### **State General Election**

On 13 March 2021 the State general election was held with the outcome being the return of the Government. In addition, there was a significant change in the membership and political composition of the Council when the members elected in the March poll commenced their fixed four year terms on 22 May 2021. The Council welcomed 17 new members and marked two historic occasions. Firstly, Hon Rosie Sahanna took her seat as the first Indigenous member of the Legislative Council. Secondly, twenty-two candidates for the Australian Labor Party were elected and from 22 May 2021 comprise a majority of members of the Legislative Council for the first time.

Three new members were elected from political parties not represented in the 40<sup>th</sup> Parliament, the Legalise Cannabis WA Party and the Daylight Saving Party. The total number of political groupings in the chamber reduced from eight in the 40<sup>th</sup> Parliament to six in the 41<sup>st</sup>.

In election years the Department faces a number of additional responsibilities. These include arrangements for the official opening of parliament, the swearing-in of members, the election of the President and various inductions and training seminars for new members. The challenge for the Department was to ensure the new membership were provided with the necessary information and support to effectively commence their parliamentary duties. It was pleasing to observe the enthusiasm of both members and staff in undertaking the many requirements contributing to a successful start to the 41<sup>st</sup> parliament.

### **Opening of Parliament 2021**

The opening of the 41<sup>st</sup> Parliament was held on 29 April 2021 and marked a further historic occasion. For the first time a Welcome to Country was held in the Legislative Council Chamber in the presence of all members of Parliament. Dr Richard Walley conducted the welcome and presented a message stick to mark the occasion. The opening was also historic for another reason; it proceeded without any invited guests as a result of COVID-19 pandemic restrictions. The 41<sup>st</sup> Parliament was officially opened by the Governor, His Excellency the Hon Kim Beazley AC.



### **Member Inductions and Swearing in Ceremony for new members**

In the period between the election and the opening of parliament the Department reviewed its induction materials for new members and conducted a number of induction and training seminars which were held both prior to the opening and following the change of membership on 22 May.

On Monday, 24 May 2021 a swearing-in ceremony was conducted in the Council chamber by His Excellency, the Governor where all 36 members of the 41<sup>st</sup> parliament took the oath or affirmation and signed the members' roll to enable them to take their seats as members of parliament.

### **Election of the President**

At the first meeting of the Council on Tuesday, 25 May 2021 the office of President was declared vacant. Following the nomination and seconding of the nominee, the Council elected Hon Alanna Clohesy as President. The nomination for President was moved by Hon Sue Ellery, the first female Leader of the Government in the Legislative Council and the longest serving member of the Legislative Council in the current Parliament.

### **Performance of the Department**

It was pleasing that the Department performed exceptionally well despite the challenges presented by the COVID-19 Pandemic. It met or exceeded its key performance indicators in supporting the chamber operations and the committee operations of the Legislative Council.

### **Acknowledgements**

I acknowledge and thank Hon Kate Doust, President of the Legislative Council from 2017 to 2021, for her support and leadership, her stewardship of the debating chamber, her dedication to the Parliament of Western Australia and her promotion of the value and benefit of a House of Review.

Finally, I welcome Hon Alanna Clohesy as President. I look forward to working with the new President in continuing to fulfil the Department's mission to pursue excellence in supporting the Legislative Council and its members.



Nigel Pratt  
**Clerk of the Legislative Council**  
**16 September 2021**



# CHAPTER 1

## Overview of the Department

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### Operational structure

The Department is one of three departments that 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 Council (Council). The latter refers to the elected members of that body.

### Our business

The role of the Department is to provide services to the 36 elected members of the Council to assist them in performing their legislative and constituency responsibilities irrespective of their political affiliation.<sup>1</sup> The Department's published desired outcome is that "[t]he Legislative Council Members' requirements are met", and its two services are to:

- support the chamber operations of the Legislative Council; and
- support the committees of the Legislative Council.

### Our mission and values

The Department's mission and value statements are:

#### *Our mission*

To pursue excellence in supporting the Legislative Council.

#### *Our values*

##### ***Independence***

To provide services in an objective, diligent and impartial manner.

##### ***Integrity***

To be accountable and act in a professional, honest, ethical and equitable manner.

##### ***Improvement***

To improve the quality of services by exploring new ideas and opportunities.

##### ***Respect***

To promote a fair workplace that encourages contributions and values diversity.

##### ***Co-operation***

To co-operate with, support and assist colleagues.

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<sup>1</sup> See Appendix 1 for a list of the members of the 41<sup>st</sup> parliament.

## Functional areas of the Department

The Department has four functional areas: Executive Services, Procedural Services, Committee Services and Administrative Services. The primary goals of these four functional areas are:

Executive Services	To provide high quality executive leadership and strategic management to the Department of the Legislative Council.
Procedural Services	To deliver comprehensive, accurate and timely advice, training and support in relation to parliamentary procedure, practice and privilege to the Legislative Council, its members and committees.
Committee Services	To provide high quality and pro-active advice, research, report writing, administrative and executive services to parliamentary committees which are served by the Department of the Legislative Council.
Administrative Services	To provide efficient, structured and systematic administrative services to support the operations of the Department of the Legislative Council and the Legislative Council, its members and committees.

## Management structure

### *President*

The President is the political head of the Department. Together with the Speaker of the Legislative Assembly (Assembly), the President is responsible for the overall management of the Parliament. In relation to the Department, the President approves major policy and is the employer of staff (acting on the advice of the Clerk).

### *Clerk*

The Clerk, as Chief Executive Officer, is the administrative head of the Department and has overall responsibility for the executive management of the Department, including financing, staffing and administration. The Clerk is the accountable authority under the *Financial Management Act 2006*.

The Clerk is responsible for the provision of advice regarding parliamentary law, practice and procedure to members and the committees of the Legislative Council.

The Clerk of the Legislative Council is also the Clerk of the Parliaments. In this role, the Clerk is responsible for preparing and certifying Bills that have been passed by Parliament for Royal Assent.

### *Deputy Clerk*

The Deputy Clerk's role is to manage the day-to-day operations of the Department. The Deputy Clerk reports directly to the Clerk.

### *Clerk Assistant (House) and Clerk Assistant (Committees)*

The Clerk Assistants report to the Deputy Clerk, and have operational management of the House and Committee Office respectively.

The organisational chart is available at Appendix 2.

## **Executive Management Team**

The Executive Management Team (EMT) comprises the Clerk, Deputy Clerk, Clerks Assistant and the Usher of the Black Rod. The functions of the EMT are detailed in Appendix 3.

## **Interdepartmental co-operation**

Council officers are actively involved in a number of interdepartmental committees that help to foster communication and co-operation, which assists significantly in the better functioning of the Parliament. Some of the primary interdepartmental committees are listed below.

### **Management Executive Committee**

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

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

The MEC determines '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) comprise the Clerks of both Houses and the Executive Manager, PSD. The HoDs regularly meet to discuss issues such as service delivery and matters to be placed before the MEC for consideration.

### **Risk Management Committee**

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

### **Joint Consultative Committee**

The Council participates in the Joint Consultative Committee (JCC). The JCC is an employee/management forum to consider issues affecting the workplace and performance and make recommendations to the HoDs and the MEC.

### **Information Management Committee**

The heads of each Department 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*.

### **Other interdepartmental committees**

The Council supports and participates on other interdepartmental committees including the:

- Parliamentary History Advisory Committee;
- Parliamentary 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.

## CHAPTER 2

# Performance of the Department

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### Introduction

The Department's Strategic Plan outlines the Department's mission, values, functional areas and primary goals, as detailed in Chapter 1.

For each functional area, the Department's key strategies are as follows:

#### Executive Services

- Strategically manage the operations of the Department in consultation with the President and members of the Legislative Council, Departmental staff and other stakeholders.
- Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and members.
- Provide executive support to the President and the Clerk.
- Manage the finances of the Department in accordance with statutory and Departmental requirements.
- Maintain risk management and business continuity planning to facilitate the ongoing operation of the House and its committees.
- Develop and implement strategies to maximise public awareness of the activities of the Legislative Council and its committees.
- Foster and maintain good relationships with external bodies and stakeholders.
- Provide and maintain appropriate accommodation and facilities for the Legislative Council, its members and committees.

#### Procedural Services

- Facilitate the efficient conduct of House business through the provision of timely and expert advice, production of contemporary Chamber documents and provision of legislative drafting services.
- Maintain a high level of Departmental expertise in relation to parliamentary procedure, practice and privilege.
- Maintain relevant reference information and an awareness of procedural developments in other jurisdictions, to ensure delivery of high quality support in relation to parliamentary procedure, practice and privilege.
- Deliver and facilitate training to members of the Legislative Council, Departmental staff and other stakeholders on parliamentary procedure, practice and privilege.
- Facilitate the provision of feedback concerning Departmental service delivery and parliamentary training requirements from members of the Legislative Council.

#### Committee Services

- Maintain and provide a high level of research and analytical capacity to support committees.

- Maintain a high level of Departmental expertise in relation to committee inquiry procedures and investigative methodologies.
- Provide pro-active advice, including legal advice, to committees.
- Deliver and facilitate training to members of the Legislative Council on committee procedures and practices.
- Provide efficient and pro-active administrative support to committees.
- Produce informative, highly readable reports.
- Promote committee engagement with relevant stakeholder groups.

### **Administrative Services**

- Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House.
- Ensure effective and professional publication of information by the Department.
- Maintain the records of the Department in accordance with statutory and Departmental requirements.
- Preserve the heritage and historical assets of the Legislative Council and its precincts.
- Organise and conduct special events.
- Provide a secure environment for the activities of the Legislative Council and its committees.

For each functional area, a range of work was undertaken and achievements made during the reporting period. The significant activities in these areas are detailed below.

## **Executive Services**

### **Strategic management**

Prior to the end of the financial year the Department reviewed its Strategic Plan and Business Plan and set new objectives for the coming financial year. The Department continues to monitor and review its objectives relating to personnel management, policy and financial compliance, and reporting obligations. The Department's Strategic Plan and Business Plan for the 2021-22 financial year is available at Appendix 10.

### **Risk management and business continuity**

#### *Risk management*

The Department continues to manage its identified business risks in accordance with the Parliament's Risk Management Guidelines. Responsibility for the management of each of the identified risks is assigned to the functional area managers. Automated risk management processes are implemented through the Parliament's risk management and governance tool Risk Wizard.<sup>2</sup>

During the reporting period the Department's risk owners reviewed their assigned risks in accordance with the schedule outlined in the risk management guidelines. In March 2021, the EMT carried out a review of the Department's risks, rationalising and consolidating the Department's overall number of risks from 25 to 14.

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<sup>2</sup> Risk Wizard is a web based governance, risk, compliance and incident system tool that allows the Department to assess and manage its business risks.



The Department's control framework is well positioned and comprised to provide effective guidance in identifying, understanding, assessing and responding to risks. The Department continues to manage its obligation to assess and track the treatment of its identified risks.

#### *Business Continuity Plan*

The Deputy Clerk and the Usher of the Black Rod periodically review and update the Department's Business Continuity Plan (BCP), along with scenarios requiring the activation of the BCP to review its efficacy. The testing of the BCP provides valuable feedback and enables the Department to continually improve on its ability to provide business continuity in the event of a major crisis. The management of the BCP remains an ongoing priority for the Department.

### **Professional development**

Professional development for staff remains an ongoing priority for the Department as one of its strategic objectives is to maintain a high level of expertise in parliamentary procedure, practice and parliamentary privilege.

The Department undertakes procedural debriefs for Chamber staff, a dedicated program to develop staff to serve at the table of the House and whole of Department professional development opportunities recognised by the Legal Practice Board. The Department has continued to actively provide external professional development opportunities through professional associations and training providers.

### **Community engagement and public awareness**

#### *Community engagement*

Community engagement and public awareness is a significant priority for the Department. The Department, in co-operation with the other Parliamentary Departments, is actively engaged in community events which aim to promote the historical, social, cultural and political significance of the Parliament of Western Australia.

#### *Social networking*

During the reporting period, the Department continued its presence on social networking sites. Since May 2010, the Department has maintained accounts on Twitter and Facebook. Recognising the significant potential to grow its social media presence, the Department developed a social media strategy to provide a framework for engaging on social media platforms. This strategy increases engagement with stakeholders and the public, provides important education about the Legislative Council's role as the House of Review, communicates upcoming key events, public opportunities and deadlines and conveys information in a timely and engaging manner.

As at 30 June 2021, the Department had 1852 followers on Twitter and had 1400 Facebook likes during the reporting period.

### **Human Resources**

As at 30 June 2021, the Department consists of 30.7 Full Time Equivalent positions (FTEs) comprising 33 staff. A profile of the Department's human resources for the reporting period, including a breakdown of staff numbers and movements, is available at Appendix 10.

### **External relationships**

The fostering of relationships with external bodies is an important aspect of the Department's operations. In particular, the President receives a number of delegations and dignitaries during the course of the year (see Appendix 5). Senior staff of the Department also meet with key agencies

within Government with a close connection to the parliamentary process such as the Parliamentary Counsel's Office and the Department of the Premier and Cabinet.

## **Procedural Services**

The Procedure Office is responsible for the delivery of comprehensive, accurate and timely advice, training and support in relation to parliamentary procedure, practice and privilege to the Legislative Council, its members and committees.

### **Induction of incoming members of the 41<sup>st</sup> Parliament**

Seventeen new members were sworn in as members of the 41<sup>st</sup> Parliament. A primary responsibility of Procedural Services is the coordination of new member training and associated procedural guides.

During the year, Procedural Services coordinated or presented at a range of seminars for members including:

- Introduction to Procedure for new members
- Introduction to the Parliamentary Counsel's Office
- Getting Private Members' Bills drafted
- How to Ask an Effective Parliamentary Question

Procedural Services has also assisted the Deputy President in coordinating training for the Deputy Chairs of Committees.

This year the Legislative Council also coordinated the annual seminars for Ministerial and Departmental Officers, which provide an introduction to parliamentary processes.

### **Consolidation of procedural materials**

During the year Procedural Services conducted a review of its delivery of procedural materials and guides. This activity saw the creation of a Presiding Officer Manual and the discontinuing of the *Chair of Committees Guide* and updates to the *Guide to the House for Members* and *Live Standing Orders*.

