

# Annual Report 2007-08

Department of Parliamentary Services  
Parliament of Victoria

Governance. Service. Sustainability.

*DEPARTMENT OF PARLIAMENTARY SERVICES*

*29 October 2008*

*The Hon. Robert Smith, MLC  
President  
Legislative Council  
Parliament House  
Melbourne Vic 3002*

*The Hon. Jenny Lindell, 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 year ended 30 June 2008.*

*Yours sincerely,*



*Dr Stephen O'Kane  
Secretary  
Department of Parliamentary Services*

Department of Parliamentary Services Annual Report 2007-08  
Tabled in the Legislative Council and Legislative Assembly, 29 October 2008

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Images: Eddy Khayat and Jaime Murcia

# Annual Report

2007-08



**Department of Parliamentary Services  
Parliament of Victoria**



## **Our mission:**

*To deliver apolitical, professional and innovative services and advice to Members of the Victorian Parliament and to support the Parliament as an institution.*

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# Secretary's Foreword



*The continuing innovation of our department is underpinned by the dedication and creative enthusiasm of its staff.*



Writing this report gives me the opportunity to reflect on the events of the last year and also on our achievements. The Department of Parliamentary Services (DPS), as the largest of the parliamentary departments, has had a year of strengthening systems, streamlining processes and focusing on projects following the 2006 State election.

The report demonstrates our continued commitment to providing efficient and professional services to the Victorian Parliament and its Members. To that end, DPS is dedicated to maintaining a consistently high standard of service delivery as well as being innovative and creative in our approach.

A number of projects were completed which resulted in significant improvements to the parliamentary infrastructure, and subsequent enhancements to the level and quality of service provided to Members of Parliament.

Upgrades and innovations undertaken by Parliament's Information Technology (IT) Unit have delivered a vastly improved data storage system and faster network speeds. All electorate office PCs and servers have been replaced and fibre optic cabling has been installed.

The Library's online databases have been upgraded, boosting the number of journal articles available to Members and staff from 16 million to 72 million. The benefits of this upgrade are significant, providing a much wider range of information to users and enabling comprehensive desk research.

As one of the most significant heritage assets in Victoria, the management of Parliament House is an ongoing project requiring specific skills and expertise. The Heritage Asset Management Strategy is a planned multi-year program which informs the projects that we undertake in this area. Stage two of the stonework restoration and window refurbishment project has commenced. During this year we also began the process of developing a Precinct Master Plan which will examine the development of the whole of the parliamentary precinct for the next 30 years and beyond.

The Education and Community Engagement Unit produced a series of DVDs aimed at demystifying Parliament and the legislative process. Each DVD is aimed at a specific target audience, and incorporates the views and ideas of members of the community from each group. This initiative has received positive feedback from Members and from schools and other community groups.

The three by-elections held during the year were managed effectively with the combined skills of many departmental staff.

This report also provides details of our accounts for the financial year ending 30 June 2008. I am pleased to report that all of the Parliament's accounting and reporting deadlines have been met throughout the year.

The department's Senior Leadership Group participated in a number of information-sharing and problem-solving activities, between work groups within the department and with staff of the

Legislative Assembly and the Legislative Council. In many cases DPS staff were able to add significant value by acting in an internal consultancy capacity and by directly improving organisational systems.

My Directors have assisted me in providing mentoring and leadership training opportunities to middle managers. This is in addition to significant improvements to staff training and development across the whole of Parliament, the benefits of which are already being seen in the range of successfully completed projects.

The department's collaboration with other parliaments continued this year when I hosted the annual Parliamentary Secretaries' Conference. My counterparts from the Australian, New South Wales, Western Australian and New Zealand parliaments attended the two day event, which included presentations on Hansard, IT and education.

The conference was an excellent opportunity to strengthen networks with other parliaments and to share knowledge, ideas and experiences. Next year's conference will be held at the New South Wales Parliament, which is currently in the process of establishing a Department of Parliamentary Services.

