



Annual Report 2018-2019

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.

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. Kate Doust MLC

LOCATION

Parliament House
4 Harvest Terrace
WEST PERTH WA 6005

CONTACT

Telephone: (08) 9222 7300
Email: council@parliament.wa.gov.au
Web: www.parliament.wa.gov.au
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MESSAGE FROM THE PRESIDENT

On 22 May 2019, the Legislative Council reached the halfway mark in this the 40th Parliament.

The reporting period has been a busy one for the Department of the Legislative Council and Members with 23 sitting weeks (six weeks greater than the previous reporting period), an extensive legislative program and significant committee work.

There have been 42 Bills passed, 18 of which were amended in the Legislative Council, and at the end of the reporting period 36 Bills remained on the notice paper. In addition to the work in the chamber, there has been a tremendous amount of committee work undertaken with 29 reports being tabled and 12 inquiries ongoing and yet to report. There has been an increase in the appointment and activity of select committees which has placed considerable pressure on the financial and human resources of the Department.



During the reporting period, there was one change to the configuration of the chamber with Hon Charles Smith MLC resigning from Pauline Hanson's One Nation party and sitting as an independent.

The composition of the Legislative Council is now Australian Labor Party (14), Liberal Party (9), The Nationals WA (4), Greens (WA) (4), Pauline Hanson's One Nation (2), Shooters, Fishers and Farmers Party (WA) (1), Liberal Democrats (1) and Independent (1).

I am pleased that the Department continues to support the Legislative Council's engagement with the wider community with several presentations and events throughout the year, including a regional outreach event in Albany and hosting 'An introduction to Parliamentary Committees' for participants in the Girls Takeover Parliament event for the International Day of the Girl Child.

Part of this engagement work involved collaboration with the other two parliamentary departments in hosting three major exhibitions: The Year of Living Dangerously exhibition, Borderless Gandhi Presents Mahatma in Colour exhibition, and Time for Heroes exhibition. We were also pleased to make our chamber available for the YMCA Youth Parliament, United Nations Association of Australia (WA) Youth Parliament and TEDxPerth to present an event on Democracy and Citizenship. Events such as these expose a diverse range of people to the Legislative Council and promote understanding of and engagement with the work of the Parliament.

On behalf of all Members, I express my gratitude to the Clerk and all staff of the Department for their dedication to supporting the Legislative Council throughout the year.



Hon Kate Doust MLC
President of the Legislative Council
26 September 2019

FOREWORD

Letter of transmittal



Hon. Kate Doust MLC
President of the Legislative Council
Parliament House
4 Harvest Terrace
WEST PERTH WA 6005

Dear Madam 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 2018 to 30 June 2019.

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", followed by a long horizontal stroke.

Nigel Pratt
Clerk of the Legislative Council
26 September 2019

Clerk's message

I have great pleasure in presenting the Annual Report of the Department of the Legislative Council for the financial year 2018-19.

Parliamentary Committees

Committees play an integral role in the functioning of a House of Review. They are one of the main tools the House uses to review legislation, scrutinise the executive, publicise issues and carry out research and investigations into matters of public interest. Committees operate away from many of the procedural and time restrictions of the House, and are therefore able to carry out detailed work not always possible on the floor of the chamber.

A feature of this reporting period has been ongoing high volume of Committee work, particularly the appointment and activity of a number of select committees to inquire into and report on particular matters. Two select committees reported during the reporting period:

Joint Select Committee into End of Life Choices – Report tabled 23 August 2018

On 23 August 2017 the Council agreed to a proposal from the Assembly that a joint select committee be established to inquire into and report on the need for laws in Western Australia to allow citizens to make informed decisions regarding their own end of life choices.

Select Committee into Elder Abuse – Report tabled 13 September 2018

On 13 September 2017 the Council established this select committee to inquire into and report on the issue of elder abuse in the community including proposal or initiatives which may enhance existing strategies for safeguarding older persons who may be vulnerable to this abuse.

Four select committees were established during the reporting period:

Select Committee into Mining on Pinjin Station

On 22 August 2018 the Council established this select committee to inquire into mining operations on Pinjin Station; particularly the approval, regulation, business practices and actions of all parties relevant to the mining operations.

Select Committee on Personal Choice and Community Safety

On 29 August 2018 the Council established this select committee to inquire into and report on the economic and social impact of measures introduced in Western Australia to restrict personal choice 'for the individual's own good'.

Select Committee into alternate approaches to reducing illicit drug use and its effects on the community

On 17 October 2018 the Council established this select committee to inquire into and report on alternate approaches to reducing illicit drug use and its effects on the community, including approaches taken by other jurisdictions, how these approaches may be applied to Western Australia and a comparison of effectiveness and cost of existing legislation across jurisdictions.

Select Committee into Local Government

On 26 June 2019 the Council established this select committee to inquire into how well the system of Local Government is functioning in Western Australia with particular reference to the *Local Government Act 1995*, the activities, funding and financial management of Local Governments and the role of elected Members and employees.

Committee activity increased during the reporting period and it was apparent that this increased activity could only be adequately addressed by increasing the resources available at the Legislative Council's Committee Office. It was pleasing to see the Government's positive response to the Department's application for supplementary funding for the 2019-20 Financial Year to provide for additional staff resourcing to support the committee function of the Department. This funding will facilitate the appointment of two additional Advisory Officers and a Committee Clerk in the Legislative Council's Committee Office for the remainder of the Parliament.

Community engagement

Community engagement and public awareness is a significant priority for the Department. The Department, in co-operation with the Departments of the Legislative Assembly and Parliamentary Services has introduced a program of community engagement which aims to promote the historical, social, cultural and political significance of the Legislative Council and the Parliament of Western Australia.

Senior Staff Movements

The positions of Usher of the Black Rod and Advisory Officer (Procedure) are structured in such a way that they rotate from time to time. These positions rotated in March 2019 and Mr John Seal-Pollard now serves as the Council's 18th Usher of the Black Rod since the establishment of responsible government in 1890. I take this opportunity to welcome Mr Seal-Pollard into my Executive Management Team and also thank Mr Grant Hitchcock for his past work as the Usher and his continued service to the Department in the role of Advisory Officer (Procedure).

Professional development

Professional development for staff remains an ongoing priority for the Department and supports its strategic objective to maintain a high level of expertise in parliamentary procedure, practice and parliamentary law.

Building the capacity of staff to work across chamber, committee and administrative areas allows the Department to respond to the unpredictability of the parliamentary environment. The Department's structure and culture of adaptability means our staff are well placed to respond to the changing needs of Members and committees in the future.

As part of this capacity building the Department has established a six-month table training program for one Advisory Officer per year. This professional development opportunity upskills officers to undertake different duties, increasing the capacity and resilience of the Department. Once initial training is completed, skilled officers are invited to participate in the roster at the Clerks' Table to further consolidate and develop their skillset.

Acknowledgements

In order to function effectively the Parliament is reliant on the continued co-operation and goodwill of its three independent departments. I thank my fellow heads of department, Ms Kirsten Robinson, Clerk of the Legislative Assembly, and Mr Rob Hunter, Executive Manager, Parliamentary Services for their continued inter-departmental co-operation and assistance. I particularly thank the members of my Executive Management Team and all staff of the Legislative Council for their hard work in supporting the operations of the Department and the Legislative Council.



Nigel Pratt
Clerk of the Legislative Council
26 September 2019

CHAPTER 1

Overview of the Department

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.¹ The Department's published desired outcome is that "[t]he Legislative Council members' requirements are met", and its two services are:

- 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.

¹ See Appendix 1 for a list of the members of the 40th 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 Assistants and Usher of the Black Rod

The remaining Departmental managers are the Clerk Assistant (Procedure), Clerk Assistant (Committees) and the Usher of the Black Rod. Each of these positions report to the Deputy Clerk, and have operational management of the Procedure Office, Committee Office and Administration 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 recommendation 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

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.
- 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.

Procedural 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.
- Facilitate the provision of legislative drafting services for members and committees.
- Undertake research for the President and House.

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.
- Manage the finances of the Department in accordance with statutory and departmental requirements.
- Provide and maintain appropriate accommodation and facilities for the Legislative Council, its members and committees.
- 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 by functional area in the following sections.

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 2019-20 financial year is available at Appendix 11.

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 by the Parliament's risk management and governance tool Risk Wizard.²

During the reporting period the Department's risk owners reviewed their assigned risks in accordance with the schedule outlined in the risk management guidelines. An upgrade to the Risk Wizard software was completed in August 2017, and in September 2017 the Parliament received a completed audit report from Global 2020 related to the Department's risks and risk compliance. This audit found that the overall control environment in the Parliament, as a whole, was considered to be

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

sound and assessed at a B+ rating. This means that the three parliamentary department's control framework generally operated effectively. The next external audit is due in 2020.

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 value 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.

In addition to sitting week procedural debriefs, whole of department professional development opportunities recognised by the Legal Practice Board and six monthly table training programs for Advisory Officers, the Department has continued to actively engage with external professional development opportunities. In February 2019, one staff member participated in the Australian Senate inter-parliamentary secondment and gained key insights into the working of the Senate and the Australian Federal Parliament, particularly their Estimates process.

Community engagement and public awareness

Community engagement

The Department partnered with the Parliamentary Education Office to actively engage with the community, promote awareness and increase knowledge of the Legislative Council, its committees and the Parliament of Western Australia in regional Western Australia. The first engagement session in Albany was well received and further community outreach is planned.

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 our social media presence, the Department developed a social media strategy to provide a framework for engaging on social media platforms. This strategy will increase engagement with stakeholders and the public, provide important education about the Legislative Council's role as the House of Review, communicate upcoming key events, public opportunities and deadlines and convey information in a timely and simple manner. This will be measured by increased follower and engagement figures over the next twelve months.

As at 30 June 2019 the Department had 1481 followers on Twitter and had 1147 Facebook™ likes during the reporting period.

Human Resources

As at 30 June 2019 the Department employed 35.7 FTEs comprising 39 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 6). 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 State Law Publisher.

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.

Questions on Notice system upgrade

The Procedure Office acts as a liaison point between the Members of the Council seeking information from the Executive by way of the parliamentary questions process known as Questions on Notice. The Procedure Office manages an electronic Questions on Notice Management System that provides Members with a capability to lodge questions to Ministers, and Parliamentary Secretaries acting in a representative capacity, directly into the management system. On average, approximately 1100 questions on notice and their corresponding answers are reviewed for compliance with the Standing Orders and processed by the Procedure Office each financial year.

During this reporting period the Procedure Office undertook a review of its processing capacity and commissioned Novata Solutions to implement an upgrade to the electronic management system. The upgrade has resulted in an improved capacity to process the questions on notice, has provided an automated publishing capability, and has streamlined other processes whereby Members can now seek information from Minister across multiple portfolios.

Professional development

The Procedural Office contributes towards delivering the Department's training to staff on Legislative Council procedure, practice and privilege. This training ensures that the Department maintains a high quality of service to Members.

The Procedure Office, working with staff from the Legislative Assembly and Parliamentary Services Branch at the Department of Premier and Cabinet, contributed to the annual Departmental and Ministerial Staff Seminars. The seminars provide attendees with insight into the work of the Parliament and the differing practices of each House.

Temporary Orders for dealing with Motions on Notice

In December 2018 the Council adopted a new Temporary Order for a revised procedure regarding the management of Motions on Notice. The operation of the Temporary Order commenced in February 2019 and will remain in operation up to and including 31 December 2019.

The Temporary Order applies a quota arrangement that provides a schedule of motion 'allocations' based on a proportion of party representation in the Chamber. Given the historically high number of parties represented in the Chamber in the 40th Parliament, the quota arrangement considered the number of sitting days and weeks in a calendar year to arrive at the allocation per party.

To give practical effect to the quota arrangement, the Temporary Order reduces the total debate time per motion from four to two hours per motion, enabling the quota arrangement to allocate one motion opportunity each sitting week.

The operation and effectiveness of the Temporary Orders are due to be reviewed by the Procedure and Privileges Committee in the latter half of 2019.

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.

Committee activities

This reporting period saw the establishment of four Select Committees bringing the total to five during this Parliament. Committees established in the reporting period were:

- Select Committee into Mining on Pinjin Station established 22 August 2018
- Select Committee on Personal Choice and Community Safety established 29 August 2018
- Select Committee into Alternate approaches to reducing illicit drug use and its effects on the community established on 17 October 2018
- Select Committee into Local Government established 26 June 2019.

The Select Committee into Elder Abuse tabled its final report on 13 September 2018 making 35 recommendations to Government regarding the prevalence and risk factors of elder abuse in the community.

The period saw ongoing scrutiny of legislation by the Committees of the Legislative Council. Eight Bills were referred, five to the Legislation Committee and the remaining three to the Uniform Legislation Committee. The Delegated Legislation Committee received 365 instruments of subsidiary legislation for review including regulations, local laws, by-laws and rules. Four instruments were disallowed by the Council on recommendation of the Committee.

The Estimates and Financial Operations Committee conducted two rounds of hearings with 21 agencies over more than 64 hours. Committee staff processed 909 questions asked by members during that period.

The Joint Audit Committee conducted a review of the *Financial Management Act 2006* and tabled its findings on 16 May 2019.

