



PARLIAMENT OF VICTORIA

Public Accounts and Estimates Committee

2019-20

Financial and Performance Outcomes

General Questionnaire

Parliamentary Departments

Legislative Council

Legislative Assembly

Department of Parliamentary Services

Joint Investigatory Committees

Please note, Victorian Auditor-General's Office, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission are not included in this response. Information published in State Budget Papers include these agencies.

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Introduction – Financial and Performance Outcomes Questionnaire

The Committee's inquiry into the 2019-20 Financial and Performance Outcomes examines:

- the Government's actual expenditure and revenue compared to the budgeted expenditure and revenue
- the actual performance outcomes against the targeted performance outcomes at a departmental/agency level.

The inquiry aims to benefit the Parliament and the community by:

- promoting the accountability, transparency and integrity of the executive and the public sector
- encouraging the effective and efficient delivery of public services and assets.

This questionnaire seeks information on the departmental/agency financials for the 2019-20 financial year, what was achieved during those years and how that compares to expectations.

Timeline and format

Responses to this questionnaire are due by **5.00pm on Monday 1 February 2021**.

Please email the completed questionnaire (in word and pdf) to paec@parliament.vic.gov.au

Please also email a signed copy.

Consistency with the budget papers

Whenever referring to an initiative/program/project that is referred to in the budget papers, please use the same name as is used in the budget papers. This ensures that the Committee can correlate the information provided by the department with the information in the budget papers.

Basis of consolidation

For departments, please use the same basis of consolidation as was used in the budget papers and in the budget portfolio outcomes statement in the department's annual report.

Guidance

Please contact the secretariat should you require guidance in relation to any questions:

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Section A: Output variances and program outcomes

Question 1 (all departments) Completed output initiatives from past budgets

- a) For all initiatives that were completed in 2019-20, please provide details of the outcomes achieved in the community and the outcomes actually achieved to date. Please use initiatives names as specified in *Budget Paper No.3: Service Delivery* and link the initiative to the responsible output(s) and portfolio(s).

Initiative	Year and funding allocated		Actual date of completion (month and year)	Expected outcomes	Actual outcomes	Output(s) and portfolio(s)
	Budget year	Funding allocated				
Performance Audit of Victorian Auditor-General's Office	2019-20	\$350,000	31July2020	Report on Performance Audit of the Victorian Auditor-General and the Victorian Auditor-General's Office	Report on Performance Audit of the Victorian Auditor-General and the Victorian Auditor-General's Office	Parliamentary Investigatory Committees

Question 2 (all departments) Program outcomes

Not Applicable. Parliament and the parliamentary departments are not service delivery departments.

Outcomes reflect the impact on the community of the goods and services provided by a department. The questions in this section all relate to the outcomes that the department contributed to in 2019-20.

- a) Using the format of the table below, please outline the five programs that delivered the most important outcomes in the community¹ achieved by the department in 2019-20 including:
- i. The name of the program
 - ii. The relevant output(s) and portfolio(s) responsible for delivery of the program
 - iii. The program objectives
 - iv. The actual outcome achieved
 - v. The actions taken to deliver the actual outcome (i.e. the most important elements/essential parts that led the Department to deliver the outcome).

Program	Output(s) and portfolio(s)	Program objectives	Description of actual outcome achieved	Description of the actions taken to deliver the actual outcome
1.				
2.				
3.				
4.				
5.				

¹ 'Outcomes' are the impact of service delivery on the community rather than a description of the services delivered. The Committee considers that an outcome could be considered important for a variety of reasons, such as the amount of funding allocated to the program, the public interest in the service or goods being delivered or where particular actions taken by the Department delivered improved outcomes.

- b) Using the format of the table below, please outline the five least performing programs that did not deliver their planned outcomes in the community by the department 2019-20 including:
- i. The name of the program
 - ii. The relevant output(s) and portfolio(s) responsible for delivery of the program
 - iii. The program objectives
 - iv. The actual outcome achieved
 - v. Explanation for not achieving the planned outcome (including a description of what actions were taken to try and achieve the planned outcome).

Program	Output(s) and portfolio(s)	Program objectives	Description of actual outcome achieved	Detailed explanation for not delivering the planned outcome
1.				
2.				
3.				
4.				
5.				

Question 3 (all departments) Treasurer's advances and other budget supplementation

- a) Please identify all output(s) and portfolio(s) (and relate them to departmental programs) for which the department received additional funding after the initial Budget in 2019-20.

For each output, please quantify the additional funding, indicate the source of the additional funding (e.g. Treasurer's Advance, unused prior years appropriations under s32 of the *Financial Management Act 1994* (Vic), supplementation through a Temporary Advance under section 35 of the FMA, or any possible sources of funding as listed in the Resource Management Framework, section 4, pg. 58) and explain why additional funding was required after funding was allocated in the Budget.