Procedural Services has adopted a digital-first approach whereby new procedural materials will be produced digitally and in hard copy by exception. Procedural Services has also been supporting the development of the LC Papers app which will provide access to chamber documents on Apple and Android devices. The app is intended to be launched early in the 2021-22 financial year with user feedback informing future rollouts.

Procedural Services has been advising on further enhancements to Oracle, its knowledge management database. These enhancements will enable the capturing of further types of information and precedents and better inform procedural guides and publications. A large part of this work will involve the further collation of the history of the Council's Standing Orders.

### **COVID-19 and parliaments**

Procedural Services continues to monitor developments in other parliaments during the COVID-19 pandemic with a view to recommending best-practice for the Council should the need arise.

## **Committee Services**

The Committee Services functional area operates from the Legislative Council Committee Office (Committee Office). The Committee Office provides proactive advice and administrative support to Legislative Council committees. The service is provided by a team of professional staff who provide research, analysis, administrative and executive services.

The Legislative Council has eight permanent 'standing' committees that consist of members of the Legislative Council, including two joint 'standing' committees that include members from both Houses. Select committees are created for a specific inquiry and cease to exist once they have reported or if Parliament is prorogued, whichever first occurs. There were two select committee inquiries underway during the reporting period.

### **Committee activities**

During COVID-19 restrictions, the Committees and staff held remote meetings and hearings with no loss of productivity.

The Select Committee into Local Government and the Joint Select Committee on Palliative Care in Western Australia tabled their final reports during the reporting period.

Scrutiny of legislation continued with the referral of seven Bills to the Standing Committee on Legislation and the Standing Committee on Uniform Legislation and Statutes Review. The Joint Standing Committee Delegated Legislation received 368 instruments of subsidiary legislation for review including regulations, local laws, by-laws and rules.

The Standing Committee on Estimates and Financial Operations considered the 2020-21 Budget Estimates and the 2019-20 Annual Reports at combined hearings in November 2020. Forty-six witnesses from 14 agencies gave evidence over 28 hours of hearings. Committee staff processed 306 questions asked by members for the combined hearings. Following the commencement of the 41<sup>st</sup> Parliament, the Committee held two hearings with the Department of Health in June 2021.

The Standing Committee on Public Administration tabled final reports in its inquiries into WorkSafe on 18 August 2020 and private property rights on 30 September 2020. The Committee held consultations with statutory office holders in October 2020 and reported on those consultations on 24 November 2020. On 17 June 2021 the Committee commenced an inquiry into the delivery of ambulance services in Western Australia.

The Standing Committee on Environment and Public Affairs received 60 new petitions, finalising a total of 43 petitions. The Committee tabled its final report into its functions, processes and procedures on 17 September 2020.

### **Administrative Services**

Administrative Services provides efficient, structured and systematic administrative services to support the operations of the Department, the Legislative Council, its members and committees.

### **Opening of Parliament 2021**

On 7 December 2020 the two Houses were prorogued, and on 29 January 2021 the Legislative Assembly dissolved in preparation for the State general election to be held on 13 March 2021. The Proclamation summoning the Legislative Council and Legislative Assembly to sit was published in the *Government Gazette* on 20 April 2021 and fixed the 29 April 2021 as the date for holding the first session of the 41<sup>st</sup> Parliament.

The administrative and ceremonial arrangements for the Opening of the 41<sup>st</sup> Parliament were coordinated by the Usher of the Black Rod on behalf of the Department of the Legislative Council and in consultation with the two other parliamentary departments. On Thursday, 29 April 2021 at 2.45pm, the 41<sup>st</sup> Parliament was officially opened by His Excellency the Governor, Hon Kim Beazley AC.

At the appointed time the Governor was announced to the Legislative Council and took the President's Chair, following which, the Governor directed the Usher of the Black Rod to summon the

members of the Legislative Assembly to attend in the Council Chamber to hear his opening address and declaration of the commencement of the 41<sup>st</sup> Parliament.

Taking place directly after 3 days of COVID-19 restrictions, the ceremonial aspects of the occasion were largely dispensed with, as the Governor, Members and officials donned face masks. Although restrained, the Opening was acknowledged as a success. Of particular note was Dr Richard Walley's delivery of a Welcome to Country in the Legislative Council Chamber. This was an historic occasion being the first time a Welcome to Country had been delivered in the Legislative Council Chamber on an opening day.

#### *Parliament of Western Australia Website*

The Department invests significant resources publishing and maintaining information on the Parliament's website relating to the activities of the House and its committees. Statistics relating to the number of visits to the Parliament of Western Australia's website during the reporting period are available at Appendix 8.

#### **Records management**

Statistics regarding records management training are reported in Chapter 3.

#### *Oracle*

Oracle is a procedural and parliamentary knowledge management tool, created to provide functional access to four databases: standing orders, standing orders commentary, rulings and research material. It was developed by the Department from existing siloed databases in a 2019-2020 project.

Staff of the Legislative Council spent considerable time reviewing existing and new material for the databases during the 2020-2021 prorogation break. The review included the addition of key fields to enable the existing siloed databases to interact.

A short project to fix issues that have been found during use, and to provide some extra functionality, is planned for 2021-2022.

Longer term projects to load all versions of standing orders and match contemporaneous standing orders with historical rulings are envisioned.

#### *Objective conference 2020*

Objective's<sup>3</sup> annual conference was held online in October 2020 due to COVID-related travel restrictions. It was attended by a Department representative. New ways of working outside of the traditional office environment and overcoming related problems of secure access to, and capture of, records and their metadata while using phones, tablets and laptops featured as a topic.

#### *Review of the proposed State Records Standard*

The State Records Commission (SRC) released a draft single standard *SRC Standard: State Records Management* in June 2020 which proposes to replace the seven current SRC recordkeeping standards. The new regime also proposes to replace the recordkeeping plan template with a new records management plan. The next review of the Department's recordkeeping plan is due in 2022. If this proposed regime is adopted, the Department will transition to a new record management plan and review all policies and procedures as a significant project in the 2021-2022 financial year.

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<sup>3</sup> Objective is the the electronic document and records management system (EDRMS) used by the Parliament.

## CHAPTER 3

### Disclosures and legal compliance

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#### Introduction

The Department is required to comply with a number of Acts covering areas of financial, administrative and human resources management. The following sections of this report detail the Department's obligations and actions in these areas.

#### Financial management

The Clerk is responsible for keeping proper accounts and maintaining adequate systems of internal control, preparing financial statements, and complying with the *Financial Management Act 2006*.

The financial statements consist of the income statement, balance sheet, statement of changes in equity, cash flow statement, schedule of income and expenses by service, summary of consolidated account appropriations and income and estimates, and the notes to the financial statements. Also included are the key performance indicators of the Legislative Council for the year ended 30 June 2021 (see Appendix 4).

#### Performance indicators

The Department assesses its performance using Key Performance Indicators (KPIs) to measure the extent to which the specific goals set by the Department have been achieved. The KPIs provide an overview of the critical or material aspects of outcome achievement or service provision pursuant to the *Financial Management Act 2006*. The Department's audited performance indicators are available at Appendix 4.

#### Key performance indicators

In addition to the Legislative Council Members' Survey (see pages 12–14), the Department uses KPIs based on significant documents critical to its timely operation. The KPIs were approved by Treasury on 8 February 2006. The key performance indicators of effectiveness are:

- average member rating for procedural advice — House;
- average member rating for procedural advice — Committees;
- average member rating for administrative support; and
- proportion of parliamentary documents produced and delivered within agreed timeframes established by the House.

#### *Chamber Documents*

The Office of the Auditor General assisted the Department to develop KPIs based on parliamentary documents that directly influence the operation and work outputs of the House on sitting days. Each document was selected for its relationship to work outputs by staff, impact on services provided, and critical timeframes affecting the business of the House.

The documents comprise the Weekly Bulletin, Business Program, Draft Minutes and the Notice Paper.

The Department collated statistics based on publication dates and times for each document type, and tabulated the results. The statistics were assessed against agreed target timeframes to determine whether the publication goals had been achieved.

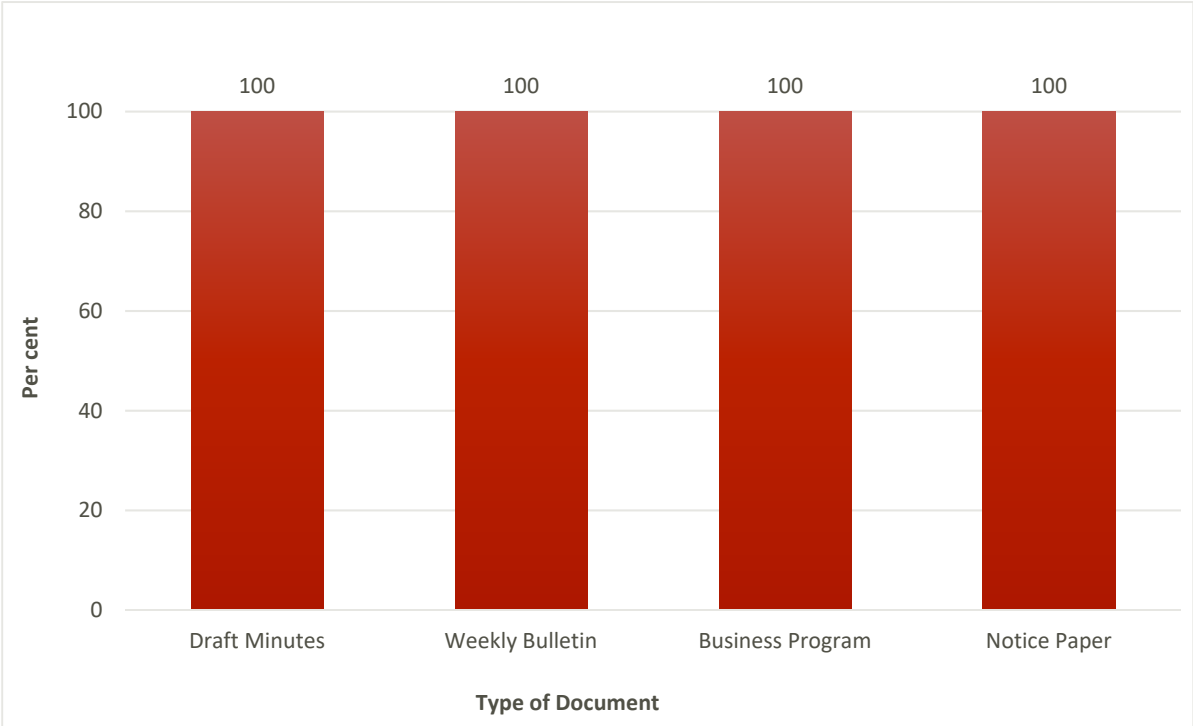
The agreed target timeframes for publication of each of the documents is as follows:

- Weekly Bulletin — 72 hours prior to the House sitting;
- Business Program — prior to the House sitting;
- Draft Minutes — 24 hours after the House rises; and
- Notice Paper — prior to the House sitting.

The objective of the Department is to meet agreed target timeframes for publication 100 per cent of the time.

During the reporting period the Department produced 169 documents that are subject to measurement under the KPIs. Outcomes are reported in Figure 1.

Figure 1. Documents published within agreed timeframes



**Members’ survey**

Each year the Department provides the 36 members of the Legislative Council with a survey relating to its provision of procedural advice and administrative services. This reporting period 23 of the 36 surveys, or 64 per cent, were completed and returned.

The results were compared across the last four financial year periods, inclusive of 2020–21. The comparisons indicate that the performance of the Department has remained relatively consistent with the previous financial years and remains at a level above set targets.

*Procedural Advice*

The Department set a goal of an average of 8.5 out of 10 satisfaction rating for procedural advice. This figure has been exceeded for the past four financial years by achieving an overall average rating of 8.9 for the House, see Figure 2, and 8.8 for committees, see Figure 3.

Figure 2. Comparison of average ratings (out of 10) for procedural advice (House)