The Public Administration Committee continued its inquiry into WorkSafe WA, holding 31 hearings during the reporting period. The Committee also heard from the WA Ombudsman, Information Commission, Office of the Inspector of Custodial Services and the Public Sector Commission.

The Environment and Public Affairs Committee received 52 new petitions and finalised a total of 78 petitions. The Committee tabled its final report for the inquiry into mechanisms for compensation for economic loss to farmers in Western Australia caused by contamination by genetically modified material. A new inquiry into children and young people on the Sex Offenders Register commenced on 11 April 2019.

Professional development

During the reporting period the Committee Office facilitated training for Members on Occupational Health and Safety Legislation delivered by Mr Peter Peter Rozen QC.

In addition to a regular Departmental program of in-house professional development seminars, staff also participated in workshops on substantive equality, media releases and verbal de-escalation skills.

Administrative Services

Legislative Council Chamber

Chamber lighting

In May 2019 the Department approved the purchase and installation of LED lighting in the Council Chamber. The LED lighting highlights the Legislative Council's historic and heritage significant stained glass windows. This project, while modest, illustrates the Department's commitment to maintaining and celebrating the historic built heritage of the Parliament.

Information technology

The Council works in conjunction with other departments and business units of the Parliament in relation to information technology (IT) as part of its records management and publishing work.

Website

The Department invests a significant amount of resources towards publishing and maintaining information on the Parliament's website concerning the activities of the House and its Committees.

In early 2017 the three parliamentary departments commenced a website redesign project with a view to extending the Parliament's engagement with the community through a functional user-friendly and accessible web site. The website went live on 28 April 2019. The website is modern, provides easy access to information for all users, has improved search capability and near real-time news about the activities of Parliament. The website integrates various notifications about the work of the Houses, Committees and other activities offered by the Parliament, a watch and listen page and social media links.

Statistics relating to the number of visits to the Parliament of Western Australia's web-site during the reporting period are available at Appendix 9.

Records management

All three Parliamentary departments use Objective as an electronic document and records management system (EDRMS). A representative from the Department, together with other members of the Parliament's Information Committee, attended an Objective conference in November 2018. High-end users from government agencies shared their experiences using Objective to automate processes within their department, leading to improvements in service delivery and records management.

Oracle project

The Department began work on a set of interactive databases to store and search the Department's procedural and precedent material. The set of databases named 'Oracle' are:

- standing orders
- the standing orders commentary
- rulings
- research material including relevant Acts, case law and committee work.

It is expected that the software to store and search this material will be ready early in the next financial year, while the work to load and update the content in these databases will be ongoing.

Records training

A new platform to provide the Parliament's Records Awareness Training and Information Communications and Technology Security Training was developed using Objective. Work was completed by PSD's Library, Education and Community Relations Manager to review and transfer the existing interactive training to Objective and the training hub will be launched early in the new financial year.

Further information regarding records management is contained in Chapter 3.

CHAPTER 3

Disclosures and legal compliance

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 performance indicators of the Legislative Council for the year ended 30 June 2019 (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 13-15), 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.

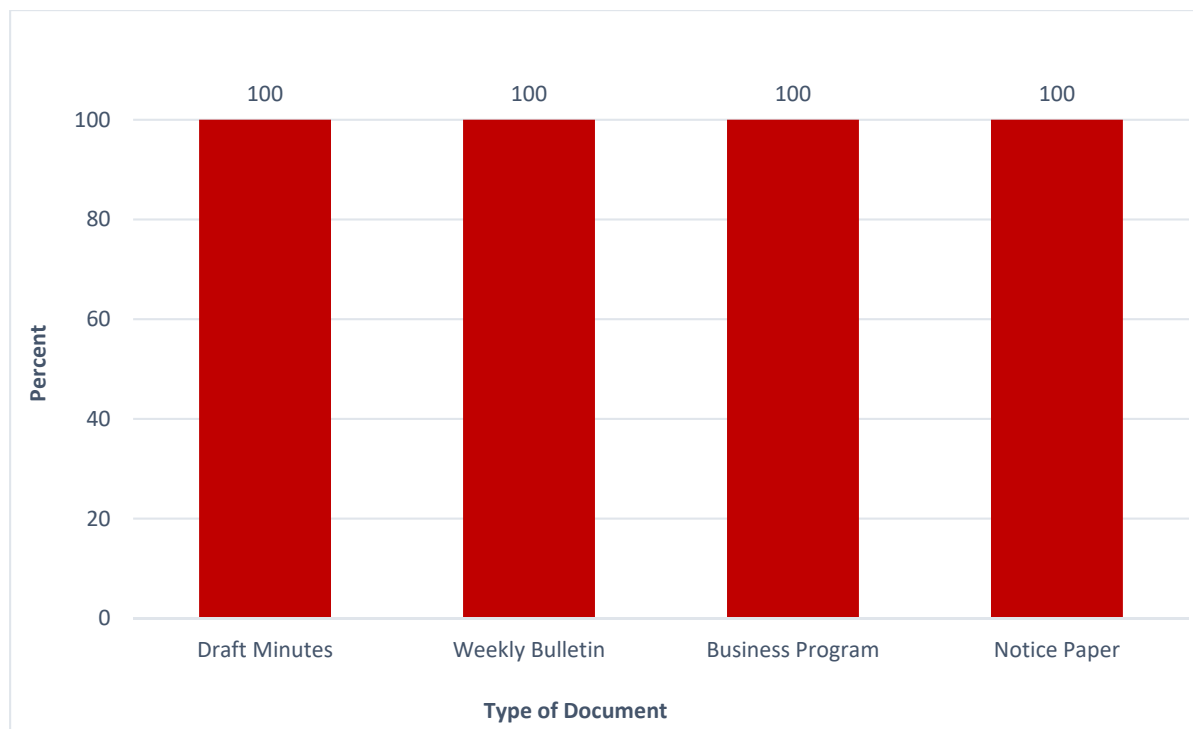
The agreed target timeframes for publication of each of the documents is as follows:

- 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 percent of the time.

During the reporting period the Department produced 230 documents that are subject to measurement under KPIs. Outcomes are reported in Figure 1.

Figure 1. *Documents published within agreed timeframes (%)*



Members' survey

The Department provided the 36 Members of the Legislative Council with a survey relating to its provision of procedural advice and administrative services. Twenty-three of the 36 surveys, or 64 percent, were completed and returned.

The results were compared to those for the last five financial year periods, inclusive of 2018-19. The following 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 85 percent for procedural advice. This figure has been exceeded for the past five financial years by achieving an overall rating from the Members of 90 percent for the House, see figure 2, and 88 percent for the Committees, see figure 3.

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

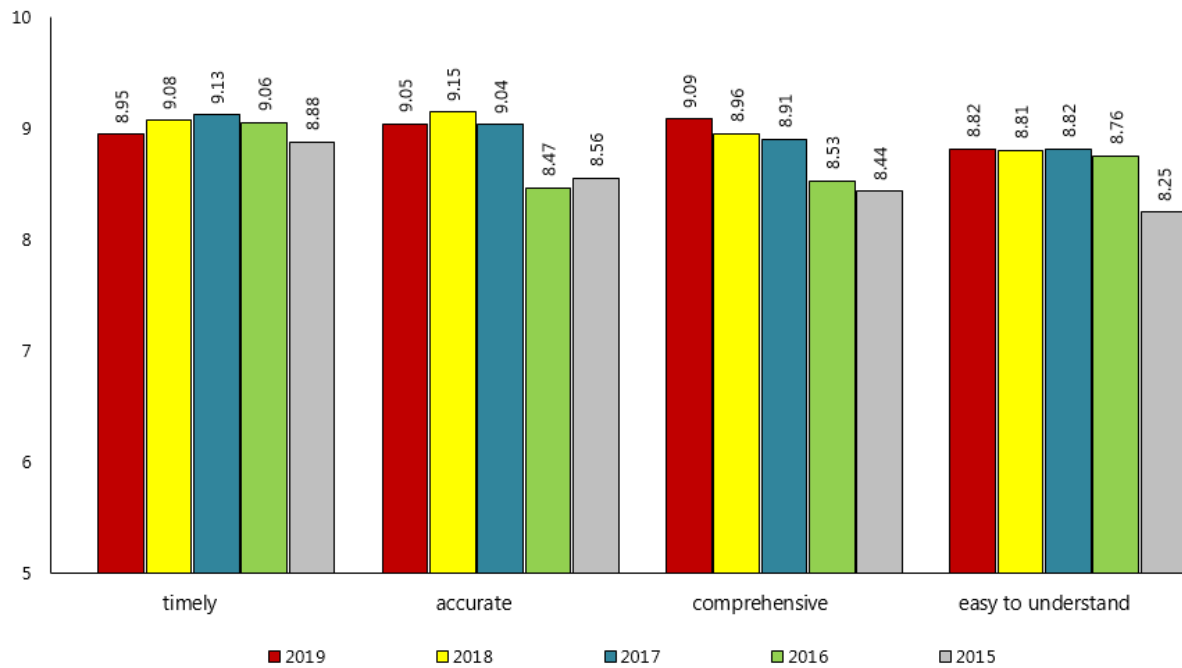
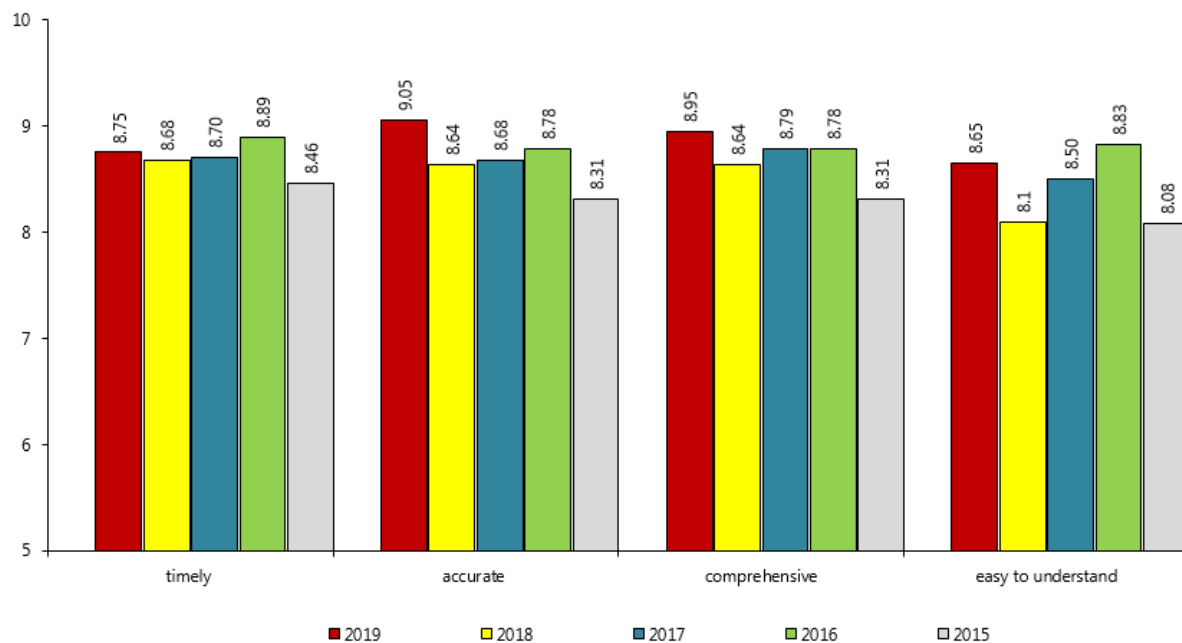


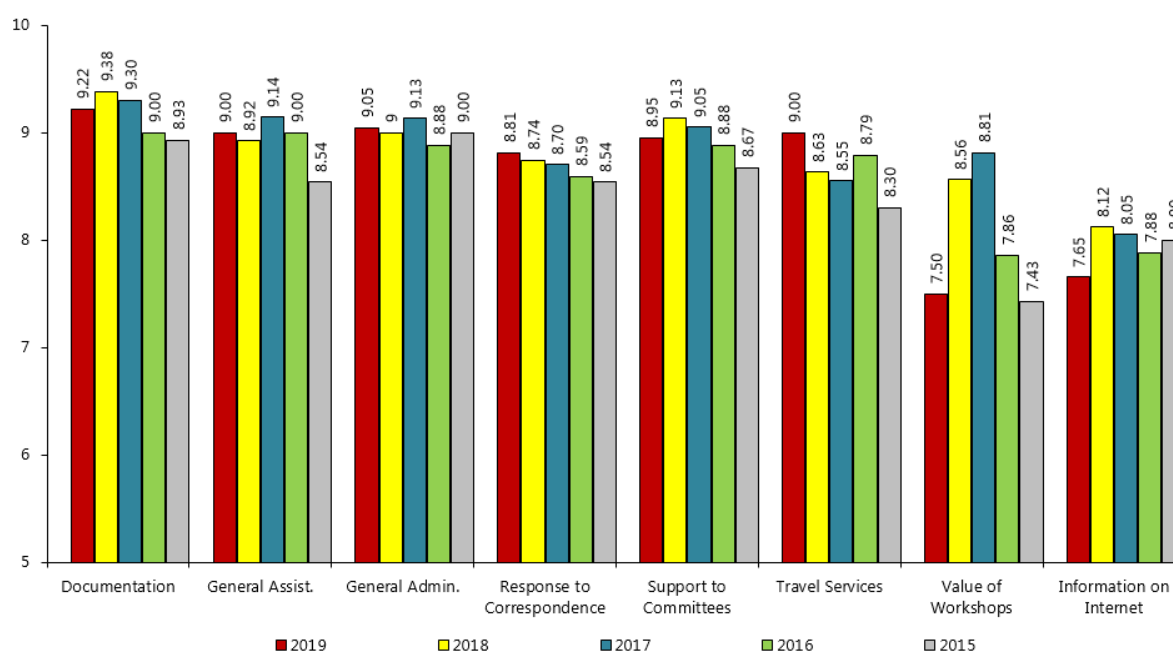
Figure 3. Comparison of average ratings for procedural advice (Committees)



Administrative Support

The Department set a goal of 85 percent for administrative support. An average rating by members of 86 per cent was achieved by the Department in relation to administrative support services provided over the past five financial years, see figure 4.