Output(s) and portfolio(s)	Program	Program objectives	Funding allocated in 2019-20 Budget	Additional funding (\$ million)	Source of additional funding as per the Resource Management Framework	Funding utilised 2019-20	Reasons why additional funding was required
Parliamentary Services	Electorate Office Relocations & Refurbishments		\$2.400m	Nil	Not Applicable	\$2.400m	Due to State elections in November 2018, the Department of Parliamentary Services could not complete the planned number of relocation and refurbishment projects in 2018-19. Treasurer's Advance of \$2.4m was provided to complete 12 additional relocation and refurbishment projects in 2019-20.
Parliamentary Services	Parliamentary Advisers		\$1.587m approved in principle.	Nil	Not Applicable	\$1.452m	Following the State elections in November 2018, Parliamentary Advisers were announced for minor parties and independent Members that are being administered by the Department of Parliamentary Services. Funding was approved as Treasurer's advance in 2019-20 and output appropriation was increased from 1 July 2020 to 31 December 2022.

Parliamentary Departments

Parliamentary Services, Legislative Council & Legislative Assembly	Implementation of Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards legislation		\$1.276m approved in principle.	Nil	Not Applicable	\$1.057m	The Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards (VIRTIPS) Act was passed in 2019-20. Treasurer's advance funding was approved in 2019-20 to implement the changes for VIRTIPS legislation and the Tribunal's Determination, which had a significant administrative impact on the operations of the parliamentary departments.
Total 2019-20			\$5.263m	Nil			

Section B: Asset investment

Question 4 (all departments) Capital expenditure variances, completion date and scope changes – existing projects

Please provide details of all capital asset programs where:

- there was a variance between TEI at announcement compared to the revised TEI in the 2019-20 Budget of equal to or greater than $\pm 5\%$ or \$50 million and an explanation for the variance
- the estimated completion date at announcement is different to the completion date in the 2019-20 Budget and an explanation for the change
- the scope of the project at announcement is different to the scope of the project as it is presented in the 2019-20 Budget.

Capital expenditure

Project	Output(s) and portfolio(s) and/or agency responsible for the project	Total actual expenditure spent from announcement to 30 June 2020 (\$ million)	TEI at announcement (\$ million)	Revised TEI 2019-20 Budget (\$ million)	Variance between TEI at announcement compared to Revised TEI in 2019-20 Budget ($\pm 5\%$ or \$50 million) explanation
Remediation of office accommodation <i>(This project was reported as 'Completed' in 2019-20 Budget)</i>	Parliament	\$41.208m	\$45.464m	\$41.824m	The project actual cost was lower than initially estimated.

Completion date

Project	Output(s) and portfolio(s) and/or agency responsible for the project	Estimated completion date at announcement	Revised completion date 2019-20 Budget	Explanation
Remediation of office accommodation	Parliament	Quarter 3, 2017-18	Quarter 4, 2018-19	The certificate of occupancy was issued on 27 April 2018 and the new building commenced operations in May 2018. However, some external landscaping

Parliamentary Departments

<i>(This project was reported as 'Completed' in 2019-20 Budget)</i>				works continued in 2018-19 and the project financially completed in 2018-19.

Scope

Project	Output(s) and portfolio(s) and/or agency responsible for the project	Scope at announcement	Details of scope change(s) and date(s) scope changes occurred

Question 5 (all departments) Details of actual capital expenditure – completed projects (or expected to be completed)

No capital projects were completed in 2019-20.

Please provide the following details about asset investment projects that were completed in 2019-20:

- a) Project name, project objectives and Department(s), Output(s) and Portfolio(s) and/or Agency/Agencies responsible for delivery of the project
- b) Total Estimated Investment (TEI) at announcement
- c) Actual cost of project
- d) Estimated completion date at announcement
- e) Actual completion date
- f) Explanations for any variance in capital expenditure and/or completion date.

Project	Original project objectives	Responsible Department(s), Output(s) and Portfolio(s) and/or Agency/Agencies	TEI at announcement (\$ million)	Actual cost of project (\$ million)	Estimated completion date at announcement	Actual completed date	Variance explanation (\$ value variance and/or time variance)

Question 6 (all departments) High-value high-risk projects, gateway reviews and business cases

Not Applicable. Parliament has no High Value High Risk projects.

Under the High Value High Risk (HVHR) Framework, a project will be classified as HVHR if it is a budget funded project that has a Total Estimated Investment (TEI) of over \$250 million. HVHR projects are subject to compulsory Gateway reviews, where Gates 1 through 6 are compulsory for all eligible projects: Gate 2 outlines the development of a business case.

Please list all projects included in the 2019-20 budget papers that were allocated to the department and were classified as HVHR and project objectives. Please also specify which gateway reviews, if any, were completed during 2019-20 and business case details for each project. Please use project names as specified in *Budget Paper No.4: State Capital Program*.

HVHR Project	Original project objectives	Gateway review name/ Date completed	Date business case completed	Business case – publicly available? Y/N	Business case link (URL)

Question 7 (all departments) Public Private Partnership (PPP) expenditure – existing and completed

Not Applicable. Parliament has no PPP expenditure.