The Library hosted the inaugural Association of Parliamentary Libraries of Australasia (APLA) Reference and Research symposium in February. The theme was 'Politics, Media and Technology - delivering high quality, balanced information to parliamentary clients in the Web 2.0 era'.



*Members of the Senior Leadership Group*

The conference was a one day symposium for research and reference staff across Australian and New Zealand parliamentary libraries, and provided an opportunity for staff to build networks and share their knowledge and experiences to gain a better understanding of each other's areas.

It is now time to look forward to the challenges of the year ahead. Some of the key highlights of the coming year will be the audio webcasting of Parliament and the launch of a new and improved website. Both of these projects will make Parliament and information about the institution more accessible than before, thereby benefiting both the Parliament and the public it serves.

The continuing innovation of our department is underpinned by the dedication and creative enthusiasm of its staff. They are an exceptional group of people who are prepared to accept new challenges and to perform their roles with optimism and energy. I would like

to sincerely thank all of the department's staff for the significant work they have undertaken this year in support of the Parliament's activities, and for their commitment and professionalism.

I am committed to ensuring that DPS fully supports staff in fulfilling existing project commitments and also in pursuing further opportunities for professional development and career progression.

Overall, DPS continues to deliver on its commitment to provide apolitical, professional and innovative services and advice to Members of the Victorian Parliament, and support for Parliament as an institution. We stand ready to face the challenges of the coming year.

Dr Stephen O'Kane  
Secretary  
Department of Parliamentary Services

# Directors' Overview

The Department of Parliamentary Services provides services through three major organisational groups: Library, Hansard and Information Technology; Organisation Development and Finance; and Precinct and Property Management.

The Library, Hansard and Information Technology group produces innovative solutions to problems within a framework of the accurate recording of parliamentary sittings, traditional and online library services, the provision of balanced research and reference material and a stable and secure computer environment. This group also contains the Education and Community Engagement Unit, which delivers information about Parliament and its activities to members of the public.

Over the past financial year the group has been concentrating on the development and implementation of a new IT platform to ensure stability of operations and minimisation of the associated carbon footprint. Another major project has been the implementation of replacement sound systems in both of the parliamentary chambers.

The Education and Community Engagement Unit has produced a series of DVDs for schools and adult target groups that will maximise the promotional impact that Parliament will have in the community over the next three years.

The Organisation Development and Finance group drives many of the major administrative functions of the Parliament. Staff in this group manage the accounting, budgets, staffing and training needs of the Parliament, and they are continually developing business

systems and processes to improve customer service and efficiency.

Recent highlights include changes to the Oracle financial system which have extended Electronic Funds Transfer capabilities, enabled the capture of baseline sustainability data, and improved management reporting. The replacement of hard-copy monthly reports with electronic financial management reporting was also introduced this year, significantly reducing paper usage in the department.

Earlier this year the Organisation Development Unit finalised the *Parliamentary Officers (Non Executive Officer Staff – Victoria) Union Collective Agreement 2007*, and commenced discussions for the *Members of State Parliament Staff (Victoria) Certified Agreement*. The unit also developed a training calendar for electorate and parliamentary officers, which has significantly contributed to improving skills and service delivery across the Parliament.

The Precinct and Property group manages the Parliament's physical infrastructure, which largely represents the visible face of Parliament. Parliament House and its external buildings, the gardens and grounds, the dining rooms, and Members' electorate offices are all managed within this group, which also looks after the department's security function.

The maintenance and protection of Parliament House as a heritage asset is an ongoing and overarching strategy subsuming several smaller projects. Stage one of the stonework restoration project

has been completed and represents a major refurbishment of the exterior of the building. The first stage of an audit of the floor tiles in the interior of the building has also been completed, with the next phase of the project being the replacement of damaged tiles. Restoration of the historic garden pavilion has been completed, with works including the removal of all lead-based paint, repainting, replacement of the slate roof and structural reinforcement.

