



Department of Parliamentary Services

Annual Report
2022–23

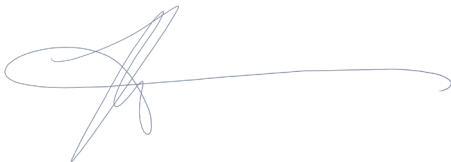
Department of Parliamentary Services

The Hon. Shaun Leane MLC
President
Legislative Council
Parliament House
Melbourne VIC 3002

The Hon. Maree Edwards MP
Speaker
Legislative Assembly
Parliament House
Melbourne VIC 3002

Dear President and Speaker,
I have pleasure in forwarding to you my report on
the operations of the Department of Parliamentary
Services for the financial year
ending June 2023.

Yours sincerely,



Trish Burrows
Secretary
Department of Parliamentary Services

Department of Parliamentary Services

Annual Report 2022–23

Tabled in the Legislative Council and Legislative
Assembly on 1 November 2023
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We acknowledge the traditional owners of Country on which we live and work throughout Victoria, and pay our respects to them, their culture and their Elders past and present.



Secretary's Foreword

It is my pleasure to present the 2022-23 annual report for the Department of Parliamentary Services (DPS). Over the last twelve months, I have had the great privilege of working with an outstanding team to support the Parliament of Victoria. I would particularly like to acknowledge and thank the DPS Leadership Team of Adam Lane, Catherine Wilson, Matt Smith, Paul Pamio and Tina Dimitriadis for their work over this last year; they have excelled in their contribution by modelling responsiveness and delivering quality while embracing and leading change.

Much of the department's 2022 into early 2023 was dominated by preparation for the election and subsequent transition between the 59th and 60th Parliament of Victoria. During this time DPS staff demonstrated incredible levels of organisation, flexibility, enthusiasm and a capability to thrive under pressure. While adapting to the atypical nature of an election year would represent a challenge for any organisation, the positivity shown across DPS during this period really demonstrates our collective ability to continuously improve our service offering for members and other stakeholders.

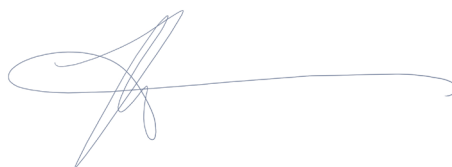
Thank you to all those who participated in this work, whether through transition planning, electorate office audits, supporting the opening of Parliament, or any of a hundred other joint efforts across the parliamentary departments. The delivery of a peaceful and efficient transition between parliaments is an important and complex process for our political system and your work was vital in making that possible.

I would also like to thank all team members who so positively contributed their time towards the development of the DPS Strategic Business Plan 2023-26. It was highly gratifying to see such a diverse range of ideas feed into that consultation process and I am confident the final output, which was shaped by extensive input and feedback from staff, will help us become even more effective and mature in our support and service provision.

Once again, this annual report takes a targeted storytelling approach to the reporting of our activities this year, with the vignette stories featured within representing a small sample of the projects and initiatives which have taken place across DPS in the last twelve months.

While only a small snapshot of our teams and projects are featured in the pages to follow, every team and staff member of DPS has played their own distinct and important role in supporting the achievement of our goals this year.

During the year, there were a few significant changes in leadership roles across the Parliament, with two new Presiding Officers elected by their respective Houses and one newly appointed clerk. Thank you to Parliament's Presiding Officers, the Hon. Shaun Leane, President of the Legislative Council, and the Hon. Maree Edwards, Speaker of the Legislative Assembly, as well as former President, the Hon. Nazih Elasmar who concluded his term in 2022, for their support and guidance. Thanks also to my colleagues in the other parliamentary departments, Bridget Noonan, Clerk of the Legislative Assembly and Robert McDonald, Clerk of the Legislative Council, whose collaborative approach is something for which I am always grateful. The successes of our last year, whether within DPS or shared across the Parliament, would not have been possible without their support, knowledge and guidance.



Trish Burrows
Secretary

Strategic Direction and Priorities of the Parliament of Victoria 2023–2026

In July 2023 the Presiding Officers approved the following set of new Strategic Priorities for Parliament for the period covering 2023–2026.

The overarching theme of these new priorities is about strengthening democracy in Victoria by making Parliament more accessible and increasing engagement with the Victorian community.

The primary functions of parliamentary departments are to assist members of Parliament to represent the people of Victoria and to ensure the independence and integrity of Parliament as an institution.



Supporting members

We will provide high-quality, impartial and professional services to all members of Parliament to support them to fulfil their roles as elected representatives.



Parliament for the people

We will create greater awareness of and access to Parliament through direct community engagement and education.



First Nations Focus

We will continue to prioritise engagement with Victoria's First Peoples to build understanding and respect for their culture and history.



A contemporary workplace

We will promote leading practice, build capability and ensure a respectful, safe and inclusive workplace.

Our Mission



To enable members of Parliament to be the best possible representatives of their constituents through quality, impartial and professional services and support for the institution of Parliament.



Creating a New Business Plan for DPS

A key focus for the Department of Parliamentary Services (DPS) over the past year has been the development and publication of our new multi-year Strategic Business Plan, to set key directions and drive performance for the next three years and beyond.

This new business plan was finalised in March 2023 following a comprehensive and thoughtful drafting process involving all DPS staff. It sets out four key pillars of focus which will support the department to better serve our overall vision of enabling democracy in Victoria.

In order to arrive at a plan that draws on the knowledge and experience of as wide a cross-section of DPS as possible, it was essential that the consultation and drafting process invited all staff to engage. Some initial thoughts on DPS' strengths, weaknesses and proposed priority areas were canvassed at a roundtable all-staff

briefing in September 2022, allowing the leadership team to get a broad and honest impression from staff as to DPS' perceived direction and challenges.

With the help of an external facilitator, those thoughts were used to craft a first phase of consultation which asked staff to explore six different topics. Those topics covered areas such as the overall vision of DPS, assessments of our infrastructure and systems, how we approach our duty of service to members of Parliament, culture and collaborative mindset.

A huge amount of input was collected from this first intensive set of workshops, which was refined ahead of a second round of workshops into four specific key areas for prioritisation and action. These key areas were identified as a helpful framework for focusing the work of DPS and capture within them areas of focus highlighted by staff.

Following further engagement, in which staff were asked to verify the key focus areas, the final version of DPS' Strategic Business Plan was published in March 2023. Through the engagement with a large number of staff – from early brainstorming workshops to final polish and refinement – we hope to have arrived at a plan in which staff can see themselves, their work and their ideas.

DPS will continue to work to be a trusted and reliable service provider for members of Parliament with a reputation for responsiveness and consistency. We will be a workplace that employs contemporary and forward-thinking work practices,

providing a safe and flexible environment for staff. We will support staff to feel empowered, confident and valued. And we will create a workplace and parliamentary precinct that is welcoming and accessible to the entire Victorian community. By bearing in mind these long-term objectives, staff will be able to see how their individual and team outcomes are contributing to our strategic aims.

This plan and the pillars which define its goals will provide the architecture for driving performance within DPS over the next three years and beyond. By focusing on the practical outcomes identified, and by working alongside the complementary business plans in place for the wider Parliament and parliamentary departments, we hope to continually improve our services to members and ultimately serve the democratic process.

The four pillars through which DPS will focus our attention are: trusted and efficient service culture, contemporary workplace, engaged and valued workplace and precinct of excellence. Each of these ideas represents a destination for DPS which will drive our collective performance.

DPS team members contribute their ideas and thoughts during one of the intensive business planning workshops.



Information Sharing at General Staff Meetings

With the formalisation of DPS' remote-working policy in late 2022, and transition to a hybrid working week, the importance of collaborative workplace forums as channels for information sharing and cultural development has become ever more pronounced.

While all staff have now returned to the parliamentary precinct and reconnected with their teammates and colleagues from across Parliament, DPS' decision to support staff, where their roles allow it, to split their time between home and the office has necessarily reduced the number of opportunities for incidental and face-to-face collaboration.

In that context, and in service of a continued desire for collaboration, DPS and the parliamentary departments have established a new biannual cross-departmental General Staff Meeting. This meeting, the first of which occurred in May 2023, will provide an opportunity for colleagues across DPS, the Legislative Assembly and Legislative Council to catch up, enjoy each other's company and share information.

At the first General Staff Meeting, the DPS Secretary and Clerks of the Legislative Assembly and Legislative Council were able to share some organisational updates, priorities and achievements across the teams, as well as announcing the inaugural winners of a new cross-departmental innovation award. This new award has been created to recognise and celebrate those team members who have been part of exceptional collaborative efforts across the parliamentary departments in the development of innovative solutions. Nominations remain open to all staff on an ongoing basis.

In addition to formal information sharing and recognition, these meetings provide a fresh forum for informal engagement and sharing. With the pandemic necessitating an unavoidable level of staff displacement and with the continuing role of new remote work practices, it is important that DPS maintains a focus on helping staff to build relationships, rapport and a collaborative workplace culture in any way possible.



Staff from across the parliamentary departments mingle and enjoy each other's company.

Returning the Ukrainian Flag

Following the invasion of Ukraine by Russian forces in February 2022, the Ukrainian flag was raised over Parliament House in a demonstration of support for freedom, democracy and peace in the nation. The decision to fly the flag was historic as the first time a non-Australian national flag has flown over Parliament House.

At the time of the raising, the Presiding Officers expressed their sympathy and condolences for the Ukrainian people as well as their support for democracy in the country, stating that “as a democratic legislature, the Victorian Parliament expresses

its support for the democratically elected parliamentarians of Ukraine’s Verkhovna Rada”.

The flag remained in place for over twelve months, maintained by DPS’ Buildings and Grounds team who had also helped to source and procure it. In March of 2023, after more than a year displayed above Parliament House, the flag was taken down and presented to a delegation from the Ukrainian Parliament.

The Speaker of the Legislative Assembly Maree Edwards made the official presentation to the delegation, in a gesture of solidarity between the parliaments.

Speaker of the Legislative Assembly Maree Edwards presents the Ukrainian flag to visiting delegates.



Introducing the Online Helpdesk



DPS provides a wide range of professional services to members through a variety of teams, each with their own staffing, systems and procedures. As such, one of the challenges members can encounter in their day-to-day work is knowing where to go or who to contact when they run into difficulties or wish to make a service request of DPS.

In order to provide members with equitable and easy-to-understand access to services,

this year DPS rolled out a new online service portal, dubbed CHRIS, where members and staff can submit requests for help or information across almost all service areas. Through CHRIS – which stands for ‘Customer Help and Request Information Service’ – users can seek help with IT issues, submit budget or staffing questions, report issues with their electorate office, book catering or AV services, access professional development resources and much more.

By providing members and electorate officers with a single, central point for all their queries, we have made it easier and faster to access the full range of DPS services. A user who lodges a ticket with CHRIS can be sure their request will be answered quickly, without concern that their email has been directed to the wrong person or that the recipient is out of the office or otherwise engaged.

The implementation of a central ticketing and update system, with the ability to add comments or additional information, means that users can check the status and progress of their request at any time, improving transparency and removing uncertainty. Once a case has been assigned, users receive regular email updates on their case, as well as any requests for additional information. These updates and requests can also be accessed on demand directly through the portal.

Another benefit of the centralisation of service and information requests is that it removes the knowledge burden from users. Instead, through the CHRIS portal, users have access to a channel in which their ability to obtain services and support is not dependent on existing organisational knowledge or relationships. In prioritising a channel like this, DPS can ensure a more equitable and unbiased provision of services in line with our guiding principle of impartiality.

While the benefits for users in terms of ease of access can be immediately understood, the centralisation of service requests through a digital channel will also allow us to refine and improve our service delivery moving forward, providing hard data that can be used to analyse service demand and support our continuous improvement.

Where previously the various formal and informal channels of information flow made it difficult to aggregate service-request information, the centralisation of this flow through a single portal means DPS can now access accurate real-time data. This will allow us to deepen our understanding of members' challenges and requirements, enabling DPS to further optimise our performance and direct our resources in a way that serves and reflects members' evolving needs.



Detailed planning went into the development of the CHRIS platform and improvements are ongoing and continuous.

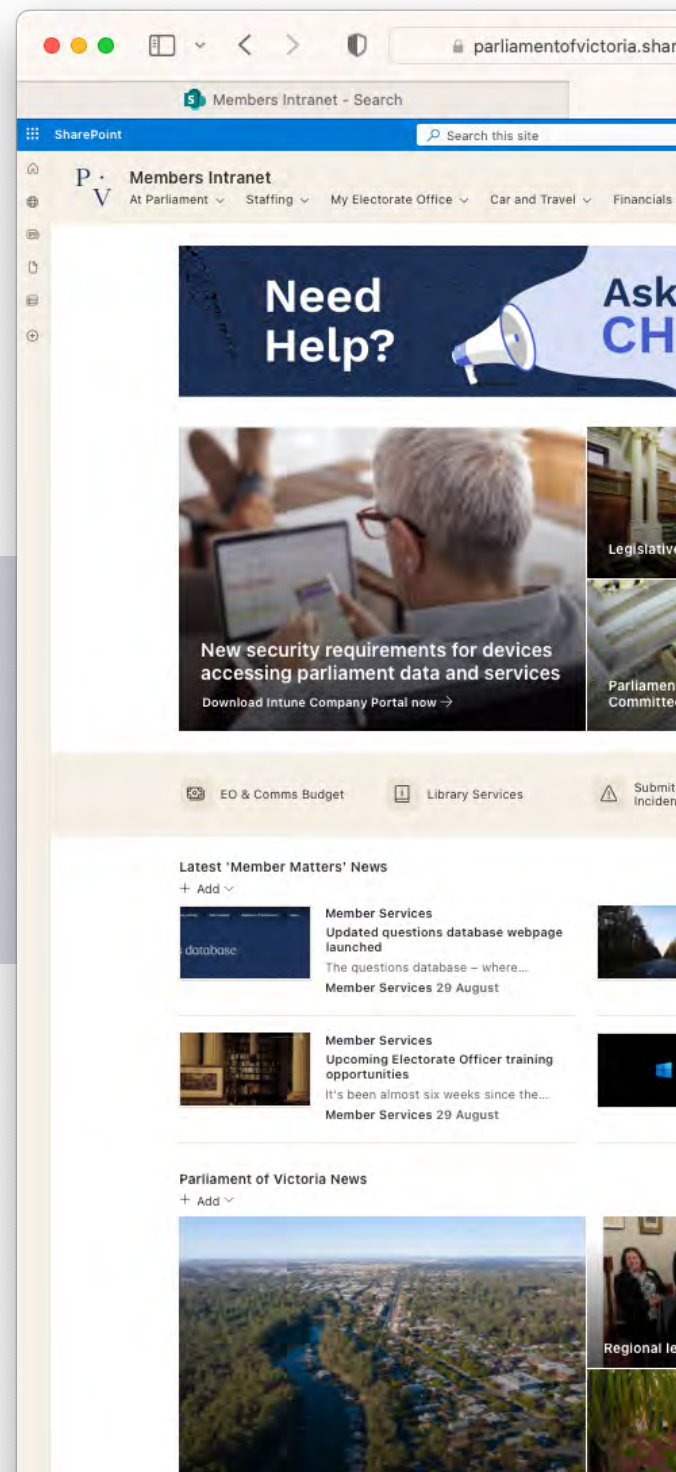
Developing a Member Specific Intranet

An effective intranet platform is a vital communications tool for any organisation, but this can be a highly complex and difficult outcome to achieve.

In the context of the Parliament of Victoria, where members and parliamentary staff have differing needs and priorities, that challenge becomes even more pronounced, while the geographic spread and isolation of Parliament's user base makes a reliable information hub even more critical. With members, electorate officers and staff dispersed across every electorate in Victoria, and the additional dislocation that comes with hybrid working, an effective central communication platform is vital.

To address these challenges and create a concentrated source of truth and information for members that is targeted, accurate and easy to navigate, a decision was made to produce a dedicated member-specific intranet in advance of the November 2022 election.

Prior to the creation of this resource, all Parliament of Victoria network users shared a common intranet system, meaning information pertaining to members, electorate officers and parliamentary staff was intermingled,



and users had to navigate a large number of materials to determine for themselves which aspects were applicable to them.

By taking a previously prepared Members' Guide resource as a starting point and supplementing it with additional information from across the existing Parliament of Victoria intranet network, a comprehensive set of member-specific information was collated, containing all the key pieces of information necessary for a member to undertake their duties, understand their obligations in relation to staffing and compliance, manage their electorate office and more.

Working with all three parliamentary departments, a process to authenticate and update this information was undertaken and a new standalone SharePoint site was created to house it, with a navigational menu structured around user needs and based on an earlier analysis of website user behaviour and expectation.

The menu structure designed for the dedicated Members' Intranet is organised around seven easy-to-understand categories, allowing users to locate information based on an understanding of their own needs, rather than an understanding of which parliamentary department's team is responsible for any given area.

As scheduled, completion of the new Members' Intranet was achieved prior to the November 2022 election, meaning this resource could be incorporated into the induction process for new and continuing members of Parliament. For new members in particular we hope this targeted resource has made it easier to hit the ground running and to understand how DPS can help them fulfill their role.



Coordinating Our 2022 Election Processes



With the Victorian state election taking place on 26 November 2022, this reporting period saw a large amount of additional work and coordination take place across the parliamentary departments.

While elections are predictable in their inevitability and timing, their relative infrequency means that there are a wide range of election-specific processes and actions which are extraordinary to the regular work of DPS. The coordination

of these efforts in order to ensure members enjoy a smooth transition between Parliaments is a key concern of the department and one we are continuously seeking to improve.

Early coordination efforts began well in advance of the election, with the appointment of a full-time role of Election Coordinator in late January 2022. In this role, the Election Coordinator oversaw the wider process and acted as a key point of contact through which the various parliamentary teams could support the transition process.

One of the Election Coordinator's first tasks was to facilitate the formation of a cross-departmental Election Working Group, which they chaired. This group, which met monthly from April 2022 and more frequently as the election approached, convened as a means of sharing information between the parliamentary stakeholders while preparing the ground for the expiration of the 59th Parliament and planning for the commencement of the 60th.

The Election Coordinator was subsequently joined by three administrative support staff comprising the 2022 Election Coordination team.

While the dedicated attention of the Election Coordination team was crucial to the success of this process, the Election Working Group continued to act as an important forum for coordinating the work of DPS and the parliamentary departments, with representatives from every corner of Parliament engaging to ensure the process was as smooth and sensitive as possible.

In addition to the coordination of additional election-related work with existing DPS teams, the Election Coordination team also oversaw a

number of initiatives specific to the 2022 election. An online Election Transition Guide was produced in consultation with key DPS teams and the parliamentary departments to provide members, electorate officers and parliamentary advisers with a simple and easy-to-understand source of truth on the election transition process. For members specifically, this guide collated key contacts and information tailored to their individual circumstance – whether they were retiring from Parliament or recontesting their seat – and was updated post-election for returned and non-retained members.

Additional supporting documentation was also created for new and former members, with induction workshops and meetings facilitated for incoming members, who were able to meet with key DPS stakeholders for briefings on a wide range of areas. These induction sessions were offered for groups and individuals and were designed to ensure new members were ready to hit the ground running.