Please provide the following information related to the department's PPP projects:

- The total estimated PPP investment value, the total actual expenditure from announcement to 30 June 2020, or the actual cost spent to 30 June 2020 (actual cost spent in the respective financial year) and the benefits of using the PPP financing model when delivering/funding a project over other financing methods.
- Where the estimated completion date at announcement is different to the completion date in the 2019-20 Budget and an explanation for any variance.
- Where the scope of the PPP at announcement is different to the scope of the project as it is presented in the 2019-20 Budget.

Investment value and benefit of using PPP model

Project name	Project objectives	Output(s) and portfolio(s) and/or agency	Total estimated PPP investment value at the start of the project (\$ million)	Total actual expenditure since the announcement to 30 June 2020 (\$ million)	Actual expenditure in year ending 30 June 2020 (\$ million)	Benefits of using PPP model versus other delivery/funding models

Completion date

Project name	Output(s) and portfolio(s) and/or agency	Estimated completion date	Revised estimated completion date	Variance explanation

Scope

Project name	Output(s) and portfolio(s) and/or agency	Original scope	Revised scope	Explanation for scope changes

Section C: Revenue and appropriations

Question 8 (all departments and entities) Revenue – variances from previous year

Please explain any changes equal to or greater than $\pm 10\%$ or \$100 million between the actual result for 2018-19 and 2019-20 for each revenue category detailed in your operating statement. Please also indicate what any additional revenue was used for or how any reduced amounts of revenue affected service delivery and then link it to the relevant output and portfolio.

Please also detail the outcomes in the community² achieved by any additional expenses or the impact on the community of reduced expenses (if there was no impact, please explain how that was achieved).

For departments, please provide data consolidated on the same basis as the budget portfolios outcomes statement in your annual reports.

If there were no revenue/income categories for the department/agency for which the 2019-20 expenditure changed from the prior year's expenditure by more than $\pm 10\%$ or \$100 million, you do not need to answer this question. If this is the case, please indicate 'no relevant line items' in the table(s) below.

Revenue category	2018-19 actual (\$ million)	2019-20 actual (\$ million)	Explanations for changes $\pm 10\%$ or \$100 million	How the additional revenue was used/the impact of reduced revenue. If no impact, how was this achieved	Relevant output(s) and portfolio(s)
Output appropriations	127.42	141.37	Variance due to additional funding approved by 2019-20 ERSC, escalation from 2018-19 to 2019-20, additional Treasurer advance funding in 2019-20 for implementation of <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards (VIRTIPS) Act</i> and Parliamentary Advisers, and higher carry-over from 2018-19 to 2019-20.	Additional ERSC funding for increase in Members electorate office rents allow Parliament to relocate Members' offices to areas where they are more accessible to their constituents. Additional funding was also approved to conduct Performance Audit of VAGO and increase in Members EO&C budgets that increased because	<ul style="list-style-type: none"> Legislative Council Legislative Assembly Department of Parliamentary Services Joint Investigatory Committees

²That is, the impact of service delivery on the community rather than a description of the services delivered.

Parliamentary Departments

				of increase in state voter count. Treasurer's Advance funding was approved to implement <i>VIRTIPS Act</i> and to employ additional Parliamentary advisers.	
Special appropriations	41.67	43.58	Variance < 10%		
Parliament refreshment rooms & gift shop sales	1.53	1.33	Lower revenue in 2019-20 due to cancellation of catered events as a result of COVID-19.	Parliament's Charity Meals Program provided meals to Melbourne's most vulnerable and homeless, impacted by the COVID-19 pandemic. This program also enabled PoV's casual catering staff and agency contractors to be employed during this period.	
Other income	0.05	0.03	Immaterial variance		

*** The above figures are for Parliamentary departments only (excludes VAGO, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission)*

Question 9 (all departments and entities) Revenue – variances from budget to actual

Please explain any variances equal to or greater than $\pm 10\%$ or \$100 million between the initial budget estimate (not the revised estimate) and the actual result for 2019-20 for each revenue category detailed in your operating statement. Please also indicate what any additional revenue was used for or how any reduced amounts of revenue affected service delivery and then link it to the relevant output and portfolio.

For departments, please provide data consolidated on the same basis as the budget portfolios outcomes statement in your annual reports.