Figure 4. Comparison of average ratings for administrative support³



Records management

The changeover of the Department's offsite storage provider from ArchiveWise to ZircoData was completed early in the financial year.

Five new staff members were inducted regarding the Department's record keeping system, thesaurus, retention and disposal regime and the use of the EDRMS in conjunction with the Department's templates.

The Legislative Council Retention and Disposal Schedule is due for its five-yearly review at the end of 2019. No amendment is anticipated.

Details of the Department's compliance with State Records Commission requirements (Standard 2) are given in the table below:

Table 1. Department of the Legislative Council compliance with State Records Commission requirements (Standard 2)

1.	The efficiency and effectiveness of the organisation's recordkeeping systems is evaluated not less than once every 5 years
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 5 years. The Department seeks feedback from the State Records Office in regard to these reviews. The last review was completed in 2017.	

³ 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.

2.	The organisation conducts a recordkeeping training program
The Department conducts a recordkeeping training program as outlined in Chapter 6 of the Department's Record Keeping Plan.	
3.	The efficiency and effectiveness of the record keeping training program is reviewed from time to time
The Department periodically reviews its recordkeeping training program. The Recordkeeping Awareness Training is completed by all inductees to the Department, and current staff are periodically required to complete the program.	
4.	The organisation's induction program addresses employee roles and responsibilities in regard to their compliance with the organisation's recordkeeping plan
<p>All Departmental inductees complete two online record training courses: Recordkeeping Awareness Training; and Information and Communications Technology Security Training.</p> <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

Presiding Officers and Clerks Conference

In July 2018 the Clerk and the President travelled to Wellington, New Zealand, to attend the 49th Presiding Officers and Clerks Conference. The Conference was held over four days with the President presenting a paper entitled *The Frontiers of the Wild West* relating to the progress of women in the Parliament of Western Australia, the complexities arising from the current composition of the Legislative Council and avenues of electoral reform in Western Australia suggested by several academics.

Australasian Study of Parliament Group

The Australasian Study of Parliament Group (ASPG) is a politically non-partisan body established in 1979 to encourage and stimulate research, writing, teaching and discussion about parliamentary institutions, particularly those in Australasia and the South Pacific. The ASPG has Chapters in all States and Territories of Australia and in New Zealand. Its membership consists of parliamentarians, parliamentary officers, academics, teachers, journalists, students and other interested individuals. Western Australia currently has the largest chapter in Australia with its membership exceeding 100 financial members.

In July 2018 two staff members from the Department participated in the annual ASPG seminar in Brisbane, Queensland. The seminar was held over three days with the staff members presenting a joint paper entitled *Trust in Parliament in a Post-Truth World – Institutional Trust*.

Biennial Public Law Conference

The Public Law series is a forum for discussion of public law matters in the common law world and the biennial conference brings together a range of speakers including leading judges and scholars.

In July 2018, two staff members from the Department travelled to Melbourne to attend the third biennial Public Law Conference, co-organised by the University of Melbourne and the University of Cambridge. The theme of the conference was: *The Frontiers of Public Law*.

Australian Institute of Administrative Law Annual Conference

The Australian Institute of Administrative Law (AIAL) was established in 1989. The principal objects of AIAL is to promote knowledge of and interest in Australian Commonwealth, State and Territory administrative law, and to provide a forum for the exchange of information and opinions on all aspects of administrative law and administrative practices.

In September 2018 a staff member from the Department travelled to Canberra to attend the AIAL Annual Conference entitled: *Administrative Law in the 21st Century and Beyond*.

Commonwealth Parliamentary Association Australia and Pacific Regional Conference

In October 2018, one staff member from the Department provided assistance to the Parliament of Western Australia's twinned Parliament in the Cook Islands to assist with the delivery of the Commonwealth Parliamentary Association Australia and Pacific Regional Conference.

Connecting with the Community Masterclass

In an effort to facilitate the discussions about the work of parliament and its committees, Victorian Parliament hosted a masterclass on connecting with the community in November 2018. Two staff members from the Department attended the masterclass and the knowledge gained was instrumental in shaping the social media strategy later adopted by the Department.

Senate Secondment Program

The Australian Senate supports professional development opportunities to Australian Parliaments through its secondment program. In February 2019, one staff member participated in this program and gained key insights into the working of the Senate and the Australian Federal Parliament, particularly the Senate Estimates process.

Australia and New Zealand Association of Clerks-at-the-Table

The Australia and New Zealand Association of Clerks-at-the-Table (ANZACATT) was formed in 2001 and comprises senior officers and staff of each of the Australian Houses of Parliament and the Parliament of New Zealand. The object of ANZACATT is to advance the professional development of its members, and to expand their knowledge of the foundations and principles of parliamentary systems, procedure and administrative practices essential to the efficient and effective operation of Parliament.

In January 2019, the Parliament of Tasmania hosted the annual ANZACATT professional development seminar in Hobart. The seminar was held over three days with the theme being *Parliamentary Sovereignty: A law unto itself*. The Clerk, Clerk Assistant (Committees) and four other staff from the Department attended the seminar and participated in and presented on relevant topics.

In February 2019, two staff members completed the 2018 ANZACATT Parliamentary Law, Practice and Procedure course run in partnership with the University of Tasmania. In June 2019 one staff member attended and completed the residential component of the 2019 course in Hobart.

Standing/Select Committee Travel

During the reporting period four members and two staff of the Select Committee on Elder Abuse travelled to Sydney, New South Wales for the purpose of attending the National Elder Abuse Conference and held meetings to progress its inquiry into elder abuse in Western Australia. Further details relating to Standing and Select Committee travel are contained in Appendix 7.

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 2018 to 30 June 2019, three cardholders inadvertently utilised the corporate card for unauthorised personal use.

The monies were repaid and the matters were not referred for disciplinary action as the nature of the expenditure was immaterial and characteristic of an honest mistake.

Table 2. *Unauthorised use of credit cards*

	2019 \$
Aggregate amount of personal use expenditure for the reporting period	206.43
Aggregate amount of personal use expenditure settled by the due date	206.43
Aggregate amount settled after the period	-
Aggregate amount of personal use expenditure outstanding at balance date	-

APPENDIX 1

MEMBERS OF THE LEGISLATIVE COUNCIL IN THE 40TH PARLIAMENT

Table 3. *Members of the Legislative Council in the 40th Parliament*

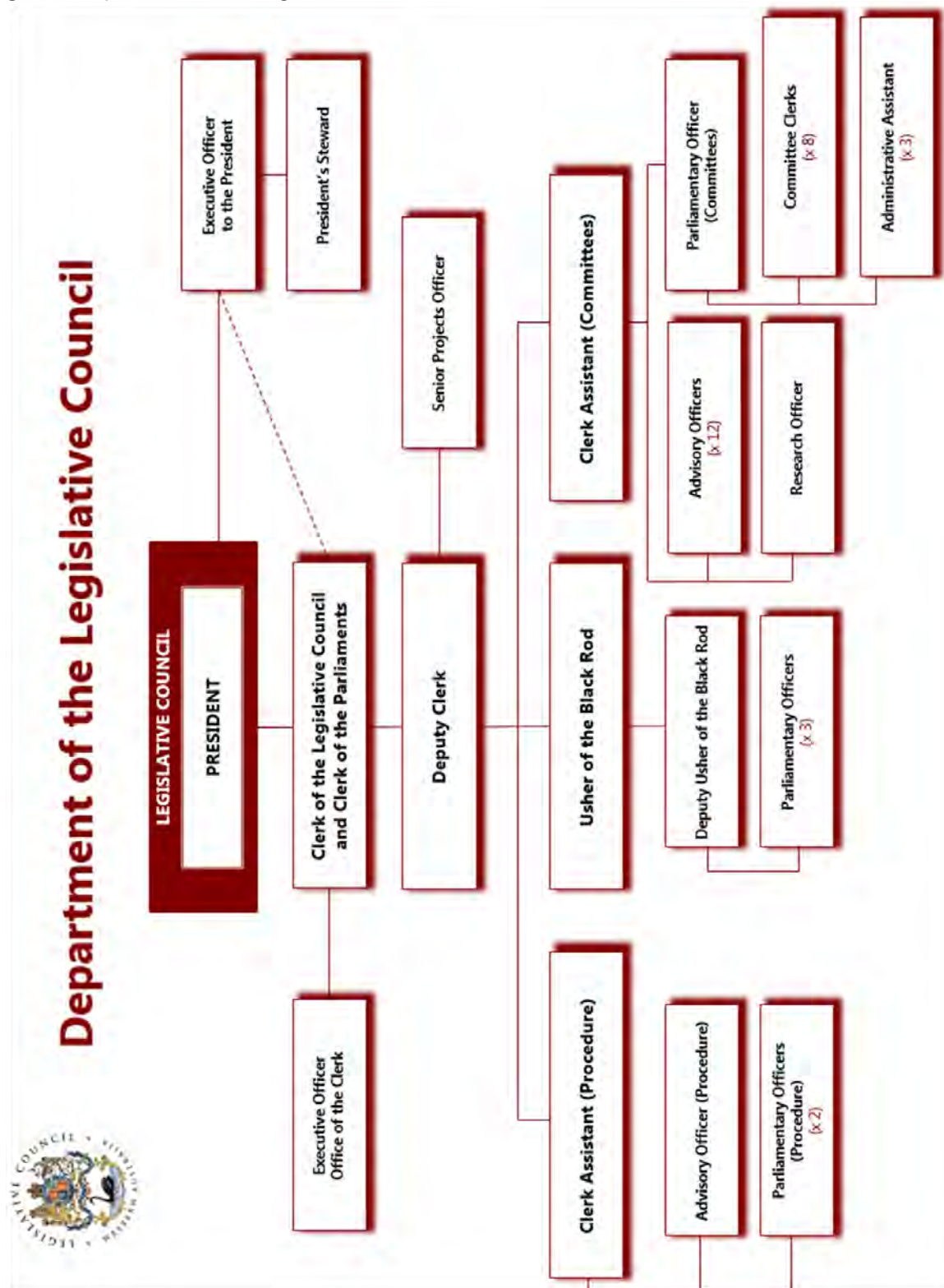
Region	Name	Party
Agricultural Region	ALDRIDGE, Martin	National Party
Agricultural Region	CHOWN, James Edward	Liberal Party
Agricultural Region	De GRUSSA, Colin Stephen	National Party
Agricultural Region	GRAHAM, Laurie William	Australian Labor Party
Agricultural Region	MAZZA, Rick	Shooters, Fishers and Farmers Party (WA)
Agricultural Region	WEST, Darren	Australian Labor Party
East Metropolitan Region	CLIFFORD, Tim James	Greens (WA)
East Metropolitan Region	CLOHESY, Alanna	Australian Labor Party
East Metropolitan Region	FARAGHER, Donna	Liberal Party
East Metropolitan Region	ROWE, Samantha	Australian Labor Party
East Metropolitan Region	SMITH, Charles Leonard	Independent
East Metropolitan Region	SWINBOURN, Matthew	Australian Labor Party
Mining and Pastoral Region	BASTON, Ken	Liberal Party
Mining and Pastoral Region	BOYDELL, Jacqui	National Party
Mining and Pastoral Region	CHAPPLE, Robin	Greens (WA)
Mining and Pastoral Region	DAWSON, Stephen	Australian Labor Party
Mining and Pastoral Region	McGINN, Kyle Owen	Australian Labor Party
Mining and Pastoral Region	SCOTT, Robin David	Pauline Hanson's One Nation
North Metropolitan Region	COLLIER, Peter	Liberal Party
North Metropolitan Region	MacTIERNAN, Alannah	Australian Labor Party

Region	Name	Party
North Metropolitan Region	MISCHIN, Michael	Liberal Party
North Metropolitan Region	PRITCHARD, Martin	Australian Labor Party
North Metropolitan Region	SIBMA, Tjorn Dirk	Liberal Party
North Metropolitan Region	XAMON, Alison Marie	Greens (WA)
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	O'BRIEN, Simon	Liberal Party
South Metropolitan Region	STONEHOUSE, Aaron	Liberal Democrats
South Metropolitan Region	YANG, Pierre Shuai	Australian Labor Party
South West Region	EVERS, Diane Marie	Greens (WA)
South West Region	FARINA, Adele	Australian Labor Party
South West Region	HOLT, Colin	National Party
South West Region	TALBOT, Sally	Australian Labor Party
South West Region	THOMAS, Steve Caldwell	Liberal Party
South West Region	TINCKNELL, Colin Richard	Pauline Hanson's One Nation

APPENDIX 2

ORGANISATIONAL CHART

Figure 5. Department of the Legislative Council structure chart



APPENDIX 3

MANAGEMENT TEAM

Executive management team

Clerk	Mr Nigel Pratt
Deputy Clerk	Mr Paul Grant
Clerk Assistant (Procedure)	Ms Suzanne Veletta
Clerk Assistant (Committees)	Ms Christine Kain
Usher of the Black Rod	Mr Grant Hitchcock (until March 2019)
	Mr John Seal-Pollard (from March 2019)

Function

The role of the Executive Management Team (EMT) is to provide executive and strategic management to the Department of the Legislative Council (the Department), 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

FINANCIAL PERFORMANCE

DEPARTMENT OF THE LEGISLATIVE COUNCIL

CERTIFICATION OF FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2019

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 financial year ended 30 June 2019 and the financial position as at 30 June 2019.