Coordination of the various transition processes was particularly important considering the wide variety of work involved. DPS is responsible for a broad range of professional services and every team had a role to play, whether in the offboarding and onboarding of members and staff, the closure, audit and reallocation of electorate and Parliament House offices, processing IT and payroll services for members and staff, or the extensive preparations involved in formally opening the new Parliament.



The 2022 Election Coordination team on Opening Day



The Electorate Office Audit Process

One of the key support roles the Department of Parliamentary Services (DPS) performs for every member of Parliament is the provision and maintenance of electorate offices. With 128 members based right across Victoria, DPS' Property Services team manages an incredibly broad network of properties from Mildura to Mallacoota, each one of which provides its own unique set of contacts, circumstances and challenges.

As part of the election transition, each outgoing member is required to return their electorate office. This process involves an office audit to confirm the property's condition and contents, and to ensure it is ready for reoccupation by the incoming member. With premises spread over such a large geographical area, and with the election transition taking place within such a tight time frame, this process requires a great deal of cooperation and collaboration from departmental staff as well as careful organisation by the Election Coordination team.

Multiple staff are required to be on hand at each audit, including representatives from the IT and Property Services teams who provide technical support and expertise in relation to the condition and status of physical office infrastructure. Additional support was also drawn from across the three parliamentary departments to assist with offboarding conversations, auditing of office contents and to deal with any unforeseen complications.

In September 2022, ahead of the November election, the Election Coordination team facilitated a cross-departmental briefing to spread awareness and canvass interest from staff able to nominate their time to assist with providing this additional support, which attracted over 190 attendees. Ultimately, almost 70 staff from across all departments were able to contribute to the audit process, with approximately 60 of these being DPS employees.

In the wake of a continuing election process and with many electorate office teams facing an intense period of uncertainty and discomfort, it was important that these audits were undertaken with the utmost sensitivity and care. To prepare, staff taking part in the audit process were required to undertake training on areas such as mental health first aid and managing challenging conversations and behaviours, while practical training on manual handling was also provided to those in need of a refresher.

Once onsite at the various electorate offices, some of which required overnight stays in order to be reached, teams undertook a wide range of tasks including IT checks and the auditing of substantive office assets. Security officers also conducted checks of the security infrastructure as part of the auditing process. With guidance from the Election Coordination team, outgoing members were responsible

for the cancellation of all member-authorised contracts and the removal of personal items, member-printed stationery and material, as well as ensuring the office was left neat and tidy.

Each office required a tailored approach, so extensive preparatory work was undertaken to ensure all tasks and processes could be completed in the tight time frame available.

In addition to the extraordinary nature of this work for DPS staff and the complexity of managing each unique audit and handover, this audit cycle contained a further level of complexity due to the redivision of electoral boundaries which came into effect at the 2022 election. As a result of this change, one Region was renamed, nine existing Districts were abolished at the moment the electoral writ was issued, others were redrawn and nine Districts were created anew. These changes had significant implications both for members and electorate office operations.

DPS staff conducted 100 electorate office audits in 2022, meeting with staff right across Victoria.



Ultimately, 100 electorate office audits were completed during the 2022 election transition period, with audit teams covering hundreds of kilometres to ensure incoming members enjoyed a smooth transition process and inherited clean, safe and well-resourced offices.

Life After the 59th Parliament

An unavoidable reality of political careers is that they are subject to regular electoral review, with elections often being a challenging time for politicians and the people around them. Whether through internal selection battles or the judgement of the electorate, there are no guarantees of political career longevity, meaning that elections can generate great anxiety and stress for members.

For members who need to consider the prospect of an unsuccessful campaign, the trauma of an unexpected result can be hugely challenging. While some members are able to choose the time to bring their political career to an end, many others exit through circumstances beyond their control or expectations.

As part of the Parliament of Victoria's ongoing commitment to members, and in the wake of an earlier report on members' transitions to life after Parliament from

Deakin University (which was jointly commissioned by Parliament and the Victorian Parliamentary Former Members' Association), a range of new transitional support services were developed and provided for members of the 59th Parliament of Victoria who would not be continuing as representatives following the 2022 election.

While a number of established processes were in place in relation to the practicalities of the election transition – for example, in relation to electorate office audits and infrastructural support – the Deakin report highlighted potential improvements DPS could make around the provision of mental health and wellbeing support as well as career development opportunities.

In order to assist outgoing members with the transition to a post-Parliament career, DPS engaged two separate career support service providers, to design and offer outgoing members a choice of career transition programs. As an alternative,

"Whether it's the IT people, the communications people, the tables office, the library, Hansard, wonderful people who give so much of their time and are absolutely professionals. I'll miss working with those people."

Outgoing Northern Victoria MP,
Mark Gepp

State Election 2022: At a glance



* Five crossboarding Members were required to relocate to another EO, resulting in 10 audits (handback + handover).

** EO handover/induction was still pending for one Member when the Election Coordination team wrapped up.

Key facts and figures from the 2022 Victorian state election.

members were also supported to complete a company directors' course. Furthermore, to assist outgoing members with transitioning their IT needs, DPS has partnered with an external provider to deliver IT support and guidance.

In relation to the provision of mental health and wellbeing support and assistance, outgoing members and their families now retain access to the Parliament of Victoria Employee Assistance Program for the 12 months following the election, including 24/7 access to our support partner, Converge International.

Ultimately, from the moment a member is elected, they can never be sure whether their period of elected public service will last for one term or more. It

is also uncertain whether they will spend those years in government, opposition or on the crossbench. In this respect, it will always be challenging for members to plan their exit from Parliament, and DPS will continue to develop ways in which to support them.

While the initiatives outlined above were offered in the context of the 2022 election, the process of their development has highlighted the necessity of and value in an ongoing member support structure. As a result of this development process, DPS has established a clear process and set of resources to support members who exit during the parliamentary term.



Opening of the 60th Parliament of Victoria

Combining historical, ceremonial and political importance, the Opening of Parliament is the most significant event held in the parliamentary precinct.

Each Opening marks the first sitting of Parliament following an election and involves the swearing-in of members of Parliament and election of the President of the Legislative Council and the Speaker of the Legislative Assembly. It is also the only time at which the Crown, Legislative Assembly and Legislative Council convene together and is a unique opportunity to celebrate Victoria's history and future with the public.

Following the November 2022 state election, the 60th Parliament of Victoria was officially opened on Tuesday 20 December 2022. While the event took place less than a month after polls closed, its success was the result of months of planning and coordination between the house departments and the Department of Parliamentary Services (DPS).

Under the coordination of the Legislative Council's Usher of the Black Rod, an interdepartmental working group was established to perform and support the logistical, ceremonial and administrative duties of the day.

With a large number of attendees – including all members of Parliament and their invited guests, dignitaries, officials and the State Governor – security and visitor management were key priorities. The DPS Security team conducted a full risk assessment ahead of the event in consultation with major events and intelligence specialists from Victoria Police, the Governor's Office and the Department of Premier and Cabinet.

Security also oversaw visitor arrivals and departures as well as devising alternate access and emergency plans. Additional security personnel were recruited and deployed on the day to ensure full coverage while the department's IT team provided vital assistance by testing and strengthening the capacity of Parliament's existing digital visitor registration system to enhance security and

streamline arrivals. On the day, many staff from across DPS provided further onsite assistance with visitor management, being on hand to greet visitors and guide them around the building safely and efficiently.

Careful planning was undertaken by the DPS Projects team in the months leading up to the event to ensure that critical works were completed, obstructions were removed and areas affected by works were either secured or restored while minimising impacts to construction progress.

Practical set-up for the event required input from multiple teams including Buildings and Grounds and Catering, who sourced and arranged furniture, carpets, equipment and flowers throughout Parliament House as well as a large marquee in the gardens to host the Governor's Reception function.

The DPS Catering team was also responsible for showcasing Victorian produce in providing food and drink to approximately 500 guests who were onsite on the day. This included coffee service, a seated lunch in both Strangers' Corridor and the Members' Dining Room, lunch orders in Sessions Café, private function dining and roaming service at

the Governor's Reception in the Parliament gardens. Reviews of all spaces and operations were undertaken by the Work Health and Safety team to ensure accessibility and compliance throughout the precinct.

Several key cultural and ceremonial aspects of the Opening required collaboration between DPS, the house departments and external offices or bodies. This included the raising of the Governor's Standard above Parliament House, the fanfare, the preparation of ceremonial items and the Welcome to Country.

In a DPS first, recording and broadcasting of the event was produced and directed entirely in-house by the department's Hansard Broadcasting, Audio Visual and Technical teams, streaming live via the Parliament of Victoria website and distributed to the media. This involved over 30 crew members across seven locations filming the arrivals, processions and ceremonies, addresses and parliamentary proceedings as well as Auslan interpretation and expert commentary delivered from a purpose-built temporary studio set-up.

Pre-produced video inserts were interspersed throughout the five-hour live event footage which allowed the viewing audience to gain a broader perspective not only of the Opening, but also the many different people who work in the parliamentary departments. This significant undertaking further extended DPS' commitment to informing and engaging with the community, bringing this important day in Victorian democracy to the public.

Cross-departmental planning and collaboration behind the scenes.



Supporting the Work of Electorate Officers



In July 2022, the Independent Broad-based Anti-Corruption Commission and the Victorian Ombudsman released a joint report on the findings of Operation Watts. In direct response to the recommendations contained within the report, the Department of Parliamentary Services (DPS) focused on electorate officer recruitment, onboarding and professional development processes as key areas in which additional support and direction could be provided for both members and electorate officers. With the post-election period being one of the busiest

times for electorate officer recruitment and induction, this initiative required a coordinated approach from DPS' People and Capability team ahead of the November 2022 state election.

To ensure a streamlined approach to recruitment, DPS' Talent and Transformation team designed a holistic, end-to-end service available to all members of Parliament. This involved the team increasing its capacity to assist members with recruitment including job advertisement, candidate management and panel interview coordination.

1,218

electorate officer
eLearning programs
completed in 2022-2023

420

electorate officers
onboarded post-election

Individual administrative load was reduced by digitising the application and nomination process while recruitment guides and other educational resources were produced and housed on a new purpose-built intranet space, to assist those members taking a more direct approach to recruitment.

A new area specifically catered towards prospective electorate officers was constructed within the Parliament's external website, detailing the role, its responsibilities and values, alongside information on the Code of Conduct and job vacancies. This has helped inform and enlarge the potential pool of applicants for available positions, with the site generating significant traffic since its launch.

Optional key skills and competencies, digital literacy and customised testing for applicants have been made available to assist members in understanding potential candidates' strengths and development areas. DPS' People and Capability team has also organised the facilitation of mandatory independent checks on behalf of

members, including National Police Checks, Working with Children Checks and in-person confirmation interviews with all successful candidates to ensure they are aware of the parameters and responsibilities of their role.

DPS' People and Capability team worked with great agility to implement these new and updated measures in time for the state election and were able to assist with the onboarding of nearly 400 new electorate officers in the post-election period.

In seamless collaboration with these recruitment updates, a new professional development strategy for electorate officers was created, with a view to ensuring all incoming officers are well supported and informed from day one. Mandatory DPS-designed inductions were redesigned with a focus on integrating electorate officers into their role and introducing them to various vital parliamentary functions and services including security, work health and safety, human resources and the house departments. This essential program comprised onboarding sessions, eLearning modules and live virtual workshops with a focus on meeting other new electorate officers, learning by doing and working collaboratively.

In constant dialogue with electorate officers and drawing on feedback from members, the team has also developed a calendar of ongoing training with sessions covering a range of topics relevant to electorate officers' duties, conduct and skills. These programs are primarily delivered virtually to ensure accessibility and have been created with electorate officers' user experience and development in mind, with emphasis on ease of navigation, modern delivery methods and on-demand learning supported by interactive workshops where skills can be put into practice. DPS' People and Capability team works closely with external course providers to ensure they are equipped with comprehensive knowledge of the parliamentary context and are committed to contemporary delivery styles to provide electorate officers with relevant, interesting and useful programs.

Alongside these initiatives, the People and Capability team, in collaboration with a number of other DPS teams, worked hard during this reporting period to prepare and execute the inaugural Electorate Officer Conference, which ultimately took place in July 2023. This event invited electorate officers from all 128 electorate offices across the state to come together, share and learn from both experts and each other.

Delivering a New Service Model for Electorate Offices

The provision of electorate offices and associated professional services to support the work of every member of the Victorian Parliament in serving their constituents is a key responsibility for the Department of Parliamentary Services (DPS). This task of locating, securing and maintaining central and accessible premises in each electorate, as well as supplying appropriate facilities and employee support, requires significant and coordinated effort from across DPS.

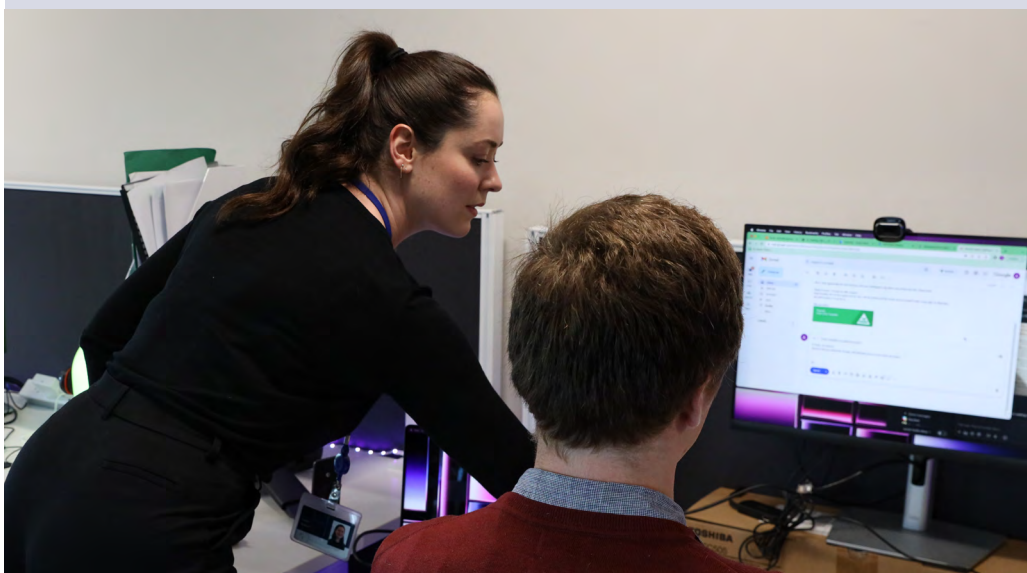
To ensure optimal efficiency and service delivery to the 128 electorate offices and teams located throughout the state, a partnership model has been adopted. Under this system, designated contacts within the DPS People and Capability, Security and Property Services teams are assigned to

each office and regular engagement from each service area with every office is prioritised.

A key benefit of this system is the development of contextual knowledge and strong relationships between electorate offices and their DPS contacts. Complex support needs from members and electorate officers can now be addressed to specific individuals who have deep in-person experience of the electorate offices they are responsible for servicing.

With clear lines of responsibility established across all functions, collaboration between DPS teams aims to be seamless, with any issues requiring attention from multiple services quickly referred on by one contact to the electorate office's other designated service delegates for resolution.





Crucially, the strong commitment to regular in-person site visits by designated contacts to all electorate offices across the state ensures consistency and quality of service – from Mildura to Mornington, Benambra to Brunswick, and all the districts and regions in between.

These regular touchpoints empower members and electorate officers to devote more time to assisting constituents and less time to administration, while ensuring that issues which may not have been noticed or raised by electorate office staff can be identified and addressed in a timely manner. In the 2022-23 period, hundreds of site visits were conducted by People and Capability, Security and Property Services partners to check equipment, property maintenance, policy compliance, safety and wellbeing.

The strength of this service delivery model was highlighted by the November 2022 state election, as DPS staff responded to a range of factors impacting electorate offices including the redistribution of electoral boundaries and significant numbers of member retirements and seat changeovers. Following the announcement of results, designated Property Partners were able to quickly mobilise and renegotiate leases for returned members, drawing on established relationships with landlords and property agents. With strong knowledge of their

specific electorate office portfolios, Property Services partners and Security contacts were also able to ensure the efficient handover or relocation and set-up of offices in non-retained or redistributed seats.

The onboarding process for new members has been similarly streamlined, with each provided a list of direct contacts for all their HR, security and property needs. Greater direct engagement with human resourcing experts has also allowed People and Capability to better support and oversee electorate officer recruitment, training and management in alignment with the recommendations of the Operation Watts report, while reducing members' administrative burdens.

In this way, by moving towards a direct contact model of service delivery which prioritises regular interaction between our staff and electorate offices, DPS is not only supporting members to fulfil their roles as elected representatives with greater efficiency and impact but is working to protect the independence and integrity of Parliament as well.

>600
electorate office
checks conducted in
2022-23

Caring for Parliament's Gardens and Grounds



Parliament House is built on the traditional lands of the Wurundjeri Woi-wurrung people. Long before the parliamentary precinct was established this was an important political and ceremonial meeting place for the Eastern Kulin.

Since they were first established in the mid-1800s, the Parliament precinct gardens have served not only as a space for parliamentary staff and members to meet and enjoy but as a reflection of Victoria's unique character and ambitions. As the

Parliament precinct has grown and changed, so too have the gardens under the constant care of the DPS Buildings and Grounds team.

In recent years, the building of the new Members' Annexe and the planting of its native rooftop garden have provided an opportunity to celebrate uniquely Australian flora and connect with the land on which Parliament House stands. Native Australian plants such as silky eremophila, tar bush and common heath – Victoria's floral emblem – have been selected to honour and invoke the Australian landscape as well as for

their hardiness in the shallow rooftop soil conditions. Over the past year, as the garden has grown more established, the Grounds team has continued to fine-tune planting arrangements, improve soil conditions and respond to the rooftop's developing ecosystem.

This contemporary and distinctly Australian space has been able to serve as the meeting place and backdrop for many important events for the state, including celebrations for the opening of the 60th Parliament in December 2022.

This modern rooftop garden is nestled within the nineteenth-century heritage landscape design of the surrounding grounds. Maintenance and restoration of these existing historic spaces such as the lawn bowls green and the Federal Oak tree planted by Sir Henry Parkes in 1890 – which are enduring and much-beloved features of Parliament House enjoyed by members, staff, visiting dignitaries and the Victorian public alike – requires ongoing attention. In the past year, verges around the main lawn and bowling

green have been re-laid and consultant arborists have advised on tree health throughout the precinct to ensure the safety and longevity of established specimens.

As significant siteworks, including critical stonework restoration, have progressed around the exterior of the building, with scaffolding, gantries and materials constantly moved around the precinct, subsequent preservation and renewal works to the affected grounds have been essential. For many years, a key consideration during such renewal activities has been sustainable planting choices, including aiming to replenish areas impacted by siteworks or adverse weather conditions with more resilient and less resource-intensive varieties of existing species.

This careful balancing of heritage and sustainability, history and innovation, ensures that the Parliament's gardens and grounds reflect the state's past while remaining accessible, welcoming and viable for visitors and future generations of Victorians.