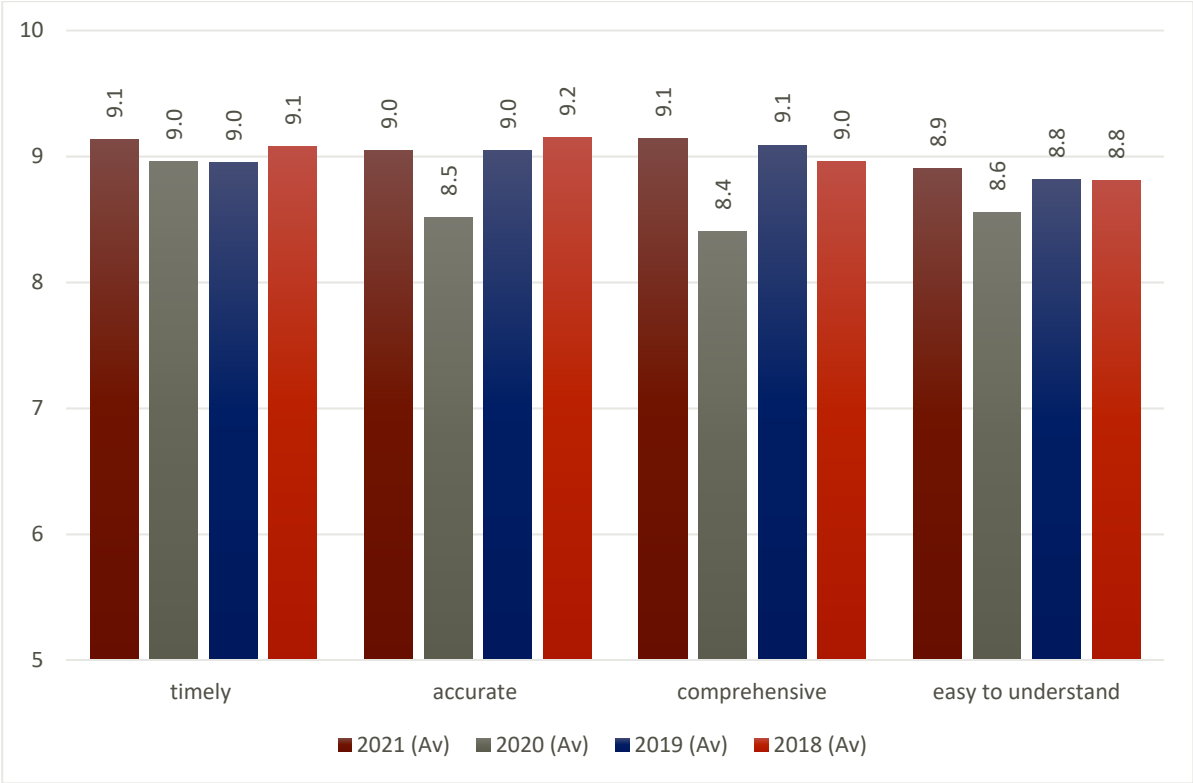
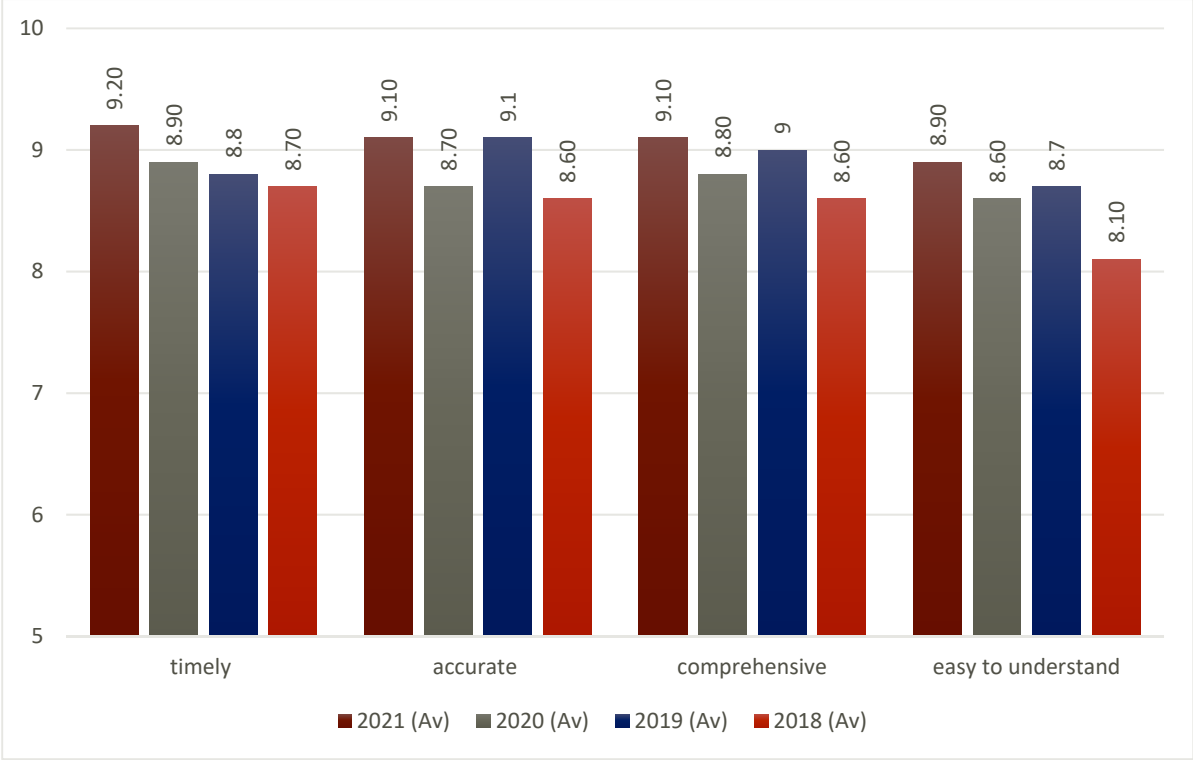


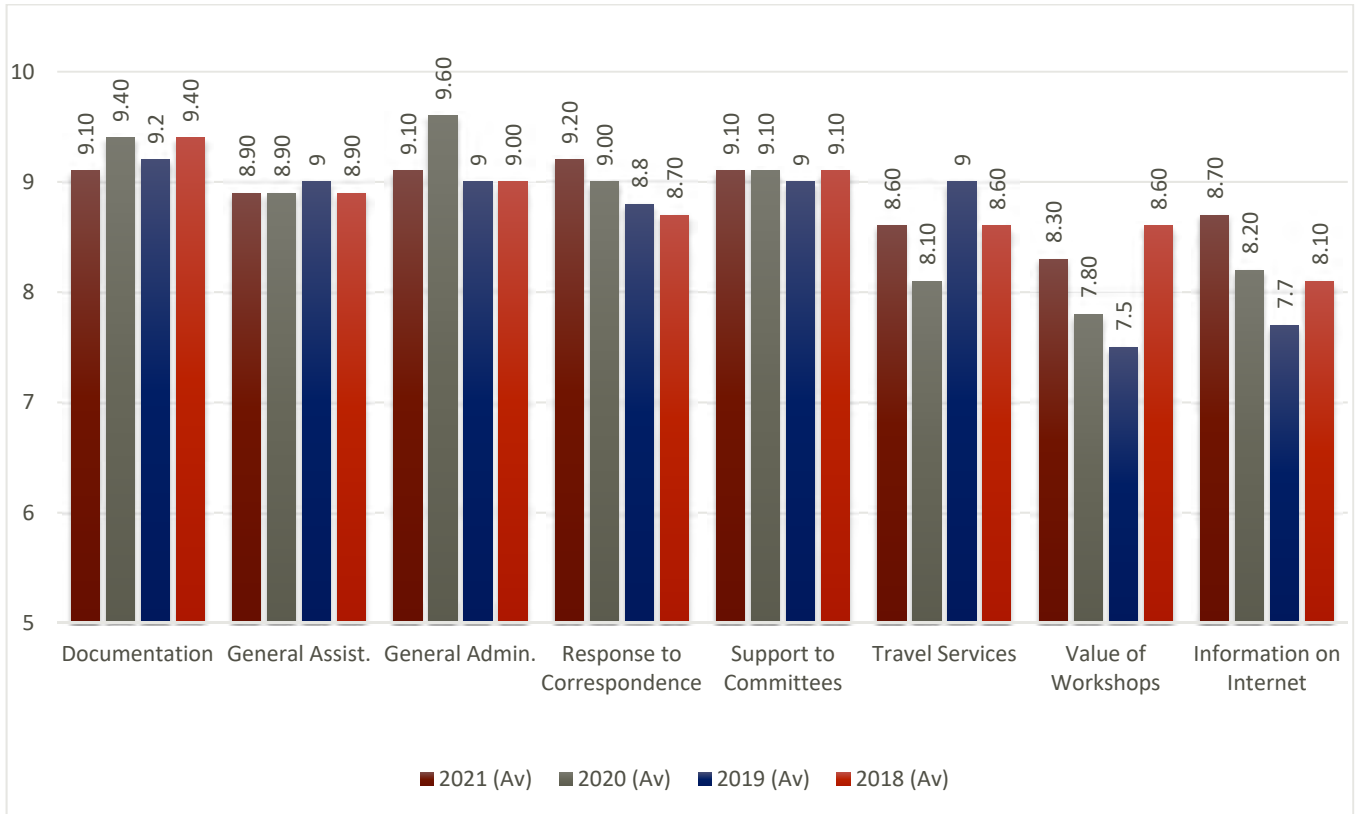
Figure 3. Comparison of average ratings (out of 10) for procedural advice (Committees)



## Administrative Support

The Department set a goal of an average of 8.5 out of 10 satisfaction rating for administrative support. An average rating by members of 8.8 was achieved by the Department in relation to administrative support services provided over the past four financial years, see Figure 4.

Figure 4. Comparison of average ratings for administrative support<sup>4</sup>



## Records management

### Records management

No new staff were recruited to the Legislative Council in the 2020-2021 financial year. Details of the Department's compliance with State Records Commission requirements (Standard 2) are given in the table below:

Table 1. Legislative Council compliance with State Records Commission requirements

<b>1.</b>	<b>The efficiency and effectiveness of the organisation's recordkeeping systems is evaluated not less than once every 5 years</b>
<p>The Department reviews its recordkeeping plan using the State Records Office Self-Evaluation checklist and provides a formal report of the review to the President of the Legislative Council once every five years. The Department seeks feedback from the State Records Office in regard to these reviews. The next review is due in 2022.</p>	

<sup>4</sup> In some instances, members declined to rate a particular service or rated it as zero with an explanation that they did not use the service or it was not applicable to them. In these instances, the Department excluded that rating from the sample.



<b>2.</b>	<b>The organisation conducts a recordkeeping training program</b>
The Department conducts a recordkeeping training program as outlined in Chapter 6 of the Department's Record Keeping Plan.	
<b>3.</b>	<b>The efficiency and effectiveness of the record keeping training program is reviewed from time to time</b>
The Department periodically reviews its recordkeeping training program. The Recordkeeping Awareness Training and Information and Communications Technology Security Training (ICT) were reviewed as part of a project to shift them to a different training platform in 2019.	
<b>4.</b>	<b>The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's recordkeeping plan</b>
<p>All Departmental inductees complete two online record training courses:</p> <ul style="list-style-type: none"> <li>• Recordkeeping Awareness Training; and</li> <li>• Information and Communications Technology Security Training.</li> </ul> <p>All inductees are also required to read, and acknowledge that they have understood all Departmental and whole of Parliament recordkeeping policies and procedures.</p>	

### **Parliamentary travel**

Due to restrictions and conditions relating to COVID-19 the Department did not fund any interstate and overseas travel during the reporting period.

### **Unauthorised use of credit cards**

Officers of the Department and members of the Legislative Council hold corporate cards where their functions warrant access to this facility.

During the reporting period 1 July 2020 to 30 June 2021, there were no instances of cardholders utilising corporate cards for unauthorised personal use.

## APPENDIX 1

### MEMBERS OF THE LEGISLATIVE COUNCIL IN THE 41ST PARLIAMENT

Table 2. *Members of the Legislative Council in the 41<sup>st</sup> Parliament, as at 30 June 2021*

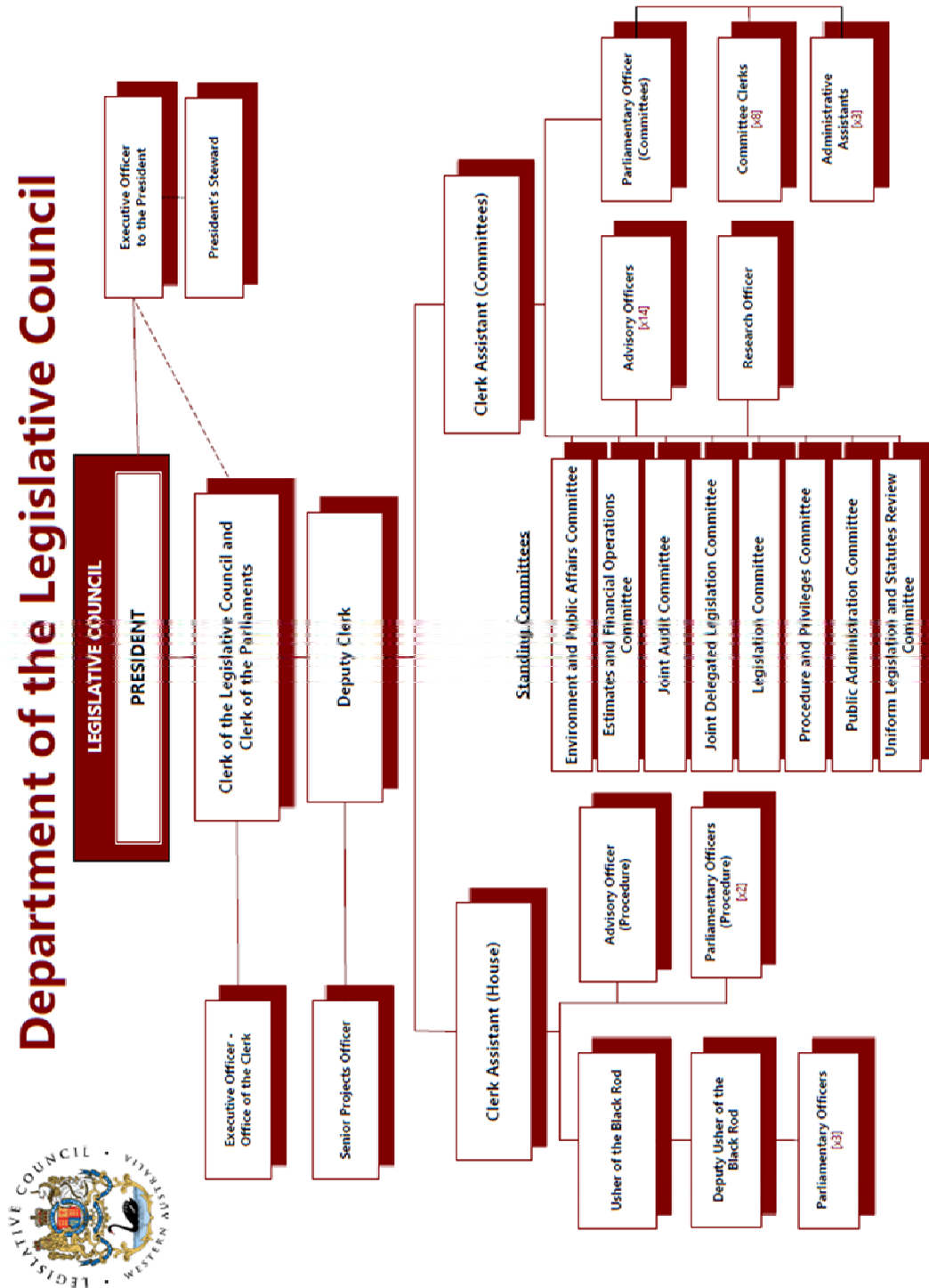
Region	Name	Party
Agricultural Region	ALDRIDGE, Martin	The Nationals WA
Agricultural Region	CARR, Sandra	Australian Labor Party
Agricultural Region	DE GRUSSA, Colin	The Nationals WA
Agricultural Region	MARTIN, Steve	Liberal Party
Agricultural Region	PAYNE, Shelley	Australian Labor Party
Agricultural Region	WEST, Darren West	Australian Labor Party
East Metropolitan Region	CLOHESY, Alanna	Australian Labor Party
East Metropolitan Region	FARAGHER, Donna	Liberal Party
East Metropolitan Region	HARPER, Lorna	Australian Labor Party
East Metropolitan Region	ROWE, Samantha	Australian Labor Party
East Metropolitan Region	SWINBOURN, Matthew	Australian Labor Party
East Metropolitan Region	WALKER, Brian	Legalise Cannabis WA Party
Mining and Pastoral Region	DAWSON, Stephen	Australian Labor Party
Mining and Pastoral Region	FOSTER, Peter	Australian Labor Party
Mining and Pastoral Region	MCGINN, Kyle	Australian Labor Party
Mining and Pastoral Region	SAHANNA, Rosetta	Australian Labor Party
Mining and Pastoral Region	THOMSON, Neil	Liberal Party
Mining and Pastoral Region	TUCKER, Wilson	Daylight Saving Party
North Metropolitan Region	CADDY, Dan	Australian Labor Party
North Metropolitan Region	COLLIER, Peter	Liberal Party