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



Elma Ozich
Chief Finance Officer

Date: 23/8/2019



Nigel Pratt
Accountable Authority

Date: 23/8/19





DEPARTMENT OF THE LEGISLATIVE COUNCIL
Financial Report
For the year ended 30 June 2019

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DEPARTMENT OF THE LEGISLATIVE COUNCIL
Statement of comprehensive income
For the year ended 30 June 2019

		2019	2018
	Notes	\$000	\$000
COST OF SERVICES			
Expenses			
Employee benefits expense	2.1	17,269	16,722
Supplies and services	2.2	2,139	1,595
Depreciation expense	4.1	17	17
Accommodation expenses	2.3	425	485
Other expenses	2.3	60	55
Total cost of services		19,913	18,874
Income			
<i>Revenue</i>			
Other revenue	3.2	4	24
Total income other than income from State Government		4	24
NET COST OF SERVICES		19,909	18,850
Income from State Government	3.1		
Service appropriation		18,998	18,821
Services received free of charge		949	877
Total income from State Government		19,947	19,698
SURPLUS FOR THE PERIOD		38	848
OTHER COMPREHENSIVE INCOME			
Items not reclassified subsequently to profit or loss			
Changes in asset revaluation surplus		-	-
Total other comprehensive income		-	-
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		38	848

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 2019

	Notes	2019 \$000	2018 \$000
ASSETS			
Current Assets			
Cash and cash equivalents	6.1	2,522	2,119
Receivables	5.1	45	15
Other current assets	5.3	52	16
Total Current Assets		2,619	2,150
Non-Current Assets			
Restricted cash and cash equivalents	6.1	16	16
Amounts receivable for services	5.2	168	168
Property, plant and equipment	4.1	129	146
Total Non-Current Assets		313	330
TOTAL ASSETS		2,932	2,480
LIABILITIES			
Current Liabilities			
Payables	5.4	141	109
Employee related provisions	2.1	755	632
Other current liabilities	5.5	117	117
Total Current Liabilities		1,013	858
Non-Current Liabilities			
Employee related provisions	2.1	142	101
Other non-current liabilities	5.5	264	46
Total Non-Current Liabilities		406	147
TOTAL LIABILITIES		1,419	1,005
NET ASSETS		1,513	1,475
EQUITY			
Contributed equity		-	-
Reserves	8.6	32	32
Accumulated surplus		1,481	1,443
TOTAL EQUITY		1,513	1,475

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 2019

	Notes	Contributed equity \$000	Reserves \$000	Accumulated surplus \$000	Total equity \$000
Balance at 1 July 2017		-	32	1,977	2,009
Surplus		-	-	848	848
Other comprehensive income		-	-	-	-
Total comprehensive income for the period		-	-	848	848
Transactions with owners in their capacity as owners:	8.6				
Capital appropriations		-	-	-	-
Other contributions by owners		-	-	-	-
Distributions to owners		(1,382)	-	-	(1,382)
Transfer of debit balance in contributed equity to accumulated surplus		1,382	-	(1,382)	-
Total		-	-	(1,382)	(1,382)
Balance at 30 June 2018		-	32	1,443	1,475
Balance at 1 July 2018		-	32	1,443	1,475
Surplus		-	-	38	38
Other comprehensive income		-	-	-	-
Total comprehensive income for the period		-	-	38	38
Transactions with owners in their capacity as owners:	8.6				
Capital appropriations		-	-	-	-
Other contributions by owners		-	-	-	-
Distributions to owners		-	-	-	-
Transfer of debit balance in contributed equity to accumulated surplus		-	-	-	-
Total		-	-	-	-
Balance at 30 June 2019		-	32	1,481	1,513

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 2019

	2019	2018
Notes	\$000	\$000
CASH FLOWS FROM STATE GOVERNMENT		
Service appropriation	5,494	5,545
Other statutes	13,504	13,276
Distribution to owner (Section 20 FMA)	-	(1,382)
Net cash provided by State Government	18,998	17,439
Utilised as follows:		
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments		
Employee benefits	(17,092)	(16,804)
Supplies and services	(1,198)	(705)
Accommodation	(245)	(308)
GST payments on purchases	(161)	(128)
Other payments	(37)	(35)
Receipts		
GST receipts from taxation authority	125	126
GST receipts on sales	9	10
Other receipts	4	24
Net cash provided by/(used in) operating activities	(18,594)	(17,820)
CASH FLOWS FROM INVESTING ACTIVITIES		
Payments		
Purchase of non current assets	(1)	-
Net cash provided by/(used in) investing activities	(1)	-
Net increase/(decrease) in cash and cash equivalents	403	(381)
Cash and cash equivalents at the beginning of period	2,135	2,516
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD	2,538	2,135

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



DEPARTMENT OF LEGISLATIVE COUNCIL
Summary of consolidated account appropriations and income estimates
For the year ended 30 June 2019

	Estimate 2019 \$000	Actual 2019 \$000	Variance \$000	Actual 2019 \$000	Actual 2018 \$000	Variance \$000
<u>Delivery of Services</u>						
Item 1. Net amount appropriated to deliver services	5,494	5,494	-	5,494	5,545	(51)
Amount Authorised by Other Statutes						
- Salaries and Allowances Act 1975	13,504	13,504	-	13,504	13,276	228
Total appropriations provided to deliver services	18,998	18,998	-	18,998	18,821	177
<u>Details of Expenses by Service</u>						
Support the Chamber Operations of the Legislative Council	1,888	1,981	93	1,981	1,675	306
Support the Committees of the Legislative Council	3,824	3,794	(30)	3,794	3,231	563
Salaries and Allowances Act 1975	13,504	13,201	(303)	13,201	13,103	98
Other Services	1,060	937	(123)	937	865	72
Total Cost of Services	20,276	19,913	(363)	19,913	18,874	1,039
Less Total Income	-	(4)	(4)	(4)	(24)	20
Net Cost of Services	20,276	19,909	(367)	19,909	18,850	1,059
Adjustments	(1,278)	(911)	367	(911)	(29)	(882)
Total appropriations provided to deliver services	18,998	18,998	-	18,998	18,821	177
<u>Capital Expenditure</u>						
Purchase of non-current assets	-	1	1	1	-	1
Adjustments for other funding sources	-	-	-	-	-	-
Capital appropriations	-	1	1	1	-	1

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

Note 8.8 'Explanatory statement' provides details of any significant variations between estimates and actual results for 2019 and between the actual results for 2019 and 2018.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

1. Basic of preparation

The Department is not part of the State public service or a government agency. The Department is a not-for-profit entity (as profit is not its principal objective) and it has no cash generating units.

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 23 August 2019.

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

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



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

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	2019 \$000	2018 \$000
Employee benefits expenses	2.1(a)	17,269	16,722
Employee related provisions	2.1(b)	897	733
Supplies and services	2.2	2,136	1,595
Other expenditure	2.3	488	540
2.1(a) Employee benefits expense		2019	2018
<u>Salaries and Allowances Act 1975</u> ^(a)		<u>\$000</u>	<u>\$000</u>
Wages and salaries		12,211	12,094
Superannuation - defined contribution plans ^(b)		986	986
		13,197	13,080
<u>Parliamentary Support</u> ^(a)			
Wages and salaries		3,753	3,350
Superannuation - defined contribution plans ^(b)		319	292
		4,072	3,642
Total employee benefits expenses		17,269	16,722

(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'.

(b) Defined contribution plans include West State Superannuation Scheme (WSS), Gold State Superannuation Scheme (GSS), Government Employees Superannuation Board Schemes (GESBs) and other eligible funds.

Wages and salaries: Employee expenses include all costs related to employment including wages and salaries, fringe benefits tax, and leave entitlements.

Superannuation: The amount recognised in profit or loss of the Statement of Comprehensive Income comprises employer contributions paid to the GSS (concurrent contributions), the WSS, the GESBs, or other superannuation funds. The employer contribution paid to the Government Employees Superannuation Board (GESB) in respect of the GSS is paid back into the Consolidated Account by the GESB.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

2. Use of our funding (cont.)

2.1(a) Employee benefits expenses (cont.)

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

The Department does not recognise any defined benefit liabilities because it has no legal or constructive obligation to pay future benefits relating to its employees. The Liabilities for the unfunded Pension Scheme and the unfunded GSS transfer benefits attributable to members who transferred from the Pension Scheme, are assumed by the Treasurer. All other GSS obligations are funded by concurrent contributions made by the Department to the GESB.

The GESB and other fund providers administer public sector superannuation arrangements in Western Australia in accordance with legislative requirements. Eligibility criteria for membership in particular schemes for public sector employees vary according to commencement and implementation dates.

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	2019	2018
<u>Employee benefits provisions</u>	\$000	\$000
Annual leave ^(a)	305	243
Long service leave ^(b)	446	386
	<u>751</u>	<u>629</u>
<u>Other provisions</u>		
Employment on-costs ^(c)	4	3
Total current employee related provisions	<u>755</u>	<u>632</u>
 Non-current		
<u>Employee benefits provisions</u>		
Long service leave ^(b)	141	100
	<u>141</u>	<u>100</u>
<u>Other provisions</u>		
Employment on-costs ^(c)	1	1
Total non-current employee related provisions	<u>142</u>	<u>101</u>
Total employee related provisions	<u>897</u>	<u>733</u>



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

2. Use of our funding (cont.)

2.1(b) Employee related provisions (cont.)

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

	2019	2018
	\$000	\$000
Within 12 months of the end of the reporting period	269	217
More than 12 months after the end of the reporting period	36	26
	<u>305</u>	<u>243</u>

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.

Assessments indicate that actual settlement of the liabilities is expected to occur as follows:

	2019	2018
	\$000	\$000
Within 12 months of the end of the reporting period	160	137
More than 12 months after the end of the reporting period	427	349
	<u>587</u>	<u>486</u>

The components of the long service leave liabilities are 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 2.3 (apart from the unwinding of the discount (finance cost))' and are not included as part of the Department's 'employee benefits expenses'. The related liability is included in 'Employment on-costs provision'.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

2. Use of our funding (cont.)

2.1(b) Employee related provisions (cont.)

	2019	2018
	\$000	\$000
<u>Employment on-cost provision</u>		
Carrying amount at start of period	4	4
Additional provisions recognised	1	-
Carrying amount at end of period	5	4

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
Notes to the financial statements
For the year ended 30 June 2019

2. Use of our funding (cont.)

2.2 Supplies and services

	2019	2018
	\$000	\$000
Advertising	19	11
Chamber Publications	18	11
Communications	13	15
Consumables	63	112
Consultants and contractors	98	17
Insurance	23	23
Storage	22	23
Training	47	68
Travel	228	45
Other	90	144
Resources provided by the Parliamentary Services Department		
- Infrastructure and Facilities Free of Charge	165	142
- Information and Services Free of Charge	772	723
- Information and Services, and Infrastructure and Facilities At Cost	582	260
Total supplies and services expenses	2,139	1,595

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

2.3 Other expenditure

	2019	2018
	\$000	\$000
Accommodation expenses		
Lease rentals	428	485
Total accommodation expenses	428	485

Operating lease payments are recognised on a straight line basis over the lease term.

	2019	2018
	\$000	\$000
Other expenses		
Employment on-costs ^(a)	1	-
Workers compensation premiums ^(a)	24	20
Audit fee	35	35
Total other expenses	60	55
Total other expenditure	488	540

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



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

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	2019 \$000	2018 \$000
Income from State Government	3.1	19,947	19,698
Other Revenue	3.2	4	24
3.1 Income from State Government		2019 \$000	2018 \$000
Appropriation received during the period:			
Service appropriation ^(a)		18,998	18,821
		18,998	18,821

Services received free of charge from other State Government Agencies during the period:

Department of Finance (Government Office Accommodation)	12	12
Parliamentary Services Department	937	866
Total services received	949	877
Total income from State Government	19,947	19,698

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

Service appropriations fund the net cost of services delivered. Appropriation revenue comprises the following:

- Cash component, and
- A receivable (asset).

The receivable (holding account - note 5.2) comprises the following:

- The budgeted depreciation expense for the year; and
- Any agreed increase in leave liabilities during the year.