Launching Parliament's Inaugural Reconciliation Action Plan

Engaging with Victoria's First Peoples is a key priority for Parliament and a fundamental component of this engagement is a commitment to the process of reconciliation. In recognition of this, the Parliament of Victoria published its inaugural Reconciliation Action Plan (RAP) in June 2023 for the parliamentary departments.

The publication of the RAP was the result of ongoing collaboration between the parliamentary departments and led by an interdepartmental working group working in close consultation with Reconciliation Australia. The RAP details what steps have already been taken towards reconciliation and outlines a framework for deepening

this commitment around the pillars of Respect, Relationships and Opportunities.

Several existing initiatives and activities are acknowledged in the RAP. These include Hansard's Aboriginal Lexicon project, the Aboriginal Honour roll which is maintained by the Library's Heritage team in partnership with Aboriginal Victoria and the facilitation of the First Peoples' Assembly's address to the Legislative Assembly.

With 'Reflect: scoping capacity for reconciliation' identified as the guiding theme of the inaugural RAP, many of these existing relationships and initiatives have provided jumping-off points for the actions and commitments outlined in the RAP, which requires the parliamentary departments to



Gunditjmara, Yorta Yorta and
Wemba Wemba artist Tom
Day speaking at the launch



understand and expand their sphere of influence and relationships with Aboriginal and Torres Strait Islander stakeholders in the journey towards reconciliation.

Below, the unveiling of *Yarkeen Mirring* (Dreaming Country)

The inaugural RAP has been commemorated and underlined by the artwork of Gunditjmara, Yorta Yorta and Wemba Wemba artist Tom Day which was commissioned for the publication. Day describes the work as a 'celebration of the collective Aboriginal identity and all they encompass, their vibrancy, their beauty, the tangible and the intangible, the undeniable identity'. The painting, titled *Yarkeen Mirring* (Dreaming Country), was officially unveiled at an interdepartmental event during Reconciliation Week 2023 to launch the RAP, and now hangs in Parliament House as a reminder of the commitments made.

The publication of the RAP marks an important moment and a tangible step forward in progress towards reconciliation, to which DPS is proud to contribute.



Facilitating the Parliamentary Internship Program



Guardian Australia Journalist Benita Kolovos speaks to students in the Parliamentary Intern Program.

For more than 30 years the Victorian Parliamentary Internship Program has been supporting members to fulfill their roles as elected representatives by providing targeted, evidence-based, public-domain research on key issues. Coordinated by the Parliamentary Library and supported by contributions from across the Department of Parliamentary Services (DPS), the program offers third-year political science undergraduates from participating Victorian universities the opportunity to

undertake a semester of research as selected by a member of Parliament on policy areas or matters of interest to their electorate.

The highly competitive program is run in collaboration with academic coordinators from the University of Melbourne, Monash University, La Trobe University, Swinburne University of Technology and the Australian Catholic University to provide top-performing students with an opportunity to experience the workings of Parliament and engage in research to investigate real-world public policy



issues as part of their studies. Many former interns have gone on to have high-profile careers, often in the public service including as elected members.

The more than 1300 papers published through the program over its lifetime have been referred to by members in Parliament and used to enrich debate on topics including education, transport and community services. Research conducted through the program has also been used to inform tangible policy decisions such as the establishment of the Melton Botanic Gardens in 2017 following consecutive internship reports into the feasibility and practical considerations of the proposal.

The recent state election meant a scheduled pause to the program, after which the Parliamentary Library staff engaged new and returned members for expressions of interest in hosting interns for semester one of 2023. Then began the task of working with university coordinators to devise the program and match over 20 students with members based on broad subject areas of interest.

The post-election period provided an opportunity to refresh the course structure and materials. New custom resources were produced by the Parliamentary Library team for both

members and students and an induction day was also held at Parliament House to familiarise interns with the building, program and Victorian Parliament.

Organised in collaboration with the universities and DPS' People and Capability team, the induction day featured introductions by the Secretary and the Deputy President representing the program's patrons, panel discussions with leading Australian journalists and presentations by members on being a parliamentarian and representing a minor party. Academic staff and the Clerks of the Legislative Assembly and Legislative Council also delivered lectures while a former intern and winner of the Presiding Officers' Prize presented a talk on the intern experience.

In addition to the induction day, an ongoing series of seminars is also held at Parliament House as part of the program while research support, including guidance on statistics and mapping, is provided by the Library team including Research and Inquiries Officers and Data Journalists.

The cumulative result of the 2022-23 program has been 22 research papers of over 6000 words each on topics ranging from electric vehicle road user charges to disability services and infrastructure in the greater-Melbourne area, Victorian youth justice, regulation of the gig economy, public housing and state property taxation reform among many others. Beyond being a considerable academic achievement, this research is an invaluable resource to members and the communities which they serve, proudly facilitated by DPS.



Reclaiming Heritage Materials

Though Parliament House was first opened in 1856 with the completion of the Legislative Chambers, the original architectural vision has never been fully realised and construction in the precinct has never officially concluded. Major projects are ongoing to this day, including the East Wing project to improve the accessibility, safety, security and amenities of Parliament's East Wing facilities, which were originally built in the mid-1800s. During the course of these works, timber roof beams were removed from around the library dome which were more than 150 years old.

These beams will no longer be required in the updated space so, in the interests of sustainability and preserving heritage materials, the Department of Parliamentary Services' (DPS) Buildings and Grounds team, in collaboration with the DPS Projects team, began a project of repurposing the historic timbers into furniture for the precinct.

A prototype coffee table was crafted by the Buildings and Grounds team and, following the success of this project, a large meeting table was commissioned which is now in use in the Trades Office. Both tables feature plaques detailing the historic origin of their materials for posterity.

Additional ceiling timbers recovered during the East Wing project have subsequently been made available for a custom meeting table for the Speaker's Meeting Room in Parliament House which is currently being handmade by Victorian woodworkers.

These projects allow for valuable materials to be reused and given new life within the precinct; reducing waste while preserving history and delivering new benefits to staff in Parliament House.

Governance and Reporting



About the Department

Parliamentary values

The *Parliamentary Administration Act 2005* defines the values that should be demonstrated by parliamentary officers as:

- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect
- Leadership

Our purpose and functions

Working alongside the other parliamentary departments, our teams provide impartial support and resourcing to all 128 members of the Victorian Parliament.

With a focus on protecting the integrity and independence of parliament, our wide range of services include human resources and financial services, information technology, security and other infrastructural supports, as well as catering facilities and maintenance of the parliamentary precinct and grounds.

Our five strategic directions

The below strategic directions of the Parliament of Victoria 2019-22 were in place for the reporting period.

- Parliament will assist members to be the best they can be in their role of legislating, scrutinising and representing their individual constituencies and the broader electorate and ensure the relevance, clarity and accessibility of services to members.
- Parliament will continue to support the principle of the separation of powers and strengthen stakeholder and community confidence in the integrity of Parliament.
- Parliament will proactively engage with Victoria's First Peoples by working collaboratively with Indigenous groups and developing a Reconciliation Action Plan that facilitates mutually beneficial engagement with Parliament.
- Parliament will stimulate positive community interest in and engagement with its purpose, roles, activities and events. Parliament will support members to engage effectively with the community.
- Parliament will ensure it properly supports members and operates to a high standard of efficiency and with a strengthened capability and culture.

Portfolio Performance Reporting

Performance against output performance measures

The following output measures are indicators of achieved service levels against a range of targets across various parliamentary functions.

Department of Parliamentary Services

Outputs	Unit of Measure	Target As at 30 Jun 23	Actuals As at 30 Jun 23
Quantity			
Percentage of chamber proceedings available to members and electorate officers through video on demand	Percent	99%	100%
Quarterly budget reports published in accordance with <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	Number	4	4
Provide members with an approved standard electorate office	Percent	95%	95%
Quality			
Clients satisfied with quality of information provided by Library staff	Percent	85%	100%
Electorate offices visited by a member of DPS staff during the year	Percent	95%	100%
Legislative activities at Parliament House uninterrupted by service interruptions or security incidents	Percent	98%	100%
Scheduled availability of IT systems (network, email, and windows file and print)	Percent	99%	99%
Timeliness			
Indexes, records, speeches, video and transcripts available within published time frames	Percent	85%	88%
Payroll processing completed accurately and within agreed time frames	Percent	99%	99%
Monthly budget management reports to members and departments within five business days after closing monthly accounts	Number	12	12
Cost			
Total output cost	\$ million	137.3	138.3

Portfolio Performance Reporting

Performance against output performance measures

Legislative Assembly

Outputs	Unit of Measure	Target As at 30 Jun 23	Actuals As at 30 Jun 23
Quantity			
Procedural references – updates published biannually	Number	2	2
Quarterly allowance reports published in accordance with the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	Number	4	4
Regional visits to schools to conduct parliamentary role plays	Number	5	6
Quality			
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	Percent	100%	100%
Member satisfaction that advice is responsive, prompt, clear and objective	Percent	80%	100%
Teacher satisfaction with tours of Parliament for school groups and outreach programs	Percent	95%	100%
Timeliness			
Documents tabled within time guidelines	Percent	90%	100%
House documents available one day after sitting day	Percent	100%	100%
Online information relating to bills updated within one day	Percent	95%	100%
Cost			
Total output cost	\$ million	41.5	43.0

Legislative Council

Outputs	Unit of Measure	Target As at 30 Jun 23	Actuals As at 30 Jun 23
Quantity			
Procedural references – updates published biannually	Number	2	2
Quarterly allowance reports published in accordance with the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	Number	4	4
Quality			
Bills and amendments processed accurately through all relevant stages and other business of the house conducted according to law and standing and sessional orders	Percent	98%	100%
Member satisfaction with accuracy, clarity and timeliness of advice	Percent	80%	100%
Timeliness			
Documents tabled within time guidelines	Percent	90%	100%
House documents and other sitting-related information available one day after sitting day	Percent	95%	100%
Cost			
Total output cost	\$ million	21.5	22.8

Portfolio Performance Reporting

Performance against output performance measures

Parliamentary investigatory committees

Outputs	Unit of Measure	Target As at 30 Jun 23	Actuals As at 30 Jun 23
Quantity			
Reports tabled per annum	Number	10	18
Quality			
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	Percent	80%	98%
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	Percent	95%	100%
Timeliness			
Reports tabled in compliance with procedural and legislative deadlines	Percent	95%	100%
Cost			
Total output cost	\$ million	5.8	6.2

Reconciliation of Appropriation Bill

The purpose of this briefing is to explain the difference between the output costs shown in Budget Paper No. 3 and the appropriation funding shown in the Appropriation Bill.

Reconciliation of Appropriation Bill 2022–23 and 2023–24 to Budget Paper No. 3

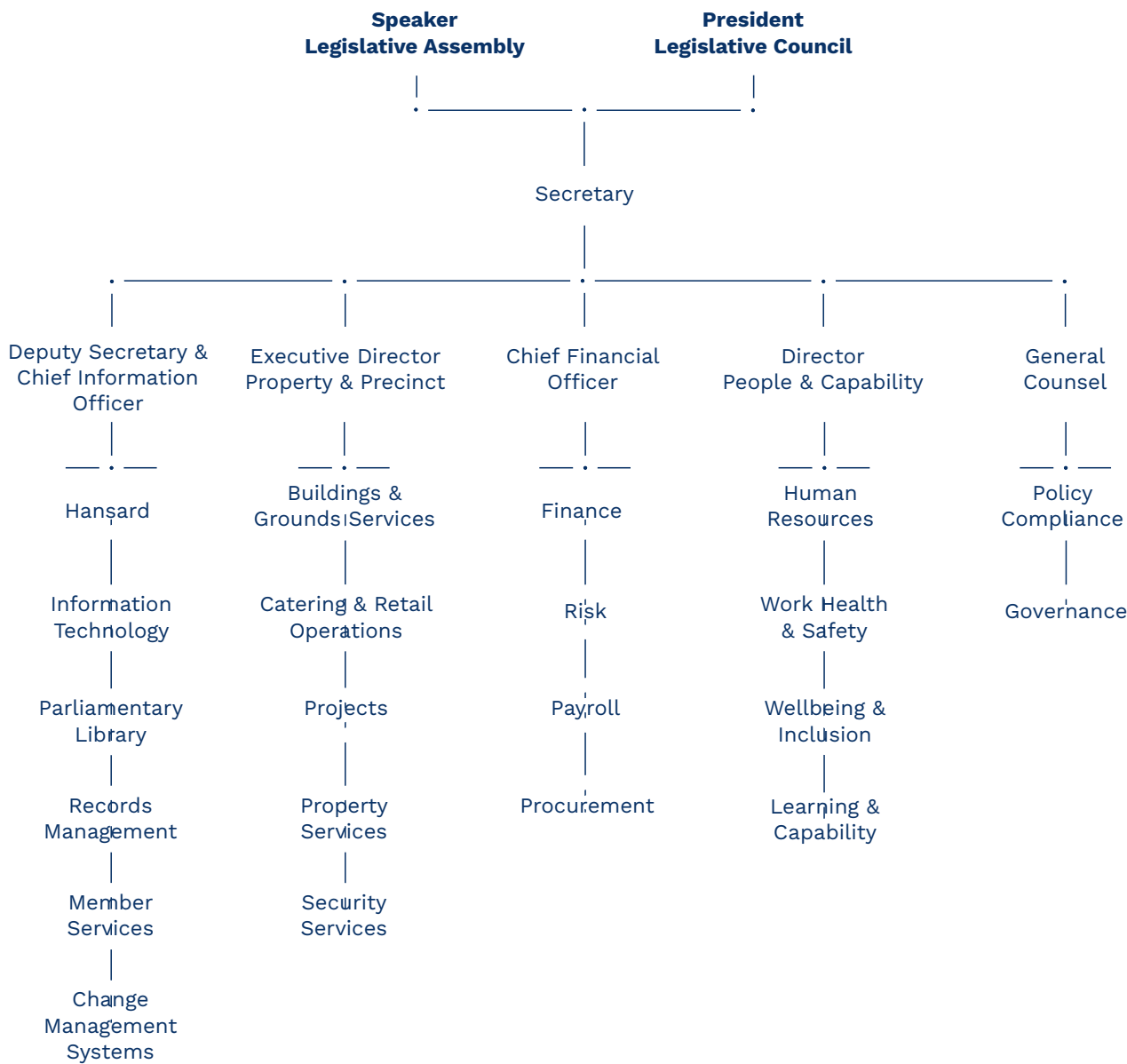
	Legislative Council		Legislative Assembly		Parliamentary Services		Joint Investigatory Committees		Total - Parliamentary departments	
	2022–23 Estimated budget	2023–24 Estimated budget	2022–23 Estimated budget	2023–24 Estimated budget	2022–23 Estimated budget	2023–24 Estimated budget	2022–23 Estimated budget	2023–24 Estimated budget	2022–23 Estimated budget	2023–24 Estimated budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Figures published in Appropriation Bill*	6,619	6,507	7,535	7,723	142,648	142,130	5,830	6,976	162,632	163,336
Add s29 revenue from DFAT		40		40					0	80
Add special appropriations	14,900	16,142	33,952	35,451					48,852	51,593
Less ATNAB (capital funding) included in Bill					(12,137)	(4,470)			(12,137)	(4,470)
Estimated output budget carryover from previous financial year					6,744	6,032			6,744	6,032
Total appropriations	21,519	22,689	41,487	43,214	137,255	143,692	5,830	6,976	206,091	216,571
Total appropriations (rounded to millions)	21.5	22.7	41.5	43.2	137.3	143.7	5.8	7.0	206.1	216.6
Figures published in Budget Paper No. 3	21.5	22.7	41.5	43.2	137.3	143.7	5.8	7.0	206.1	216.6
<i>Rounding Difference</i>	-	-	-	-	-	-	-	-	-	-

* Appropriation Bill includes VAGO, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission.

Governance and Organisational Structure

Department structure

Department structure as at 30 June 2023



Governance

The Department of Parliamentary Services, created under the provisions of the *Parliamentary Administration Act 2005*, is responsible for the provision of infrastructure resources and support services to members of Parliament and parliamentary departments. DPS operates as a service provider to, and in close cooperation with, the Department of the Legislative Assembly and the Department of the Legislative Council through the operations of the Parliamentary Executive Group (PEG).

Underpinning legislation

The Department of Parliamentary Services is involved in the administration of certain provisions of a number of acts, including:

- *Parliamentary Administration Act 2005*
- *Parliamentary Salaries, Allowances and Superannuation Act 1968*
- *Heritage Act 1995*
- *Constitution Act 1975*
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019*
- *Parliamentary Committees Act 2003*
- *Parliamentary Precincts Act 2001*
- *Public Administration Act 2004*

Parliamentary values and employment principles

The Department of Parliamentary Services continues to foster a culture of integrity and good conduct, through support for staff and the development of initiatives designed to build a workplace of trust, respect and openness.

Employment and conduct principles

The Department of Parliamentary Services is committed to meeting the parliamentary officer values and the parliamentary administration employment principles set out in the *Parliamentary Administration Act 2005*. Established employment processes ensure employment decisions are based on merit; parliamentary officers are treated fairly and reasonably, provided with equal opportunities, and with reasonable avenues of redress. In continuing to develop and maintain its policies and procedures across 2022-23, the parliamentary departments ensured the parliamentary officer values and principles were reflected and communicated. Adherence to the parliamentary officer values and responsibilities and obligations in relation to each value is also promoted by the Code of Conduct for Victorian Parliamentary Officers (2019), in workplace policies and through expert advice provided by People and Capability.

The Parliamentary Officers' (Non-Executive Staff – Victoria) Single Enterprise Agreement 2020 outlines conditions of employment for parliamentary employees (excluding executives) and applies to all parliamentary officers. The Electorate Officers' (Victoria) Single Enterprise Agreement 2021 applies to electorate officers.

Governance and Organisational Structure

Audit and Risk Committee

A new charter outlining the role, responsibilities, authority and composition of Parliament’s Audit and Risk Committee was approved by the Parliamentary Executive Group and endorsed by the Presiding Officers in August 2022. The Audit and Risk Committee is established in alignment with the *Financial Management Act 1994* and the associated Standing Directions.

The committee’s role is to provide assurance and advice to Parliament’s Accountable Officers, the Clerk of the Legislative Assembly, the Clerk of the Legislative Council and the Secretary of the Department of Parliamentary Services, on the effectiveness of the parliamentary departments’ financial management systems and controls, risk management, compliance, internal audit function and external audit.

The committee has no executive power and is directly responsible and accountable to the Accountable Officers for the exercise of its responsibilities.

Audit Committee independent membership as at 30 June 2023

Name	Role
Andrew Nicolaou	Chair and Independent Member
Fiona Pearse	Independent Member
Kerry Ryan	Independent Member

House Committee

The House Committee is a joint committee established by the *Parliamentary Committees Act 2003*, comprising the President, the Speaker, five members from the Legislative Council and six members from the Legislative Assembly. It advises the presiding officers on the management of the refreshment rooms, gardens and building maintenance. The Speaker or the President chairs the committee meetings. The Secretary and DPS staff service this committee and provide support as required.