<b>Region</b>	<b>Name</b>	<b>Party</b>
North Metropolitan Region	MAKUR CHUOT, Ayor	Australian Labor Party
North Metropolitan Region	PRITCHARD, Martin	Australian Labor Party
North Metropolitan Region	SIBMA, Tjorn	Liberal Party
North Metropolitan Region	YANG, Pierre	Australian Labor Party
South Metropolitan Region	ANDRIC, Klara	Australian Labor Party
South Metropolitan Region	DOUST, Kate	Australian Labor Party
South Metropolitan Region	ELLERY, Sue	Australian Labor Party
South Metropolitan Region	GOIRAN, Nick	Liberal Party
South Metropolitan Region	PETTITT, Brad	Greens (WA)
South Metropolitan Region	PRATT, Stephen	Australian Labor Party
South West Region	HAYWARD, James	The Nationals WA
South West Region	JARVIS, Jackie	Australian Labor Party
South West Region	MACTIERNAN, Alannah	Australian Labor Party
South West Region	MOERMOND, Sophia	Legalise Cannabis WA Party
South West Region	TALBOT, Sally	Australian Labor Party
South West Region	THOMAS, Steve	Liberal Party

# APPENDIX 2

## ORGANISATIONAL CHART

Figure 5. Department of the Legislative Council structure chart



## APPENDIX 3

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### MANAGEMENT TEAM

#### Executive management team

Clerk	Mr Nigel Pratt
Deputy Clerk	Mr Paul Grant
Clerk Assistant (House)	Mr Sam Hastings
Clerk Assistant (Committees)	Ms Christine Kain
Usher of the Black Rod	Mr John Seal-Pollard

#### Function

The role of the Executive Management Team is to provide executive and strategic management to the Department of the Legislative Council, including to:

- monitor and review the Department's Strategic and Business Plans;
- monitor and review the Department's personnel management;
- develop, maintain and monitor compliance with Departmental/parliamentary policies and procedures;
- establish, monitor and review Departmental budgets and expenditure;
- facilitate internal and external audits; and
- manage compliance reporting and ensure Departmental compliance with statutory obligations.

## APPENDIX 4

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### FINANCIAL PERFORMANCE



**DEPARTMENT OF THE LEGISLATIVE COUNCIL**  
**CERTIFICATION OF FINANCIAL STATEMENTS**  
**FOR THE REPORTING PERIOD ENDED 30 JUNE 2021**

The accompanying financial statements of the Department of the Legislative Council 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.

Handwritten signature of Deborah Gilchrist in blue ink.

Deborah Gilchrist  
Acting Chief Finance Officer

Date: 3/9/21

Handwritten signature of Nigel Pratt in blue ink.

Nigel Pratt  
Accountable Authority

Date: 3/09/2021



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

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

	Notes	2021 \$000	2020 \$000
<b>COST OF SERVICES</b>			
<b>Expenses</b>			
Employee benefits expense	2.1 (a)	18,303	17,625
Supplies and services	2.2	1,816	2,482
Depreciation expense	4.1.1, 4.2	30	36
Finance costs	6.2	1	-
Accommodation expenses	2.2	430	422
Other expenses	2.2	52	61
Loss on disposal of non-current assets	2.2	1	-
<b>Total cost of services</b>		<b>20,633</b>	<b>20,626</b>
<b>Income</b>			
<i>Revenue</i>			
Other revenue	3.2	2	-
<b>Total income other than income from State Government</b>		<b>2</b>	<b>-</b>
<b>NET COST OF SERVICES</b>		<b>20,631</b>	<b>20,626</b>
<b>Income from State Government</b>			
Service appropriation	3.1	20,902	20,007
Services received free of charge		856	980
<b>Total income from State Government</b>		<b>21,758</b>	<b>20,987</b>
<b>SURPLUS FOR THE PERIOD</b>		<b>1,127</b>	<b>361</b>
<b>Items not reclassified subsequently to profit or loss</b>			
Changes in asset revaluation surplus	4.1	6	-
<b>Total other comprehensive income</b>		<b>6</b>	<b>-</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE PERIOD</b>		<b>1,133</b>	<b>361</b>

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







DEPARTMENT OF THE LEGISLATIVE COUNCIL  
Statement of Financial Position  
As at 30 June 2021

		2021	2020
	Notes	\$'000	\$'000
<b>ASSETS</b>			
<b>Current Assets</b>			
Cash and cash equivalents	6.3	4,896	3,031
Receivables	5.1	67	16
Other current assets	5.3	2	3
<b>Total Current Assets</b>		<b>4,965</b>	<b>3,050</b>
<b>Non-Current Assets</b>			
Restricted cash and cash equivalents	6.3	71	54
Amounts receivable for services	5.2	206	188
Property, plant and equipment	4.1	99	112
Right-of-use assets	4.2	20	14
<b>Total Non-Current Assets</b>		<b>396</b>	<b>368</b>
<b>TOTAL ASSETS</b>		<b>5,361</b>	<b>3,418</b>
<b>LIABILITIES</b>			
<b>Current Liabilities</b>			
Payables	5.4	1,214	257
Lease liabilities	6.1	12	9
Employee related provisions	2.1(b)	809	833
Other current liabilities	5.5	117	117
<b>Total Current Liabilities</b>		<b>2,152</b>	<b>1,216</b>
<b>Non-Current Liabilities</b>			
Lease liabilities	6.1	8	5
Employee related provisions	2.1(b)	124	154
Other non-current liabilities	5.5	29	147
<b>Total Non-Current Liabilities</b>		<b>161</b>	<b>306</b>
<b>TOTAL LIABILITIES</b>		<b>2,313</b>	<b>1,522</b>
<b>NET ASSETS</b>		<b>3,048</b>	<b>1,896</b>
<b>EQUITY</b>			
Contributed equity	8.6	40	21
Reserves	8.6	39	33
Accumulated surplus		2,969	1,842
<b>TOTAL EQUITY</b>		<b>3,048</b>	<b>1,896</b>

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





DEPARTMENT OF THE LEGISLATIVE COUNCIL  
Statement of Changes in Equity  
For the year ended 30 June 2021

	Contributed equity	Reserves	Accumulated surplus	Total equity
Notes	\$000	\$000	\$000	\$000
<b>Balance at 1 July 2019</b>	-	33	1,481	1,513
Surplus	-	-	361	361
Other comprehensive income	-	-	-	-
Total comprehensive income for the period	-	-	361	361
Transactions with owners in their capacity as owners:	8.6			
Capital appropriations	21	-	-	21
Total	21	-	-	21
<b>Balance at 30 June 2020</b>	<b>21</b>	<b>33</b>	<b>1,842</b>	<b>1,896</b>
<b>Balance at 1 July 2020</b>	21	33	1,842	1,896
Surplus	-	-	1,127	1,127
Other comprehensive income	-	6	-	6
Total comprehensive income for the period	-	6	1,127	1,133
Transactions with owners in their capacity as owners:	8.6			
Capital appropriations	19	-	-	19
Total	19	-	-	19
<b>Balance at 30 June 2021</b>	<b>40</b>	<b>39</b>	<b>2,969</b>	<b>3,048</b>

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





**DEPARTMENT OF THE LEGISLATIVE COUNCIL**  
**Statement of Cash Flows**  
**For the year ended 30 June 2021**

	Notes	2021 \$000	2020 \$000
<b>CASH FLOWS FROM STATE GOVERNMENT</b>			
Service appropriation		6,550	6,440
Other statutes - Salaries and Allowances Act 1975		14,334	13,547
Capital appropriations		19	21
<b>Net cash provided by State Government</b>		<u>20,903</u>	<u>20,008</u>
Utilised as follows:			
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>			
<b>Payments</b>			
Employee benefits		(17,349)	(17,489)
Supplies and services		(1,030)	(1,464)
Finance costs		(1)	-
Accommodation		(368)	(311)
GST payments on purchases		(160)	(227)
Other payments		(260)	(209)
<b>Receipts</b>			
GST receipts from taxation authority		145	250
GST receipts on sales		12	7
Other receipts		2	-
<b>Net cash provided by/(used in) operating activities</b>		<u>(19,009)</u>	<u>(19,442)</u>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
<b>Receipts</b>			
Proceeds from sale of non-current assets		6	-
<b>Net cash provided by/(used in) investing activities</b>		<u>6</u>	<u>-</u>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Lease payments		(18)	(19)
<b>Net cash provided by/(used in) financing activities</b>		<u>(18)</u>	<u>(19)</u>
Net increase/(decrease) in cash and cash equivalents		1,882	547
Cash and cash equivalents at the beginning of period		3,085	2,538
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>	6.3	<u>4,967</u>	<u>3,085</u>

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



DEPARTMENT OF LEGISLATIVE COUNCIL  
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
<u>Delivery of Services</u>					
Item 1 Net amount appropriated to deliver services	6,568	-	6,568	6,568	-
Amount Authorised by Other Statutes					
- Salaries and Allowances Act 1975	14,334	-	14,334	14,334	-
<b>Total appropriations provided to deliver services</b>	<b>20,902</b>	<b>-</b>	<b>20,902</b>	<b>20,902</b>	<b>-</b>
<u>Capital</u>					
Item 89 Capital appropriation	19	-	19	19	-
<b>GRAND TOTAL</b>	<b>20,921</b>	<b>-</b>	<b>20,921</b>	<b>20,921</b>	<b>-</b>

No supplementary income was received by the Department.



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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 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 provides apolitical services to Members of Parliament, irrespective of their political affiliation, through two specific service roles that are undertaken to meet its single desired outcome.

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

- 1) The *Financial Management Act 2006 (FMA)*
- 2) The Treasurer's Instructions (TIs)
- 3) Australian Accounting Standards (AASs) - Reduced Disclosure Requirements
- 4) Where appropriate, those AAS paragraphs applicable for not-for-profit entities have been applied.

The *Financial Management Act 2006* and the Treasurer's Instructions take precedence over AASs. Several AASs are modified by 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 owner as contributions by owners (at the time of, or prior to, transfer) before such transfers can be recognised as equity contributions. Capital appropriations have been designated as contributions by owners by TI 955 *Contributions by Owners made to Wholly Owned Public Sector Entities* and have been credited directly to Contributed Equity.



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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)	18,303	17,625
Employee related provisions	2.1(b)	933	987
Other expenditure	2.2	2,298	2,965
Loss on disposal of non-current assets	2.2	1	-
<b>2.1(a) Employee benefits expense</b>		<b>2021</b>	<b>2020</b>
<u>Salaries and Allowance Act 1975</u> <sup>(a)</sup>		<b>\$000</b>	<b>\$000</b>
Employee benefits		12,149	12,206
Termination benefits		1,174	-
Superannuation - defined contribution plans		947	985
<b>Employee benefits expenses</b>		<b>14,270</b>	<b>13,191</b>
Add: AASB 16 Non-monetary benefits		18	19
Less: Employee Contributions		-	-
<b>Net employee benefits expenses</b>		<b>14,288</b>	<b>13,210</b>
<u>Parliamentary Support</u> <sup>(a)</sup>			
Employee benefits		3,665	4,078
Termination benefits		-	-
Superannuation - defined contribution plans		368	356
<b>Employee benefits expenses</b>		<b>4,033</b>	<b>4,434</b>
<b>Total employee benefits expenses</b>		<b>18,303</b>	<b>17,625</b>

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

**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 Allowance 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 cost incurred by the Department.



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

2. Use of our funding (cont.)

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.

Current	2021	2020
	\$000	\$000
<u>Employee benefits provisions</u>		
Annual leave <sup>(a)</sup>	341	352
Long service leave <sup>(b)</sup>	463	476
	<u>804</u>	<u>828</u>
<u>Other provisions</u>		
Employment on-costs <sup>(c)</sup>	5	5
<b>Total current employee related provisions</b>	<u>809</u>	<u>833</u>
<b>Non-current</b>		
<u>Employee benefits provisions</u>		
Long service leave <sup>(b)</sup>	123	153
	<u>123</u>	<u>153</u>
<u>Other provisions</u>		
Employment on-costs <sup>(c)</sup>	1	1
<b>Total non-current employee related provisions</b>	<u>124</u>	<u>154</u>
<b>Total employee related provisions</b>	<u>933</u>	<u>987</u>

- (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.



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2. Use of our funding (cont.)

2.1(b) Employee related provisions (cont.)

The provision of long service leave liabilities is calculated at present value as the Department does not expect to wholly settle the amounts within 12 months. The present value is measured taking into account the present value of expected future payments to be made in relation to services provided by employees up to the reporting date. These payments are estimated using the remuneration rate expected to apply at the time of settlement, 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 2.2 (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
<b>Employment on-cost provision</b>		
Carrying amount at start of period	5	4
Additional provisions recognised	-	1
<b>Carrying amount at end of period</b>	<b>5</b>	<b>5</b>

**Key sources of estimation uncertainty - long service leave**

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

Several estimates and assumptions are used in calculating the Department's long service leave provision. These include:

- Expected future salary rates
- Discount rates
- Employee retention rates, and
- Expected future payments

Changes in these estimations and assumptions may impact on the carrying amount of the long service leave provision. Any gain or loss following revaluation of the present value of long service leave liabilities is recognised as employee benefits expense.





DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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For the year ended 30 June 2021

2. Use of our funding (cont.)

2.2 Other expenditure	2021 \$000	2020 \$000
<b>Supplies and services</b>		
Advertising	4	18
Chamber Publications	3	1
Communications	17	12
Consumables	49	72
Consultants	606	1,194
Contractors	90	36
Insurance	23	23
Storage	18	29
Training	25	20
Travel	1	31
Other	97	71
Resources provided by the Parliamentary Services Department:		
- Infrastructure and Facilities Free of Charge	180	177
- Information and Services Free of Charge	668	795
- Information and Services, and Infrastructure and Facilities At Cost	35	3
<b>Total supplies and services expenses</b>	<b>1,816</b>	<b>2,482</b>
<b>Accommodation expenses</b>		
Accommodation expenses	259	248
Accommodation - variable expenses	171	174
<b>Total accommodation expenses</b>	<b>430</b>	<b>422</b>
<b>Other expenses</b>		
Employment on-costs	16	25
Audit fee	36	36
<b>Total other expenses</b>	<b>52</b>	<b>61</b>
<b>Total other expenditure</b>	<b>2,298</b>	<b>2,965</b>

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

Consultants represents legal fees incurred. The Legislative Council had authorised the President to represent the House in two legal actions; the first as a defendant in litigation taken by the Attorney General of Western Australia against the President and the Clerk and the second as plaintiff in litigation taken by the President against the Corruption and Crime Commission and others. Those matters concern the powers, privileges and immunities of the Legislative Council and the powers of the Corruption and Crime Commission. These matters have been resolved at year end.



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2. Use of our funding (cont.)

2.2 Other expenditure (cont.)

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.

	2021	2020
	\$000	\$000
<b>2.2 Loss on disposal of non-current assets</b>		
<u>Net proceeds from disposal of non-current assets</u>		
Office equipment	6	-
Works of Art	-	-
<u>Carrying amount of non-current assets disposed</u>		
Office equipment	(6)	-
Works of Art	(1)	-
<b>Net gain/loss</b>	<b>(1)</b>	<b>-</b>

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).

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	2020
		\$000	\$000
Income from State Government	3.1	21,758	20,987
Other revenue	3.2	2	-

3.1 Income from State Government

	2021	2020
	\$000	\$000
Appropriation received during the period:		
Service appropriation	20,902	20,007
	<b>20,902</b>	<b>20,007</b>
Services received free of charge from other State Government Agencies during the period:		
Department of Finance (Government Office Accommodation)	8	9
Parliamentary Services Department	848	972
<b>Total services received</b>	<b>856</b>	<b>980</b>
<b>Total income from State Government</b>	<b>21,758</b>	<b>20,987</b>

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



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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3. Our funding sources (cont).

3.1 Income from State Government (cont).

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

3.2 Other revenue	2021	2020
	\$000	\$000
Other revenue	2	-
<b>Total other income</b>	<b>2</b>	<b>-</b>

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



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#### 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 \$000	2020 \$000
Property, plant and equipment	4.1	99	112
Right-of-use assets	4.2	20	14
<b>Total key assets</b>		<b>119</b>	<b>126</b>

#### 4.1 Property, Plant and Equipment

##### Year ended 30 June 2021

	Office Equipment \$000	Ceremonial Assets \$000	Works of Art \$000	Total \$000
<b>1 July 2020</b>				
Gross carrying amount	95	22	71	188
Accumulated depreciation	(76)	-	-	(76)
<b>Carrying amount at start of period</b>	<b>19</b>	<b>22</b>	<b>71</b>	<b>112</b>
Disposals - gross carrying amount	(90)	-	-	(90)
Disposals - accumulated depreciation	84	-	-	84
Revaluation (decrements)	-	-	6	6
Depreciation	(13)	-	-	(13)
<b>Carrying amount at 30 June 2021</b>	<b>-</b>	<b>22</b>	<b>77</b>	<b>99</b>
Gross carrying amount	5	22	77	104
Accumulated depreciation	(5)	-	-	(5)

##### 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.

##### Subsequent measurement

Subsequent to initial recognition as an asset, the revaluation model is used for the measurement of works of art. Ceremonial assets are recorded at historical cost.

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

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



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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4. Key assets (cont.)

4.1 Property, plant and equipment (cont.)

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

4.1.1 Depreciation and impairment

Charge for the period		2020	2019
		\$000	\$000
<u>Depreciation</u>			
Office equipment	4.1	13	17
<b>Total depreciation for the period</b>		<b>13</b>	<b>17</b>

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.

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



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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4. Key assets (cont.)

4.1 Property, plant and equipment (cont.)

4.1.1 Depreciation and impairment (cont.)

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

	2020	2019
	\$000	\$000
Right-of-use assets		
Vehicles	20	14
<b>Net carrying amount at 30 June 2021</b>	<b>20</b>	<b>14</b>

Additions to right-of-use assets during the 2021 financial year were \$23,000 (2020: \$0)

**Initial recognition**

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

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

The 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 COUNCIL  
Notes to the Financial Statements  
For the year ended 30 June 2021

4. Key assets (cont.)

4.2 Right-of-use 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 life of the asset.

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:

	2020	2019
	\$000	\$000
Vehicles	17	19
<b>Total right-of-use asset depreciation</b>	<b>17</b>	<b>19</b>
Lease interest expense	1	-
Expenses relating to variable lease payments not included in lease liabilities	4	4
Short-term leases	-	-
Low-value leases	-	-

The total cash outflow for leases in 2021 was \$17,889 (2020: \$19,099).

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 lease liabilities in the Statement of Financial Position.

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



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**5. Other assets and liabilities**

This section sets out those assets and liabilities that are utilised for economic benefits and liabilities incurred during normal operations.

	Notes	2021 \$000	2020 \$000
Receivables	5.1	67	16
Amounts receivable for services	5.2	206	188
Other assets	5.3	2	3
Payables	5.4	1,214	257
Other liabilities	5.5	146	264

5.1 Receivables	2021 \$000	2020 \$000
-----------------	---------------	---------------

Current

Receivables	54	-
GST Receivable	13	16
<b>Total receivables</b>	<b>67</b>	<b>16</b>

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
<b>Total non-current</b>	<b>206</b>	<b>188</b>

**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 Account).

5.3 Other assets	2021 \$000	2020 \$000
<u>Current</u>		
Prepayments	2	3
<b>Total Current</b>	<b>2</b>	<b>3</b>

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 COUNCIL  
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5. Other assets and liabilities (cont.)

5.4 Payables

	2021	2020
<u>Current</u>	<u>\$000</u>	<u>\$000</u>
Trade payables	23	101
Accrued expenses	98	70
Accrued salaries	1,093	86
<b>Balance at end of period</b>	<b>1,214</b>	<b>257</b>

**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.

5.5 Other liabilities

	2021	2020
<u>Current</u>	<u>\$000</u>	<u>\$000</u>
Lease incentive provision <sup>(a)</sup>	117	117
<b>Total current</b>	<b>117</b>	<b>117</b>
<u>Non Current</u>		
Lease incentive provision <sup>(a)</sup>	29	147
<b>Total non current</b>	<b>29</b>	<b>147</b>
<b>Balance at end of period</b>	<b>146</b>	<b>264</b>

- (a) The Department entered into a property lease at 18-32 Parliament Place West Perth in 2017 which is a non-cancellable lease for a term of five years expiring in 2022. A lease incentive of approximately twenty-one month's rent free has been allocated across the lease term of five years, with a lease provision of \$117,000 for 2021 and \$29,000 for 2022.



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## 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	2020
	\$000	\$000
Current	12	9
Non-current	8	5
	<u>20</u>	<u>14</u>

#### 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.

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
- 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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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6 Financing (cont.)

6.1 Lease liabilities (cont.)

**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 modifications.

6.2 Finance costs	2021	2020
	\$000	\$000
Lease interest expense	1	-
<b>Finance costs expended</b>	<b>1</b>	<b>-</b>

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

6.3 Cash and cash equivalents	2021	2020
	\$000	\$000
Cash and cash equivalents	4,896	3,031
Restricted cash and cash equivalents		
• Accrued salaries suspense account <sup>(a)</sup>	71	54
<b>Balance at end of period</b>	<b>4,967</b>	<b>3,085</b>

(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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
Notes to the Financial Statements  
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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
<u>Financial Assets</u>		
Cash and cash equivalents	4,967	3,085
Financial assets at amortised cost <sup>(a)</sup>	206	188
<b>Total financial assets</b>	<b>5,173</b>	<b>3,273</b>
<u>Financial Liabilities</u>		
Financial liabilities at amortised cost	1,169	206
<b>Total financial liability</b>	<b>1,169</b>	<b>206</b>

(a) The amount of receivables 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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
Notes to the Financial Statements  
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**8. Other disclosures**

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

	<b>Notes</b>
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.



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8. Other disclosures (cont.)

8.3 Key management personnel

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

The total fees, salaries, superannuation, non-monetary benefits and other benefits for senior officers of the Department for the reporting period are presented within the following bands.

Compensation Band (\$)	2021	2020
410,001 - 420,000	-	1
360,001 - 370,000	1	-
290,001 - 300,000	-	1
270,001 - 280,000	1	-
230,001 - 240,000	1	-
220,001 - 230,000	-	1
190,001 - 200,000	1	-
180,001 - 190,000	1	2
160,001 - 170,000	1	-
120,001 - 130,000	-	1
40,001 - 50,000	1	1
1 - 10,000	-	1
	2021	2020
	\$000	\$000
<b>Total compensation of senior officers</b>	<b>1,459</b>	<b>1,475</b>

Total compensation includes the superannuation expense incurred by the Department in respect of senior officers.

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;
- 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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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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	21	-
Contributions by owners:		
Capital appropriation	19	21
<b>Balance at end of period</b>	<b>40</b>	<b>21</b>

Asset revaluation surplus

Balance at start of period	33	33
Net revaluation increments/(decrements)		
Works of Art	6	-
<b>Balance at end of period</b>	<b>39</b>	<b>33</b>

8.7 Supplementary financial information

(a) Write-offs

During the financial year artwork to the value of \$700 (2020: \$100) 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, four items of office furniture, total value \$8,350, were reported as lost or stolen (2020: nil).

(c) Gifts of public property

There were no gifts of public property.



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**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 \$000	Actual 2021 \$000	Variance \$000	Actual 2021 \$000	Actual 2020 \$000	Variance \$000
<b>Expenses</b>							
Employee benefits expense		18,943	18,303	(640)	18,303	17,625	678
Supplies and services	1, a	2,403	1,817	(586)	1,817	2,482	(665)
Depreciation and amortisation expense		18	30	12	30	36	(6)
Finance costs		1	1	-	1	-	1
Accommodation expenses		538	430	(108)	430	422	8
Other expenses		59	52	(7)	52	61	(9)
Loss on disposal of non-current assets		-	1	1	1	-	1
<b>Total cost of services</b>		<b>21,962</b>	<b>20,633</b>	<b>(1,329)</b>	<b>20,633</b>	<b>20,626</b>	<b>7</b>
<b>Income</b>							
<i>Revenue</i>							
Other revenue		-	2	2	2	-	2
<b>Total income other than income from State Government</b>		<b>-</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>-</b>	<b>2</b>
<b>NET COST OF SERVICES</b>		<b>21,962</b>	<b>20,631</b>	<b>1,331</b>	<b>20,631</b>	<b>20,626</b>	<b>5</b>
<b>Income from State Government</b>							
Service appropriation		20,902	20,902	-	20,902	20,007	895
Services received free of charge		1,060	856	(204)	856	980	(124)
<b>Total income from State Government</b>		<b>21,962</b>	<b>21,758</b>	<b>(204)</b>	<b>21,758</b>	<b>20,987</b>	<b>771</b>
<b>SURPLUS/(DEFICIT) FOR THE PERIOD</b>		<b>-</b>	<b>1,127</b>	<b>(1,535)</b>	<b>1,127</b>	<b>361</b>	<b>766</b>
<b>OTHER COMPREHENSIVE INCOME</b>							
<b>Items not reclassified subsequently to profit or loss</b>							
Changes in assets revaluation surplus		-	6	6	6	-	-
<b>Total other comprehensive income</b>		<b>-</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>-</b>	<b>6</b>
<b>TOTAL COMPREHENSIVE INCOME FOR THE PERIOD</b>		<b>-</b>	<b>1,133</b>	<b>(1,529)</b>	<b>1,133</b>	<b>361</b>	<b>772</b>

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DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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
<b>ASSETS</b>							
<b>Current Assets</b>							
Cash and cash equivalents		3,013	4,896	1,883	4,896	3,031	1,865
Receivables		16	67	51	67	16	51
Other current assets		3	2	(1)	2	3	(1)
<b>Total Current Assets</b>		<b>3,032</b>	<b>4,965</b>	<b>1,933</b>	<b>4,965</b>	<b>3,050</b>	<b>1,915</b>
<b>Non-Current Assets</b>							
Restricted cash and cash equivalents		72	71	(1)	71	54	17
Amounts receivable for services		206	206	-	206	188	18
Property, plant and equipment		112	99	(13)	99	112	(13)
Right-of-use assets		19	20	1	20	14	6
<b>Total Non-Current Assets</b>		<b>409</b>	<b>396</b>	<b>(13)</b>	<b>396</b>	<b>368</b>	<b>28</b>
<b>TOTAL ASSETS</b>		<b>3,441</b>	<b>5,361</b>	<b>1,920</b>	<b>5,361</b>	<b>3,418</b>	<b>1,943</b>
<b>LIABILITIES</b>							
<b>Current Liabilities</b>							
Payables	2, b	171	1,214	1,043	1,214	257	957
Lease liabilities		9	12	3	12	9	3
Employee related provisions	3	919	809	(110)	809	833	(24)
Other current liabilities		117	117	-	117	117	-
<b>Total Current Liabilities</b>		<b>1,216</b>	<b>2,152</b>	<b>936</b>	<b>2,152</b>	<b>1,216</b>	<b>936</b>
<b>Non-Current Liabilities</b>							
Lease liabilities		10	8	(2)	8	5	3
Employee related provisions		154	124	(30)	124	154	(30)
Other non-current liabilities	c	30	29	(1)	29	147	(118)
<b>Total Non-Current Liabilities</b>		<b>194</b>	<b>161</b>	<b>(33)</b>	<b>161</b>	<b>306</b>	<b>(145)</b>
<b>TOTAL LIABILITIES</b>		<b>1,410</b>	<b>2,313</b>	<b>903</b>	<b>2,313</b>	<b>1,522</b>	<b>791</b>
<b>NET ASSETS</b>		<b>2,031</b>	<b>3,048</b>	<b>1,017</b>	<b>3,048</b>	<b>1,896</b>	<b>1,152</b>
<b>EQUITY</b>							
Contributed equity		(1,342)	40	1,382	40	21	19
Reserves		32	39	7	39	33	6
Accumulated surplus		3,341	2,969	(372)	2,969	1,842	1,127
<b>TOTAL EQUITY</b>		<b>2,031</b>	<b>3,048</b>	<b>1,017</b>	<b>3,048</b>	<b>1,896</b>	<b>1,152</b>