Where assets or services have been received free of charge or for nominal cost, the Department recognises the revenue (and assets or expenses) equivalent to the fair value of the assets and/or the fair value of those services that can be reliably determined and which would have been purchased if not donated.

3.2 Other revenue

	2019 \$000	2018 \$000
Other revenue	4	24
Total other income	4	24



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
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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	2019 \$000	2018 \$000
Property, plant and equipment	4.1	129	146

4.1 Property, Plant and Equipment

Year ended 30 June 2019

	Office Equipment \$000	Ceremonial Assets \$000	Works of Art \$000	Total \$000
1 July 2018				
Gross carrying amount	95	22	70	187
Accumulated depreciation	(41)	-	-	(41)
Carrying amount at start of period	54	22	70	146
Additions	-	-	1	1
Depreciation	(17)	-	-	(17)
Carrying amount at 30 June 2019	36	22	71	129
Gross carrying amount	95	22	71	188
Accumulated depreciation	(59)	-	-	(59)



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

4. Key assets (cont.)

4.1 Property, plant and equipment (cont.)

Initial recognition

Items of office equipment, costing \$5,000 or more are measured initially at cost. Where an asset is acquired for no or nominal cost, 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 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 and ceremonial items, and historical cost for all office equipment.

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

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

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	2019 \$000	2018 \$000
Depreciation		
Office equipment	17	17
Total depreciation for the period	17	17

As at 30 June 2019 there were no indicators of impairment to property, plant and equipment.

Finite useful lives

All property, plant and 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 controlled by the Department, 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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

4. Key assets (cont.)

4.1 Property, plant and equipment (cont.)

4.1.1 Depreciation and impairment (cont.)

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.

As the Department is a not-for-profit entity, unless a specialised asset has been identified as a surplus asset, the recoverable amount of regularly revalued specialised assets is anticipated to be materially the same as fair value.

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.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

5. Other assets and liabilities

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

	Notes	2019 \$000	2018 \$000
Receivables	5.1	45	15
Amounts receivable for services	5.2	168	168
Other assets	5.3	52	16
Payables	5.4	141	109
Other liabilities	5.5	381	163

5.1 Receivables	2019 \$000	2018 \$000
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Current

Receivables	2	-
GST Receivable	43	15
Total receivables	45	15

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

5.2 Amounts receivable for services (Holding Account)	2019 \$000	2018 \$000
Total non-current	168	168

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	2019 \$000	2018 \$000
<u>Current</u>		
Prepayments	52	16
Total Current	52	16

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
Notes to the financial statements
For the year ended 30 June 2019

5. Other assets and liabilities (cont.)

5.4 Payables

	2019	2018
<u>Current</u>	<u>\$000</u>	<u>\$000</u>
Trade payables	38	12
Accrued expenses	63	63
Accrued salaries	40	34
Total current	141	109

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 of the reporting period end. The Department considers the carrying amount of accrued salaries to be equivalent to its fair value.

The accrued salaries suspense account (See Note 6.1 'Restricted cash and cash equivalents') 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 28. No interest is received on this account.

5.5 Other liabilities

	2019	2018
<u>Current</u>	<u>\$000</u>	<u>\$000</u>
Lease incentive provision	117	117
Total current	117	117
 <u>Non Current</u>		
Lease incentive provision	264	46
Total non current	264	46
Balance at end of period	381	163



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

6. Financing

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

	Notes
Cash and cash equivalents	6.1
Commitments	6.2
Non-cancellable operating lease commitments	6.2.1
Other expenditure commitments	6.2.2

6.1 Cash and cash equivalents	2019	2018
	\$000	\$000
Cash and cash equivalents	2,522	2,119
Restricted cash and cash equivalents		
+ Accrued salaries suspense account ^(a)	16	16
Balance at end of period	2,538	2,135

- (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.

6.2 Commitments

6.2.1 Non-cancellable operating lease commitments	2019	2018
	\$000	\$000
Commitments for minimum lease payments are payable as follows:		
Within 1 year	428	422
Later than 1 year and not later than 5 years	999	1,450
Balance at end of period	1,427	1,872

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

The Department has entered into a property lease which is a non-cancellable lease for a term of five years expiring in 2022, with rent payable monthly in advance. There is an option to renew the lease for a further five years. The lease provides that the rental rate will increase by not less than 3% per annum. A lease incentive of approximately twenty-one months' rent free has been allocated across the lease term of five years, with a lease provision of \$381,000 recorded for 2019.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

6. Financing (cont.)

6.2.2 Other expenditure commitments

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

	2019	2018
	\$000	\$000
Within 1 year	2	6
Balance at end of period	2	6

The totals presented for other expenditure commitments are GST inclusive.

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:

	2019	2018
	\$000	\$000
Financial Assets		
Cash and cash equivalents	2,522	2,119
Restricted cash and cash equivalents	16	16
Receivables ^(a)	-	168
Financial assets at amortised cost ^(a)	170	-
Total financial assets	2,708	2,303
Financial Liabilities		
Financial liabilities at amortised cost	85	62
Total financial liability	85	62

(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
For the year ended 30 June 2019

8. Other disclosures

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

	Notes
Events occurring after the end of the reporting period	8.1
Initial application of Australian Accounting Standards	8.2
Key management personnel	8.3
Related party transactions	8.4
Remuneration of auditors	8.5
Equity	8.6
Supplementary financial information	8.7
Explanatory statement	8.8

8.1 Events occurring after the end of the reporting period

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

8.2 Initial application of Australian Accounting Standards

AASB 9 Financial instruments

AASB 9 Financial instruments replaces AASB 139 *Financial instruments: Recognition and Measurement* for annual reporting periods beginning on or after 1 January 2018, bringing together all three aspects of the accounting for financial instruments: classification and measurement; impairment; and hedge accounting.

The Department applied AASB 9 prospectively, with an initial application date of 1 July 2018. The adoption of AASB 9 has not resulted in changes in accounting policies and adjustments recognised in the financial statements.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
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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 (\$)	2019	2018
410,001 – 420,000	1	-
400,001 – 410,000	-	1
270,001 – 280,000	1	1
220,001 – 230,000	-	1
210,001 – 220,000	1	-
190,001 – 200,000	1	-
180,001 – 190,000	1	-
170,001 – 180,000	-	1
150,001 – 160,000	-	2
110,001 – 120,000	1	-
50,001 – 60,000	1	-
	2019	2018
	\$000	\$000
Total compensation of senior officers	1,445	1,386

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

8.4 Related party transactions

Related parties of the Department include:

- 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 departments and public sector entities, including related bodies included in the whole of government consolidated financial statements,
- 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
Notes to the financial statements
For the year ended 30 June 2019

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:

	2019	2018
	\$000	\$000
Auditing the accounts, financial statements controls, and key performance indicators.	35	35

8.6 Equity

Contributed equity

	2019	2018
	\$000	\$000
Balance at start of period	-	-
Transactions with owners in their capacity as owners:		
Transfer of debit balance to accumulated surplus	-	1,382
Distributions to owners (section 20 FMA)	-	(1,382)
Balance at end of period	-	-

Asset revaluation surplus

Balance at start of period	32	32
Balance at end of period	32	32

8.7 Supplementary financial information

(a) Write-offs

There were no items written-off by the Department.

(b) Losses through thefts, defaults and other causes

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

(c) Gifts of public property

The Department provided obsolete items of furniture (nil value) to Westcare Incorporated.



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

8.8 Explanatory statement

All variances between estimates (original budget) and actual result for 2019, and between the actual results for 2019 and 2018 are shown below. Narratives are provided for key variations selected from observed major variances, which are generally greater than:

- 5% and \$377,000 for the Statements of Comprehensive Income and Cash Flows; and
- 5% and \$31,000 for the Statement of Financial Position.

8.8.1 Statement of Comprehensive Income Variances

	Variance Estimate Note	2019 \$000	Actual 2019 \$000	Variance \$000	Actual 2019 \$000	Actual 2018 \$000	Variance \$000
Expenses							
Employee benefits expense		17,504	17,269	(235)	17,269	16,722	547
Supplies and services	A	2,225	2,139	(86)	2,139	1,595	544
Depreciation and amortisation expense		-	17	17	17	17	-
Accommodation expenses		490	428	(62)	428	485	(57)
Other expenses		57	60	3	60	55	5
Total cost of services		20,276	19,913	(363)	19,913	18,874	1,039
Income							
Revenue							
Other revenue		-	4	4	4	24	(20)
Total income other than income from State Government		-	4	4	4	24	(20)
NET COST OF SERVICES		20,276	19,909	(367)	19,909	18,850	1,059
Income from State Government							
Service appropriation		18,998	18,998	-	18,998	18,821	177
Services received free of charge		1,060	949	(111)	949	877	72
Total income from State Government		20,058	19,947	(111)	19,947	19,698	249
SURPLUS/(DEFICIT) FOR THE PERIOD		(218)	38	255	38	848	(810)
OTHER COMPREHENSIVE INCOME							
Items not reclassified subsequently to profit or loss							
Changes in assets revaluation surplus		-	-	-	-	-	-
Total other comprehensive income		-	-	-	-	-	-
TOTAL COMPREHENSIVE INCOME FOR THE PERIOD		(218)	38	255	38	848	(810)



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

8.8 Explanatory statement

8.8.2 Statement of Financial Position Variances

	Variance Note	Estimate 2019 \$000	Actual 2019 \$000	Variance \$000	Actual 2019 \$000	Actual 2018 \$000	Variance \$000
ASSETS							
Current Assets							
Cash and cash equivalents	1, B	1,096	2,522	1,426	2,522	2,119	403
Inventories		21	-	(21)	-	-	-
Receivables	C	35	45	10	45	15	31
Other current assets	D	39	52	13	52	16	36
Total Current Assets		1,191	2,619	1,428	2,619	2,150	469
Non-Current Assets							
Restricted cash and cash equivalents	1, 2	50	16	(34)	16	16	-
Amounts receivable for services		168	168	-	168	168	-
Property, plant and equipment	3	163	129	(34)	129	146	(17)
Total Non-Current Assets		381	313	(68)	313	330	(17)
TOTAL ASSETS		1,572	2,932	1,360	2,932	2,480	452
LIABILITIES							
Current Liabilities							
Payables	4, E	219	141	(78)	141	109	32
Employee related provisions	5, F	641	755	114	755	632	123
Other current liabilities		118	117	(1)	117	117	-
Total Current Liabilities		978	1,013	35	1,013	858	155
Non-Current Liabilities							
Employee related provisions	5, F	84	142	58	142	101	41
Other non-current liabilities	G	265	264	(1)	264	46	218
Total Non-Current Liabilities		349	406	57	406	147	259
TOTAL LIABILITIES		1,327	1,419	92	1,419	1,005	414
NET ASSETS		245	1,513	1,268	1,513	1,475	39
EQUITY							
Contributed equity	6	(1,382)	-	1,382	-	-	-
Reserves		32	32	-	32	32	-
Accumulated surplus	7	1,595	1,481	(114)	1,481	1,443	38
TOTAL EQUITY		245	1,513	1,268	1,513	1,475	38



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
For the year ended 30 June 2019

8.8 Explanatory statement

8.8.3 Statement of Cash Flows Variances

	Variance Note	Estimate 2019 \$000	Actual 2019 \$000	Variance \$000	Actual 2019 \$000	Actual 2018 \$000	Variance \$000
CASH FLOWS FROM STATE GOVERNMENT							
Service appropriation		5,494	5,494	-	5,494	5,545	(51)
Other statutes		13,504	13,504	-	13,504	13,276	228
Distribution to owner (Section 20 FMA)	H	-	-	-	-	(1,382)	1,382
Net cash provided by State Government		18,998	18,998	-	18,998	17,439	1,559
CASH FLOWS FROM OPERATING ACTIVITIES							
Payments							
Employee benefits		(17,451)	(17,092)	359	(17,092)	(16,804)	(288)
Supplies and services		(1,177)	(1,198)	(21)	(1,198)	(705)	(493)
Accommodation		(272)	(245)	27	(245)	(308)	63
Grants and subsidies payments		-	-	-	-	-	-
GST payments on purchases		(130)	(161)	(31)	(161)	(128)	(33)
Other payments		(92)	(37)	55	(37)	(35)	-
Receipts							
GST receipts from taxation authority		130	125	(5)	125	126	(1)
GST receipts on sales		-	9	9	9	10	(1)
Other receipts		-	4	4	4	24	(20)
Net cash provided by/(used in) operating activities		(18,992)	(18,594)	399	(18,594)	(17,620)	(774)
CASH FLOWS FROM INVESTING ACTIVITIES							
Payments							
Purchase of non-current assets		-	(1)	(1)	(1)	-	(1)
Net Cash provided by/(used in) investing activities		-	(1)	(1)	(1)	-	(1)
Net increase/(decrease) in cash and cash equivalents		6	403	397	-403	(381)	784
Cash and cash equivalents at the beginning of the period		1,140	2,135	995	2,135	2,516	(381)
CASH AND CASH EQUIVALENTS AT THE END OF PERIOD		1,146	2,538	1,392	2,538	2,135	403



DEPARTMENT OF THE LEGISLATIVE COUNCIL
Notes to the financial statements
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8.8 Explanatory Statement (cont.)