House Committee membership as at 30 June 2023

Name
The Speaker (ex officio)
Tim Bull MP
Matt Fregon MP
Pauline Richards MP
Ellen Sandell MP
James Newbury MP
Jackson Taylor MP
The President (ex officio)
Jeff Bourman MLC
David Davis MLC
Enver Erdogan MLC
Rachel Payne MLC
Ingrid Stitt MLC

Occupational health and safety

The Parliament of Victoria and the parliamentary departments remain committed to ensuring, as far as is reasonably practicable, the best possible standard of occupational health and safety for everyone at Parliament's workplaces. In realising this commitment, the Parliament of Victoria will comply with health and safety laws, regulations, and other relevant legislative frameworks. This commitment aims to ensure all employees and other persons are safe and healthy at work, by promoting a positive and preventative safety culture.

The Work, Health and Safety (WH&S) team provides advice and guidance to support the employers' obligations under the *Occupational Health and Safety Act 2004*. This extends to assessing the measures and provisions in place for employees when they work from home as the parliamentary departments cemented a hybrid

working approach in 2022-23. Risk mitigation and management remains a priority for the team, with targeted hazard identification and risk assessments, incident investigation and follow-up, and continual dialogue with key stakeholders throughout the organisation.

A healthy work environment is fostered through promoting employee wellbeing, active consultation and engagement, and greater workplace diversity. Initiatives to improve the health and safety of staff include ergonomic assessments, regular workplace inspections, active health monitoring such as skin checks and audiometric testing, mental health and first aid training and a host of wellbeing activities. Active promotion of the employee assistance program (EAP) range of services remains a key focus. Parliament's EAP saw a slightly reduced annualised utilisation rate during 2022-23, at a rate of 7.7%. This figure remains above the industry rate of 6.6%.

Reporting against occupational health and safety measures

Measure	Description	2022-23	2021-22	2020-21
Incidents and hazards	Number of incidents	212	243	199
	Rate of incidents per 100 FTE	29.18	33.03	27.47
	Number of reported hazards	53	34	30
	Rate of reported hazards per 100 FTE	7.3	4.62	4.41
Claims (reported during the year)	Number of minor claims*	0	0	2
	Rate of minor claims per 100 FTE	0	0	0.28
	Number of standard claims**	7	10	10
	Rate of standard claims per 100 FTE	0.96	0.41	0.41
	Number of lost time claims	7	7	4
	Rate of lost time claims per 100 FTE	0.96	0.95	0.55
	Number of claims exceeding 13 weeks	5	5	3
	Rate of claims exceeding 13 weeks per 100 FTE	0.69	0.68	0.41

* Minor claim – a claim that exceeds the annual indexed thresholds for medical and like expense and/or lost days.

** Standard claim – a claim that exceeds the threshold limits.

Source: EML (insurance provider) related to claims submitted during the reporting period.

Governance and Organisational Structure

Reporting against occupational health and safety measures

Measure	Description	Results
Incidents investigated	Percentage of incidents investigated	100%
Fatalities	Number of fatalities	0
OH&S Committee	Committee meetings	13
	OH&S representative initial and refresher training participation	4
Hazard inspections	Workplace hazards inspections	57

Occupational health and safety incidents

Breakdown of OHS injuries by type	Results
Ergonomic or manual	0
Evacuation	2
Mechanical or electrical	6
Mental and physical	4
Physical environment	26
Other	15

Breakdown of OHS injuries by cause	Results
Being hit by a moving object	1
Burn	1
Cut	0
Electric shock	0
Hitting an object with a body part	0
Illness	1
Muscle strain	1
Psychological	4
Slip, trip or fall	5
Total	13

Occupational health and safety training

Type of training	Number of staff attending
All about allergens	6
Chief Warden Training	4
Contact Officer Training	1
COVID-19	9
Disability Awareness	15
Fatigue Management Awareness	61
Food Safety Refresher Training	5
HLTAID009 Provide cardiopulmonary resuscitation	84
HLTAID010 Provide basic emergency life support	10
HLTAID011 Provide First Aid, includes CPR	6
HLTAID014 Provide Advanced First Aid	15
HLTAID015 Provide advanced resuscitation and oxygen therapy	15
Home Office Ergonomics	113
How to set up and maintain a high performing electorate office	21
Incident Management	8
Managing Challenging Conversations & Behaviour	59
Manual Handling	159
Mental Health First Aid	94
Food Hygiene Standard	4
Food Safety	4
Recognise & respond to crisis situations	3
Resilience, Stress Management and Mindfulness	6
Respectful Workplace Behaviour (eLearning)	135
Security Awareness	23
See the Person Disability Engagement	13
Self-Care Tips	73
Warden and Extinguisher Training	70
What is Autism?	3
WHS eLearning Program	245
Work Health and Safety Refresher Training	5
Workplace Desk Assessments in Detail	4

Workforce Data

Comparative workforce data

Department of Parliamentary Services

Details of employment levels in June of 2023 and 2022

June 2023							
All employees			Ongoing			Fixed term and casual	
Number*	FTE		Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	115	109.0	90	7	94.2	18	14.8
Female	111	99.5	79	12	84.1	20	15.4
Self-described	-	-	-	-	-	-	-
Total	226	208.5	169	19	178.3	38	30.2
Age							
15–24	5	4.5	3	1	3.5	1	1.0
25–34	56	50.7	39	3	39.3	14	11.4
35–44	59	55.4	49	3	49.7	7	5.7
45–54	48	45.0	36	5	39.6	7	5.4
55–64	48	45.6	37	5	40.3	6	5.3
65+	10	7.3	5	2	5.9	3	1.4
Total	226	208.5	169	19	178.3	38	30.2
Classification							
Grade 1	0	0.0	0	0	0.0	0	0.0
Grade 2	11	10.5	8	1	8.5	2	2.0
Grade 3	43	38.5	35	4	35.1	4	3.4
Grade 4	59	53.8	43	4	45.1	12	8.7
Grade 5	74	68.4	50	10	56.6	14	11.8
Grade 6	32	31.2	28	0	28.0	4	3.2
Grade 7	4	3.1	3	0	3.0	1	0.1
Executive	3	3.0	2	0	2.0	1	1.0
Total	226	208.5	169	19	178.3	38	30.2

* Headcount

June 2022							
All employees			Ongoing			Fixed term and casual	
	Number*	FTE	Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	115	106.5	84	5	87.4	26	19.1
Female	99	89.4	63	12	71.0	24	18.4
Self-described	-	-	-	-	-	-	-
Total	214	195.9	147	17	158.4	50	37.5
Age							
15–24	7	6.0	2	1	2.6	4	3.4
25–34	50	44.8	33	5	36.4	12	8.4
35–44	55	51.3	40	1	40.8	14	10.5
45–54	50	46.8	36	3	38.1	11	8.7
55–64	44	40.1	32	5	34.9	7	5.2
65+	8	7.0	4	2	5.6	2	1.4
Total	214	195.9	147	17	158.4	50	37.5
Classification							
Grade 1	0	0.0	0	0	0.0	0	0.0
Grade 2	9	8.1	6	1	6.5	2	1.6
Grade 3	42	40.5	34	3	35.8	5	4.7
Grade 4	59	52.7	40	7	45.2	12	7.5
Grade 5	69	60.2	44	4	46.4	21	13.8
Grade 6	30	29.5	21	2	22.5	7	7.0
Grade 7	1	1.0	0	0	0.0	1	1.0
Executive	4	4.0	2	0	2.0	2	2.0
Total	214	195.9	147	17	158.4	50	37.5

* Headcount

Note:

- (i) The table discloses the head count and full-time staff equivalent (FTE) of all active employees of DPS, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2022).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Workforce Data

Comparative workforce data

Department of Parliamentary Services

Employee classification by gender

June 2023						
All employees			Gender			
	Number*	FTE	Men*	FTE	Women*	FTE
Classification						
Grade 1	0	0.0	0	0.0	0	0.0
Grade 2	11	10.5	5	5.0	6	5.5
Grade 3	43	38.5	21	19.1	22	19.4
Grade 4	59	53.8	29	26.8	30	27.1
Grade 5	74	68.4	39	37.2	35	31.2
Grade 6	32	31.2	18	18.0	14	13.2
Grade 7	4	3.1	1	1.0	3	2.1
Executive	3	3.0	2	2.0	1	1.0
Total	226	208.5	115	109.0	111	99.5

* Headcount

June 2022						
All employees			Gender			
	Number*	FTE	Men*	FTE	Women*	FTE
Classification						
Grade 1	0	0.0	0	0.0	0	0.0
Grade 2	9	8.1	3	3.0	6	5.1
Grade 3	42	40.5	21	20.2	21	20.3
Grade 4	59	52.7	31	27.8	28	24.9
Grade 5	69	60.2	41	36.5	28	23.7
Grade 6	30	29.5	17	17.0	13	12.5
Grade 7	1	1.0	0	0.0	1	1.0
Executive	4	4.0	2	2.0	2	2.0
Total	214	195.9	115	106.5	99	89.4

* Headcount

Note:

- (i) The table discloses the headcount and full-time staff equivalent (FTE) of all active employees of DPS, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2022).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Workforce Data

Comparative workforce data

Electorate Officers

Details of employment levels in June of 2023 and 2022

June 2023							
All employees			Ongoing			Fixed term and casual	
Number*	FTE		Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	184	110.6	53	75	96.6	56	14.0
Female	316	187.1	74	169	167.7	73	19.4
Self-described	-	-	-	-	-	-	-
Total	500	297.7	127	244	264.3	129	33.4
Age							
15–24	127	54.1	9	70	42.3	48	11.8
25–34	122	84.0	43	52	76.4	27	7.6
35–44	79	56.3	24	41	51.9	14	4.4
45–54	70	47.8	30	29	44.7	11	3.2
55–64	66	38.6	17	36	36.3	13	2.3
65+	36	16.9	4	16	12.8	16	4.2
Total	500	297.7	127	244	264.3	129	33.4
Classification							
Grade 1	143	39.5	4	30	19.7	109	19.8
Grade 2	257	166.3	56	184	155.2	17	11.1
Grade 3	100	91.9	67	30	89.4	3	2.5
Total	500	297.7	127	244	264.3	129	33.4

* Headcount

June 2022							
All employees			Ongoing			Fixed term and casual	
	Number*	FTE	Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	161	108.4	52	73	94.2	36	14.3
Female	347	216.1	94	183	194.1	70	22.0
Self-described	1	0.4	0	1	0.4	0	0.0
Total	509	324.9	146	257	288.6	106	36.2
Age							
15–24	111	52.6	11	55	37.7	45	14.9
25–34	109	71.8	34	51	63.5	24	8.3
35–44	78	58.9	33	35	55.5	10	3.5
45–54	83	59.4	32	40	54.6	11	4.9
55–64	86	54.9	25	48	50.8	13	4.0
65+	42	27.3	11	28	26.6	3	0.7
Total	509	324.9	146	257	288.6	106	36.2
Classification							
Grade 1	126	46.0	3	31	18.0	92	28.0
Grade 2	270	177.7	67	192	171.6	11	6.1
Grade 3	113	101.2	76	34	99.0	3	2.2
Total	509	324.9	146	257	288.6	106	36.2

* Headcount

Note:

- (i) The table discloses the headcount and full-time staff equivalent (FTE) of all electorate officers, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2022).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Workforce Data

Comparative workforce data

Electorate officers

Employee classification by gender

June 2023								
All employees			Gender					
	Number*	FTE	Men*	FTE	Women*	FTE	Self-described*	FTE
Classification								
Grade 1	143	39.5	67	19.5	76	20.0	0	0.0
Grade 2	257	166.3	81	58.1	176	108.2	0	0.0
Grade 3	100	91.9	36	33.0	64	58.9	0	0.0
Total	500	297.7	184	110.6	316	187.1	0	0.0

* Headcount

June 2022								
All employees			Gender					
	Number*	FTE	Men*	FTE	Women*	FTE	Self-described*	FTE
Classification								
Grade 1	126	46.0	48	19.7	78	26.3	0	0.0
Grade 2	270	177.7	72	49.7	197	127.6	1	0.4
Grade 3	113	101.2	41	39.0	72	62.2	0	0.0
Total	509	324.9	161	108.4	347	216.1	1	0.4

* Headcount

Note:

- (i) The table discloses the headcount and full-time staff equivalent (FTE) of all electorate officers, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2022).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Other Disclosures

Consultancy expenditure

Details of consultancies valued at \$10,000 and over

Parliament of Victoria engaged five consultancies in 2022-23 where the total fees payable to the consultants were \$10,000 or greater. The total expenditure incurred in relation to these consultancies is \$190,663 (excluding GST). Details of individual consultancies are outlined below.

Consultant name	Brief summary of project	Start date	End date	Total approved project fee (excluding GST)	Expenditure 2022-23 (excluding GST)	Future expenditure (excluding GST)
ANIC Business Services	Services to Parliament's Audit Committee, Independent Member and Chair	July 2022	Oct 2024	\$90,000	\$40,000	\$50,000
Professor Jeremy Gans	Specialist legal advice on the scrutiny of human rights in bills and subordinate legislation introduced into the Parliament - Scrutiny of Acts and Regulations Committee	July 2022	June 2023	\$94,411	\$94,411	\$0
Risk Strategies Pty Ltd	OHS Risk Management Procedure	Dec 2022	Dec 2023	\$17,255	\$9,790	\$7,465
Roman Ruzbacky R Associates	Review of Parliament's Gender Equality Action Plan	July 2022	July 2022	\$14,950	\$14,950	\$0
Synthetism Pty Ltd	Review of the Usher of the Black Rod's Office	Jan 2022	June 2022	\$31,512	\$31,512	\$0

Details of consultancies less than \$10,000

No. of consultancies	Total value (excl GST)
2	\$4,527

Information and communication technology expenditure

For the 2022–23 reporting period, DPS had a total ICT expenditure of \$18,530,287.94, with the details shown below.

All operational ICT expenditure Business As Usual (BAU) ICT	ICT expenditure related to projects to create or enhance ICT capabilities		
	Total non-BAU ICT Expenditure	Operational expenditure	Capital expenditure
\$15,346,677.57	\$3,183,610.37	-	\$3,183,610.37

Disclosure of emergency procurement

Activation of emergency procurement

Nil to report

Disclosure of major contracts

Details of contracts greater than \$10 million

Contract awarded

Nil to report

Other Disclosures

Compliance with other legislation

Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019

In accordance with section 7E(22) of the *Parliamentary Salaries, Allowances and Superannuation Act 1968* the Clerk of the relevant House of the Parliament must include in the annual report of the Parliament the prescribed details in respect of separation payments.

	Clerk of the Legislative Assembly	Clerk of the Legislative Council
The number of members who received a separation payment	20	18
The number of determinations made under section 7E (8) of the <i>PSAS Act</i>	0	0
The number of former members who have not complied with a request under 7E (9) of the <i>PSAS Act</i>	0	0

In accordance with section 9J of the *Parliamentary Salaries, Allowances and Superannuation Act 1968* the relevant Officer must include in the annual report of the Parliament the prescribed details in respect of –

- (a) Claims and determinations in respect of work-related parliamentary allowances or under the Budget and expense allowances (if any) and electorate allowances and the motor vehicle allowance (if claimed) lodged with the relevant Officer by members during the year.

Category	Total amount paid during the financial year
Electorate Allowance	\$2,849,598.00
Expense Allowance	\$378,482.00
Motor Vehicle Allowance	\$463,389.00
Parliamentary Accommodation Sitting Allowance	\$327,028.00
Travel Allowance	\$287,013.00
Commercial Transport Allowance	\$7,300.00
International Travel Allowance	\$204,660.00
The Budget	\$13,204,621.00
Total	\$17,722,091.00

	Clerk of the Legislative Assembly	Clerk of the Legislative Council	Secretary, Department of Parliamentary Services
Total number of determinations made during the financial year	394	258	6,089

- (b) Members who have submitted claims for a travel allowance exceeding 68 nights for the year and documentation provided in support.

Member name	Explanation
Bev McArthur	Overnight stays related to parliamentary sittings, a member of three parliamentary committees and visits to locations within my electorate.

- (c) The number of instances in which members have not complied with a request made by the relevant Officer under section 9F of the *PSAS Act* during the financial year.

Number of instances
1

Other Disclosures

Environmental reporting

Parliament of Victoria is committed to optimising the environmental sustainability of our activities and operations. The parliamentary departments are developing their capability to consider climate-related risks and opportunities, to manage environmental impacts and to improve their environmental performance and reporting. The parliamentary departments are establishing procedures that identify the environmental impacts of their operations and improve the monitoring and measuring of key indicators with significant impact on the environment.

Existing priorities include:

- Reducing greenhouse gas emissions from our operations;
- Reduce waste and maximise reused and recycled resources in procurement;
- Ensure new capital works incorporate environmentally sustainable principles in design, construction and operation; and
- Encourage behavioural change in staff to reduce environmental impacts.

Reporting boundary for environmental data

Included in this section are the operations and activities within the parliamentary precinct or performed by the staff of the Department of Parliamentary Services, unless otherwise specified.

Greenhouse gas emission sources

The parliamentary precinct's greenhouse gas emissions are broken down into emissions 'scopes' depending on the source of the greenhouse gas emission. Direct (or scope 1) emissions are produced from sources within the boundary of an organisation and are calculated at the point of emission release. Indirect emissions are emissions generated in the wider economy as a consequence of an organisation's activities, but which are physically produced by the activities of another organisation.