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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
<b>CASH FLOWS FROM STATE GOVERNMENT</b>							
Service appropriation		6,550	6,550	-	6,550	6,440	110
Other statutes		14,334	14,334	-	14,334	13,547	787
Capital appropriations		19	19	-	19	21	(2)
<b>Net cash provided by State Government</b>		<b>20,903</b>	<b>20,903</b>	<b>-</b>	<b>20,903</b>	<b>20,008</b>	<b>895</b>
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>							
<b>Payments</b>							
Employee benefits		(18,943)	(17,349)	1,594	(17,349)	(17,489)	140
Supplies and services	a	(1,207)	(1,030)	177	(1,030)	(1,464)	434
Finance costs		(1)	(1)	-	(1)	-	(1)
Accommodation	4	(637)	(368)	269	(368)	(311)	(57)
GST payments on purchases		(130)	(160)	(30)	(160)	(227)	67
Other payments		(96)	(260)	(164)	(260)	(209)	(51)
<b>Receipts</b>							
GST receipts from taxation authority		130	145	15	145	250	(105)
GST receipts on sales		-	12	12	12	7	5
Other receipts		-	2	2	2	-	2
<b>Net cash provided by/(used in) operating activities</b>		<b>(20,884)</b>	<b>(19,009)</b>	<b>1,876</b>	<b>(19,009)</b>	<b>(19,442)</b>	<b>433</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>							
<b>Receipts</b>							
Proceeds from sale of non-current assets		-	6	6	6	-	6
<b>Net Cash provided by/(used in) investing activities</b>		<b>-</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>-</b>	<b>6</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>							
<b>Payments</b>							
Lease payments		(19)	(18)	1	(18)	(19)	1
<b>Net Cash provided by/(used in) financing activities</b>		<b>(19)</b>	<b>(18)</b>	<b>1</b>	<b>(18)</b>	<b>(19)</b>	<b>1</b>
Net increase/(decrease) in cash and cash equivalents		-	1,882	1,882	1,882	547	1,335
Cash and cash equivalents at the beginning of the period		3,085	3,085	-	3,085	2,538	547
<b>CASH AND CASH EQUIVALENTS AT THE END OF PERIOD</b>		<b>3,085</b>	<b>4,967</b>	<b>1,882</b>	<b>4,967</b>	<b>3,085</b>	<b>1,882</b>



DEPARTMENT OF THE LEGISLATIVE COUNCIL  
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, conference costs and amounts related to travel were not incurred. Resources provided free of charge by the Parliamentary Services Department were also reduced, due to there being less transactions processed for members as it was an election year and there was a period where the Legislative Council was prorogued. Also there was less paid to consultants than estimated and less paid in relation to committee activities due to the prorogation of Parliament for the election.
- 2 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.
- 3 Employee related provisions have decreased in line with leave taken.
- 4 Accommodation was over budgeted, actual for this year was consistent with last year.

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

- a Due to COVID, travel expenses, conference costs and amounts related to travel were not incurred. Resources provided free of charge by the Parliamentary Services Department were also reduced, due to there being less transactions processed for members as it was an election year and there was a period where the Legislative Council was prorogued. Also there was less paid in relation to committee activities due to the prorogation of Parliament for the election. However the largest decrease in costs relates to less expenditure on legal fees, largely due to lower fees paid in relation to actions that are now resolved (refer to note 2.2 of the financial statements).
- b 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.
- c Reduction of other non-current liabilities relates to the amortisation of lease incentive.



**DEPARTMENT OF THE LEGISLATIVE COUNCIL**  
**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 Council's performance, and fairly represent the performance of the Department of the Legislative Council for the financial year ended 30 June 2021.

Nigel Pratt  
Accountable Authority

Date: 3/09/2021



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

**FOR THE YEAR ENDED  
30 JUNE 2021**



### Desired Outcomes

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

The Department of the Legislative Council services the needs of Members of Parliament, irrespective of their political affiliation through two specific service roles that are undertaken to meet its single desired outcome.

Desired Outcome	Services
The Legislative Council Members' requirements are met.	1. Support the Chamber Operations of the Legislative Council 2. Support the Committees of the Legislative Council

### Key Effectiveness Indicators

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

A Member survey was developed in-house and distributed to all 36 Legislative Council Members of the 41st Parliament. Procedural advice and other assistance is rated on a scale from Very Poor to Very Good. A response rate of 64% was achieved with 23 responses received and tabulated to provide the Members' ratings. Members were asked to rate the timeliness, accuracy, comprehensiveness and ease of understanding of services provided. More details are available in the Department's Annual Report.

The results for prior years have been included to provide trend comparisons.

2020-21 results were higher than both budget and prior year.

#### Procedural Advice - House

This indicator measures the Members' rating of the quality of the advice provided by the staff on procedural and practice matters as they relate to the operation of the Chamber. Procedural advice includes matters in relation to the general operations of the House, 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 to 2021 Target
Average Member rating for procedural advice - House.	90%	90%	86%	91%	85%	6%



#### Procedural Advice - Committees

This indicator measures the Members' rating of the quality of the advice provided by the staff on procedural and practice matters as they relate to the operation of the House's established Standing Committees. Procedural advice includes matters relating to the general operations of the Standing Committees.

Key Effectiveness Indicator	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Target	Variance to 2021 Target
Average Member rating for procedural advice - Committees.	85%	88%	87%	91%	85%	6%

#### Provision of Administrative Support

This indicator measures the Members' rating of the quality of the administrative support provided by the Department relating to the operations of the House and its Committees.

Administrative support includes assistance with documentation, general administrative matters, travel services, correspondence, internet services and support to Standing Committees and general services in the Chamber and during non-sitting periods.

Key Effectiveness Indicator	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Target	Variance to 2021 Target
Average Member rating for administrative support.	88%	86%	87%	89%	85%	4%

#### Documents Delivered Within Agreed Timeframes

The Department provides a number of key documents that result from the normal operations of the House. These are draft Council Minutes, Business Programs, Notice Papers and Weekly Bulletins.

During 2020-21 there were 51 sittings requiring 152 daily documents (draft Council Minutes, Business Programs and Notice Papers) and 17 weekly documents (Weekly Bulletins). The Department captured the date and time that each document was published to determine whether the agreed timeframe was met.

**Documents Delivered Within Agreed Timeframes (cont.)**

Key Effectiveness Indicator	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Target	Variance to 2021 Target
Proportion of Parliamentary documents produced and delivered within agreed timeframes established by the House.	100%	100%	100%	100%	100%	-

**Key Efficiency Indicators**

The Key Efficiency Indicators provide a measure of the resources used to provide specific services to support services to the Legislative Council and its established Standing Committees.

**Support the Chamber Operations of the Legislative Council <sup>(a)</sup>**

Key Efficiency Indicator	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2021 Target	Variance to 2021 Target
Average cost per Legislative Council Member per sitting <sup>(b)</sup>	\$912	\$798	\$849	\$981	\$1,234	\$253

(a) The House establishes the sitting patterns and the Department of the Legislative Council incurs fixed costs irrespective of the number of sittings. Any amounts provided under the Salaries and Allowances Act 1975, and costs allocated by the Parliamentary Services Department, which are reported as Resources Received Free of Charge (Note 3.1), are excluded in measuring the cost base.

(b) Costs have been calculated based on 51 sittings in 2020-21. This is calculated by dividing total Chamber operations and overhead costs by the number of sittings and the number of members.

This measure varies with the number of sitting days, which is determined by the House. There were a total of 51 sittings in 2020-21 (which was an election year with an extended summer recess) compared with 70 sittings in 2019-20; 69 sittings in 2018-19 and 51 sittings in 2017-18. The budget was higher than the 2021 actuals as it was based on 49 sittings and a cost of \$2,176,000 whereas the actual cost was lower at \$1,801,000 (2020: \$2,139,000).



**Support the Committees of the Legislative Council <sup>(c)</sup>**

Key Efficiency Indicator	2018 Actual \$000	2019 Actual \$000	2020 Actual \$000	2021 Actual \$000	2021 Target \$000	Variance to 2021 Target \$000
Average cost of providing procedural and administrative support to each Committee <sup>(d)</sup> .	\$359	\$292	\$329	<b>\$364</b>	\$441	\$77

(c) There were 10 Committees during 2020-21. Any amounts provided under the Salaries and Allowances Act 1975 and costs allocated by the Parliamentary Services Department, which are reported as Resources Received Free of Charge (Note 3.1), are excluded in measuring the cost base. It is acknowledged that the House establishes the number of Committees and the Department of the Legislative Council incurs fixed costs irrespective of the number of Committees.

(d) Average cost per Committee is calculated aggregating total Secretariat costs and specific expenditure incurred by all Committees and overhead costs divided by the total number of Committees.

The budget for providing support to 10 Committees was \$4,407,000 whereas the actual cost was \$3,636,000 (2020: \$4,283,000), resulting in a lower than budgeted average cost. However, as the number of Committees has decreased, this is reflected as an increased average cost per Committee compared to the previous year.

## APPENDIX 5

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### DISTINGUISHED VISITORS TO PARLIAMENT HOUSE RECEIVED BY THE PRESIDENT

The President of the Legislative Council has administrative responsibilities for the Department of the Legislative Council and is responsible for managing proceedings, maintaining order in the Legislative Council, upholding the Standing Orders and taking a prominent role in the ceremonial openings of parliament. These duties include receiving delegations visiting Australia from other nations, and other distinguished visitors.

Changing border arrangements and travel restrictions between states and territories put in place to help prevent the spread of COVID-19 resulted in eight scheduled visits being cancelled or postponed (Ambassador of Georgia, Ambassador of Zimbabwe, Ambassador of Denmark, Ambassador of France, Ambassador of the Republic of Korea, Ambassador of Slovenia, the High Commissioner of Canada, and the High Commissioner for Ghana).

Australia's controlled border arrangements resulted in no visits from overseas delegations during the reporting period.

During the reporting period, on Wednesday, 29 July 2020 the President met via video conference with His Excellency Mr Abdulla Alsubousi, Ambassador of the United Arab Emirates. There were five First Official Visits to Western Australia by Ambassadors or High Commissioners, five fewer than in the previous reporting period.

Wednesday, 24 March 2021	His Excellency Mr Shingo Yamagami, Ambassador of Japan
Tuesday, 20 April 2021	His Excellency Mr Henrik Cederin, Ambassador of Sweden
Thursday, 27 May 2021	Her Excellency Ms Alicia Moral, Ambassador of Spain
Thursday, 10 June 2021	His Excellency Dr Alexey Pavlovsky, Ambassador of Russia
Wednesday, 16 June 2021	Her Excellency Ms Francesca Tardioli, Ambassador of Italy
Wednesday, 24 March 2021	His Excellency Mr Shingo Yamagami, Ambassador of Japan
Tuesday, 20 April 2021	His Excellency Mr Henrik Cederin, Ambassador of Sweden
Thursday, 27 May 2021	Her Excellency Ms Alicia Moral, Ambassador of Spain

## APPENDIX 6

### STATISTICS RELATING TO THE SITTINGS OF THE LEGISLATIVE COUNCIL

Table 3. *Statistics relating to the sittings of the Legislative Council*

	2016-17	2017-18	2018-19	2019-20	2020-21
Number of days House met	44	51	69	70	51
Number of hours House met	251.23	333.40	420.41	478.70	318.37
Average number of hours per sitting	5.43	6.32	6.36	6.83	6.18
<b>Bills Considered —</b>					
Initiated in Legislative Council	11	14	7	8	9
By the Government	32	49	50	52	40
By a Private Member	3	8	5	5	2
Initiated in Legislative Assembly	24	43	48	49	33
<b>Total Bills passed in the Council</b>	40	31	42	40	26
Bills passed in LC without amendment	32	21	24	21	14
Bills passed in LC with amendments	8	10	18	19	12
Bills defeated in the LC	0	0	0	0	0
Bills lapsed in the LC	22	0	0	0	61
Bills withdrawn in the LC	0	0	0	0	0
Bills ruled out of order in the LC	0	0	0	0	0
Sets of amendments circulated in the LC	25	47	86	112	57
Questions on Notice processed	462	1340	809	719	598
Questions without Notice asked	1,055	1,161	1,407	1,583	942
<b>Papers tabled (total)</b>	965	1,216	1,309	1,172	1,025
Annual Reports	228	225	212	211	212

	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>2020-21</b>
Petitions	37	72	73	31	48
Planning schemes and amendments	0	2	3	4	3
Standing/Select Committee Reports	35	41	40	29	30
Subsidiary Legislation	277	280	267	271	273
Others (including QONs, documents etc)	388	596	714	626	459