The Parliament's Catering Unit continues to deliver a high standard of food and beverage service to Members of Parliament, their staff and guests, parliamentary staff and external customers.

The main focus of the Security and Electorate Properties Unit this year has been on Members' electorate office relocations and refurbishments following significant boundary changes for the 2006 State election. All projects have been completed on time and within budget.

The Secretary and Directors are committed to sustainable development, and to that end we are pleased to report on a number of initiatives undertaken this year that have achieved significant savings in the department's use of finite resources. These include the introduction of electronic management reporting, the re-lamping of over 80% of Parliament House to energy saving lighting, the installation of additional rainwater tanks to collect rainwater run-off from the trades buildings, and the development of baseline data on energy consumption and water use so that future usage may be measured and monitored. Cooking



*The DPS Management Team (L-R): Charles Gentner, Hilton Barr, Stephen O’Kane and Peter Lochert*

oil from the parliamentary kitchens is now recycled and used as bio-fuel.

Highlights of the year ahead include projects that will enable a more accessible Parliament, such as the audio webcasting of parliamentary proceedings, and the development of a new website. Other key projects include the IT Unit’s planned deployment of a secure wireless broadband network which will allow Members to access most services within Parliament from any location, and an upgrade of the Human Resource Management System which will enable improved services to Members and staff, with the automation of associated processes and improved reporting.

Work has commenced on stage two of the stonework restoration project. The Precinct Master Plan, which establishes a strategic framework for the use of existing and future accommodation within the parliamentary precinct, has commenced operation with a

project brief being developed to guide the direction of the process.

The following sections of this Annual Report expand on many of the issues touched on here. We are proud of the results achieved this year and of the significant contribution made by all of the department’s staff.

**Hilton Barr**  
*Director*  
*Precinct and Property Management*

**Charles Gentner**  
*Director*  
*Library, Hansard and Information Technology*

**Peter Lochert**  
*Director*  
*Organisation Development and Finance*

# Highlights 2007-08

## JULY

- » The Catering Unit serviced the inaugural Conference of Australian Members of Parliament
- » The Organisation Development Unit developed a training calendar for electorate and parliamentary officers
- » Completion of Parliament's Customer Satisfaction Survey by the Budget and Risks Unit
- » The Information Technology (IT) Unit completed building a new data centre
- » Parliament's year-end financial statements were prepared and signed off by the Auditor-General's Office
- » Server virtualisation and Voice Over Internet Protocol (VOIP) implemented at 55 St Andrews Place by the IT Unit

## AUGUST

- » The IT Unit migrated all data across to new data storage hardware and implemented a new backup strategy
- » Internal budgets for parliamentary departments were completed by the Budgets and Risks Unit
- » The Accounting and Administration Unit accounts were audited by the Department of Treasury and Finance (DTF)
- » The Security and Electorate Properties Unit commenced a project to quantify, source and roll out the necessary equipment and infrastructure to accommodate an additional workspace at each Legislative Council electorate office

## SEPTEMBER

- » The Security and Electorate Properties Unit managed the activities relating to the by-elections for Williamstown and Albert Park, successfully organising the hand over of property and conducting the initial induction for the new Members
- » Completion of stage one of the stonework restoration project and completion of the pavilion restoration project by the Buildings and Grounds Services Unit
- » Victorian State Schools' Constitutional Convention supported by the Education and Community Engagement Unit

## OCTOBER

- » The IT Unit redesigned and implemented the Managesoft infrastructure
- » OH&S week seminars and health assessments were arranged by the Organisation Development Unit
- » The Library prepared and published the 56th Parliament of Victoria *Telephone Directory*

## NOVEMBER

- » The IT Unit completed the replacement of all electorate office desktop PCs
- » The Catering Unit managed the VECCI Victoria Summit event
- » The Education and Community Engagement Unit completed and distributed over 3,000 new primary level educational DVDs