Indicator	2022–23
Total greenhouse gas emissions from combustion of gaseous fuel and operational vehicles, Scope 1 (tCO ₂ -e)*	106.99
Total greenhouse gas emissions from electricity consumption, Scope 2 (tCO ₂ -e)	2,495.41
Total greenhouse gas emissions from commercial air travel, Scope 3 (tCO ₂ -e)	15.46

* Tonnes of carbon dioxide equivalent (tCO₂-e)

Note:

- (i) Scope 1 emissions, direct emissions, come from sources within the parliamentary precinct, owned or controlled by Parliament and as a result of Parliament's activities. Included in Scope 1 emissions are emissions from stationary combustion of gaseous fuels (natural gas distributed in a pipeline) in the parliamentary precinct (Parliament House and grounds and 55 St Andrews Place, East Melbourne) as well as emissions from Department of Parliamentary Services' operational vehicles.
- (ii) Scope 2 indirect emissions result from the generation of purchased electricity from the electricity grid. Scope 2 emissions reported above include total emissions from electricity usage in the parliamentary precinct (Parliament House and grounds and 55 St Andrews Place, East Melbourne).
- (iii) Scope 3 emissions are emissions associated with waste disposal and commercial air travel. Reliable data for waste disposal from the parliamentary precinct is not available. Scope 3 emissions above therefore include only air travel undertaken by staff of the Department of Parliamentary Services.
- (iv) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Other Disclosures

Environmental reporting

Electricity production and consumption

Indicator	2022–23	2021–22	2020–21
Total electricity consumption (MWh)	2,935.78	2,890.01	2,862.98
Parliament House and grounds	2,123.51	2,070.75	2,041.61
55 St Andrews Place, East Melbourne*	812.27	819.26	821.37
Total greenhouse gas emissions from electricity consumption (tCO ₂ -e)**	2,495.41	2,629.91	2,605.31
Total on-site installed generation capacity from diesel backup generators (MW)	0.225	0.225	0.225

* Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

** Tonnes of carbon dioxide equivalent

Note:

- (i) All electricity consumed is purchased through the State of Victoria's Purchase contract with a sole electricity retailer.
- (ii) The emission factor for estimating greenhouse gas emissions from electricity was revised by the Department of Climate Change, Energy, the Environment and Water www.dcceew.gov.au between the reporting periods 2021-22 and 2022-23, to include renewable generation data and reflect a reduced quantity of CO₂ emitted per kWh.
- (iii) Parliament has two on-site installed non-renewable diesel backup generators with a combined generation capacity of 0.225MW. The back-up generators have only been used in a testing environment during the 2022-23 reporting period. Prior year electricity generation data from the generators is not available.
- (iv) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Stationary fuel use

Indicator	2022–23	2021–22	2020–21
Total fuel usage in buildings (MJ)	1,875,967	1,726,287	1,932,985
Parliament House and grounds	554,924	508,885	704,401
55 St Andrews Place, East Melbourne*	1,321,043	1,217,402	1,228,584
Total greenhouse gas emissions from stationary fuel consumption (tCO ₂ -e)**	96.67	88.96	99.61

* Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

** Tonnes of carbon dioxide equivalent

Note:

- (i) All stationary fuel used is natural gas distributed in a pipeline.
- (ii) Parliament's solar hot water system is contributing to a reduced reliance on gas.
- (iii) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Other Disclosures

Environmental reporting

Water consumption

Indicator	2022–23	2021–22	2020–21
Total mains water consumption (kL)	14,783	15,767	11,903
Mains water usage (kL)			
Parliament House and grounds	13,300	14,500	10,755
55 St Andrews Place, East Melbourne*	1,483	1,267	1,148

*Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

Note:

- (i) Rain water is collected on the parliamentary precinct and used in the Parliament House gardens. A total of 41,939 litres of rain water was collected in the reporting period.
- (ii) Parliament House is a public building where water is consumed not only by staff of the parliamentary departments.

Waste disposal

The parliamentary departments continue to encourage behaviours aimed at reducing waste, recycling materials and reusing our assets as much as possible before replacing them. Over a few years, our work practices have become significantly less reliant on paper. All buildings have waste-sorting capabilities to different streams, such as co-mingled recycling, paper and cardboard, organic waste, scrap metal and e-waste. The spent coffee granules from our retail outlets are transported to Melbourne Zoo and the use of environmentally friendly food and drink packaging means much of our waste is diverted from landfill. A total of 8,690 kg of organic waste was collected from Parliament House in 2022-23.

Reliable data for general waste disposal from the parliamentary precinct is not available. All waste from 23, 33, 41 and 55 St Andrews Place in the Treasury precinct is collated for collection and as such reliable data for the waste disposal attributable to 55 St Andrews Place does not exist.

Paper

Indicator	2022-23	2021-22
Total units of A4 equivalent copy paper used (reams)	309	208
Units of A4 equivalent copy paper used FTE (reams/FTE)	1.37	0.97
Percentage of recycled content in copy paper purchased	100%	100%

Note:

- (i) Paper use covers Department of Parliamentary Services staff working at Parliament House and grounds and at 55 St Andrews Place, East Melbourne

Other Disclosures

Environmental reporting

Transportation

Indicator	2022–23	2021–22
Number and proportion of fleet vehicles	4	4
Diesel (25%)	1	1
Unleaded petrol (25%)	1	1
Hybrid (50%)	2	2
Total energy used in transportation (MJ)	150,737	96,714
Diesel	45,499	37,629
Unleaded petrol	47,495	31,404
Hybrid	57,743	27,681
Total distance travelled by fleet vehicles (km)	56,222	35,600
Diesel	11,572	9,306
Unleaded petrol	14,864	9,917
Hybrid	29,786	16,377
Total greenhouse gas emissions from vehicle fleet (tCO₂-e)	10.32	6.64
Diesel	3.20	2.65
Unleaded petrol	3.21	2.12
Hybrid	3.91	1.87
Greenhouse gas emissions from fleet vehicles per 1000km (tCO ₂ -e)	0.184	0.187

*Tonnes of carbon dioxide equivalent (tCO₂-e)

Note:

- (i) Department of Parliamentary Service's fleet comprises four operational vehicles to maintain the buildings and grounds and to service 128 electorate offices around Victoria. All vehicles are passenger vehicles.
- (ii) The increases in the 2022-23 travel and transport data have been driven by heightened demand for services to the electorate offices associated with the election coordination activities, including audit and handover.
- (iii) Data is obtained from fuel purchase records and vehicle log sheets. Vehicle travel data excludes hire car usage from the DTF SSP vehicle pool and temporary vehicles used for the electorate office audits and handovers.
- (iv) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Travel

Indicator	2022–23
Total distance travelled by commercial air travel (km)	43,628
Total greenhouse gas emissions from air travel (tCO ₂ -e)	15.46

*Tonnes of carbon dioxide equivalent (tCO₂-e)

Note:

- (i) Air travel covers Department of Parliamentary Services staff.

Financial Statements

PARLIAMENT OF VICTORIA

Financial statements and accompanying notes for the financial year ended 30 June 2023

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These financial statements cover the Parliament of Victoria as an individual entity.

The Parliament is the law-making body of the State and provides the base from which the government is formed. Its principal address is:

Parliament of Victoria
Parliament House
Spring Street
Melbourne Victoria 3002

PARLIAMENT OF VICTORIA
Declaration in the Financial Statements
30 June 2023

Declaration in the Financial Statements

The attached financial statements for the Parliament of Victoria have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards including mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2023 and financial position of the Parliament of Victoria at 30 June 2023.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the financial statements to be misleading or inaccurate.

We authorise the attached financial statements for issue on 14 September 2023.



Trish Burrows

Secretary, Department of Parliamentary Services
Parliament of Victoria
14 September 2023



Adam Lane

Chief Financial Officer
Parliament of Victoria
14 September 2023

Independent Auditor's Report

To the Accountable Officers of the Parliament of Victoria

Opinion	I have audited the financial report of the Parliament of Victoria (Parliament) which comprises the: • balance sheet as at 30 June 2023 • comprehensive operating statement for the year then ended • statement of changes in equity for the year then ended • cash flow statement for the year then ended • notes to the financial statements, including significant accounting policies • declaration in the financial statements. In my opinion the financial report presents fairly, in all material respects, the financial position of Parliament as at 30 June 2023 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.
Basis for opinion	I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report. My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of Parliament in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.
The Accountable Officers' responsibilities for the financial report	The Accountable Officers of Parliament are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Accountable Officers determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error. In preparing the financial report, the Accountable Officers are responsible for assessing Parliament's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.

Auditor's responsibilities for the audit of the financial report

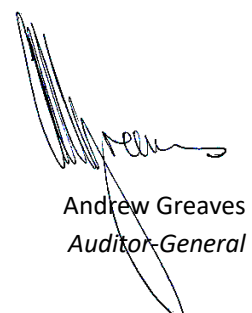
As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Parliament's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Officers
- conclude on the appropriateness of the Accountable Officers' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Parliament's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause Parliament to cease to continue as a going concern
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Officers regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

MELBOURNE
12 October 2023



Andrew Greaves
Auditor-General

PARLIAMENT OF VICTORIA
Comprehensive operating statement
for the financial year ended 30 June 2023

		(\$ thousand)	
	Notes	2023	2022
Income from transactions			
Output appropriations	2.2, 2.3	158,676	147,517
Special appropriations	2.2, 2.3	51,710	46,886
Parliament refreshment rooms & gift shop sales	2.4	1,174	601
Other income		31	504
Total income from transactions		211,591	195,508
Expenses from transactions			
Employee expenses	3.1	(132,720)	(125,795)
Depreciation and amortisation	5.3, 5.4	(31,394)	(26,516)
Computer, communications, rental and other costs	3.3	(18,072)	(16,277)
Interest expense	7.1	(481)	(445)
Parliament refreshment rooms & gift shop	3.2	(2,668)	(1,771)
Supplies and services	3.3	(15,590)	(14,393)
Total expenses from transactions		(200,925)	(185,197)
Net result from transactions (net operating balance)		10,666	10,311
Other economic flows included in net result			
Net gain / (loss) on non-financial physical assets		387	435
Other gains / (losses) from other economic flows		(56)	472
Total other economic flows included in net result		331	907
Net result		10,997	11,218
Other economic flows - other comprehensive income			
Items that will not be reclassified to net result			
Changes in physical asset revaluation surplus	5.1.1	(2,776)	(163,741)
Total other economic flows - other comprehensive income		(2,776)	(163,741)
Comprehensive result		8,221	(152,523)

The Comprehensive Operating Statement should be read in conjunction with the accompanying notes included on pages 77 to 130.

PARLIAMENT OF VICTORIA
Balance sheet
as at 30 June 2023

		(\$ thousand)	
	Notes	2023	2022
Assets			
Financial assets			
Cash and deposits	7.2	25	243
Receivables	6.1	84,351	65,821
Total financial assets		84,376	66,064
Non-financial assets			
Inventories - Parliament refreshment room & gift shop		73	67
Inventories		146	475
Non-financial physical assets classified as held for sale		150	127
Property, plant and equipment	5.1	562,928	563,510
Right-of-use assets	5.2	24,187	28,462
Intangible assets	5.3	3,305	2,041
Prepayments		843	1,985
Total non-financial assets		591,632	596,667
Total assets		676,008	662,731
Liabilities			
Bank overdraft	7.2	13	5
Payables	6.2	7,408	6,289
Unearned income		123	24
Lease liabilities	7.1	24,610	28,768
Provisions	3.1	15,890	18,341
Total liabilities		48,044	53,427
Net assets		627,964	609,304
Equity			
Accumulated surplus		98,952	87,955
Physical asset revaluation surplus		320,976	323,754
Contributed capital		208,036	197,595
Net worth		627,964	609,304

The Balance Sheet should be read in conjunction with the accompanying notes included on pages 77 to 130.

PARLIAMENT OF VICTORIA
Statement of Changes in Equity
for the financial year ended 30 June 2023

	Notes	Physical asset revaluation surplus	Accumulated surplus	Contributions by owner	Total
					(\$ thousand)
Balance at 30 June 2021		487,495	76,737	187,607	751,839
Net result for the year		-	11,218	-	11,218
Other comprehensive income for the year	5.1.1	(163,741)	-	-	(163,741)
Additions to Net Asset Base	9.6, 2.3	-	-	9,988	9,988
Balance at 30 June 2022		323,754	87,955	197,595	609,304
Net result for the year		-	10,997	-	10,997
Other comprehensive income for the year	5.1.1	(2,776)	-	-	(2,776)
Additions to Net Asset Base	9.6, 2.3	-	-	10,441	10,441
Balance at 30 June 2023		320,978	98,952	208,036	627,965

The Statement of Changes in Equity should be read in conjunction with the accompanying notes included on pages 77 to 130.

PARLIAMENT OF VICTORIA
Cash flow statement
for the financial year ended 30 June 2023

		(\$ thousand)	
	Notes	2023	2022
Cash flows from operating activities			
Receipts			
Receipts from Government appropriations		192,253	182,444
Receipts from Parliament refreshment rooms & gift shop		1,268	690
Receipts from other income		31	28
Goods and services tax recovered from the ATO		5,041	6,162
Total receipts		198,593	189,324
Payments			
Payments to suppliers and employees		(171,738)	(162,884)
Payments to suppliers & employees by Parliament refreshment rooms & gift shop		(2,668)	(1,790)
Interest and other finance costs		(481)	(445)
Total payments		(174,887)	(165,119)
Net cash flows from / (used in) operating activities	7.2.1	23,706	24,205
Cash flows from investing activities			
Purchases of non-financial physical assets		(25,262)	(25,949)
Sales of non-financial physical assets		770	1,011
Net cash flows from / (used in) investing activities		(24,492)	(24,938)
Cash flows from financing activities			
Owner contributions by state government		10,441	9,988
Repayment of principal portion of lease liabilities		(9,880)	(9,282)
Net cash flows from / (used in) financing activities		561	(706)
Net increase / (decrease) in cash and cash equivalents		(225)	(27)
Cash and cash equivalents at beginning of financial year		237	264
Cash and cash equivalents at end of financial year	7.2	12	237

The Cash flow Statement should be read in conjunction with the accompanying notes included on pages 77 to 130.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2023

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NOTE 1 – ABOUT THIS REPORT

The financial statements include all the activities of the Parliament of Victoria (Parliament). The Parliament has no controlled entities that warrant disclosure in these financial statements. Its principal address is:

Parliament of Victoria, Parliament House, Spring Street, Melbourne, Victoria 3002.

A description of the nature of its operations and its principal activities is included in the Report of Operations, which does not form part of these financial statements.

Basis of preparation

These financial statements are presented in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Additions to net assets which have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions to or distributions by owners have also been designated as contributions by owners.

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements 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. Actual results may differ from these estimates.

Any revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of Australian Accounting Standards (AAS) that have significant effects on the financial statements are disclosed in the notes under the heading 'Significant judgement or estimates'.

All amounts in the financial statements have been rounded to the nearest thousand dollars unless otherwise stated. Figures in the financial statements may not equate due to rounding.

Compliance information

These general-purpose financial statements have been prepared in accordance with the *Financial Management Act 1994* (FMA) and applicable Australian Accounting Standards (AASs) which include Interpretations, issued by the Australian Accounting Standards Board (AASB). In particular, they are presented in a manner consistent with the requirements of AASB 1049 *Whole of Government and General Government Sector Financial Reporting*.

Where appropriate, those AAS paragraphs applicable to not-for-profit entities have been applied.

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

NOTE 2 – FUNDING DELIVERY OF OUR SERVICE

Introduction

The Parliament's functions may be broadly described as legislative, financial and representational. It authorises expenditure, debates Government policy and scrutinises Government administration. The Parliament of Victoria is predominantly funded by accrual based Parliamentary appropriations for the provision of outputs that are further described in Note 4.

Structure

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2.1 Summary of key income that funds the delivery of our services

		(\$ thousand)	
	Notes	2023	2022
Output appropriations	2.2, 2.3	158,676	147,517
Special appropriations	2.2, 2.3	51,710	46,886
Parliament refreshment rooms & gift shop	2.4	1,174	601

Revenue and income that fund delivery of the Parliament's services are accounted for consistently with the requirements of the relevant accounting standards disclosed in the following notes.

2.2 Appropriations

Once annual Parliamentary appropriations are applied by the Treasurer, they become controlled by the Parliament and are recognised as income when applied to the purposes defined under the relevant Appropriations Act. Appropriations income is recognised in accordance with AASB 1058 *Income of Not-for-Profit Entities*.

Output appropriations

Income from the outputs Parliament provides is recognised when those outputs have been delivered and the Treasurer has certified delivery of those outputs in accordance with specified performance criteria.

Special appropriations

In accordance with the relevant Act, income related to special appropriations is recognised when the amount appropriated for that purpose is due and payable by the Parliament.

NOTE 2 – FUNDING DELIVERY OF OUR SERVICE (Cont)

2.3 Summary of compliance with annual Parliamentary and special appropriations

The following table discloses the details of the various annual Parliamentary appropriations received by the Parliament for the year. In accordance with accrual output-based management procedures 'provision for outputs' and 'additions to net assets' are disclosed as 'controlled' activities of the Parliament.

	Appropriation Act		Financial Management Act 1994		(\$ thousand)		
	Annual Appropriation	Advance from Treasurer	Section 29	Section 32	Total Parliamentary Authority	Appropriations Applied	Variance ^(a)
2023							
Controlled							
Provision for outputs	150,493	7,362	8	4,985	162,848	158,676	4,172
Additions to net assets (ATNAB)	12,137	251	-	1,296	13,684	10,441	3,243
Total	162,630	7,613	8	6,281	176,532	169,117	7,415
2022							
Controlled							
Provision for outputs	146,814	1,248	-	4,942	153,004	147,517	5,487
Additions to net assets (ATNAB)	15,194	2,208	-	-	17,402	9,988	7,414
Total	162,008	3,456	-	4,942	170,406	157,505	12,901

(a) The current year output variance represents the carryover of unapplied current year appropriation to the next financial year, as approved by the Treasurer under Section 32 (1), of the *Financial Management Act 1994*. In addition, there have been delays in ATNAB funded programs, related to renovation works being completed at Parliament House.

NOTE 2 – FUNDING DELIVERY OF OUR SERVICE (Cont)

2.3 Summary of compliance with annual Parliamentary and special appropriations (cont)

Special appropriations

The following table discloses the details of compliance with special appropriations:

		(\$ thousand)	
Appropriations applied		2023	2022
Authority	Purpose		
Audit Act No. 2 of 1994	Audit of the Auditor-General's Office	42	41
Constitution Act No. 8750 - Clerk of the Parliaments	Salaries	2	2
Constitution Act No. 8750 - Legislative Assembly	Salaries and expenses of the Assembly	550	550
Constitution Act No. 8750 - Legislative Council	Salaries and expenses of the Council	200	200
Parliamentary Salaries and Superannuation Act No. 7723	Salaries and allowances	50,916	46,093
Total special appropriations		51,710	46,886

2.4 Parliament refreshment rooms & gift shop

	(\$ thousand)	
	2023	2022
Food sales	735	437
Beverage sales	163	81
Gift Shop	32	3
Function income	244	80
Total revenue from parliament refreshment rooms & gift shop	1,174	601

The sale of goods and services included in the table above are transactions that the Parliament has determined to be classified as revenue from contracts with customers in accordance with AASB 15 *Revenue from Contracts with Customers*.

Revenue is measured based on the consideration specified in the contract with the customer. The Parliament recognises revenue when it transfers control of a good or service to the customer, i.e. when, or as, the performance obligations for the sale of goods and services to the customer are satisfied.

NOTE 3 – THE COST OF DELIVERING SERVICES

Introduction

This section provides an account of the expenses incurred by the Parliament in delivering services and outputs. In Note 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are recorded. Note 4 discloses aggregated information in relation to the income and expenses by output.

Structure

3.1 Employee benefit expenses	81
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3.3 Other operating expenses	85

3.1 Employee benefit expenses

	(\$ thousand)	
	2023	2022
Superannuation expense		
- Members of Parliament	4,399	3,956
- All other employees	6,927	6,458
	11,326	10,414
Termination payments	5,039	355
Salaries and wages, annual leave and long service leave		
- Members of Parliament	46,517	42,137
- All other employees	69,838	72,889
	116,355	115,026
Total employee benefit expenses	132,720	125,795

Employee expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, termination payments and WorkCover premiums.

The amount recognised in the comprehensive operating statement in relation to superannuation is employer contributions for members of both defined benefit and defined contribution superannuation plans that are paid or payable during the reporting period. Parliament does not recognise any defined benefit liabilities because it has no legal or constructive obligation to pay future benefits relating to its employees. Instead, the Department of Treasury and Finance (DTF) discloses in its annual financial statements the net defined benefit cost related to the members of these plans as an administered liability (on behalf of the State as the sponsoring employer).

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.1 Employee benefit expenses (cont)

Termination benefits are payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the Parliament is demonstrably committed to terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy.