## APPENDIX 7

### STATISTICS RELATING TO THE WORK OF THE LEGISLATIVE COUNCIL COMMITTEES

Table 4. *Statistics relating to the work of the Legislative Council committees*

	2016-17	2017-18	2018-19	2019-20	2020-21
<b>Committee meetings</b>					
<i>Standing Committee meetings</i>	77	140	193	219	147
Number of hours of meetings	131.63	330.83	365.20	474.47	315.59
<i>Select Committee meetings</i>	0	15	48	64	24
Number of hours of meetings	0	34.77	128.93	155.49	86.73
<b>Committee reports tabled</b>					
Standing Committees	28	28	26	16	28
<i>Minority reports</i>	0	0	0	0	2
Select Committees	0	0	3	9	2
<i>Minority reports</i>	0	0	0	0	0
<b>Submissions to committees</b>					
Standing Committees	37	482	259	288	679
Select Committees	0	48	193	281	39
<b>Summonses issued</b>					
Standing Committees	0	0	24	6	0
Select Committees	0	0	1	0	0
<b>Hearings (public and private)</b>					
<i>Standing Committees</i>					
Number of hearings	30	109	86	67	44
Number of witnesses	148	457	270	225	168

	2016-17	2017-18	2018-19	2019-20	2020-21
<i>Select Committees</i>					
Number of hearings	0	21	46	23	24
Number of witnesses	0	35	70	50	52
<b>Committee travel</b>					
<i>Standing Committees</i>					
Number of trips (intrastate)	1	0	2	0	0
Number of trips (interstate)	0	1	0	0	0
Number of trips (international)	0	0	0	0	0
<i>Standing Committees expenditure total</i>	<b>4,696</b>	<b>11,826</b>	<b>608.55</b>	<b>0</b>	<b>0</b>
Expenditure intrastate	4,696	0	608.55	0	0
Expenditure interstate	0	11,826	0	0	0
Expenditure international	0	0	0	0	0
<i>Select Committees</i>					
Number of trips (intrastate)	0	0	6	0	1
Number of trips (interstate)	0	1	0	0	0
Number of trips (international)	0	0	1	0	0
<i>Select Committees expenditure total</i>	<b>0</b>	<b>29,281</b>	<b>136,984.99</b>	<b>0</b>	<b>158.99</b>
Expenditure intrastate	0	0	36,958.37	0	158.99
Expenditure interstate	0	29,281	0	0	0
Expenditure international	0	0	100,026.62	0	0
<b>Overall Expenditure Total</b>	<b>4,696</b>	<b>41,107</b>	<b>137,593.54</b>	<b>0</b>	<b>158.99</b>
<i>Expenditure by Committee<sup>5</sup></i>					
Audit	0	0	0	0	0
Delegated Legislation	0	0	0	0	0

<sup>5</sup> Reported expenditure relates to investigative travel by members and staff associated with a committee inquiry.

	2016-17	2017-18	2018-19	2019-20	2020-21
Environment and Public Affairs	0	11,826	0	0	0
Estimates and Financial Operations	0	0	0	0	0
Legislation	4,696	0	0	0	0
Public Administration	0	0	608.55	0	0
Procedure and Privileges	0	0	0	0	0
Uniform Legislation and Statutes Review	0	0	0	0	0
Select Committee into the operation of the The Royal Society for The Prevention of Cruelty to Animals Western Australia (Inc) <sup>6</sup>	-	-	-	-	0
Select Committee into Elder Abuse <sup>7</sup>	-	29,281	0	-	0
Select Committee into Mining on Pinjin Station <sup>8</sup>	-	-	31,102.79	0	0
Select Committee on Personal Choice and Community Safety <sup>9</sup>	-	-	0	0	0
Select Committee into Alternate Approaches to Reducing Illicit Drug Use and its Effects on the Community <sup>10</sup>	-	-	105,882.2	0	0
Select Committee into Local Government <sup>11</sup>	-	-	0	0	0
Joint Select Committee on Palliative Care in Western Australia <sup>12</sup>	-	-	-	0	158.99

<sup>6</sup> Established 13 May 2015, reported on 19 May 2016.

<sup>7</sup> Established 13 September 2017, reported on 13 September 2018.

<sup>8</sup> Established 22 August 2018, reported on 14 May 2020.

<sup>9</sup> Established 29 August 2018, reported on 12 May 2020.

<sup>10</sup> Established 17 October 2018, reported on 28 November 2019.

<sup>11</sup> Established 26 June 2019, reported on 26 November 2020.

<sup>12</sup> Established 28 May 2020, reported on 19 November 2020.

## APPENDIX 8

### WEBSITE STATISTICS

#### Parliament Website Statistics

1 July 2020 — 30 June 2021

Table 5. *Parliament website statistics*

	2020-21
No. of visits / average per day	841,358 / 2,305
Average page views per visitor	3.58 Pages
No. of page views / average per day	2,309,898 / 6,328

Top 10 website sections	Number of page views
Members	453,766
Bills	228,187
Hansard	146,371
Committees	143,245
Biographical Register	79,307
Library Pages	74,682
Questions	66,701
Tabled papers	53,180
Watch live	50,343
Sitting Calendar	43,150

Top 10 files downloaded	Downloads
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## APPENDIX 9

### HUMAN RESOURCES STATISTICS

Table 6. *Employee statistics*

Staff movement	FTEs <sup>13</sup>	Headcount		
		Male	Female	Total
at 1 July 2020	36	19	20	39
Recruited	0.7	0	1	1
Separated	6	3	4	7
Parental leave <sup>14</sup>	1	0	1	1
Increase in FTE hrs <sup>15</sup>	1.6	0	1	1
Decrease in FTE hrs <sup>16</sup>	1.6			
at 30 June 2021	29.7	16	17	33
Positions vacant	1			
<b>Total</b>	<b>30.7</b>	<b>16</b>	<b>17</b>	<b>33</b>
% turnover of staff	16.67%			17.95%
Employees of age > 48 years		6	9	15
Employees within 2 years of next Long Service Leave (LSL)		2	5	7
Employees with current LSL entitlement		4	10	14

<sup>13</sup> FTEs and headcount include the Clerk and Deputy Clerk, who are not included in the budget paper figures as these positions are funded by special Acts.

<sup>14</sup> Parental leave figures are those employees on parental leave for whom a replacement has been/will be recruited.

<sup>15</sup> Increase in FTE hours includes employees returning from parental leave or part time employees increasing their hours.

<sup>16</sup> Decrease in FTE hours includes any FTE transferring to part time; or part time employees reducing their hours.

Training	
Employees attending a course	20
as a per cent of total staff	60
Per cent of staff who have completed the online recordkeeping awareness training	100
Per cent of staff who have completed the online information and communications technology security training	100