Revenue category	2019-20 Budget estimate (\$ million)	2019-20 actual (\$ million)	Explanations for changes $\pm 10\%$ or \$100 million	How the additional revenue was used/the impact of reduced revenue. If no impact, explain why	Relevant output(s) and portfolio(s)
Output appropriations	146.3	141.4	Variance < 10%		
Special appropriations	49.1	43.6	Variance due to no contributions were required in 2019-20 to the member's defined benefit scheme, which was partly offset by increase in Members salary and allowances expenditure as a result of Victorian Independent Remuneration Tribunal (Tribunal) making its first Determination of Victorian Members of Parliament (MPs) salaries and allowances on 16th September 2019.	No Impact. Special appropriation is billed based on actual spend.	Parliamentary Services
Sale of goods and services	-	1.4	No budget allocated for Parliament refreshment rooms		Parliamentary Services

*** The above figures are for Parliamentary departments only. Information published in State Budget Papers also includes VAGO, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission.*

Section D: Expenses

Question 10 (all departments and entities) Expenses changed from previous year

Please explain any changes equal to or greater than $\pm 10\%$ or \$100 million with regards to the actual result for 2018-19 and 2019-20 for each category of expenses detailed in your operating statement. Please explain any changes equal to or greater than $\pm 10\%$ or \$100 million with regards the actual result for 2019-20 and the initial budget estimate (not the revised budget). Please also detail the outcomes in the community³ achieved by any additional expenses or the impact on the community of reduced expenses (if there was no impact, please explain how that was achieved).

For departments, please provide data consolidated on the same basis as the budget portfolios outcomes statement in your annual reports.

Expenses category	2018-19 Actual \$ million	2019-20 Actual \$ million	Explanations for variances $\pm 10\%$ or \$100 million	Outcomes achieved by additional expenses/impact of reduced expenses. If no impact, how was this achieved
Employee expenses	104.20	111.47	Variance < 10%	
Depreciation	16.89	26.71	The application of AASB 16 <i>Leases</i> from 1 July 2019, results in the Parliament having to recognise right-of-use assets associated with operating leases. Additional depreciation expense relates to right-of-use assets.	Not Applicable. Reallocation of expenditure from operating (property rental) to depreciation/interest expense.
Computer, communications, rental and other costs	22.32	15.78	Variance due to reduction in property rental expenditure that corresponds to increased depreciation and interest expenditure as a result of application of AASB 16.	Not Applicable. Reallocation of expenditure from operating (property rental) to depreciation/interest expense.
Capital asset charge	6.73	6.24	Variance < 10%	
Interest expense	0.08	0.55	Additional interest expense relates to right-of-use assets recognised from 1 July 2019 as per AASB16.	Not Applicable. Reallocation of expenditure from operating (property rental) to depreciation/interest expense.
Parliament refreshment rooms & gift shop	2.04	3.01	Higher expenditure in 2019-20 due to Charity Meals Program.	Parliament's Charity Meals Program provided meals to Melbourne's most vulnerable and homeless impacted by the COVID-19 pandemic. This program also

³That is, the impact of service delivery on the community rather than a description of the services delivered.

Parliamentary Departments

				enabled PoV's casual catering staff and agency contractors to be employed during this period.
Supplies and services	14.72	15.05	Variance < 10%	

*** The above figures are for Parliamentary departments only (excludes VAGO, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission)*

Expenses category	2019-20 Budget \$ million	2019-20 Actual \$ million	Explanations for variances ±10% or \$100 million	Outcomes achieved by additional expenses/impact of reduced expenses. If no impact, how was this achieved
Employee benefits	112.5	111.5	Variance < 10%	
Depreciation	26.3	26.7	Variance < 10%	
Capital asset charge	6.2	6.2	Variance < 10%	
Other operating expenses	50.3	34.4	Variance due to Parliamentary departments' expenditure being lower than the budget by \$7.5m mainly due to delays in some projects as a result of COVID-19, with balance of funding being carried-over from 2019-20 to 2020-21 for Members EO&C budget (\$5.98m) and for electorate office security upgrades project (\$1.33m).	

*** The above figures are for Parliamentary departments only. Information published in State Budget Papers also includes VAGO, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission.*

Question 11 Expenses/interventions related to COVID-19 pandemic response

Not Applicable. No programs and/or initiatives were announced as part of the Victorian Government’s response to the COVID-19 pandemic in 2019-20.

For the year 2019-20, please outline the programs and/or initiatives that were announced as part of the Victorian Government’s response to the COVID-19 pandemic in the order of the highest amount allocated.

Please indicate if the department made use of emergency advances and retroactive funding approvals.

Please note whether there are identified performance measures in the budget papers related to the announced programs. If not, please explain where progress is being reported.

a) On budget

Name of the program/initiative	Program/initiative objectives	Expenditure as at 30 June 2020	Output/Portfolio	Use of emergency advances/ retroactive funding approvals – Yes or No	Performance measures for the program/Initiative (including where published)	Explanation

b) Off budget

Name of the program/initiative	Program/initiative objectives	Expenditure as at 30 June 2020	Output/Portfolio	Use of emergency advances/ retroactive funding approvals – Yes or No	Performance measures for the program/Initiative (including where published)	Explanation

c) What additional budgetary control and tracking/traceability measures were introduced by the department in 2019-20 to ensure COVID-19 programs/initiatives were deployed effectively and in line with the intended purpose?

Question 12 (all departments and entities) Changes to service delivery from savings initiatives

Not Applicable. Parliament is not subject to savings initiatives.