## DECEMBER

- » Christmas season catering at Parliament House for functions ranging in size from ten to 700 guests
- » Posters introducing Members of the 56th Parliament were completed and distributed by the Education and Community Engagement Unit
- » The Security and Electorate Properties Unit successfully completed the project providing workspaces for additional Legislative Council electorate office staff

## JANUARY

- » Australia Day Breakfast event was managed by the Catering Unit
- » Half yearly financial statements were prepared and submitted to DTF
- » The *Victorian Parliamentary Handbook* for the 56th Parliament was published and distributed by the Library

## FEBRUARY

- » The Library hosted the inaugural APLA Reference and Research Symposium
- » Inauguration of the Library Fellowship Scheme
- » An email archiving system was implemented by the IT Unit
- » Electronic monthly management of reporting was introduced by the Accounting and Administration Unit

## MARCH

- » The Premier's Climate Change Summit was held and catered for at Parliament House
- » Parliament's financial system (Oracle) was successfully upgraded by the Accounting and Administration Unit
- » External budget processes were completed with DTF
- » The Parliament of Victoria participated in Earth Hour 2008
- » The Library's Parliamentary Internship Program commenced for first semester 2008

## APRIL

- » Hansard commenced the use of the new chamber sound system
- » The Accounting and Administration Unit completed a report on electricity consumption at electorate offices
- » Contractors were engaged to assist with the redevelopment of Parliament's public website, focusing on the design, architecture, usability and accessibility of the site

## MAY

- » A 4 Mg upgrade to electorate office communication links was completed by the IT Unit
- » Fringe Benefits Tax return was prepared and submitted to the ATO
- » Dr Stephen O'Kane hosted the annual Parliamentary Secretaries' Conference, attended by representatives from other parliaments
- » The Education and Community Engagement Unit distributed the new VCE and adult education level DVDs

## JUNE

- » The Empower payroll upgrade was completed by the Organisation Development Unit
- » The Organisation Development Unit launched the Corporate Wellness Program
- » The Security and Electorate Properties Unit managed the activities related to the by-election for Kororoit
- » Stage two of the stonework restoration and window refurbishment projects commenced

# Our Structure 2007-08

## Presiding Officers

### Secretary, Parliamentary Services

Dr Stephen O’Kane

### Director

Organisation Development & Finance  
Peter Lochert

Manager, Budgets & Risks  
Andrew Van de Werve

Manager, Organisation Development  
Bronwen Edwards

Manager, Accounting & Administration  
John Mascarenhas

### Director

Precinct & Property Management  
Hilton Barr

Managers, Buildings & Grounds Services\*  
Brian Bourke & Paul Gallagher

Manager, Security & Electorate Properties  
Samantha Matthews

Manager, Catering  
Luke Jordan

### Director

Library, Hansard & Information Technology  
Charles Gentner

Parliamentary Librarian  
Marion King

Manager, Hansard  
Joanne Truman

Manager, Information Technology  
John Lovell

Education & Community Engagement Officer  
Rod Espie

\*Previously known as Grounds & Maintenance



# Our Activities



# Library, Hansard & Information Technology

- » Education & Community Engagement
- » Hansard
- » Library
- » Information Technology

“

*During 2007-08 we completed a number of key projects that enhanced our ability to deliver superior service and changed the way we do things. We are well-positioned to respond to and adopt new technologies and online initiatives with our focus on innovation and creativity.*

”



## PROFILE

**GABRIELLA AVERTE**  
BUSINESS SUPPORT OFFICER  
HANSARD

*Working in the high pressure environment of Hansard is a novel experience that ensures job satisfaction, says Gabriella Averte. In her 17 years with Hansard, Gabi has seen dramatic changes in the Hansard workplace due to technological advances. From traditional shorthand to voice recognition software and web communications technologies, Hansard never stands still.*

*As Business Support Officer, Gabi coordinates the administrative functions of Hansard, and she also has publishing duties for both houses during sitting weeks. She receives and processes petitions, second readings and Members' corrections, and also monitors the audio system in the Council chamber.*