Major Estimate and Actual (2019) Variance Narratives

- 1 A higher opening cash balance than budgeted for (by \$995,000) and an above budget \$397,000 operating cash surplus has led to a favourable variance to budget of \$1,392,000 (or 121%).
- 2 No additional provision for the 27th pay was required in 2019 which resulted in a \$34,000 (or 68%) variance against budget.
- 3 A \$35,000 understatement in the budgeted accumulated depreciation of office equipment (and hence, overstatement in the carrying amount) netted against a \$1,000 addition of artwork is responsible for the \$34,000 (or 21%) variance.
- 4 The overbudgeting of accrued salaries is mainly due for the \$78,000 (or 36%) variance in the Payables budget.
- 5 Although the combined current and non-current employee related provisions of \$897,000 exceeded budget by \$172,000 (or 24%), they are within \$19,000 of the Leave Liability cap set by Treasury in 2012.
- 6 The 2019 Estimate incorrectly assumes repeat equity adjustments as per the prior year.
- 7 The \$114,000 (or 7%) unfavourable variance in the accumulated surplus budget is comprised of budget deficits for the current and prior years. The accumulated surplus brought forward from 2018 was \$370,000 under the budget and with a current budget deficits of \$218,000. Actual of \$38,000 surplus was recorded in 2019 resulting in surplus movement of \$256,000.

Major Actual (2019) and Comparative (2018) Variance Narratives

- A Expenditure on Supplies and Services was \$544,000 (or 34%) higher in 2019 than in the prior year. This was primarily due to increases in the provision of services and resources by the Parliamentary Services Department at cost (\$322,000) and free of charge (\$72,000). Additionally, there were increases in travel (\$181,000), and consultants and contractors (\$81,000) offset by reductions in consumables (\$49,000) and general supplies and services (\$54,000).
- B Below budget member salaries and allowances (accommodation claims) contributed \$303,000 of the \$403,000 (or 19%) increase in cash over the prior year. The remaining \$100,000 is derived from an underspend in service appropriation.
- C An increase in GST receivable from the ATO is responsible for the \$31,000 (or 207%) variance to prior year in receivables.
- D The prepayment of rent in June 2019 (but not June 2018) is the main component of the \$36,000 (or 225%) variance in other current assets.
- E A combination of slight increases in the amounts payable to trade creditors, credit card providers, and salary packaging providers has resulted in a \$32,000 (or 29%) variance to budget.

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B.8 Explanatory Statement (cont.)

Major Actual (2019) and Comparative (2018) Variance Narratives (cont.)

- F During 2019 the combined current and non-current leave provisions grew \$164,000 (or 22%) over the prior year. This is reflective of higher FTE required for the additional sitting dates and parliamentary committees.
- G The increase of \$218,000 in the lease incentive provision is due to the renegotiation of the accommodation lease.
- H In 2018 cash was reduced by a Section 20 FMA return of funds (\$1,362,000) to Consolidated Revenue.
- I The uplift in cash outflow of \$493,000 (or 70%) for Supplies and Services was driven by the increased purchase of services/works from the Parliamentary Services Department beyond the scope of existing service provisions (\$322,000), and travel (\$168,000).

DEPARTMENT OF THE LEGISLATIVE COUNCIL
CERTIFICATION OF KEY PERFORMANCE INDICATORS
FOR THE YEAR ENDED 30 JUNE 2019

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 2019.



Nigel Pratt
Accountable Authority

Date: 23/8/19



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

**FOR THE YEAR ENDED
30 JUNE 2019**

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 40th Parliament. 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.

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	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Target	Variance to 2019 Target
Average Member rating for procedural advice - House	87%	90%	90%	90%	85%	5%

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	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Target	Variance to 2019 Target
Average Member rating for procedural advice - Committees	88%	87%	85%	88%	85%	3%

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	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Target	Variance to 2019 Target
Average Member rating for administrative support	86%	88%	88%	86%	85%	1%

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 2018-19 there were 69 sitting days requiring 207 daily documents (draft Council Minutes, Business Programs and Notice Papers) and 23 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	2016 Actual	2017 Actual	2017 Actual	2019 Actual	2019 Target	Variance to 2019 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 ^(a)

Key Efficiency Indicator	2016 Actual	2017 Actual	2018 Actual	2019 Actual	2019 Target	Variance to 2019 Target
Average cost per Legislative Council Member per sitting day ^(b) .	\$738	\$1,241	\$812	\$798	\$874	\$(76) ^(c)

(a) It is acknowledged that the House establishes the sitting patterns and the Department of the Legislative Council incurs fixed costs irrespective of the number of sitting days. Any amounts provided under the Salaries and Allowances Act 1975, grant funding to the Commonwealth Parliamentary Association (for 2015-16 to 2016-17) and costs allocated by the Parliamentary Services Department are excluded in measuring the cost base.

(b) Costs have been calculated based on 69 sitting days in 2018-19.

(c) This measure varies with the number of sitting days, which is determined by the House. There were a total of 69 sitting days in 2018-19 compared with 51 sittings in 2017-18, 44 sitting days 2016-17 (which was an election year with an extended summer recess), and 58 sitting days in 2015-16. The budget was based on 60 sitting days and a cost of \$1,886,000 whereas the actual cost was \$1,981,000 (2018: \$1,675,000).

Support the Committees of the Legislative Council ^(d)

Key Efficiency Indicator	2016 Actual \$000	2017 Actual \$000	2018 Actual \$000	2019 Actual \$000	2019 Target \$000	Variance to 2019 Target \$000
Average cost of providing procedural and administrative support to each Committee ^(e) .	\$427	\$416	\$359	\$292	\$348	(\$56)

(d) There were thirteen Committees during 2018-19. Any amounts provided under the Salaries and Allowances Act 1975, grant funding to the Commonwealth Parliamentary Association (for 2015-16 to 2016-17) and costs allocated by the Parliamentary Services Department 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.

(e) Average cost per Committee is calculated aggregating total Secretariat costs and specific expenditure incurred by all Committees and averaged equally over the total number of Committees. The budget for providing support to the Committees was \$3,824,000 whereas the actual cost was \$3,794,000 (2018: \$3,231,000).

APPENDIX 5

TRAVEL UNDERTAKEN ON OFFICIAL BUSINESS

Report of interstate and overseas travel undertaken by Members and officers of the Legislative Council on official business between 1 July 2018 and 30 June 2019:

Number of Members and Officers Travelling	Departure Date	Return Date	Destination	Reason for Travel	Cost \$
2 officers	Wednesday, 27 June 2018	Wednesday, 4 July 2018	Hobart, Tasmania, Australia	Australia and New Zealand Association of Clerks-at-the-Table Public Law and Parliamentary Procedure Course for parliamentary officers, University of Tasmania	10,504.63
1 Member and 1 officer	Saturday, 7 July 2018	Friday, 13 July 2018	Wellington, New Zealand	Presiding Officers and Clerks' Annual Conference	13,611.73
2 officers	Wednesday, 11 July 2018	Friday, 13 July 2018	Melbourne, Victoria, Australia	Third Biennial Public Law Conference, University of Melbourne Law School	4,107.73
2 officers	Wednesday, 18 July 2018	Saturday, 21 July 2018	Brisbane, Queensland, Australia	Australasian Study of Parliament Group Annual Conference	3,250.43
1 officer	Wednesday, 26 September 2018	Friday, 28 September 2018	Sydney, New South Wales, Australia	Australian Institute of Administrative Law Annual Conference	1,803.28
1 Member and 1 officer	Monday, 15 October 2018 (officer); Monday, 22	Saturday, 27 October 2018	Raratonga, Cook Islands	Commonwealth Parliamentary Association	11,333.65

Number of Members and Officers Travelling	Departure Date	Return Date	Destination	Reason for Travel	Cost \$
	October 2018 (Member)			Regional Conference	
5 officers.	Hobart, Australia.	Monday, 21 January 2019.	Friday, 25 January 2019.	Australian and New Zealand Association of Clerks at the Table Annual Professional Development Conference.	\$14,518.47
1 officer.	Canberra, Australia.	Sunday, 10 February 2019.	Saturday, 23 February 2019.	Senate Staff Secondment Program.	\$294.99
5 Members and 2 officers.	Stockholm, Sweden; Geneva, Switzerland; and Lisbon, Portugal.	Monday, 22 April 2019.	Saturday, 4 May 2019.	Select Committee Into Alternate Approaches to Reducing Illicit Drug Use and its Effects on the Community.	\$104,772.84
2 Members and 1 officer.	Regina and Vancouver, Western Canada.	Friday, 12 April 2019.	Sunday, 28 April 2019.	Parliamentary Exchange Program to Western Canada.	\$27,488.36
1 Member and 1 officer.	Rangoon, Myanmar.	Monday 17 June 2019.	Tuesday, 18 June 2019.	International Academic Seminar: "Post-Legislative Scrutiny in Asia Seminar."	\$5,553.27

APPENDIX 6

DISTINGUISHED VISITORS TO PARLIAMENT HOUSE RECEIVED BY THE PRESIDENT

The principal role of the President is to preside over the Legislative Council. However, the President also performs various ceremonial duties, including receiving visits from foreign heads of state and foreign delegations. During the reporting period, there were 12 First Official Visits to Western Australia by Ambassadors or High Commissioners. Madam President met with 11 of the visiting dignitaries with Mr Deputy President representing her on one occasion.

In addition to the visits of Ambassadors and High Commissioners Madam President also met with a number of Consuls-General, Consuls and Vice-Consuls including farewell calls from the Consul General of Vietnam Mr Phung the Long, the Consul General of India Mr Amit Kumar Mishra, and Consul General of United States of America Ms Rachel Cooke. She also had the pleasure of receiving courtesy calls from the new Consul General of Japan, Mr Tōru Suzuki, the new Consul General of China, Madam Dong Zhihua, and the new Consul General of Vietnam, Mr BUI Quoc Thanh.

Wednesday 25 July 2018	His Excellency Mr Stefano Gatti, Ambassador of Italy
Tuesday 4 September 2018	His Excellency Mr Karim Medrek, Ambassador of the Kingdom of Morocco
Wednesday, 5 September 2018	His Excellency Mr Mohammad Sufiur Rahman, High Commissioner for Bangladesh
Thursday, 4 October 2018* Mr Deputy President	His Excellency Mr Baiksoon Lee, Ambassador of the Republic of Korea
Thursday, 8 November 2018	His Excellency Mr Michal Kołodziejski, Ambassador of the Republic of Poland
Tuesday, 13 November 2018	His Excellency Mr Paul Gulleik Larsen, Ambassador of Norway
Wednesday, 28 November 2018	His Excellency Mr Wahidullah Waissi, Ambassador of the Islamic Republic of Afghanistan
Wednesday, 27 February 2019	His Excellency Mr Luke Daunivalu, High Commissioner for the Republic of Fiji
Tuesday, 9 April 2019	Her Excellency the Hon Dame Annette King, High Commissioner for New Zealand
Thursday, 16 May 2019	His Excellency Mr Sérgio Eduardo Moreira Lima, Ambassador of Brazil
Wednesday, 5 June 2019	Her Excellency Mrs Ma. Hellen Barber De La Vega, Ambassador of the Philippines
Thursday, 27 June 2019	Her Excellency Mrs Marion Derckx, Ambassador of the Kingdom of the Netherlands

APPENDIX 7

STATISTICS RELATING TO THE SITTINGS OF THE LEGISLATIVE COUNCIL

Table 4. *Statistics relating to the sittings of the Legislative Council*

	2014-15	2015-16	2016-17	2017-18	2018-19
Number of days House met	59	58	44	51	69
Number of hours House met	342.43	348.42	251.23	333.40	420.41
Average number of hours per sitting	5.49	6.01	5.43	6.32	6.36
Bills Considered —					
Initiated in Legislative Council	10	17	11	14	7
By the Government	38	48	32	49	50
By a Private Member	0	3	3	8	5
Initiated in Legislative Assembly	28	34	24	43	48
Total Bills Passed in the LC	35	42	40	31	42
Bills passed in the LC without amendment	31	35	32	21	24
Bills passed in the LC with amendments	4	7	8	10	18
Bills defeated in the LC	0	0	0	0	0
Bills lapsed in the LC	0	0	22	0	0
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	27	26	25	47	86
Questions on Notice processed	1939	945	462	1340	809
Questions without Notice	1394	1413	1055	1161	1407
Papers tabled (total)	1355	1290	965	1216	1309
Annual Reports	218	225	228	225	212

	2014-15	2015-16	2016-17	2017-18	2018-19
Petitions	51	41	37	72	73
Planning schemes and amendments	1	6	0	2	3
Standing/Select Committee Reports	50	47	35	41	40
Subsidiary Legislation	353	358	277	280	267
Others (including QONs, letters, documents etc)	733	654	388	596	714