3.1.1 Employee benefits in the balance sheet

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

	(\$ thousand)	
	2023	2022
Current provisions		
Annual leave		
Unconditional and expected to settle within 12 months	3,498	3,939
Unconditional and expected to settle after 12 months	2,670	3,945
On-costs	1,101	1,324
	7,269	9,208
Long service leave		
Unconditional and expected to settle within 12 months	833	1,095
Unconditional and expected to settle after 12 months	4,716	5,410
On-costs	1,033	1,138
	6,582	7,643
Termination benefits	176	-
Total current provisions for employee benefits	14,027	16,851
Non-current provisions		
Long service leave	1,571	1,268
On-costs	292	222
Total non-current provisions for employee benefits	1,863	1,490
Total provisions for employee benefits	15,890	18,341

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.1.1 Employee benefits in the balance sheet (cont)

Reconciliation of movement in on-cost provisions

	(\$ thousand)	
	2023	2022
Opening balance	2,684	2,194
Additional provisions recognised	1,065	1,125
Reduction arising from payments / other sacrifices of future economic benefits	(1,323)	(635)
Closing balance	2,426	2,684
Current	2,134	2,462
Non Current	292	222

Termination benefits and annual leave

Liabilities for termination benefits, annual leave and its associated on-costs are recognised as part of the employee benefit provision as current liabilities, because the Parliament does not have an unconditional right to defer settlements of these liabilities.

The liability for termination benefits is recognised in the balance sheet at remuneration rates which are current at the reporting date. As the Parliament expects the liabilities to be wholly settled within 12 months of reporting date, they are measured at undiscounted amounts.

The annual leave liability is classified as a current liability and measured at the undiscounted amount expected to be paid, as the Parliament does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognised in the Comprehensive Operating Statement as it is taken.

Employment on-costs such as payroll tax, workers compensation and superannuation are not employee benefits. They are disclosed separately as a component of the provision for employee benefits when the employment to which they relate has occurred.

Long service leave (LSL)

Unconditional LSL is disclosed as a current liability; even where the Parliament does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

The components of this current LSL liability are measured at:

- undiscounted value – if Parliament expects to wholly settle within 12 months; or
- present value – if Parliament does not expect to wholly settle within 12 months.

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.1.1 Employee benefits in the balance sheet (cont)

Conditional LSL is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL is measured at present value.

Any gain or loss following revaluation of the present value of non-current LSL liability is recognised as a transaction, except to the extent that a gain or loss arises due to changes in bond interest rates for which it is then recognised as an 'other economic flow' in the net result.

3.1.2 Superannuation contributions

Employees of the Parliament are entitled to receive superannuation benefits and the Parliament contributes to both defined benefit and defined contribution plans. The defined benefit plan(s) provides benefits based on years of service and final average salary.

(\$ thousand)				
	Paid contribution for the year		Contribution outstanding at year end	
	2023	2022	2023	2022
Defined benefit plans ^(a)				
Emergency Services & State Super Scheme				
- Emp New & Revised	113	119	4	-
Defined contribution plans:				
Aware Super / Vic Super	5,013	5,286	192	-
Other	5,808	5,009	259	-
Total superannuation contributions	10,934	10,414	455	-

a) The basis for determining the level of contributions is determined by the various actuaries of the defined benefit superannuation plans

3.2 Parliament refreshment rooms

(\$ thousand)		
	2023	2022
Cost of goods sold	537	296
Salaries and wages, annual leave and long service leave	1,936	1,370
Other expenditure	195	105
Total Parliament refreshment rooms expenses	2,668	1,771

Cost of sales

When inventories are sold, the carrying amount of those inventories is recognised as an expense in the period in which the related income is recognised. The amount of any write down of inventories to net realisable value and all losses of inventories is recognised as an expense in the period the write down or loss occurs.

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.3 Other operating expenses

Computer, communications, rental and other costs

Computer software, support & equipment rental: These expenses include all IT related costs to support the ongoing operations of the Parliament. They are recognised as an expense in the reporting period in which they are incurred.

Communications, postage and printing: These expenses include all costs related to phones, printing, postage and copying. Communications, postage and printing expenses are recognised as an expense in the reporting period in which they are incurred.

Contractors and temporary staff: These expenses include all costs related to contract and temporary staff. Contractors and temporary staff expenses are recognised as an expense in the reporting period in which they are incurred.

Property rental costs: are recognised on a straight-line basis and consist of:

- Short-term leases – leases with a term less than 12 months; and
- Low value leases – leases with the underlying asset's fair value (when new, regardless of the age of the asset being leased) is no more than \$10,000.

Variable lease payments are not included in the measurement of the lease liability (i.e. variable lease payments that do not depend on an index or a rate and which are not, in substance fixed) such as those based on performance or usage of the underlying asset are recognised in the Comprehensive Operating Statement in the period in which the event or condition that triggers those payments occur.

	(\$ thousand)	
	2023	2022
Computer software, support & equipment rental	6,422	4,907
Communications, postage and printing	8,066	7,206
Contractors and temporary staff	2,936	3,163
Property rental costs	648	1,001
Total computer, communications, rental and other costs	18,072	16,277

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.3 Other operating expenses (cont)

Supplies and services

Supplies and services: generally represent the day to day running costs incurred in normal operations. Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred.

	(\$ thousand)	
	2023	2022
Advertising	3,639	3,093
Cleaning expenses	1,267	1,345
Electorate office expenses	1,130	1,004
Maintenance contractors and consumables	1,305	1,116
Minor equipment purchase and repair	1,059	683
Motor vehicle running costs	706	689
Office expenses	1,160	960
Other operating expenses	628	463
Professional services	2,228	2,439
Security	1,193	1,523
Travel and subsistence	214	104
Utilities	1,061	973
Total supplies and services	15,590	14,393

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT

Introduction

The Parliament is predominantly funded by accrual based parliamentary appropriations for the provision of outputs. This section provides a description of the outputs delivered during the year ended 30 June 2023 along with the objectives of those outputs.

This section disaggregates revenue and income that enables the delivery of services (described in Note 2) by output and records the allocation of expenses incurred (described in Note 3) also by output, which form part of controlled balances of Parliament.

It also provides information on items administered in connection with these outputs.

Distinction between controlled and administered items

The distinction between controlled and administered items is based on whether the Parliament has the ability to deploy the resources in question for its own benefit (controlled items) or whether it does so on behalf of the State (administered). The Parliament remains accountable for transactions involving administered items, but it does not recognise these items in its controlled financial statements.

Structure

4.1	Parliament outputs – Descriptions and objectives	87
4.2	Administered items	95

4.1 Parliament outputs – Descriptions and objectives

Objectives

The Parliament's functions may be broadly described as legislative, financial and representational. It authorises expenditure, debates Government policy and scrutinises Government administration.

Outputs

Information about the Parliament's output activities, and the expenses, income, assets and liabilities which are reliably attributable to those output activities, is set out in the output activities schedule.

Information about expenses, incomes, assets and liabilities administered by the Parliament on behalf of the State is given in the schedule of administered expenses and revenues and the schedule of administered assets and liabilities.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

4.1 Parliament outputs – Descriptions and objectives (cont)

A description of the Parliament of Victoria outputs performed during the year ended 30 June 2023 and the objectives of these outputs, are summarised below.

Legislative Council

Objectives

To ensure that the business of the Upper House and committees is conducted in accordance with the law, standing orders, and / or resolutions of the Parliament.

Outputs

Provision of procedural advice to Members of the Legislative Council, processing of legislation, preparation of the records of the proceedings and documentation required for the sittings of the Council, provision of assistance to parliamentary committees, provision of information relating to the proceedings of the Council and enhancement of public awareness of the Parliament.

Legislative Assembly

Objectives

To ensure that the business of the Lower House and committees is conducted in accordance with the law, standing orders, and / or resolutions of the Parliament.

Outputs

Provision of procedural advice to Members of the Legislative Assembly, processing of legislation, preparation of the records of the proceedings and documentation required for the sittings of the Assembly, provision of assistance to parliamentary committees, provision of information relating to the proceedings of the Assembly and the promotion of public awareness of Parliament.

Department of Parliamentary Services

Objectives

To provide high quality support services which enable the Parliament and State electorate offices to operate at optimum efficiency and effectiveness.

Outputs

Providing consultancy, advisory and support services in the areas of library, hansard, education, human resources, finance, information technology (IT), maintenance, grounds and facilities along with planning, implementation and management of capital projects, for the Parliament of Victoria.

Parliamentary Investigatory Committees

Objectives

To provide quality advice, support and information services to Members and other clients.

Outputs

Inquire into matters either referred by either House or the Governor-in-Council or which may be self generated by a Committee.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule A – Controlled income and expense for the year ended 30 June 2023

	(\$ thousand)				
	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
Income from transactions					
Output appropriations	6,622	7,539	138,315	6,199	158,676
Special appropriations	16,196	35,514	-	-	51,710
Other income	-	-	31	-	31
Parliament refreshment rooms & gift shop	-	-	1,174	-	1,174
Total income from transactions	22,818	43,053	139,520	6,199	211,591
Expenses from transactions					
Employee expenses	(20,723)	(39,787)	(69,096)	(3,114)	(132,720)
Depreciation	-	-	(31,394)	-	(31,394)
Computer, communications, rental and other costs	(312)	(292)	(16,728)	(740)	(18,072)
Interest expense	(12)	(26)	(443)		(481)
Parliament refreshment rooms & gift shop	-	-	(2,668)	-	(2,668)
Supplies & services	(949)	(1,197)	(12,763)	(681)	(15,590)
Total expenses from transactions	(21,996)	(41,302)	(133,092)	(4,535)	(200,925)
Net result from transactions (net operating balance)	822	1,751	6,428	1,664	10,666

Schedule A continued over the page

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule A – Controlled income and expense for the year ended 30 June 2023 (cont)

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
	(\$ thousand)				
Other economic flows included in net result					
Net gain / (loss) on non-financial physical assets	-	-	387	-	387
Other gains / (losses) from other economic flows	-	-	(56)	-	(56)
Total other economic flows included in net result	-	-	331	-	331
Net result	822	1,751	6,759	1,664	10,997
Other economic flows - other comprehensive income					
Items that will not be reclassified to net result					
Changes in physical asset revaluation surplus	-	-	(2,776)	-	(2,776)
Total other economic flows - other comprehensive income	-	-	(2,776)	-	(2,776)
Comprehensive result	822	1,751	3,983	1,664	8,221

The comparative Parliament controlled income and expenses for the year ended 30 June 2022 appears on the following page.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule B – Controlled income and expense for the year ended 30 June 2022

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
	(\$ thousand)				
Income from transactions					
Output appropriations	6,406	7,297	128,057	5,757	147,517
Special appropriations	14,410	32,476	-	-	46,886
Other income	-	-	504	-	504
Parliament refreshment rooms & gift shop	-	-	601	-	601
Total income from transactions	20,816	39,772	129,162	5,757	195,508
Expenses from transactions					
Employee expenses	(19,270)	(36,817)	(66,497)	(3,211)	(125,795)
Depreciation	-	-	(26,516)	-	(26,516)
Computer, communications, rental and other costs	(409)	(414)	(14,717)	(737)	(16,277)
Interest expense	(14)	(31)	(400)	-	(445)
Parliament refreshment rooms & gift shop	-	-	(1,771)	-	(1,771)
Supplies & services	(872)	(1,514)	(11,675)	(331)	(14,393)
Total expenses from transactions	(20,565)	(38,776)	(121,576)	(4,279)	(185,197)
Net result from transactions (net operating balance)	251	996	7,586	1,478	10,311

Schedule B continued over the page.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule B – Controlled income and expense for the year ended 30 June 2022 (cont)

	(\$ thousand)				
	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigative Committees	Parliament Total
Other economic flows included in net result					
Net gain / (loss) on non-financial physical assets	-	-	435	-	435
Other gains / (losses) from other economic flows	-	-	472	-	472
Total other economic flows included in net result	-	-	907	-	907
Net result	251	996	8493	1,478	11,218
Other economic flows - other comprehensive income					
Items that will not be reclassified to net result					
Changes in physical asset revaluation surplus	-	-	(163,741)	-	(163,741)
Total other economic flows - other comprehensive income	-	-	(163,741)	-	(163,741)
Comprehensive result	251	996	(155,248)	1,478	(152,523)

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule C – Controlled assets and liabilities as at 30 June 2023

	(\$ thousand)				
	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigative Committees	Parliament Total
Assets					
Financial assets	2,240	3,239	76,403	2,494	84,376
Non-financial assets	1,000	2,200	588,432	-	591,632
Total assets	3,240	5,439	664,835	2,494	676,008
Total liabilities	(3,764)	(4,565)	(38,832)	(883)	(48,044)
Net assets / (liabilities)	(524)	874	626,003	1,611	627,964

The comparative Parliament controlled assets and liabilities as at 30 June 2022 appears on the following page.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule D – Controlled assets and liabilities as at 30 June 2022

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
					(\$ thousand)
Assets					
Financial assets	1,667	2,483	59,605	2,309	66,064
Non-financial assets	971	2,124	593,562	10	596,667
Total assets	2,638	4,607	653,167	2,319	662,731
Total liabilities	(3,018)	(4,567)	(44,832)	(1,010)	(53,427)
Net assets / (liabilities)	(379)	40	608,335	1,309	609,304

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

4.2 Administered items

In addition to the controlled Parliamentary operations which are included in the financial statements (comprehensive operating statement, balance sheet, statement of changes in equity and cash flow statement), the Parliament administers receipts and payments relating to the Public Service Commuter Club on behalf of the State.

Both the controlled Parliamentary financial statements and these administered items are consolidated into the financial statements of the State. The Parliament does not gain control over assets arising from administered transactions, consequently no income is recognised in the Parliament's financial statements.

All administered transactions are accounted for on an accrual basis using same accounting policies adopted for recognition of the Parliament's controlled items in the financial statements.

The following table shows the balances the Parliament manages under the Public Service Commuter Club:

	(\$ thousand)	
	2023	2022
Administered financial assets		
Public Service Commuter Club receivables	19	14
Administered financial liabilities		
Public Service Commuter Club payables	19	14

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY

Introduction

Parliament controls property, plant, equipment and right-of-use assets that are utilised in fulfilling its objectives and conducting its activities. They represent the resources that have been entrusted to Parliament to be utilised for delivery of those outputs.

Significant judgement: fair value measurement

Where the assets included in this section are carried at fair value, additional information is disclosed in Note 8.3 in connection with how those fair values were determined.

Structure

5.1	Property, plant and equipment	96
5.2	Right-of-use assets	100
5.3	Intangible assets	102
5.4	Depreciation and impairment	103

5.1 Property, plant and equipment

(\$ thousand)						
	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2023	2022	2023	2022	2023	2022
Land at fair value	200,256		-		200,256	
Buildings at fair value	304,620	304,612	(15,193)		289,427	
Plant, equipment & vehicles at fair value	38,510	35,869	(29,019)	(24,427)	9,491	11,442
Cultural assets at fair value	12,287		-		12,287	
Leasehold improvements at cost	12,988		(4,485)		8,503	
Assets under construction at cost	42,965		-		42,965	
Total	611,626	591,341	(48,697)	(27,831)	562,929	563,510

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.1 Property, plant and equipment (cont)

Initial recognition

Items of property, plant and equipment, are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition.

The cost of constructed non-financial physical assets includes the cost of all materials used in construction and direct labour on the project.

The cost of leasehold improvements is capitalised and depreciated over the shorter of the remaining term of the lease or their estimated useful lives.

Subsequent measurement

Items of property, plant and equipment (except leasehold improvements) are subsequently measured at fair value less any accumulated depreciation and impairment. Fair value is determined with regard to the asset's highest and best use (considering legal or physical restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset) and is summarised below by asset category. Leasehold improvements continue to be measured at cost less any accumulated depreciation and impairment.

Specialised land: The market approach is used for specialised land, whereby assets are compared to recent comparable sales or sales of comparable assets that are considered to have nominal value. To reflect the specialised nature of the land being valued, an adjustment for the community service obligation (CSO) is made. The CSO adjustment is a reflection of the valuer's assessment of the impact of restrictions associated with an asset to the extent that the CSO adjustment is also equally applicable to market participants.

Specialised buildings: Relates to Parliament House and its adjacent structures, with the current replacement cost method being used to determine fair value, adjusted for associated depreciation.

Plant, equipment & vehicles: Fair value is determined using the current replacement cost method.

Cultural assets: Relates to artworks, books, heritage furniture and other items that the Parliament intends to preserve because of their unique historical, cultural or environmental attributes, whose fair value is determined using the market approach. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets.

Refer to Note 8 for further details of valuation techniques.

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.1 Property, plant and equipment (cont)

5.1.1 Reconciliation of movements in carrying amount of property, plant and equipment

	Year ended 30 June 2023	(\$ thousand)				
	Land at fair value	Buildings at fair value	Plant, equipment & vehicles at fair value	Cultural assets at fair value	Leasehold improvements	Assets under construction at cost
						Total
Opening balance	200,256	304,487	11,442	15,063	7,846	24,416
Additions	-	-	-	-	-	23,363
Disposals / retirements	-	-	-	-	-	-
Revaluations	-	-	-	(2,776)	-	(2,776)
Transfer in / (out) from assets under construction	-	8	2,731	-	1,865	(4,602)
Other transfers	-	-	-	-	-	(212)
Depreciation expense	-	(15,068)	(4,682)	-	(1,206)	(20,955)
Closing balance	200,256	289,427	9,491	12,287	8,505	42,965
						562,929

The comparative reconciliation of movements in carrying amount of property, plant and equipment for the year ended 30 June 2022 appears on the following page.

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.1 Property, plant and equipment (cont)

5.1.1 Reconciliation of movements in carrying amount of property, plant and equipment (cont)

Year ended 30 June 2022	Land at fair value	Buildings at fair value	Plant, equipment & vehicles at fair value	Cultural assets at fair value	Leasehold improvements	Assets under construction at cost	Total
							(\$ thousand)
Opening balance	173,828	493,894	14,570	11,995	5,873	21,145	721,305
Additions	-	-	-	-	-	22,470	22,470
Disposals / retirements	-	-	(1)	-	-	-	(1)
Revaluations	26,429	(193,238)	-	3,068	-	-	(163,741)
Transfer in / (out) from assets under construction	-	13,095	3,206	-	2,898	(19,199)	-
Other transfers	-	2,617	(2,617)	-	-	-	-
Depreciation expense	-	(11,881)	(3,717)	-	(925)	-	(16,523)
Closing balance	200,256	304,487	11,442	15,063	7,846	24,416	563,510

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.2 Right-of-use assets

The Parliament has separated its right-of-use assets disclosures by class of underlying asset:

	(\$ thousand)	
	2023	2022
Right-of-use: Motor vehicles		
Gross carrying amount	4,825	4,421
Accumulated depreciation	(1,625)	(1,504)
Net carrying amount	3,200	2,917
Right-of-use: Properties		
Gross carrying amount	53,803	49,953
Accumulated depreciation	(32,816)	(24,409)
Net carrying amount	20,987	25,544
Total net carrying amount	24,187	28,462

Initial recognition

A right-of-use asset and corresponding lease liability are recognised at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentive received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

Subsequent measurement

Right-of-use assets are subsequently measured at fair value less any accumulated depreciation and impairment. The Parliament depreciates the right-of-use assets on a straight-line basis from the lease commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The right-of-use assets are also subject to revaluation.