For each of the savings initiatives detailed in the 2016-17 Budget, 2017-18 Budget, 2018-19 Budget, and 2019-20 Budget, please provide the following details of the impact on service delivery:

- Savings target in the 2016-17, 2017-18, 2018-19 and 2019-20 Budgets and the amount of the savings target allocated to the department/entity
- Actual savings achieved in 2016-17, 2017-18, 2018-19 and 2019-20 and the actions taken to achieve the savings target allocated and their impact, including the link to the relevant output and portfolio impacted.

Savings initiative in the Budget \$ million	Savings target allocated to the department/entity in 2019-20	Actual savings achieved in 2019-20 \$ million	Actions taken to achieve the allocated savings target	What was the impact as a result of the measures taken to achieve the savings target? <i>(e.g. frontline and/or other areas of business that saw the impact)</i> If no impact, how was this achieved	Which output(s) and portfolio(s) were impacted (if relevant)
2016-17					
2017-18					
2018-19					
2019-20					

Question 13 (all departments) Achievement of reprioritisation of existing resources

Not Applicable.

The 2019-20 Budget includes targets for 'reprioritisation and revenue offsets' to fund new initiatives (2019-20 Budget Paper No.2, p.57). This is in addition to any savings or efficiencies resulting from expenditure reduction measures. For the department (including all controlled entities),⁴ please indicate:

- a) what areas of expenditure (including projects and programs if appropriate) the funding was reprioritised from (i.e. what the funding was initially provided for)
- b) what areas of expenditure were the funds actually spent on
- c) for each area of expenditure (or project or program), how much funding was reprioritised in each year
- d) the impact of the reprioritisation (in terms of service delivery) on those areas.

Area of expenditure originally funded	Area of expenditure actually funded	Value of funding reprioritised in 2019-20 (\$ million)	Impact of reprioritisation of funding (if no impact, how was this achieved)	Output(s) and portfolio(s) impacted (if relevant)

⁴ That is, please provide this information for the Department on the same basis of consolidation as is used in the budget papers.

Question 14 (all departments) Contractors, Consultants and Labour Hire Arrangements

Please indicate how much the department spent on contractors, consultants and labour hire arrangements during 2017-18, 2018-19 and 2019-20. Labour hire arrangements include the cost of engaging the labour recruiting firm, plus additional costs paid to the labour recruiting firm for the provision of the services of the contractor. Please also explain variances equal to or greater than $\pm 10\%$ between years and list the business areas impacted and how.

	2017-18 Actual \$ million	2018-19 Actual \$ million	2019-20 Actual \$ million	Explanation for variances (year on year) $\pm 10\%$	Which business areas were impacted/benefitted and how?	Please link your response to relevant output(s) and portfolio(s)
Consultants	0.061	0.245	0.034	The increase consultancy expenditure in 2018-19 relates to service reviews for two business units in DPS.	Consultants are engaged for specialist strategic services or experience not available within the organisation. The periodic service reviews for each business unit are conducted to optimise staff establishment and service delivery.	All parliamentary departments
Temporary and Contract Staff	0.462	0.236	0.691	Higher expenditure in 2017-18 and 2019-20 to backfill vacant positions.	Temporary and contract staff are used by various parliamentary departments to backfill vacant positions or to complete any project work.	All parliamentary departments
Contractors	2.006	2.122	3.083	Higher expenditure in 2019-20 on contract security, internal audit & assurance, performance audit of VAGO that is conducted every three years and higher expenditure in community engagement activities.	Contractors are engaged for specialist services or experience not available within the organisation. They provide a range of activities that include internal audit services, research in areas where experience and knowledge in a specific field is required (e.g. committee	All parliamentary departments

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					work) and specific legal advice or technical advice etc.	

*** Contractors used for once-off project implementation are not included.*

*** Detailed listing for 2018-19 and 2019-20 consultants, contractors and temporary staff was provided as a response to the 2020-21 Estimates Questionnaire.*

Question 15 (PNFC and PFC entities only) Dividends and other amounts paid to the general government sector

Not Applicable.

Please detail the type and value of dividends, amounts equivalent to dividends, non-dividend grants, and capital repatriations paid by your agency to the general government sector in 2019-20, explaining the reasons for any significant changes over that period and the impact of any changes on the entity.

Please provide the economic funding ratio or accounting funding ratio as applicable at 30 June 2020. Please provide details of the methodology used for the ratio calculation.

Type of dividend paid	2019-20 Budget (\$ million) <i>BP 5, pg. 22</i>	2019-20 Actual (\$ million)	Explanations for variances $\pm 10\%$ or \$100 million	Impact on the agency. If no impact, how was this achieved	Funding ratio at 30 June 2020

Economic funding ratio / accounting funding ratio as at 30 June 2020	Details of the methodology

Section E: Overall financial performance

Question 16 (all departments) Impact of COVID-19 on financial performance – 2019-20

Please outline and quantify, where possible, the impacts of the COVID-19 pandemic on the department/agency's financial performance.