APPENDIX 8

STATISTICS RELATING TO THE WORK OF THE LEGISLATIVE COUNCIL COMMITTEES

Table 5. *Statistics relating to the work of the Legislative Council committees*

	2014-15	2015-16	2016-17	2017-18	2018-19
Committee meetings					
<i>Standing Committee meetings</i>	184	156	77	140	193
Number of hours of meetings	414.33	340.42	131.63	330.83	365.20
<i>Select Committee meetings</i>	1	34	0	15	48
Number of hours of meetings	.75	115	0	34.77	128.93
Committee reports tabled					
Standing Committees	41	38	28	28	26
<i>Minority reports</i>	1	0	0	0	0
Select Committees	0	3	0	0	3
<i>Minority reports</i>	0	1	0	0	0
Submissions to committees					
Standing Committees	292	133	37	482	259
Select Committees	42	96	0	48	193
Summonses issued					
Standing Committees	1	1	0	0	24
Select Committees	0	3	0	0	1
Hearings (public and private)					
<i>Standing Committees</i>					
Number of hearings	161	94	30	109	86
Number of witnesses	489	355	148	457	270

	2014-15	2015-16	2016-17	2017-18	2018-19
<i>Select Committees</i>					
Number of hearings	0	17	0	21	46
Number of witnesses	0	34	0	35	70
Committee travel					
<i>Standing Committees</i>					
Number of trips (intrastate)	7	2	1	0	2
Number of trips (interstate)	2	0	0	1	0
Number of trips (international)	0	0	0	0	0
<i>Standing Committees expenditure total</i>	77,594	4,133	4,696	11,826	608.55
Expenditure intrastate	28,293	4,133	4,696	0	608.55
Expenditure interstate	49,301	0	0	11,826	0
Expenditure international	0	0	0	0	0
<i>Select Committees</i>					
Number of trips (intrastate)	0	0	0	0	6
Number of trips (interstate)	0	0	0	1	0
Number of trips (international)	0	0	0	0	1
<i>Select Committees expenditure total</i>	0	0	0	29,281	136,984.99
Expenditure intrastate	0	0	0	0	36,958.37
Expenditure interstate	0	0	0	29,281	0
Expenditure international	0	0	0	0	100,026.62
OVERALL EXPENDITURE TOTAL	77,594	4,133	4,696	41,107	137,593.54
<i>Expenditure by Committee⁴</i>					
Audit	0	0	0	0	0
Delegated Legislation	0	0	0	0	0

⁴ Reported expenditure relates to investigative travel by members and staff associated with a committee inquiry.

	2014-15	2015-16	2016-17	2017-18	2018-19
Environment and Public Affairs	26,331	0	0	11,826	0 ⁵
Estimates and Financial Operations	0	0	0	0	0
Legislation	0	4,053	4,696	0	0
Public Administration	51,263	80	0	0	608.55 ⁶
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) ⁷	0	0	-	-	-
Select Committee into Elder Abuse ⁸	-	-	-	29,281	0
Select Committee into Mining on Pinjin Station ⁹	-	-	-	-	31,102.79 ¹⁰
Select Committee on Personal Choice and Community Safety ¹¹	-	-	-	-	0
Select Committee into Alternate Approaches to Reducing Illicit Drug Use and its Effects on the Community ¹²	-	-	-	-	105,882.2 ¹³
Select Committee into Local Government ¹⁴	-	-	-	-	0

⁵ Three members and two staff from the Environment and Public Affairs Committee visited Northam for a tour of the Avon CBH Grain Receival Terminal to see how GM grain is received and processed separately to conventionally grown grain. The Committee did not use any funds for this site visit.

⁶ Four members and two staff from the Public Administration Committee travelled to Bunbury with two Hansard reporters to conduct hearings for the Inquiry into WorkSafe.

⁷ Established 13 May 2015

⁸ Established 13 September 2017

⁹ Established 22 August 2018

¹⁰ During the reporting period five members and two staff of the Select Committee into Mining on Pinjin Station travelled to Kalgoorlie on three occasions (together with two Hansard reporters each time) to conduct hearings and site visits.

¹¹ Established 29 August 2018

¹² Established 17 October 2018

¹³ Five members and two staff from the Select Committee into Alternate Approaches to Reducing Illicit Drug Use and its Effects on the Community travelled to Geraldton for one night to conduct site visits at: Geraldton Police Station, Midwest Alcohol and Drug Services, Geraldton Regional Hospital, Hope Springs Community Farm and the Aboriginal Legal Service. The same members and staff also conducted investigative travel in Stockholm, Geneva and Lisbon for a total of ten nights. This Committee also conducted metropolitan site visits at the Perth Drug Court and Wandoo Rehabilitation Prison at no cost.

¹⁴ Established 26 June 2019

APPENDIX 9

WEBSITE STATISTICS

Parliament Web Site Statistics

1 July 2018 — 30 June 2019

Table 6. *Parliament web statistics*

	2018-19
No. of Visits / Average per day	2,374,810 / 6,488
Average Page Views per Visitor	2.9 Pages
No. of page views / Average per day	6,876,338 / 18,787

Top 10 Site Sections	Number of page views
Committees	1, 017, 161
Bills	917, 627
Members	682, 137
Hansard	665, 995
Chamber Documents	482, 498
Question and Answers	378, 237
Tabled Papers	365, 209
Sitting Calendar	225, 425
Library Pages	134, 499
Watch and Listen (New Web Site Page)	25, 696

Top 10 files downloaded	Downloads
The Report of the Joint Select Committee on End of Life Choices http://www.parliament.wa.gov.au/Parliament/commit.nsf/(Report+Lookup+by+Com+ID)/71C9AFECD0FAEE6E482582F200037B37/\$file/Joint Select Committee on the End of Life Choices - Report for Website.pdf	10,732
The Three Branches of Government http://www.parliament.wa.gov.au/WebCMS/WebCMS.nsf/resources/file-05-three-branches-of-government/\$file/05 - Three Branches of Government.pdf	6008
LC Order of Business http://www.parliament.wa.gov.au/WebCMS/WebCMS.nsf/resources/file-lc-order-of-business/\$file/LC Order of Business May2017.pdf	4118
LC Sitting Calendar 2018 http://www.parliament.wa.gov.au/WebCMS/WebCMS.nsf/resources/file-lc-sitting-dates-2018-calendar/\$file/LC 2018 sitting dates calendar.pdf	3992
Recidivism rates and the impact of treatment programs http://www.parliament.wa.gov.au/publications/tailedpapers.nsf/displaypaper/3912295a35b28230ed9c541e48257d730008d551/\$file/2295.pdf	3974
Fine defaulters in the Western Australian prison system http://www.parliament.wa.gov.au/publications/tailedpapers.nsf/displaypaper/3914182a267c7268541194a448257fd20032c2e4/\$file/4182.pdf	3847
LA Sitting Dates 2019 http://www.parliament.wa.gov.au/WebCMS/WebCMS.nsf/resources/file-la-sitting-dates-2019/\$file/2019 - LA Sitting Dates.pdf	3772
The Food Fix – The role of diet in type 2 diabetes prevention and management http://www.parliament.wa.gov.au/Parliament/commit.nsf/(Report+Lookup+by+Com+ID)/E65D9AAEA62B2B2C482583D800295552/\$file/EHSC Report 6 The Food Fix FINAL.pdf	3376
Interstate Salary Comparisons for Police Officers http://www.parliament.wa.gov.au/publications/tailedpapers.nsf/displaypaper/3911393ae80154f35389616848257c8a0038148a/\$file/1393.pdf	3148
Consumable stock management in WA hospitals http://www.parliament.wa.gov.au/publications/tailedpapers.nsf/displaypaper/3913876a78060093f18d556248257f6300186644/\$file/3876.pdf	3003

APPENDIX 10

HUMAN RESOURCES STATISTICS

Table 7. *Employee statistics*

Staff movement	FTEs ¹⁵	Headcount		
		Male	Female	Total
at 1 July 2018	32.9	12	25	37
Recruited	4.6	1	4	5
Separated	1.4	0	2	2
Parental leave ¹⁶	1		1	1
Increase in FTE hrs ¹⁷	0.6			
Decrease in FTE hrs ¹⁸	0.0			
at 30 June 2019	35.7	13	26	39
Positions vacant	0			
Total	35.7	13	26	39
% turnover	4.26%			5.41%
Employees of age > 48 years		7	10	17
Employees within 2 years of next LSL entitlement		4	4	8
Employees with current LSL entitlement		5	11	19

¹⁵ 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.

¹⁶ Parental leave figures are those employees on parental leave for whom a replacement has been/will be recruited.

¹⁷ Increase in FTE hours includes employees returning from parental leave or part time employees increasing their hours.

¹⁸ Decrease in FTE hours includes any FTE transferring to part time; or part time employees reducing their hours.

Training	
Employees attending a course	19
as a % of total staff	48.72
% of staff who have completed the online recordkeeping awareness training	-- ¹⁹
% of staff who have completed the online information and communications technology security training	-- ²⁰

Figure 6. *Employee length of service*

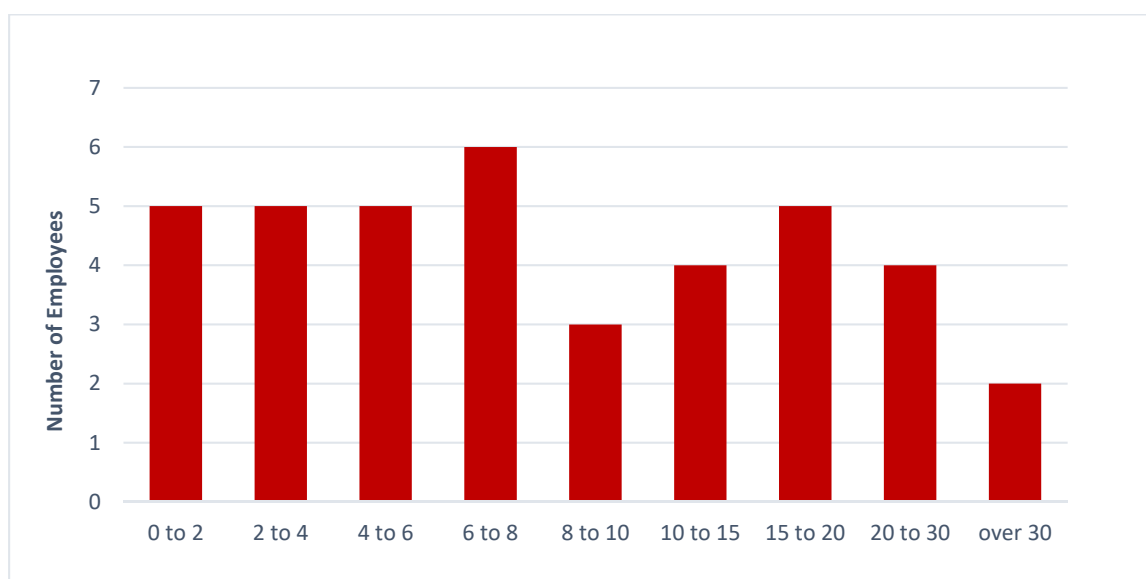
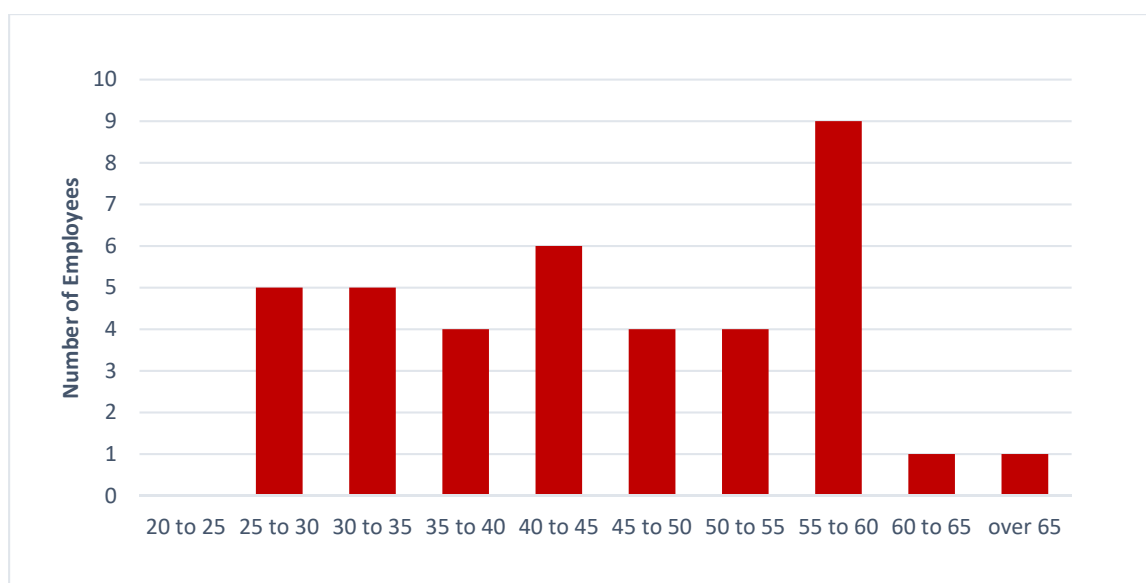


Figure 7. *Employees by age range*



¹⁹ This figure was unavailable due to the migration of service from the external provider to in-house development.

²⁰ This figure was unavailable due to the migration of service from the external provider to in-house development.