In addition, the right-of-use asset is periodically reduced by impairment losses, if any and adjusted for certain remeasurements of the lease liability

Right-of-use motor vehicles: fair value is determined using the current replacement cost method.

Right-of-use properties: fair value is determined using the market approach whereby current lease payments are compared to market rentals for equivalent properties.

There were no changes in valuation techniques throughout the period to 30 June 2023.

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.2 Right-of-use assets (cont)

5.2.1 Reconciliation of movements in carrying amount of right-of-use assets

	(\$ thousand)		
	Right-of-use: Motor vehicles	Right-of-use: Properties	Total
Year ended 30 June 2023			
Opening balance	2,917	25,544	28,461
Additions	1,537	4,937	6,474
Disposals / retirements	(406)	(93)	(499)
Depreciation expense	(848)	(9,402)	(10,250)
Closing balance	3,200	20,986	24,186
Year ended 30 June 2022			
Opening balance	2,956	27,857	30,813
Additions	1,477	7,136	8,613
Disposals / retirements	(703)	(293)	(996)
Depreciation expense	(813)	(9,156)	(9,969)
Closing balance	2,917	25,544	28,461

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.3 Intangible assets

The Parliament's intangible assets consists of purchased and generated computer software or systems:

	(\$ thousand)	
	2023	2022
Computer software		
Gross carrying amount	1,632	403
Accumulated amortisation	(213)	(24)
Net carrying amount	1,419	379

Initial recognition

Purchased intangible assets are initially measured at cost. Subsequently, intangible assets with finite useful lives are carried at cost less accumulated amortisation and accumulated impairment losses. Depreciation and amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Internally generated intangible assets arising from development (or from the development phase of an internal project) is recognised if, and only if, all of the following are demonstrated:

- the technical feasibility of completing the intangible asset so that it will be available for use or sale;
- an intention to complete the intangible asset and use or sell it;
- the ability to use or sell the intangible asset;
- the intangible asset will generate probable future economic benefits;
- the availability of adequate technical, financial and other resources to complete the development and to use or sell the intangible asset; and
- the ability to measure reliably the expenditure attributable to the intangible asset during its development.

Subsequent measurement

Intangible assets with finite useful lives are amortised on a straight-line basis over their useful lives. This amortisation is classified as an 'expense from transactions' on the Comprehensive Operating Statement. The amortisation period for intangible assets is between three to six years.

5.3.1 Reconciliation of movements in carrying amount of intangible assets

	(\$ thousand)		
Year ended 30 June 2023	Computer software	Intangible assets being developed	Total
Opening balance	379	1,662	2,041
Additions	-	1,169	1,169
Transfers in / (out) from development	1,229	(946)	283
Amortisation expense	(189)	-	(189)
Closing balance	1,419	1,885	3,304

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.3 Intangible assets (cont)

5.3.1 Reconciliation of movements in carrying amount of intangible assets

	(\$ thousand)		
Year ended 30 June 2022	Computer software	Intangible assets being developed	Total
Opening balance	119	696	815
Additions	-	1,250	1,250
Transfers in / (out) from development	284	(284)	-
Amortisation expense	(24)	-	(24)
Closing balance	379	1,662	2,041

5.4 Depreciation and impairment

All items of property, plant and equipment that have finite useful lives, including right-of-use assets are depreciated. The exceptions to this rule include items under assets held for sale, land and cultural assets.

Depreciation is 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 the different asset classes for current and prior years are included in the table below:

	Useful life (years)	
	2023	2022
Buildings at fair value*	10 to 80	10 to 100
Plant, equipment & vehicles at fair value	2 to 20	2 to 20
Leasehold improvements at cost	4 to 10	4 to 10
Right-of-use assets	2 to 10	2 to 10

* 30 June 2022 specialised building valuation by Valuer General Victoria included changed useful life assessment which has been applied in current period in calculating depreciation expense.

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

Right-of use assets are depreciated over the shorter of the asset's useful life and the lease term. Where the Parliament obtains ownership of the underlying leased asset or if the cost of the right-of-use asset reflects that the Parliament will exercise a purchase option, depreciation occurs over the asset's useful life.

Indefinite life assets: Land and cultural assets, which are considered to have an indefinite life, are not depreciated. Depreciation is not recognised in respect of these assets because their service potential has not, in any material sense, been consumed during the reporting period.

Impairment of property, plant and equipment

The recoverable amount of primarily, non-cash-generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity (as is the case for the Parliament), is expected to be materially the same as fair value determined under AASB 13 *Fair Value Measurement*, with the consequence that AASB 136 does not apply to such assets that are regularly revalued.

NOTE 6 - OTHER ASSETS AND LIABILITIES

Introduction

This section sets out those assets and liabilities that arose from Parliament's controlled operations.

Structure

6.1	Receivables	104
6.2	Payables	104

6.1 Receivables

	(\$ thousand)	
	2023	2022
Current		
Contractual		
Debtors - Parliament refreshment rooms	273	75
Other receivables	21	30
Statutory		
Amounts owing from Victorian Government	15,228	14,954
GST input tax credit recoverable	1,042	743
Total current receivables	16,564	15,802
Non Current		
Statutory		
Amounts owing from Victorian Government	67,787	50,019
Total non current receivables	67,787	50,019
Total receivables	84,351	65,821

Contractual receivables are classified as financial instruments and categorised as 'financial assets at amortised cost'. They are initially recognised at fair value plus any directly attributable transaction costs. The Parliament holds the contractual receivables with the objective to collect the contractual cash flows and therefore subsequently measures these at amortised cost using the effective interest method, less any impairment.

Statutory receivables do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments for disclosure purposes. The Parliament applies AASB 9 for initial measurement of the statutory receivables and, as a result, statutory receivables are initially recognised at fair value plus any directly attributable transaction cost. Amounts recognised from the Victorian Government represent funding for all commitments incurred and are drawn from the Consolidated Fund as the commitments fall due.

NOTE 6 - OTHER ASSETS AND LIABILITIES (cont)

6.2 Payables

	(\$ thousand)	
	2023	2022
Current		
Contractual		
Supplies and services	5,348	4,461
Accrued salaries & wages	292	240
Statutory		
Fringe Benefits Tax	297	297
Payroll tax	939	759
Total current payables	6,876	5,757
Non Current		
Contractual		
Supplies and services	532	532
Total non current payables	532	532
Total payables	7,408	6,289

Contractual payables are classified as financial instruments and measured at amortised cost. Accounts payable represent liabilities for goods and services provided to Parliament prior to the end of the financial year that are unpaid. All current contractual payables are set to mature within one month of the end of the financial year.

Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from contracts.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS

Introduction

This section provides information on the sources of finance utilised by the Parliament during its operations, along with interest expenses (the cost of borrowings) and other information related to financing activities of the Parliament.

This section includes disclosures of balances that are financial instruments (such as lease liabilities and cash balances). Note 8.1 provides additional, specific financial instrument disclosures.

Structure

7.1	Lease liabilities	106
7.2	Cash flow information and balances	110
7.3	Commitments for expenditure	112

7.1 Lease liabilities

This note presents information about leases for which the Parliament is a lessee.

	(\$ thousand)	
	2023	2022
Current lease liabilities		
Motor vehicle lease liabilities	1,600	1,791
Property lease liabilities	7,773	8,934
Total current lease liabilities	9,373	10,725
Non current lease liabilities		
Motor vehicle lease liabilities	1,731	1,242
Property lease liabilities	13,506	16,801
Total non current lease liabilities	15,237	18,043
Total lease liabilities	24,610	28,768

The Parliament leases various electoral office properties and motor vehicles.

The Parliament also leases minor IT equipment for operational use. These leases are either short-term (due to expire within 12 months of 30 June 2023) or of insignificant value. As such, these leases are not recognised as right-of-use assets or lease liabilities, with associated payments recognised as an expense in the period they occur.

The following information presents other significant balances and transactions relating to lease liabilities.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.1 Lease liabilities (cont)

7.1(a) Right-of-use assets

Information on right-of-use assets is presented in Note 5.

7.1(b) Amounts recognised in the Comprehensive Operating Statement

The following amounts are recognised in the Comprehensive Operating Statement:

	(\$ thousand)	
	2023	2022
Interest expense on lease liabilities	481	445
Expenses relating to short-term or low value leases	548	947
Total	1,029	1,392

Interest expense

Interest expense disclosed on the Comprehensive Operating Statement relates to lease liabilities and is recognised in the period in which it is incurred.

7.1(c) Amounts recognised in the Cash flow Statement

The following amounts are recognised in the Cash flow Statement relating to leases:

	(\$ thousand)	
	2023	2022
Principal repayments of leases	9,880	9,282
Interest payments on leases	481	445
Total cash outflows relating to leases	10,361	9,727

For any new contracts entered into, the Parliament considers whether a contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'. To apply this definition the Parliament assesses whether the contract meets three key evaluations which are whether:

- the contract contains an identified asset, which is either explicitly identified in the contract or implicitly specified by being identified at the time the asset is made available to the Parliament and for which the supplier does not have substantive substitution rights;
- the Parliament has the right to obtain substantially all of the economic benefits from use of the identified asset throughout the period of use, considering its rights within the defined scope of the contract; and
- the Parliament has the right to direct the use of the identified asset throughout the period of use.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.1 Lease liabilities (cont)

Recognition and measurement of leases

Initial recognition

Lease liabilities are measured at the present value of the lease payments that are not paid at the commencement date. The lease payments are discounted using the Parliament's incremental borrowing rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments) less any lease incentive receivable;
- variable payments based on an index or rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- payments arising from purchase and termination options reasonably certain to be exercised.

Subsequent measurement

The carrying amount of the lease liability will:

- increase to reflect interest on the lease liability;
- decrease by any lease repayments made; and
- increase/decrease by any reassessments or lease modifications (such as market reviews, exercise of term extensions).

When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right of use asset is already reduced to zero.

Short-term leases and leases of low value assets

These are accounted for using the practical expedients allowed under AASB 16. Instead of recognising a right-of-use asset and lease liability, the payments in relation to these are recognised as an expense in the comprehensive operating statement on a straight line basis over the lease term.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.1 Lease liabilities (cont)

The following table presents the future lease payments and maturity analysis for leases.

(\$ thousand)				
	Minimum future lease payments ^(a)		Present value of minimum future lease payments	
	2023	2022	2023	2022
Motor vehicle leases				
Not longer than one year	1,629	1,821	1,600	1,791
Longer than one year and not longer than five years	1,749	1,261	1,731	1,242
Property leases				
Not longer than one year	7,918	9,068	7,773	8,934
Longer than one year and not longer than five years	11,856	15,340	11,638	15,113
Longer than five years	1,903	1,713	1,868	1,688
Minimum future lease payments	25,055	29,203	24,610	28,768
Less future finance charges ^(b)	(445)	(435)		
Present value of minimum lease payments	24,610	28,768	24,610	28,768
Included on the balance sheet in:				
Current borrowings lease liabilities			9,373	10,725
Non-current borrowings lease liabilities			15,237	18,043
Total			24,610	28,768

(a) Minimum future lease payments include the aggregate of all base payments and any guaranteed residual.

(b) Weighted average discount rate for motor vehicle leases is 2.00% (2021-22: 2.34%) and property leases is 1.95% (2021-22: 1.50%)

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.2 Cash flow information and balances

Cash and deposits, including cash equivalents, comprise cash on hand and cash at bank, deposits at call and those highly liquid investments with an original maturity of three months or less, which are held for the purpose of meeting short-term cash commitments rather than for investment purposes, and which are readily convertible to known amounts of cash and are subject to an insignificant risk of changes in value.

For cash flow statement presentation purposes, cash and cash equivalents include bank overdrafts, which are included as a current liability on the balance sheet, as indicated in the reconciliation below.

	(\$ thousand)	
	2023	2022
Cash on hand		
Parliament of Victoria	1	1
Bank balance		
Parliament refreshment rooms	24	242
	25	243
Bank overdraft - unrepresented cheques	(13)	(5)
Balance as per cash flow statement	12	237

Due to the State of Victoria's investment policy and government funding arrangements, the Parliament does not hold a large cash reserve in its bank accounts. Parliamentary expenditure, including those in the form of cheques drawn by the Parliament for the payment of goods and services to its suppliers and creditors are made via the Public Account. The public account remits to the Parliament the cash required upon presentation of cheques by the Parliament's suppliers or creditors.

The above funding arrangements often results in the Parliament having a notional shortfall in the cash at bank required for payment of unrepresented cheques at the end of the reporting period.

At 30 June 2023, cash at bank included the amount of a notional shortfall for the payment of unrepresented cheques of \$8,518 (2022 - \$5,324). Unrepresented cheques are represented as 'Bank overdraft' in the Parliament's balance sheet.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.2 Cash flow information and balances (cont)

7.2.1 Reconciliation of net result for the period to cash flow from operating activities

	(\$ thousand)	
	2023	2022
Net result for the period	10,997	11,218
Non cash movements		
(Gain) / loss on sale or disposal of non-current assets	(387)	(435)
Depreciation and amortisation of non-current assets	31,394	26,516
Movements in assets and liabilities:		
(Increase) / decrease in receivables	(18,530)	(11,935)
(Increase) / decrease in inventories	323	(486)
(Increase) / decrease in prepayments	1,142	(1,038)
Increase / (decrease) in current payables	1,119	(1,496)
Increase / (decrease) in unearned income	99	1
Increase / (decrease) in provisions	(2,451)	1,861
Net cash flows from operating activities	23,706	24,205

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.3 Commitments for expenditure

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are recorded below at their nominal value and inclusive of GST. Where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

The following commitments have not been recognised as liabilities in the financial statements:

	(\$ thousand)	
	2023	2022
Capital expenditure commitments		
Not longer than one year	5,859	22,726
Longer than one year and not longer than five years	-	2,294
Total capital expenditure commitments	5,859	25,020
Other commitments payable		
Not longer than one year	2,862	750
Longer than one year and not longer than five years	1,042	-
Total other commitments payable	3,904	750
Total commitments for expenditure (inclusive of GST)	9,763	25,770
Less GST recoverable from the Australian Taxation Office	(887)	(2,343)
Total commitments for expenditure (exclusive of GST)	8,876	23,427

Capital expenditure commitments primarily consist of committed works to upgrade or modify Parliament House, and refurbishments of electoral offices.

Other commitments payable consist of agreements for the provision of services, such as IT that support the operation of the Parliament.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS

Introduction

Parliament is exposed to risk from its activities and outside factors. In addition, it is often necessary to make judgements and estimates associated with recognition and measurement of items in the financial statements. This section sets out financial instrument specific information, (including exposures to financial risks) as well as those items that are contingent in nature or require a higher level of judgement to be applied, which for Parliament related mainly to fair value determination.

Structure

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8.1 Financial instruments specific disclosures

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the Parliament's activities, certain financial assets and financial liabilities arise under statute rather than a contract (for example taxes, fines and penalties). Such assets and liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*.

Categories of financial assets

Financial assets at amortised cost: financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the Parliament to collect the contractual cash flows, and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interest.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment. The Parliament recognises the following assets in this category:

- cash and deposits; and
- receivables (excluding statutory receivables).

Categories of financial liabilities

Financial liabilities at amortised cost are initially recognised on the date they are originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest bearing liability, using the effective interest rate method.

The Parliament recognises the following liabilities in this category:

- payables (excluding statutory payables);
- bank overdrafts; and
- lease liabilities.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.1 Financial instruments specific disclosures (cont)

Derecognition of financial assets: A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when:

- the rights to receive cash flows from the asset have expired; or
- Parliament retains the right to receive cash flows from the asset, but has assumed an obligation to pay them in full without material delay to a third party under a ‘pass through’ arrangement; or
- Parliament has transferred its rights to receive cash flows from the asset and either:
 - has transferred substantially all the risks and rewards of the asset; or
 - has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

Where the Parliament has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of Parliament’s continuing involvement in the asset.

Derecognition of financial liabilities: A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires.

Categorisation of financial instruments

			(\$ thousand)	
	Category	Notes	2023	2022
Contractual financial assets				
Cash and deposits	Financial assets at amortised cost	7.2	25	243
Receivables ^(a)	Financial assets at amortised cost	6.1	294	105
Total financial assets			319	348
Contractual financial liabilities				
Payables ^(b)	Financial liabilities at amortised cost	6.2	6,178	5,233
Bank overdraft	Financial liabilities at amortised cost	7.2	13	5
Lease liabilities	Financial liabilities at amortised cost	7.1	24,610	28,768
Total financial liabilities			30,801	34,006

(a) The amount of financial assets disclosed here excludes statutory receivables (i.e. amounts owing from Victorian Government and GST input tax credit recoverable).

(b) The amount of financial liabilities disclosed here excludes statutory payables (i.e. taxes payable).

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.1 Financial instruments specific disclosures (cont)

8.1.1 Financial risk management objectives and policies

As a whole, the Parliament's financial risk management program seeks to manage financial risks and the associated volatility of its financial performance.

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument above are disclosed throughout the notes to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the Parliament's financial risks within the government policy parameters. Financial risks include credit risk, liquidity risk, foreign currency risk and interest rate risk. The Parliament manages these financial risks in accordance with its financial risk management policy. Parliament uses different methods to measure and manage the different risks to which it is exposed. Primary responsibility for the identification and management of financial risks rests with the Accountable Officers of the Parliament.

There has been no material change to the Parliament's financial risk profile in 2022-23.

Credit risk

Credit risk refers to the possibility that a borrower will default on its financial obligations as and when they fall due. The Parliament's exposure to credit risk arises from the potential default of a counter party on their contractual obligations resulting in financial loss to the Parliament. Credit risk is measured at fair value and is monitored on a regular basis.

Credit risk associated with the Parliament's contractual financial assets is minimal because the main debtor is the Victorian Government.

The carrying amount of contractual financial assets recorded in the financial statements (Note 8.1) represents the Parliament's maximum exposure to credit risk.

Liquidity risk

Liquidity risk is the risk that the Parliament would be unable to meet its financial obligations as they fall due. The Parliament operates under the Government fair payments policy of settling financial obligations within 30 days. It also continuously manages risk through monitoring future cash flows.

The Parliament's maximum exposure to liquidity risk is the total balance of financial liabilities recorded in the financial statements (Note 8.1).

In conjunction with prior periods' data and current risk assessments, this exposure to liquidity risk is deemed insignificant.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.1 Financial instruments specific disclosures (cont)

8.1.1 Financial risk management objectives and policies (cont)

Market risk

The Parliament's exposures to market risk are primarily through interest rate risk and foreign currency risk. Objectives, policies and processes used to manage each of these risks are disclosed below.

Foreign currency risk

All foreign currency transactions during the financial year are brought to account using the exchange rate in effect at the date of the transaction.

The Parliament is exposed to insignificant foreign currency risk through its payables relating to purchases of supplies and consumables from overseas suppliers. This exposure is minimised because of a limited amount of purchases denominated in foreign currencies, a relatively short timeframe between commitment and settlement, and holding no foreign monetary items at the end of the reporting period.