Line item in the Comprehensive operating statement for the financial year ended 30 June 2020	Budget 2019-20	Actual 2019-20	Explanation of the impact caused by COVID-19 pandemic
Total revenue and income from transactions			
Total expenses from transactions			
Net result from transactions (net operating balance)			

Parliament does not have income and expenses from transactions. However, below are some of the revenue and expense impact of COVID-19.

Catering revenue in 2019-20 was lower by \$0.193m compared to 2018-19.

Expenditure on Charity Meals Program in 2019-20 was \$0.952m.

COVID related expenditure in 2019-20 was \$0.346m (including working from home allowance paid to Parliamentary Officers and Electorate Officers).

Section F: Public sector workforce

Question 17 (all departments and entities) Full Time Equivalent (FTE) staff by level and category

Please fully complete the table below, providing actual FTE staff numbers at 30 June 2018, at 30 June 2019 and 30 June 2020 (broken down by the categories listed below) for the department. Please include specific categories as relevant to the department/entity and where relevant, provide a description of what categories constitute 'other'. Please provide figures consolidated on the same basis as the expenditure for the department in the budget papers and detail which, if any, entities are included in the FTE numbers provided.

Classification	30 June 2018 (FTE) Total	30 June 2019 (FTE) Total	30 June 2020 (FTE) Total
Legislative Assembly			
Grade 1	-	-	-
Grade 2	12.80	10.20	3.60
Grade 3	8.60	9.91	16.40
Grade 4	2.00	2.00	4.00
Grade 5	4.00	7.00	8.40
Grade 6	2.00	4.80	5.00
Executive Officer Grade 3	1.00	1.00	1.00
Executive Officer Grade 2	-	-	-
Executive Officer Grade 1	2.00	1.00	1.00
Total Legislative Assembly	32.40	35.91	39.40
Legislative Council			
Grade 1	-	-	-
Grade 2	6.00	6.00	5.90
Grade 3	3.50	3.80	4.80
Grade 4	5.00	3.71	8.30
Grade 5	5.40	5.60	6.16
Grade 6	6.00	6.00	7.00
Executive Officer Grade 3	1.00	1.00	1.00
Executive Officer Grade 2	-	-	-
Executive Officer Grade 1	1.00	1.00	1.00
Total Legislative Council	27.90	27.11	34.16
Parliamentary Services			

Parliamentary Departments

Grade 1	-	-	-
Grade 2	5.00	9.53	5.37
Grade 3	40.86	44.99	36.86
Grade 4	29.02	33.15	46.00
Grade 5	34.90	50.65	55.76
Grade 6	18.70	20.19	20.81
Grade 7	1.00	1.00	1.00
Executive Officer Grade 3	2.90	3.90	4.00
Executive Officer Grade 2		1.00	1.00
Executive Officer Grade 1	1.00	1.00	1.00
Total Parliamentary Services	133.38	165.41	171.80
Joint Investigatory Committees			
Grade 1	-	-	-
Grade 2	-	-	-
Grade 3	11.80	6.00	6.80
Grade 4	-	2.00	4.00
Grade 5	14.00	9.80	8.80
Grade 6	8.60	6.00	5.00
Executive Officer Grade 3	-	-	-
Executive Officer Grade 2	-	-	-
Executive Officer Grade 1	-	-	-
Total Committees	34.40	23.80	24.60
Members of Parliament			
Legislative Assembly	88.00	88.00	88.00
Legislative Council	40.00	39.00	40.00
Total Members of Parliament	128.00	127.00	128.00
Electorate Officers			
Legislative Assembly	214.42	222.55	223.50
Legislative Council	95.63	116.07	104.15
Party Support	1.66	0.70	0.70
Total Electorate Officers	311.71	339.32	328.35

*Please provide a breakdown for Youth custodial and Custodial officers by level (for example, YW1, YW2, YW3, YW4, YW5 and YW6).

Other includes: **Not Applicable

Numbers include FTE for the following entities:

See table above

Question 18 (all departments and entities) Salary by employment category

In the table below, please detail the salary costs for 2017-18, 2018-19 and 2019-20, broken down by ongoing, fixed-term and casual, and explain any variances equal to or greater than $\pm 10\%$ or \$100 million between the years for each category.

Employment category	Gross salary 2017-18 (\$ million)	Gross salary 2018-19 (\$ million)	Gross salary 2019-20 (\$ million)	Explanation for any year-on-year variances $\pm 10\%$ or \$100 million
Ongoing	75.577	86.466	84.727	Additional election costs (redundancy & termination Payments etc.) in 2018-19 of \$4.766m.
Fixed-term	4.094	3.157	7.237	The increase in fixed term staff in 2019-20 due to specific priorities/projects (VIRTIPS, Committee inquiries etc.).
Casual	4.058	4.153	4.956	
Total	83.730	93.777	96.920	

Question 19 (all departments and entities) Executive salary increases

Please detail the number of executives who received increases in their base remuneration in 2019-20, breaking that information down according to what proportion of their salary the increase was, and explaining the reasons for executives' salaries increasing in each bracket.