*Gabi came to Hansard from a PA background, and was attracted to the variety of roles on offer.*

*"It's an interesting and varied area to work in and never boring, as it involves both administration and publishing. I enjoy the contact and communication I have with other Hansard staff and Members of Parliament. Hansard staff carry out an enormously important role in Parliament, and it is a great pleasure to be a part of that."*

# Education & Community Engagement



The Education and Community Engagement Unit develops and implements programs that link Parliament with the community and help to establish Parliament's place in school curricula and adult education. These programs comprise professional development for teachers and student teachers in all education sectors, specific programs for students, and print and audio-visual resources produced for specific audiences and the community as a whole.

## Achievements

The Education and Community Engagement Unit has produced and distributed three DVDs, based on the filming of both houses of Parliament in action and interviews with the Presiding Officers and two Members. Two of the DVDs have been designed specifically for schools: one for upper primary students and the other for secondary students to Year 10. They include interviews with students of the appropriate age groups discussing the significance and place of Parliament.

The third DVD produced is for the adult education sector. A context for the role of Parliament is set in discussions among young adult students of the Victorian Certificate of Applied Learning and new residents studying English as a Second Language. The adult education version also includes teaching notes and classroom activities. Copies of these DVDs have been sent to all schools, libraries, adult education providers, TAFE libraries and the electorate offices of all Victorian Members. Two professional development sessions trialling the materials have been provided for teachers in the adult education sector.

Out in the community the unit has given a range of presentations at conferences including customised presentations for VCE Legal Studies students as part of the Victoria Law Foundation's Civics Roadshow in Warrnambool.

Professional development courses for school teachers have been run at Parliament House in conjunction with other members of the Civics and Citizenship Network, such as the Law Institute of Victoria, the Australian and Victorian Electoral Commissions, Social Education Victoria, the Department of Education and Early Childhood Learning, the Public Records Office of Victoria, the City Museum and the Justice Museum.

An *Education Resource Manual* has been compiled and provided to all Members and their electorate officers which sets out the various education resources provided by Parliament and where they can be obtained. It also contains advice on the differing curriculum requirements to assist Members visiting schools and adult education institutions.

## Emerging trends and the year ahead

Filming and interviews have been conducted for a fourth DVD, *Making the Law*, covering the complete legislative process. The new DVD will include interviews with the Premier, the Leader of the Opposition, a Cabinet Minister, the Chair of a parliamentary committee and the Presiding Officers and Clerks of both houses of Parliament. This DVD will serve the curriculum requirements of VCE Legal Studies students and will also be suitable for first-year tertiary students and public servants who need to understand the legislative process.



Professional development courses for adult education teachers will continue in 2008-09, and another presentation for VCE Legal Studies students will be given as part of the Victoria Law Foundation's Civics Roadshow in Wangaratta in 2008. The Parliament's education pages on the internet are also being updated and expanded as part of a refurbishment of Parliament's website.

Discussions are underway with the Law Institute of Victoria to investigate the feasibility of a joint excursion for VCE Legal Studies students, covering a visit to Parliament and the Courts. The Education and Community Engagement Unit is also having discussions with the Australian and Victorian Electoral Commissions about a joint professional development program for adult education teachers.

### QUICK FACT: 4,765 DVDs

*The Education and Community Engagement Unit sent 3,051 primary level DVDs to primary schools and public libraries in November 2007.*

*798 adult education level DVDs about Parliament were sent to adult education organisations, public libraries and TAFE colleges in May 2008. 916 VCE DVDs were also sent to secondary schools and public libraries in May.*

# Hansard



Hansard's primary role is to accurately and promptly report the proceedings of the Parliament, the parliamentary committees and other forums in accordance with Victorian Hansard's editorial policy. Hansard produces and publishes *Daily Hansard*, *Weekly Hansard*, including answers to questions on notice, and also publishes sessional volumes of *Hansard* in both paper and electronic formats as enduring records and references.