Interest rate risk

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. The Parliament does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Parliament has minimal exposure to cash flow interest rate risks through cash and deposits that are at a floating rate.

Overall, the Parliament has minimal exposure to interest rate risk as it holds minimal cash deposits and only have fixed rate financial lease liabilities relating to motor vehicle and property leases.

As a result, any changes to market interest rates in the next 12 months will have an insignificant impact on the Parliament's financial assets and liabilities.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.2 Contingent assets

Contingent assets are not recognised in the balance sheet but are disclosed and, if quantifiable, are measured at nominal value.

Contingent assets are presented inclusive of GST receivable.

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity.

These are classified as either quantifiable, where the potential economic benefit is known, or non-quantifiable.

Quantifiable contingent assets

	(\$ thousand)	
	2023	2022
Bank guarantees from suppliers	2,271	1,985
Total contingent assets	2,271	1,985

There are no non-quantifiable contingent assets for the current or prior period.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination

Significant judgements and estimates

Fair value determination requires judgement and the use of assumptions. This section discloses the most significant assumptions used in determining fair values. Changes to assumptions could have a material impact on the results and financial position of Parliament.

This section sets out information on how Parliament determined fair value for financial reporting purposes. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Land, buildings, cultural assets, plant and equipment and right-of-use assets are carried at fair value.

In addition, the fair values of other assets and liabilities that are carried at amortised cost, also need to be determined for disclosure purposes.

Parliament determines the policies and procedures for determining fair values for both financial and non-financial assets and liabilities as required.

Fair value hierarchy

In determining fair values a number of inputs are used. To increase consistency and comparability in the financial statements, these inputs are categorised into three levels, also known as the fair value hierarchy. The levels are as follows:

- Level 1 – quoted (unadjusted) market prices in active markets for identical assets or liabilities;
- Level 2 – valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 – valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

Parliament determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Parliament, in conjunction with Valuer General Victoria, monitors changes in the fair value of each asset and liability through relevant data sources to determine whether revaluation is required.

How this section is structured

For those assets and liabilities for which fair values are determined, the following disclosures are provided:

- carrying amount and the fair value (which would be the same for those assets measured at fair value);
- which level of the fair value hierarchy was used to determine the fair value; and
- in respect of those assets and liabilities subject to fair value determination using Level 3 inputs:
 - a reconciliation of the movements in fair values from the beginning of the year to the end; and
 - details of significant unobservable inputs used in the fair value determination.

This section is divided between disclosures in connection with fair value determination for financial instruments (refer to Note 8.3.1) and non-financial physical assets (refer to Note 8.3.2).

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.1 Fair value determination: Financial instruments

The Parliament currently holds a range of financial instruments that are recorded in the financial statements where the carrying amounts approximate to fair value, due to their nature or with the expectation that they will be paid in full by the end of the 2022-23 reporting period.

These financial instruments include:

Financial assets	Financial liabilities
- cash and deposits - receivables	- payables - bank overdraft - lease liabilities

No financial instrument items have a fair value that is different from the carrying amount.

8.3.2 Fair value determination: Non-financial physical assets

Fair value measurement hierarchy

(\$ thousand)				
As at 30 June 2023	Carrying amount as at 30 June 2023	Fair value measurement at end of reporting period using:		
Description		Level 1	Level 2	Level 3
Land at fair value - specialised land	200,256	-	-	200,256
Buildings at fair value - specialised buildings	289,427	-	-	289,427
Plant, equipment & vehicles at fair value	9,491	-	-	9,491
Cultural assets at fair value	12,287	-	4,852	7,435
Right-of-use assets at fair value	24,187	-	20,987	3,200
Total	535,648	-	25,839	509,809

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

(\$thousand)				
As at 30 June 2022	Carrying amount as at 30 June 2022	Fair value measurement at end of reporting period using:		
Description		Level 1	Level 2	Level 3
Land at fair value - specialised land	200,256	-	-	200,256
Buildings at fair value - specialised buildings	304,487	-	-	304,487
Plant, equipment & vehicles at fair value	11,442	-	-	11,442
Cultural assets at fair value	15,063	-	4,852	10,211
Right-of-use assets at fair value	28,461	-	25,544	2,917
Total	559,709	-	30,396	529,313

Specialised land

The market approach is used for specialised land, although is adjusted for the community service obligation (CSO) to reflect the specialised nature of the land being valued.

The CSO adjustment reflects the valuer's assessment of the impact of restrictions associated with an asset to the extent that is also equally applicable to market participants. This approach is in light of the highest and best use consideration required for fair value measurement, and takes into account the use of the asset that is physically possible, legally permissible, and financially feasible. As adjustments of CSO are considered as significant unobservable inputs, specialised land would be classified as a Level 3 asset.

An independent valuation of the Parliament's specialised land was performed by the Valuer-General Victoria. The valuation was performed using the market approach adjusted for CSO. The effective date of the valuation is 30 June 2022.

For the year ended 30 June 2023, a fair value assessment was performed using the Valuer General's indices in accordance with FRD 103. This assessment indicated no material change from the 30 June 2022 fair value.

Specialised buildings

For Parliament's specialised buildings, the current replacement cost method is used, adjusting for useful life and associated depreciation. The estimate of fair value has been completed based on replacement with a like structure. As useful life and depreciation adjustments are considered as significant, unobservable inputs in nature, specialised buildings are classified as Level 3 fair value measurements.

An independent valuation of the Parliament's specialised buildings was performed by the Valuer General Victoria. The valuation was performed using the current replacement cost method, with an effective date of 30 June 2022.

For the year ended 30 June 2023, a fair value assessment was performed using the Valuer General's indices in accordance with the requirements of FRD 103. This assessment indicated no material change from the 30 June 2022 fair value.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Plant, equipment and vehicles

Plant, equipment and vehicles are held at fair value and valued using the current replacement cost method, adjusting for associated depreciations. As depreciation adjustments are considered as significant, unobservable inputs in nature, plant, equipment and vehicles are classified as Level 3 fair value measurements.

Cultural assets

Cultural assets relating to the Parliament's rare book collection are measured at Level 2 fair value using the market approach. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets.

An independent valuation of the Parliament's rare book collection was performed using the market approach. The rare book collection was valued from physical inspection of items, either in full or through random sampling. Higher value rare books were valued individually, while lower value rare books were valued using statistical sampling methods. This approach included comparison against sales of identical or similar books sold both in Australia and overseas. This methodology does not contain significant, unobservable inputs, and these assets are classified as Level 2 under the market approach.

Cultural assets relating to artworks, heritage furniture and other items are measured at Level 3 fair value using the market approach, with an adjustment made to factor in the unique characteristics of these assets.

An independent valuation of artworks, heritage furniture and other items was performed using the market approach. This approach made a comparison against items of a similar nature, with a subsequent adjustment to reflect the valuer's assessment of how the assets belonging to the Parliament and being placed in Parliament House, impact the market value of such items. This adjustment is considered a significant unobservable input, hence the Level 3 fair value classification.

All cultural assets were independently valued with an effective date of 30 June 2023.

Right-of-use assets

Right-of-use properties are classified as Level 2 and valued using the market approach. Under this method, current lease payments are compared to market rentals for similar or equivalent properties. These assets are depreciated and management has not made any judgements over the useful life of these assets, as depreciation adjustments are made over contracted lease terms.

Right-of-use vehicles are valued using the current replacement cost method. Parliament manages the acquisition, use and disposal of these assets with a relevant depreciation rate set during use to reflect the consumption of the vehicles. As a result, the fair value of the vehicles does not differ materially from the carrying amount (depreciated cost).

For all assets measured at fair value, the current use is considered the highest and best use.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Reconciliation of Level 3 fair value movements

(\$ thousand)					
Year ended 30 June 2023	<i>Specialised land</i>	<i>Specialised buildings</i>	<i>Plant, equipment and vehicles</i>	<i>Right-of-use assets: motor vehicles</i>	<i>Cultural Assets</i>
Opening balance	200,257	304,487	11,443	2,917	10,211
Purchases (sales)				1,537	-
Transfer in/(out) of Level 3	-	8	2,730	-	-
Other transfers	-	-	-	-	-
Gains or losses recognised in net result					
Depreciation		(15,068)	(4,682)	(848)	-
Disposal of assets	-	-	-	(406)	-
Subtotal	200,257	289,427	9,491	3,200	10,211
Gains or losses recognised in other economic flows - other comprehensive income					
Revaluation	-	-	-	-	(2,776)
Closing balance	200,257	289,427	9,491	3,200	7,435

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Reconciliation of Level 3 fair value movements

	(\$ thousand)				
Year ended 30 June 2022	<i>Specialised land</i>	<i>Specialised buildings</i>	<i>Plant, equipment and vehicles</i>	<i>Right-of-use assets: motor vehicles</i>	<i>Cultural Assets</i>
Opening balance	173,828	493,894	14,570	2,956	-
Purchases (sales)				1,477	-
Transfer in/(out) of Level 3	-	13,095	3,207	-	7,618
Other transfers	-	2,617	(2,617)	-	-
Gains or losses recognised in net result					
Depreciation		(11,881)	(3,717)	(813)	-
Disposal of assets	-	-	-	(703)	-
Subtotal	173,828	497,725	11,443	2,917	7,618
Gains or losses recognised in other economic flows - other comprehensive income					
Revaluation	26,429	(193,238)	-	-	3,068
Closing balance	200,257	304,487	11,443	2,917	10,211

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Description of significant unobservable inputs to Level 3 valuations

Asset class	Valuation technique	Significant unobservable input
Specialised land	Market approach	Community Service Obligation (CSO) adjustment
Specialised buildings	Current replacement cost	Direct cost per square metre, and Useful life of buildings
Plant, equipment and vehicles	Current replacement cost	Useful life of plant, equipment and vehicles
Right-of-use assets: motor vehicles	Current replacement cost	Useful life of leased motor vehicle
Cultural assets (new for 2021-22)	Market approach	Assessment of asset's characteristics

NOTE 9 – OTHER DISCLOSURES

Introduction

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

Structure

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9.1 Responsible persons

In accordance with the Ministerial Directions issued by the Assistant Treasurer under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period.

Names

The persons who held the positions of the Presiding Officers and Accountable Officers in the Parliament for the reporting period are as follows:

Presiding Officers:	The Hon Colin Brooks - 1 July 2022 to 1 August 2022 Speaker of the Legislative Assembly
	Maree Edwards – 2 August 2022 to 30 June 2023 Speaker of the Legislative Assembly
	The Hon Nazih Elasmr MLC - 1 July 2022 to 19 December 2022 President of the Legislative Council
	The Hon Shaun Leane MLC - 20 December 2022 to 30 June 2023 President of the Legislative Council
Accountable Officers:	Trish Burrows – 1 July 2022 to 30 June 2023 Secretary, Department of Parliamentary Services
	Andrew Young - 1 July 2022 to 27 October 2022 Clerk - Legislative Council
	Robert McDonald - 28 October 2022 to 30 June 2023 Clerk - Legislative Council
	Bridget Noonan - 1 July 2022 to 30 June 2023 Clerk - Legislative Assembly

NOTE 9 – OTHER DISCLOSURES (cont)

9.1 Responsible persons (cont)

Remuneration of responsible persons

Remuneration received or receivable by the responsible persons in connection with the management of the Parliament during the reporting period was in the following ranges:

	2023	2022
Salary Band \$		
20,000 – 29,999	-	1
30,000 – 39,999	1	-
70,000 – 79,999	-	1
150,000 – 159,999	1	-
250,000 – 259,999	1	-
280,000 – 289,999	1	-
300,000 – 309,999	1	-
310,000 – 319,999	-	1
400,000 – 409,999	1	-
410,000 - 419,999	-	1
420,000 - 429,999	1	2
440,000 – 449,999	1	1
Total number of Officers	8	7
Total amount (\$ thousand)	2,333	2,115

Remuneration of ministers

The Department of Parliamentary Services is responsible for the payment of Ministers' salaries and allowances. The disclosure of Ministerial remuneration is included in the State of Victoria's annual financial report.

NOTE 9 – OTHER DISCLOSURES (cont)

9.2 Remuneration of executives

The number of executive officers, other than Accountable Officers, and their total remuneration during the reporting period are shown in the table below. The total annualised employee equivalent provides a measure of full time equivalent executive officers over the reporting period.

Remuneration comprises employee benefits in all forms of consideration paid, payable or provided by Parliament or on behalf of the Parliament, in exchange for services rendered, and is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Post-employment benefits include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Other long-term benefits include long service leave, other long service benefits or deferred compensation.

Termination benefits include termination of employment payments, such as severance packages.

	(\$ thousand)	
	2023	2022
Short-term employee benefits	1,059	1,253
Post-employment benefits	85	108
Other long-term benefits	24	60
Termination benefits	-	75
Total remuneration	1,168	1,496
Total number of executives	5	6
Total annualised employee equivalents^(a)	5	6

(a) Annualised employee equivalent is based on the time fraction worked over the reporting period.

NOTE 9 – OTHER DISCLOSURES (cont)

9.3 Related parties

Related parties of the Parliament include:

- all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities they have significant influence over); and
- all cabinet ministers and their close family members.

All related party transactions have been entered into on an arm's length basis.

Key management personnel (KMP) of Parliament includes the individuals listed as Responsible Persons in Note 9.1.

	(\$ thousand)	
	2023	2022
Compensation of KMPs		
Short-term employee benefits	2,045	1,902
Post-employment benefits	163	154
Other long-term benefits	29	59
Termination benefits	96	-
Total compensation	2,333	2,115

Transactions and balances with key management personnel and other related parties

Given the breadth and depth of State government activities, related parties transact with the Victorian public sector in a manner consistent with other members of the public e.g. stamp duty and other government fees and charges. Further employment of processes within the Victorian public sector occur on terms and conditions consistent with the Public Administration Act 2004 and Codes of Conduct and Standards issued by the Victorian Public Sector Commission. Procurement processes occur on terms and conditions consistent with the Victorian Government Procurement Board requirements.

Outside of normal citizen type transactions with Parliament, there were no related party transactions that involved key management personnel, their close family members and their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties.

9.4 Remuneration of auditors

	(\$ thousand)	
	2023	2022
Victorian Auditor-General's Office		
Audit of the financial statements	73	66
Total remuneration	73	66

NOTE 9 – OTHER DISCLOSURES (cont)

9.5 Subsequent events

The Parliament's policy for events that occur between the end of the reporting period and the date when the financial statements are authorised for issue is as follows:

- adjustments are made to amounts recognised in the financial statements where those events provide information about conditions that existed at the reporting date; and/or
- disclosure is made where the events relate to conditions that arose after the end of the reporting period that are considered to be of material interest.

There have been no events after the reporting date that have a material impact on these financial statements.

9.6 Other accounting policies

Contributions by owners

Consistent with the requirements of AASB 1004 *Contributions*, contributions by owners (that is, contributed capital and its repayment) are treated as equity transactions and, therefore, do not form part of the income and expenses of Parliament.

Additions to net assets that have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions to or distributions by owners have also been designated as contributions by owners.

NOTE 9 – OTHER DISCLOSURES (cont)

9.7 Issued but not yet effective Australian accounting and reporting pronouncements

Certain new and revised accounting standards have been issued but are not effective for the 2022-23 reporting period. These accounting standards have not been applied to the Parliament's Financial Statements.

The Parliament is reviewing its existing policies and assessing the potential implications of these accounting standards which includes:

- *AASB 13 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for Profit Public Sector entities* (effective for reporting periods beginning on or after 1 January 2024): AASB 2022-10 amends AASB 13 Fair Value Measurement by adding authoritative implementation guidance and illustrative examples for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows.
- *AASB 2020-1 Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non Current* (effective for reporting periods beginning on or after 1 January 2023): This Standard amends AASB 101 to clarify requirements for the presentation of liabilities in the statement of financial position as current or non-current. A liability is classified as non-current if an entity has the right at the end of the reporting period to defer settlement of the liability for at least 12 months after the reporting period. The meaning of settlement of a liability is also clarified.
This standard is expected to have an insignificant impact to the Parliament, due to the nature of its liabilities.

A number of other standards and amendments have also been issued that apply to future reporting periods, however they are not expected to have any significant impact on the financial statements in the period of initial application.

Appendix A: Budget Portfolio Outcomes

The budget portfolio outcomes provide comparisons between the actual financial information and the published 2022-23 budget in the 2022-23 Budget Paper No. 5: Statement of Finances for parliamentary departments (Legislative Council, Legislative Assembly and Department of Parliamentary Services)*.

This statement is prepared on the basis of comprehensive operating statement published in Budget Paper No. 5: Statement of Finances.

This statement is not subject to audit by the Victorian Auditor-General's Office.

	2022-23 Actual (\$ million)	2022-23 Published Budget (\$ million)	Variation (\$ million)	Variation %
Income from transactions				
Output appropriations ^a	158.7	157.2	1.4	1 %
Special appropriations ^b	51.7	48.9	2.9	6 %
Sale of goods and services	1.2	0.0	1.2	100 %
Grants	0.0	0.0	0.0	100 %
Other income	0.0	0.0	0.0	100 %
Total income from transactions	211.6	206.1	5.5	3 %
Expenses from transactions				
Employee benefits ^c	(132.7)	(128.8)	(3.9)	3 %
Depreciation ^d	(31.4)	(28.7)	(2.7)	9 %
Interest expense	(0.5)	(0.9)	0.4	(48) %
Other operating expenses ^e	(36.3)	(49.5)	13.2	(27) %
Total expenses from transactions	(200.9)	(208.0)	7.0	(3) %
Net result from transactions (net operating balance)	10.7	(1.9)	12.5	(668) %
Other economic flows included in net result				
Net gain/(loss) on non-financial assets	0.4	0.0	0.4	100 %
Other gains/(losses) from economic flows	(0.1)	0.0	(0.1)	100 %
Total other economic flows included in net result	0.3	0.0	0.3	100 %
Net result	11.0	(1.9)	12.9	(668) %
Other economic flows – other comprehensive income				
Changes in physical assets revaluation surplus ^f	(2.8)	0.0	(2.8)	100 %
Total other economic flows – other comprehensive income	(2.8)	0.0	(2.8)	100 %
Comprehensive result	8.2	(1.9)	10.1	(538) %

* Budget Paper No. 5: Statement of Finances includes consolidated figures for parliamentary departments, Victorian Auditor-General's Office, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission.

- Higher output appropriations mainly relate to additional funding approved after the publication of 2022-23 Budget, partly offset by the carryover of budget from 2022-23 to 2023-24.
- Higher special appropriations as a result of increase in Members salary and allowances as per Tribunal determination and Members of Parliament separation payments after election in November 2022.
- Higher employee benefits expense mainly due to termination payments for electorate officers and Members of Parliament separation payments after election in November 2022.
- Higher depreciation expense due to increased building depreciation after revaluation.
- Lower other operating expense due to carryover of budget from 2022-23 to 2023-24 and lower parliamentary departments' non-employee expenditure resulting in a surplus.
- Changes in physical assets revaluation surplus due to reduction in the fair value in cultural assets.



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