Increase in base remuneration	Number of executives receiving increases in their base rate of remuneration of this amount in 2019-20, apart from increases outlined in employment agreements			Reasons for these increases
	Female	Male	Self-described	
0-3%	3	3	0	Annual adjustment guidance by Secretary, DPC or up to 2%
3-5%				
5-10%				
10-15%				
greater than 15%				

Section G: Government decisions impacting on the finances

Question 20 (all departments and entities) Commonwealth Government decisions

Not Applicable

Please identify any Commonwealth Government decisions during 2019-20 which had not been anticipated/not been concluded before the finalisation of the State budget in 2019-20 and their impact(s) on the department's/entity's finances or activities during those years (including new funding agreements, discontinued agreements and changes to funding levels). Please quantify the impact on income and expenses where possible.

Commonwealth Government decision	Impact(s) in 2019-20	
	on income (\$ million)	on expenses (\$ million)

Question 21 (all departments and entities) Commonwealth and National Cabinet decisions

Not Applicable

Please identify any Commonwealth and National Cabinet decisions during 2019-20 which had not been anticipated/not been concluded before the finalisation of the State Budget in 2019-20 and their impact(s) on the department's/entity's finances or activities during those years (including new funding agreements, discontinued agreements and changes to agreements). Please quantify the impact on income and expenses where possible.

Commonwealth Government decision	Impact in 2019-20	
	on income (\$ million)	on expenses (\$ million)

National Cabinet decision	Impact in 2019-20	
	on income (\$ million)	on expenses (\$ million)

Section H: General

Question 22 (all departments and entities) Reviews/studies undertaken

Not Applicable. Parliament and the parliamentary departments are not service delivery departments. As clarified with PAEC for 2017-18 and 2018-19 FPO questionnaire, in the context of this question, no external review or study was undertaken.

- a) Please list all internal⁵ and external reviews/studies, established, commenced or completed by or on behalf of the department/agency in 2019-20 and provide the following information:
- i. Name of the review/study and which portfolio and output/agency is responsible
 - ii. Reasons for the review/study
 - iii. Terms of reference/scope of the review/study
 - iv. Timeline for the review/study
 - v. Anticipated outcomes of the review/study
 - vi. Estimated cost of the review/study and final cost (if completed)
 - vii. Final cost if completed
 - viii. Where completed, whether the review/study is publicly available and where.

Name of the review (portfolio(s) and output(s)/agency responsible)	Reasons for the review/study	Terms of reference/scope	Timeline	Anticipated outcomes	Estimated cost (\$)	Final cost if completed (\$)	Publicly available (Y/N) and URL

- b) Please outline the Department's/Agencies in house skills/capabilities/expertise to conduct reviews/studies/evaluations/data analysis of the programs and services for which the Department /Agency is responsible.

⁵ Internal reviews do not include internal costings. Internal reviews/studies include any reviews or studies undertaken by your department and not given to external consultants. Internal reviews/studies do not include inquiries carried out by Parliamentary Committees or reviews undertaken by integrity agencies.

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Question 23 (all departments) Annual reports – performance measure targets and objective indicators

a) Please provide the following information on performance measures that did not meet their 2019-20 targets.

Performance measure	2019-20 target (Budget)	2019-20 actual (Annual report)	Variance	Explanation	Output(s) and portfolio(s) impacted
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, Standing and Sessional Orders	100%	95%	5%	The 2019-20 actual is lower than the 2019-20 target due to the increased complexity of the legislative process in the Council. This is due to a range of factors including the number of political parties; the prevalence of proposed amendments, including Government amendments at sometimes short notice; the necessary interaction with other agencies, such as Chief Parliamentary Counsel, ministerial and parliamentary advisers; and the significant increase in private members' bills.	Legislative Council
Regional visits to schools to conduct Parliamentary role plays	5	4	20%	The 2019-20 actual is lower than the 2019-20 target due to visits to regional schools were not possible from March 2020 due to COVID-19 restrictions. Four out of five visits were completed prior to restrictions being imposed.	Legislative Assembly
Indexes, records, speeches, video and transcripts available within published timeframes	90%	85%	6%	The 2019-20 actual is lower than the 2019-20 target due to delay in publishing because of staff working remotely under COVID-19 restrictions.	Parliamentary Services
Reports tabled per annum	28	18	36%	The 2019-20 actual is lower than the 2019-20 target due to a reduction in the	Parliamentary Investigatory Committees

Parliamentary Departments

				number of joint investigatory committees from nine in the 58th Parliament to four in the current Parliament. The COVID-19 pandemic also resulted in some changes to reporting dates.	
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b) Please provide the following information for objective indicators where data was not available at publication of the annual report

Parliament does not have objective indicators, as output-funding model is not appropriate for Parliament. Parliament and the parliamentary departments are not service delivery department in the context of the Public Administration Act. Output measures reflected in BP3 are agreed as an administrative accommodation with Executive government processes and are not an output purchased by the Executive from the Legislature.