Hansard produces sessional indexes for distribution and inclusion in the sessional volumes. The unit is also responsible for providing sound amplification for the two parliamentary chambers.

Hansard staff are actively involved in exchanging information on professional and technology related issues with other Australian and overseas Hansard groups such as the Commonwealth Hansard Editors' Association and the Commonwealth Hansard Reporters' Forum.

## **Achievements**

### *Sound amplification and recording*

Hansard provides sound amplification in the legislative chambers as well as the digital audio recording used by staff to produce reports of proceedings. These systems are crucial to the Parliament and to Hansard because the quality of the sound recordings is relied upon by the reporting staff. For this reason, work has continued on improving the reliability of these systems and refining the comprehensive backup system across the Parliament. Significant work has been undertaken on a project to upgrade the sound amplification and recording systems

to further improve both sound and recording quality.

### *Committee reporting*

Requests from committees for Hansard services have grown significantly during 2007-08, with the establishment of an additional standing committee of the Legislative Council. Ongoing refinements to the audio systems and the continuous improvement of processes, combined with the use of sessional staff when required, have resulted in service standards being met for the production of committee transcripts.

### *Sustainability*

As part of the Parliament's focus on sustainability, Hansard has expanded its program to produce and distribute Members' proof transcripts electronically. This program will continue in 2008-09.

### *Reporting of other forums*

During the year Hansard staff supported Parliament's education role by producing transcripts for the Youth Parliament and the Victorian State Schools' Constitutional Convention.

### *Emerging trends and the year ahead*

Hansard continues to utilise voice recognition software as the primary method of producing the transcripts of proceedings. Hansard staff participate regularly in workshops to refine and improve their use of this software and to improve the efficiency and quality of Hansard transcripts.

The chamber sound replacement project, in addition to improving the quality of audio in the chambers and for transcription purposes, provides the foundation



for audio webcasting. Hansard is also working towards the video webcasting of proceedings in future years.

The most significant project for Hansard during 2008-09 and beyond is the implementation of audio webcasting of parliamentary proceedings. This project is already underway, and is scheduled to go live on 19 August 2008.

Following the commencement of audio webcasting, work will begin on the project for video webcasting of parliamentary proceedings. This project will progress over a number of financial years. A detailed needs analysis, design and planning process will take place for the video webcasting project in 2008-09.

### **QUICK FACT: 7,388,197 words**

*Representing a substantial increase over the previous year, the total number of words produced by Hansard in 2007-08 was 7,388,197.*

*The average number of words per reporter per year is 369,410, with the average number of words per reporter per sitting day being 7,388.*

*The four words spoken most often over the year were 'Government', 'Minister', 'bill' and 'Victoria'.*

# Library



The Parliamentary Library provides innovative, personalised and responsive information and research services to support the information needs of Members of Parliament and the parliamentary community.

Library staff provide timely, accurate, and confidential information to clients through the Reference Service and confidential briefings through the Research Service. Major publications containing original research are developed by the Research Service to support the activities of the legislature, including papers on upcoming bills, statistical surveys and briefing papers.

The Library's Research Service also runs the Parliamentary Internship Program, which involves the coordination and placement of over 60 students with Members during the year, in collaboration with Monash University, Victoria University of Technology and the University of Melbourne. During the course of one semester, each third-year student produces a research report on an agreed topic for their Member of Parliament.

The Library meets the critical needs of Members to stay up-to-date with the latest developments by tailoring a range of media monitoring services and providing an expanding collection of digital and print resources. The Library promotes and facilitates the development of information literacy of Members and staff through its Client Support programs. Client Support staff conduct individual and group orientation and training sessions, both at Parliament House and in electorate offices throughout the State, giving Members and staff the knowledge and skills to

access, evaluate and use complex material effectively.

The Library assists with the organisation of Parliament's publications and knowledge through the management of the intranet. It also engages with the broader community by providing important information and heritage services, including access to pictorial resources, via Parliament's public website.