Figure 8. *Employees by classification level*

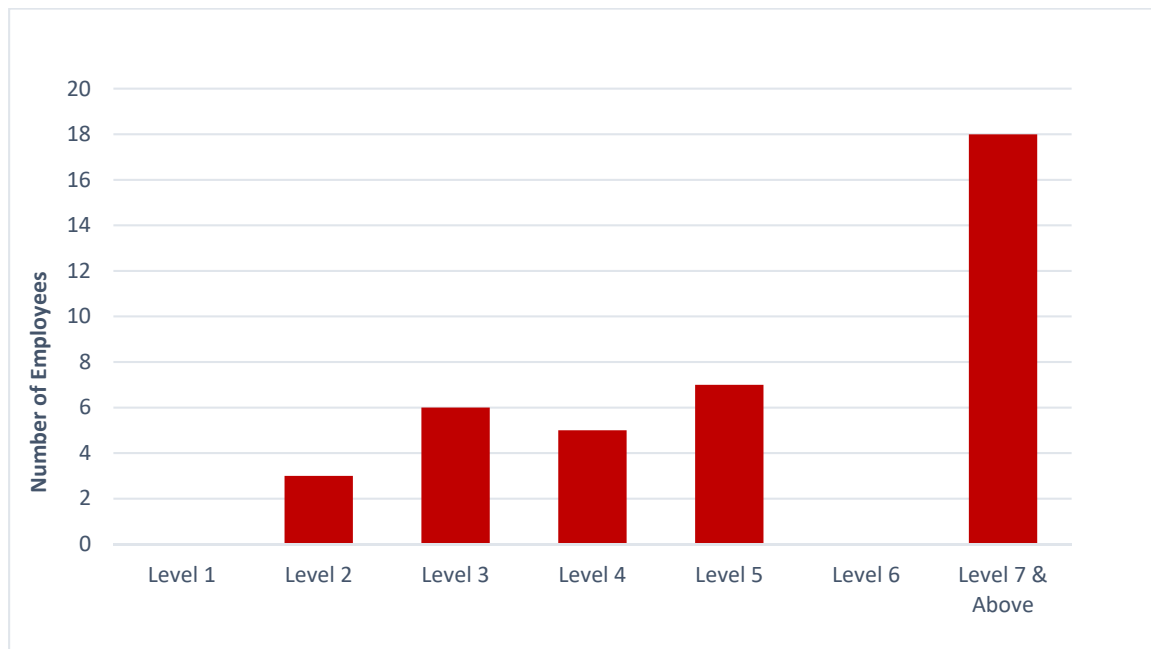


Figure 9. *Employee demographics*

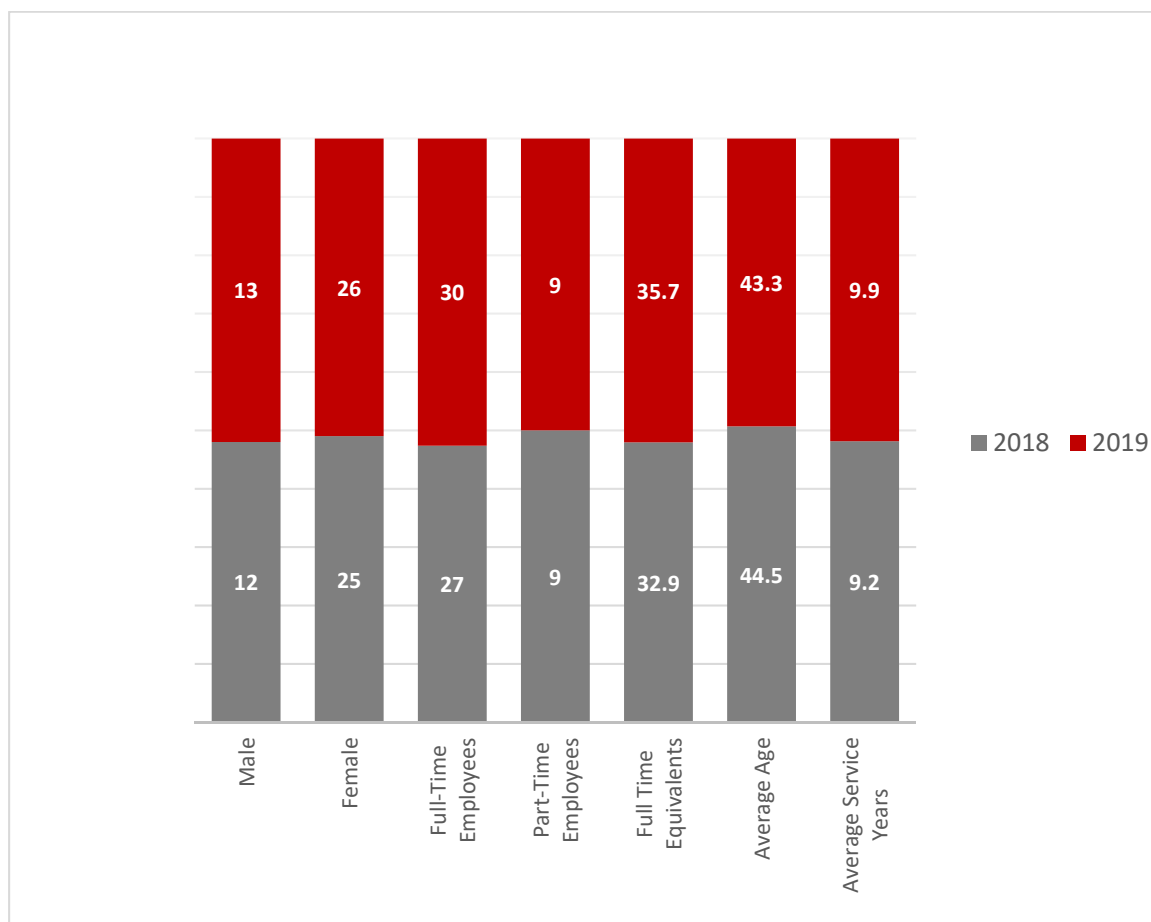


Figure 10. *Employee classification by male/female*

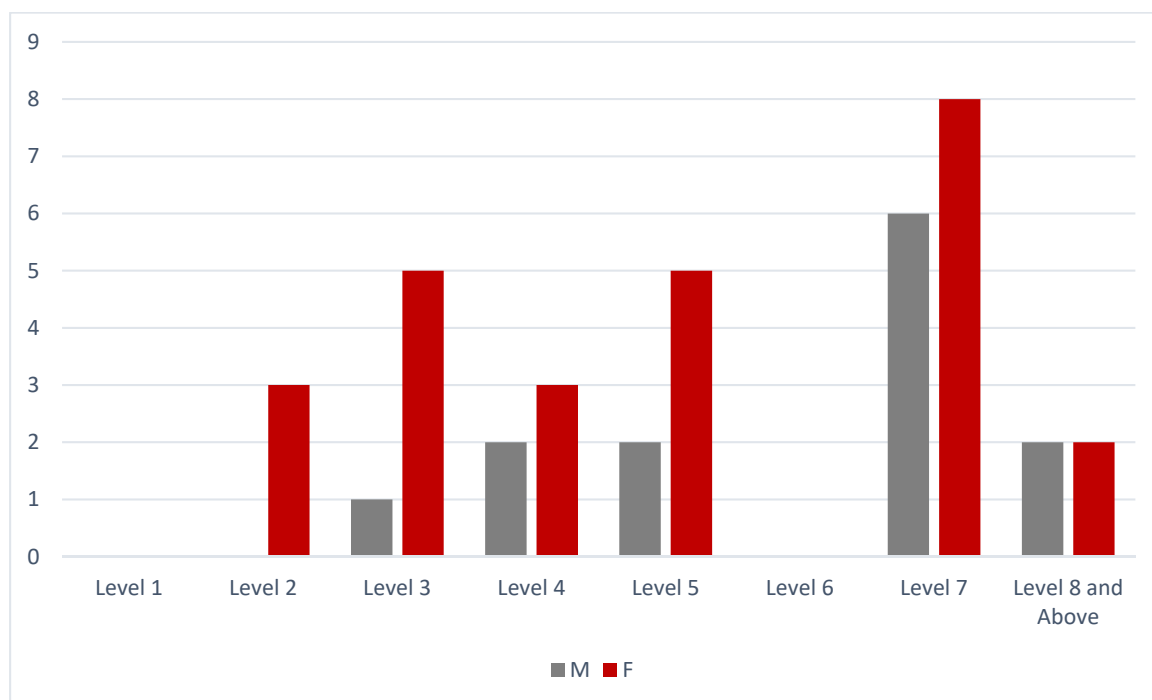
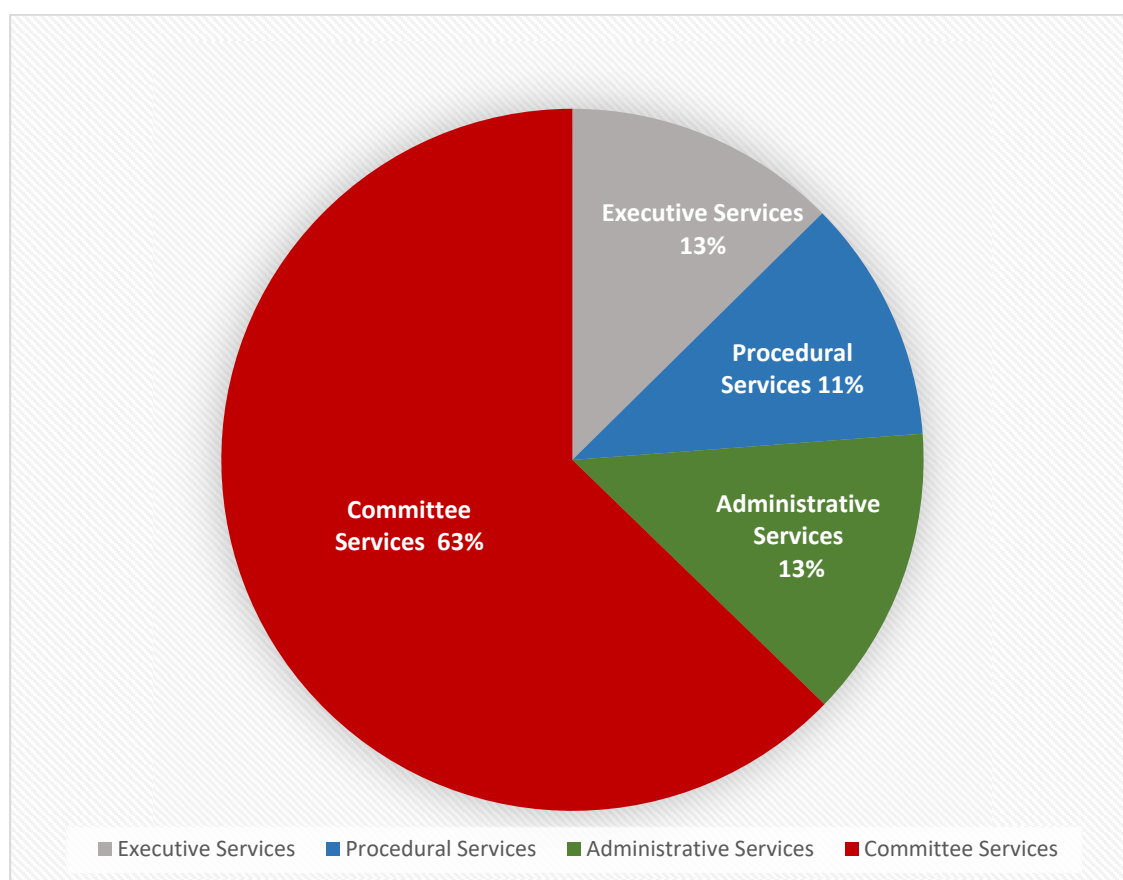


Figure 11. *Functional area FTEs*



APPENDIX 11

STRATEGIC PLAN AND 2019-20 BUSINESS PLAN

Strategic Plan and 2019-20 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.

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.

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.

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.

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.

Functional Areas	EXECUTIVE SERVICES	PROCEDURAL SERVICES
Strategic Plan		
<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>Maintain 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>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 the provision of legislative drafting services for Members and committees.</p> <p>Undertake research for the President, House and Clerk.</p>
2019-20 Business Plan Objectives	<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>Provide professional development opportunities for Members through training seminars, publication of Procedural Notes and other materials.</p> <p>Provide public education and awareness of the role of the Council through the POWA website, social media and education/displays.</p> <p>Provide professional development opportunities for Departmental staff in Procedure Office duties.</p> <p>Provide opportunities for staff exchanges between Chamber support and Committee Office staff.</p>

Functional Areas	COMMITTEE SERVICES	ADMINISTRATIVE SERVICES
Strategic Plan		
<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>Provide and maintain appropriate accommodation and facilities for the Legislative Council, its Members and committees.</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>
2019-20 Business Plan Objectives	<p>Facilitate regular whole of Department professional development opportunities.</p> <p>Ongoing professional development of Members through training seminars.</p> <p>Investigate strategies for increasing engagement with relevant stakeholder groups.</p>	<p>Monitor Member satisfaction by way of a survey at the end of each financial year.</p> <p>Carry out a rotation of duties within the Administration Office.</p> <p>Review and update the Administration Office's manuals and procedures.</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

Legislative Council of Western Australia
Parliament House
4 Harvest Terrace, West Perth WA 6005
Telephone: 08 9222 7300
Website: www.parliament.wa.gov.au