Figure 6. *Employee length of service in years*

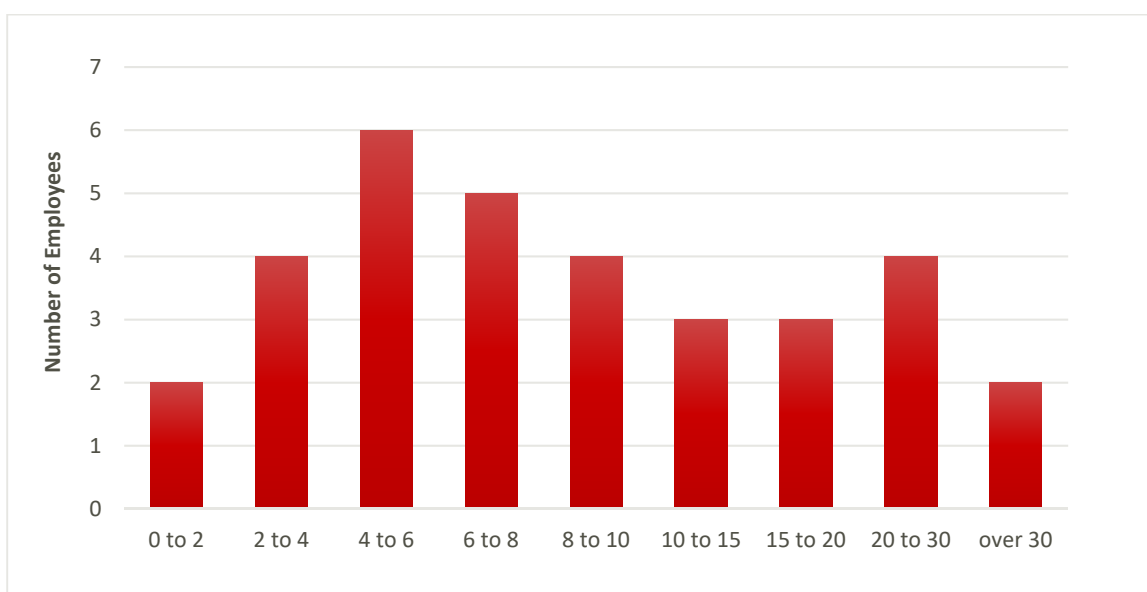


Figure 7. *Employees by age range*

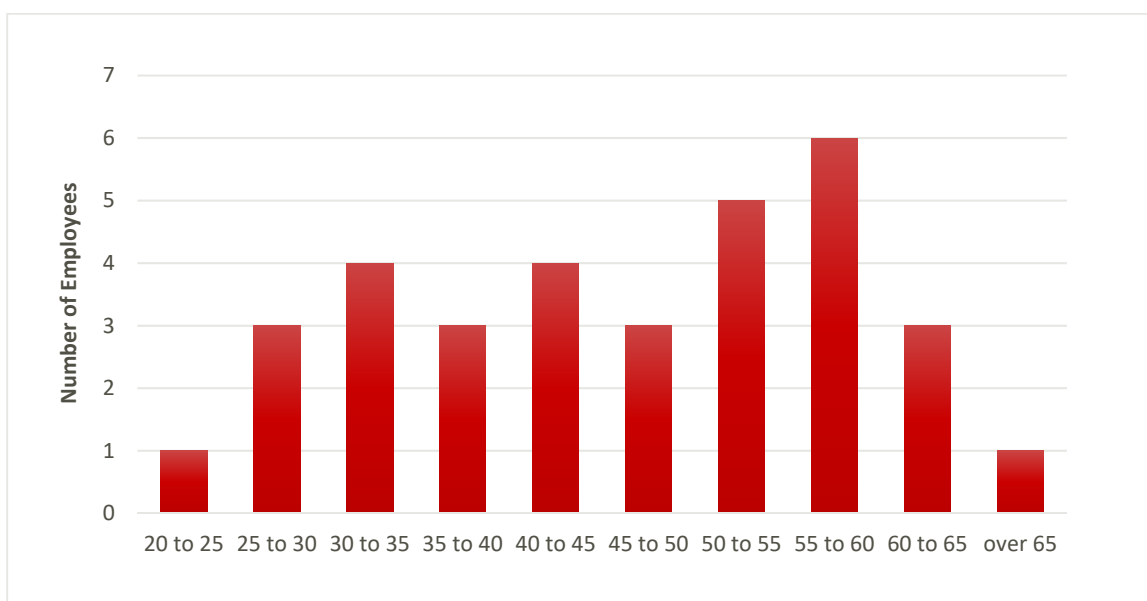


Figure 8. Employees by classification level

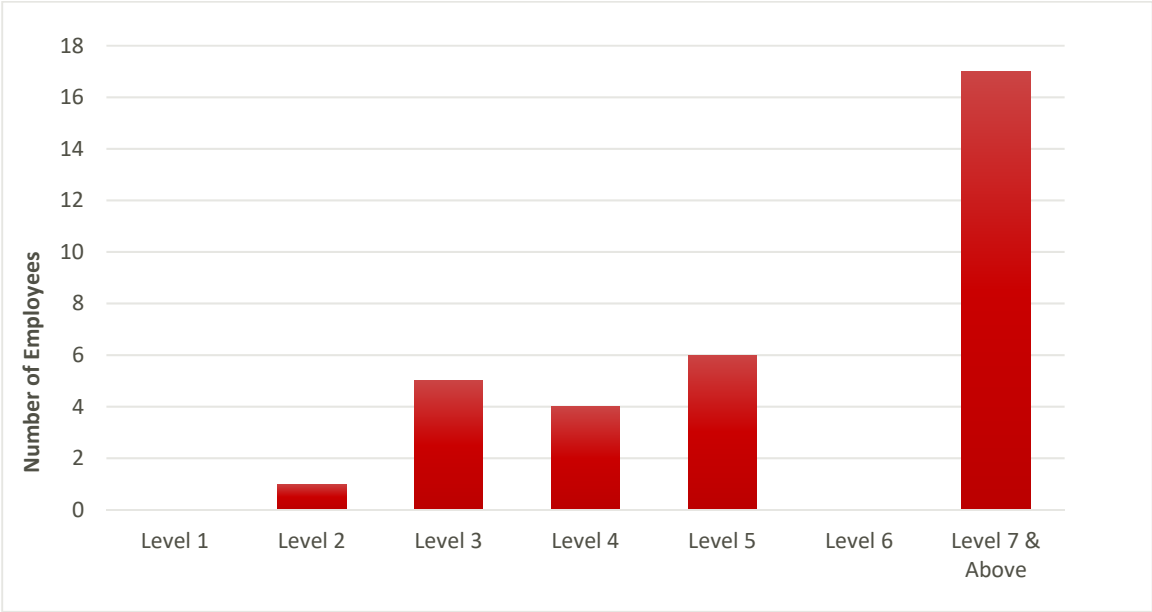


Figure 9. Employee demographics

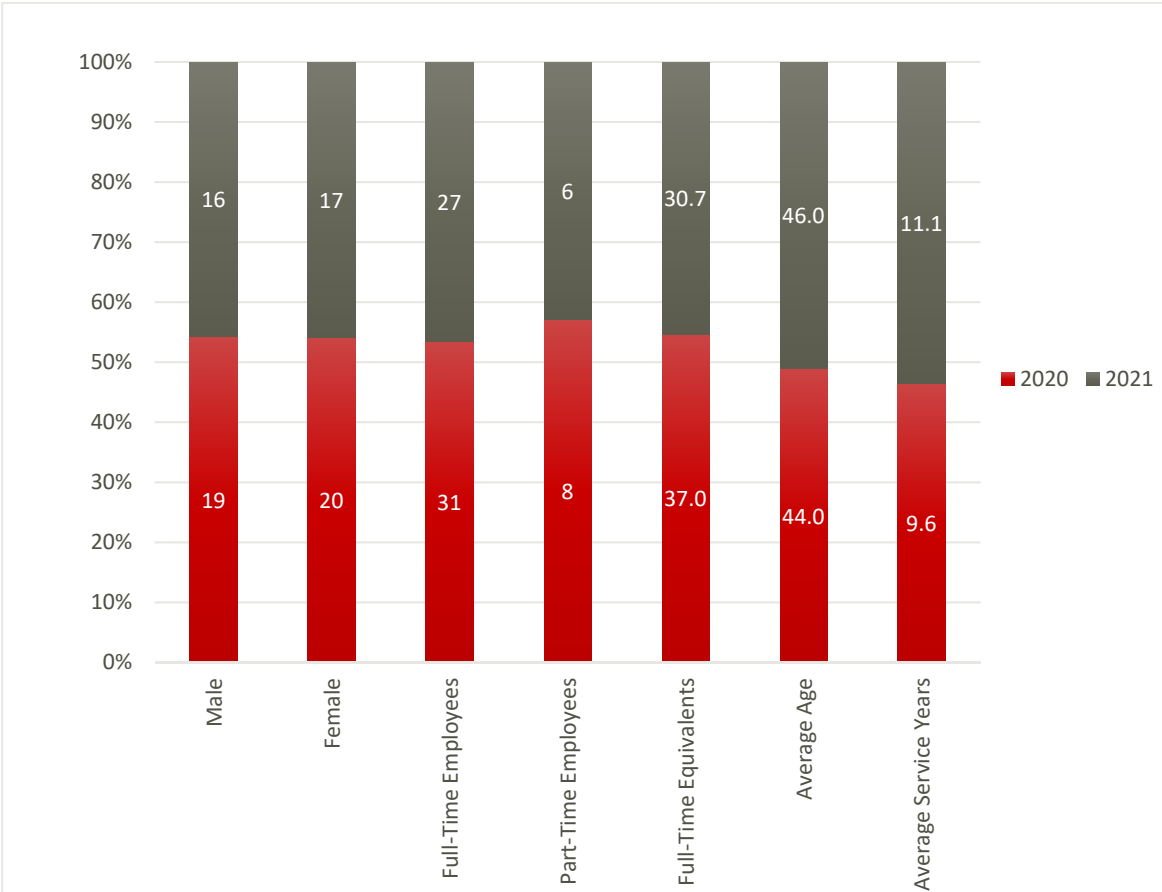


Figure 10. Employee classification by male/female

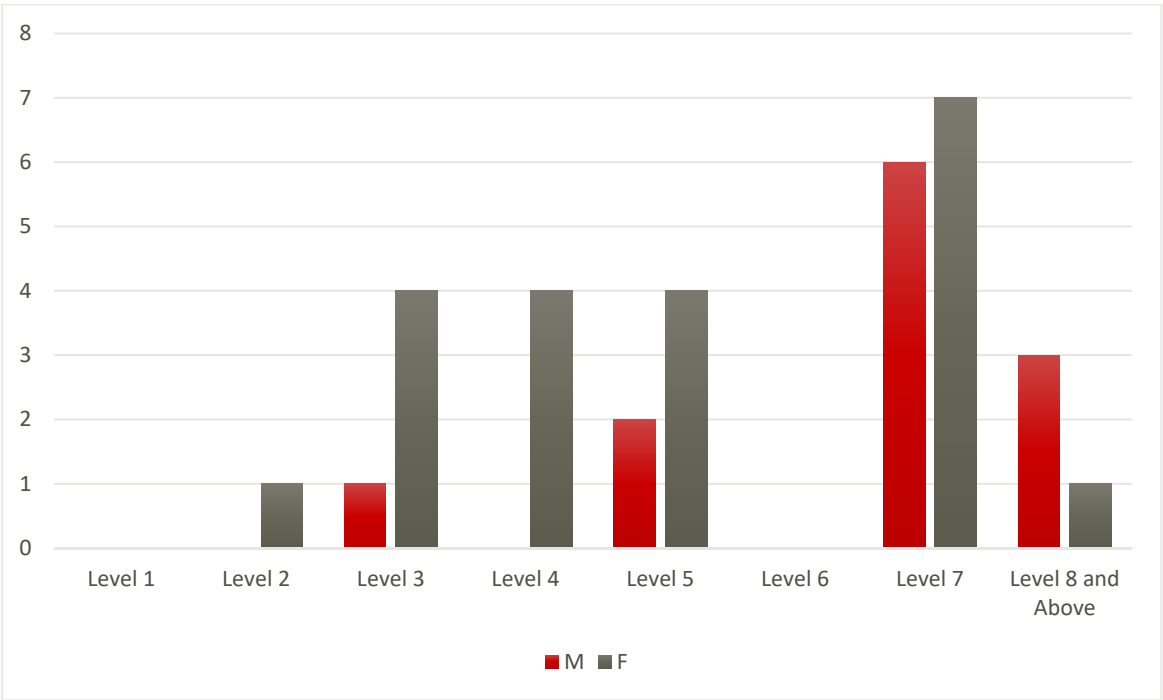
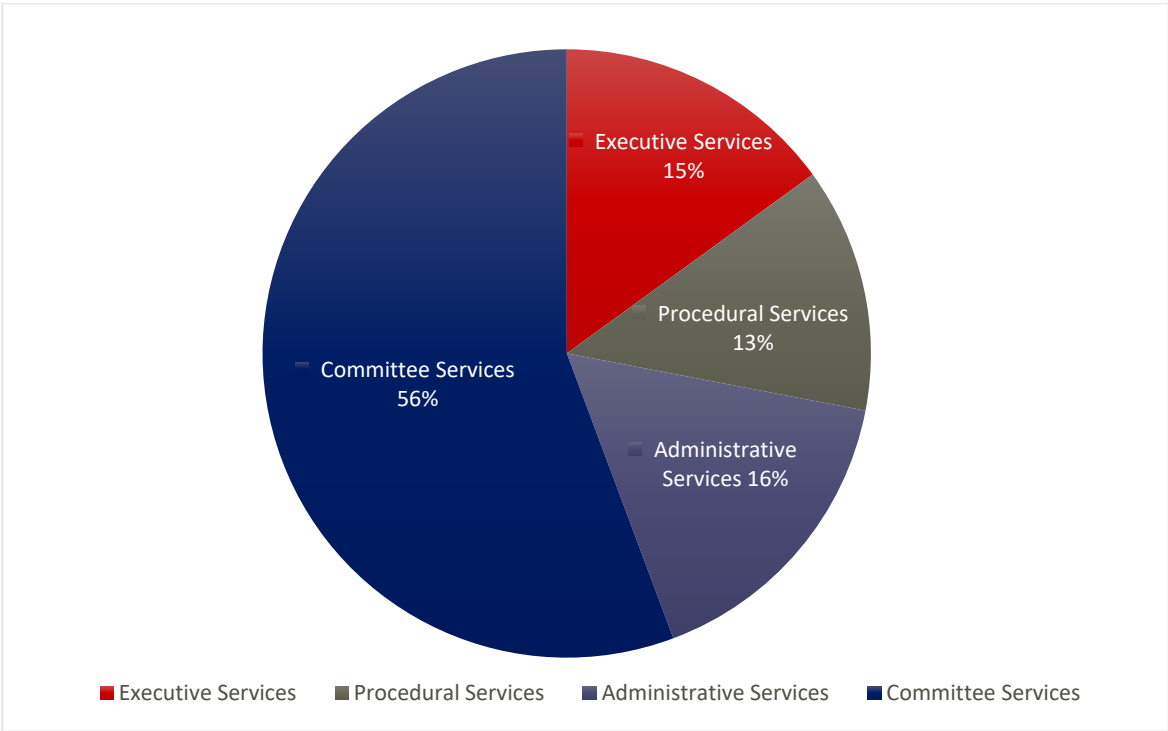


Figure 11. Functional area FTEs



## APPENDIX 10

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### STRATEGIC PLAN AND 2021-22 BUSINESS PLAN

#### Strategic Plan and 2021-22 Business Plan

The Department of the Legislative Council

#### Our Mission

To pursue excellence in supporting the Legislative Council

#### Our Values

##### Independence

To provide services in an objective, diligent and impartial manner.

We are and are seen to be an apolitical and professional administration providing high quality services to support Members and other stakeholders in the parliamentary process.

##### Integrity

To be accountable and act in a professional, honest, ethical and equitable manner.

We act with integrity in undertaking our work and adhere to clear work practices applied in a fair and equitable way.

##### Improvement

To improve the quality of services by exploring new ideas and opportunities.

We have a culture of continuous improvement with individual responsibility for professional development.

##### Respect

To promote a fair workplace that encourages contributions and values diversity.

We have a fair workplace that encourages contributions and values diversity and where staff have respect for one another.

##### Co-operation

To co-operate with, support and assist colleagues.

We have a focus on working together as a team and communicating the information that people need to do their jobs effectively, in a relevant, targeted, clear and timely manner.

<i>Functional Areas</i>	<b>EXECUTIVE SERVICES</b>	<b>PROCEDURAL SERVICES</b>
<b>Strategic Plan</b>		
<i>Primary Goals</i>	To provide high quality executive leadership and strategic management to the Department of the Legislative Council.	To deliver comprehensive, accurate and timely advice, training and support in relation to parliamentary procedure, practice and privilege to the Legislative Council, its members and committees.
<i>Key Strategies</i>	<p>Strategically manage the operations of the Department in consultation with the President and Members of the Legislative Council, Departmental staff and other stakeholders.</p> <p>Recruit, develop and support staff to deliver professional services to the Legislative Council, its committees and members.</p> <p>Provide executive support to the President and the Clerk.</p> <p>Manage the finances of the Department in accordance with statutory and Departmental requirements.</p> <p>Maintain risk management and business continuity planning to facilitate the ongoing operation of the House and its committees.</p> <p>Develop and implement strategies to maximise public awareness of the activities of the Legislative Council and its committees.</p> <p>Foster and maintain good relationships with external bodies and stakeholders.</p> <p>Provide and maintain appropriate accommodation and facilities for the Legislative Council, its members and committees</p>	<p>Facilitate the efficient conduct of House business through the provision of timely and expert advice, production of contemporary Chamber documents and provision of legislative drafting services.</p> <p>Maintain a high level of Departmental expertise in relation to parliamentary procedure, practice and privilege.</p> <p>Maintain relevant reference information and an awareness of procedural developments in other jurisdictions, to ensure delivery of high quality support in relation to parliamentary procedure, practice and privilege.</p> <p>Deliver and facilitate training to members of the Legislative Council, Departmental staff and other stakeholders on parliamentary procedure, practice and privilege.</p> <p>Facilitate the provision of feedback concerning Departmental service delivery and parliamentary training requirements from members of the Legislative Council.</p> <p>Facilitate research and produce reports for the President, House and Clerk</p>
<b>2021–22 Business Plan Objectives</b>	<p>Maintain sitting week procedural debriefs with Table officers and relevant staff.</p> <p>Monitor staff satisfaction by way of a survey at the end of each calendar year.</p> <p>Enhance facilities and procedures to maintain continuity of parliamentary proceedings and processes</p>	<p>Advance the Department’s Public Engagement Strategy for the 41st Parliament.</p> <p>Develop and advance the annotated standing orders project.</p>

<i>Functional Areas</i>	COMMITTEE SERVICES	ADMINISTRATIVE SERVICES
<b>Strategic Plan</b>		
<i>Primary Goals</i>	To provide high quality and pro-active advice, research, report writing, administrative and executive services to parliamentary committees which are served by the Department of the Legislative Council.	To provide efficient, structured and systematic administrative services to support the operations of the Department of the Legislative Council and the Legislative Council, its members and committees.
<i>Key Strategies</i>	<p>Maintain and provide a high level of research and analytical capacity to support committees.</p> <p>Maintain a high level of Departmental expertise in relation to committee inquiry procedures and investigative methodologies.</p> <p>Provide pro-active advice, including legal advice, to committees.</p> <p>Deliver and facilitate training to members of the Legislative Council on committee procedures and practices.</p> <p>Provide efficient and pro-active administrative support to committees.</p> <p>Produce informative, highly readable reports.</p> <p>Promote Committee engagement with relevant stakeholder groups.</p>	<p>Provide efficient and pro-active administrative support to the Legislative Council during sittings of the House.</p> <p>Ensure effective and professional publication of information by the Department.</p> <p>Maintain the records of the Department in accordance with statutory and Departmental requirements.</p> <p>Preserve the heritage and historical assets of the Legislative Council and its precincts.</p> <p>Organise and conduct special events.</p> <p>Provide a secure environment for the activities of the Legislative Council and its committees.</p>
<b>2021–22 Business Plan Objectives</b>	<p>Support members through committee focussed professional development programs.</p> <p>Continue to facilitate and develop electronic committee meetings and processes.</p>	<p>Monitor member satisfaction by way of a survey at the end of each financial year.</p> <p>Consolidate and verify the Department’s procedural records.</p>



## GLOSSARY

Term	Definition
Administration Office	Legislative Council Administration Office
AS	Administrative Services (one of four functional areas of the Department of the Legislative Council)
Assembly	Legislative Assembly
Clerk	Clerk of the Legislative Council
Committee Office	Legislative Council Committee Office
Council	Legislative Council
CS	Committee Services (one of four functional areas of the Department of the Legislative Council)
Department	Department of the Legislative Council
EMT	Executive Management Team
ES	Executive Services (one of four functional areas of the Department of the Legislative Council)
Finance	Finance Unit of the Parliamentary Services Department
FTE	Full Time Equivalent
GDASG	General Disposal Authority for State Government Information
HoDs	Heads of Departments
IT	Information Technology
JCC	Joint Consultative Committee
KPIs	Key Performance Indicators
LCRDS	Legislative Council Retention and Disposal Schedule
MEC	Management Executive Committee comprising the President, Speaker, Clerks of both Houses and Executive Manager, PSD
Procedure Office	Legislative Council Procedure Office
PS	Procedural Services (one of four functional areas of the Department of the Legislative Council)
PSD	Parliamentary Services Department
Treasury	Department of Treasury and Finance
WA	Western Australia





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