Objective indicators stated in annual report for which data was not available at date of publication	Best available data for 2019-20 and relevant date	Explanation for the absence of data in annual report	Action taken to ensure timely data for 2020-21 annual report

Question 24 (all departments and entities) Challenges experienced by department/agency

Please list a minimum of five main challenges/risks faced by the department/agency in 2019-20.

A significant challenge may be any matter or strategy that impacted the department/agency, whether it arose externally or internally or as a result of new policy or legislation.

	Challenge experienced	Internal/ External	Causes of the challenge	Action taken to manage the challenge/risk
1.	Responding to COVID-19	External	<ul style="list-style-type: none"> COVID -19 pandemic 	<ul style="list-style-type: none"> Supporting the transition to remote working including working from home allowance for all staff. Rapid deployment of new technologies to support remote work. Precinct closed to visitors from March 2020. Cancellation of catered events. Committees shifted to virtual environment. Precinct operations modified to ensure social distancing and sanitisation measures are observed.
2.	Increased information and communication technology costs	Internal and External	<ul style="list-style-type: none"> Growing data usage. Continued increase in cyber security activity and expenditure. 	<ul style="list-style-type: none"> Deployment of new technologies to enhance cyber security. Additional resources.
3.	Improved physical security at Parliamentary precinct and electorate offices	Internal	<ul style="list-style-type: none"> Parliamentary sitting weeks. Physical location of electorate office throughout the State. Electorate office staff welfare and protection. 	<ul style="list-style-type: none"> Continuing security upgrades at Parliament House and electorate offices.
4.	Maintaining the people's House for future generations	Internal	<ul style="list-style-type: none"> Parliamentary sitting weeks. Heritage nature of the Parliament House building. OH&S issues. 	<ul style="list-style-type: none"> Parliament House restoration projects to restore Parliament House façade and

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			<ul style="list-style-type: none">• Decades of under investment in infrastructure in Parliament House.	internal works to improve the long-term functionality of the building.

Question 25 (all departments) Newly created bodies

Not Applicable

Please list all newly created bodies (authorities, offices, commissions, boards and/or councils) created within the department in 2019-20 and provide the following information:

- Date body created
- Expenditure in relevant financial year
- FTE staff at end of relevant financial year
- purpose/function(s) of the body.

Name of the body	Date body created	Expenditure in 2019-20	FTE staff	Purpose/function(s) of the body	Who the head of the newly created body directly reports to

Section I: Implementation of previous recommendations

Question 26 (relevant departments only)

Please provide an update on the status of the implementation of each of the below recommendations that were made by the Committee in its *Report on the 2017-18 and 2018-19 Financial and Performance Outcomes* and supported by the Government. Please delete those lines that are not relevant to the department.

Department	Recommendations supported by Government	Actions taken at 31 January 2021
Whole of government review	RECOMMENDATION 2: All departments consider publishing their Social Procurement Strategies to enhance transparency and enable the evaluation of performance against strategic priorities.	Department of Parliamentary Services funded a research through Victorian Parliamentary Library Fellowship on social procurement. The Research Paper was tabled on 3 November 2020 and was written by Victorian Parliamentary Library Fellow, Maria Mupanemunda who is from the Research and Policy Centre at the Brotherhood of St Laurence. Subsequently, the Victorian Parliamentary Library conducted a live online forum on 14 December 2020 to bring together a group of experts and practitioners to respond to the new research paper, and allow members of public to ask their questions to the panellists.

Section J: Department of Treasury and Finance only

Question 27 (DTF only) Revenue certification

Not Applicable.

Question 28 (DTF only) Net cash flows from investments in financial assets for policy purposes – General Government Sector (GGS)

Not Applicable.

Question 29 (DTF only) Purchases of non-financial assets – General Government Sector (GGS)

Not Applicable.

Question 30 (DTF only) Revenue initiatives

Not Applicable.

Question 31 (DTF only) Expenses by departments – General Government Sector (GGS)

Not Applicable.

Question 32 (DTF only) Economic variables

Not Applicable.

Question 33 (DTF only) COVID-19 pandemic response

Not Applicable.

Question 34 (DTF only) Resource Management Framework – Funding reviews

Not Applicable.

Question 35 (all departments and entities) Enterprise Bargaining Agreement (EBAs)

Please list the Enterprise Bargaining Agreement (EBAs) concluded in 2019-20 that had an impact for the department/agency. For each EBA, please show the number of employees affected and the growth in employee expenses attributable to the EBA.

Nil concluded in 2019-20

Enterprise Bargaining Agreement	Number of employees affected	Number of employees as a % of department/entity	Growth in employee expenses attributable to the EBA (\$ million)	Growth in employee expenses attributable to the EBA (\$ million) as a % of total employee expenses

Section K: Treasury Corporation of Victoria only

Not Applicable.