## **Achievements**

In February 2008, 36 reference and research staff from parliaments around Australia and New Zealand met for the inaugural Association of Parliamentary Libraries of Australasia (APLA) Reference and Research Symposium held at the Parliament of Victoria in Melbourne. This was the first time that this staff group had formally come together to discuss issues of common concern and it was an excellent opportunity to share knowledge about the challenges faced in these areas and how each library was responding to them.

The inauguration of the Library Fellowship Scheme in February 2008 saw Dr John Chesterman and Dr Dolly MacKinnon, both from the University of Melbourne, take up the offer of a Fellowship at Parliament. Dr Chesterman's research was based on an examination of parliamentary reports concerning indigenous people in Victoria. Dr MacKinnon is surveying legislation, reports and debates from the 1850s to the present day in relation to mental health policy and history in Victoria. This is the first such fellowship at the Parliament, and it has attracted a high level of interest from interstate parliamentary libraries interested in developing similar programs in 2009.



Library Reference staff continued to deliver apolitical and confidential information to clients in response to reference requests. Individual requests lodged at the reference desk continued to be of a highly varied nature, ranging in subject matter from politics to economics, law, the media, statistics, environmental issues, health, transport, planning and social issues. An average of 400 individual requests for information was delivered each month to Members and parliamentary staff. In order to meet these needs the Library drew upon its wide range of databases as well as networking with other parliamentary and government libraries throughout Australia.

The Client Support team continued to play a key role in introducing new users to library services, conducting a series of six workshops on statistics and the newly-released 2006 Census data for 62 clients. Client Support also provided targeted support and intensive on-site training to Members and staff with visits to 22 electorate offices throughout Victoria.

Good progress was made on the Parliamentary Committee Website Redesign project. This project aims to create greater consistency in content and design across individual committee pages on Parliament's public website. Two committee home pages have been redesigned for launch in the new agreed format.

## **Library Reference and Research publications 2007-08**

A range of Research publications was published over the year, such as Current Issues briefs on the *Freedom of Information Bill 2007*, and the *Medical*



*Treatment (Physician Assisted Dying) Bill 2008*, a Research paper on *Victorian State Electoral District Rankings*, based on the 2006 Census, and a D-Brief paper on the *Relationships Bill 2007*.

Bills Backgrounders (providing links to legislation and key documents) were produced for a range of bills including the *Victorian Energy Efficiency Target Bill 2007*, the *Liquor Control Reform Amendment Bill 2007*, the *Police Integrity Bill 2008* and the *Public Health and Wellbeing Bill 2008*. 'Hot Topics' pages featured on the Library's intranet page for the following issues: abortion, the Federal election 2007, gaming, graffiti and women's suffrage.

The Library published the *Victorian Parliamentary Handbook* for the 56th Parliament. Copies were provided to all Members and their electorate offices, as well as being widely distributed within Parliament and the community.

### **Emerging trends and the year ahead**

The downloading of catalogue records directly from national and international library catalogues has now been facilitated with the introduction of Z39.50 connectivity between these libraries and Horizon (the Library's management system). Access to the Library of Congress (USA), the National Library of Australia and the State Library of Victoria has enabled the automated incorporation of pre-existing bibliographic information. This has resulted in improved turn-around times for users, from order placement to item availability.

In 2008-09, the Library will be working on a number of projects, including a redesign of Parliament's public website. The Library

will investigate new Web 2.0 technologies such as podcasting and RSS feeds as a means of strengthening the Library's interaction with clients. The Library plans to conduct an audit, in conjunction with the IT Unit, of the Library's multi-functional devices in order to provide state-of-the-art printing, photocopying, scanning and faxing services to clients.

A review of the knowledge management framework within the Library is planned to ensure that information is gathered, analysed, stored and shared effectively. The Library's *Collection Development Policy* will also be reviewed in the light of increasing needs by clients for the provision of electronic information resources and services. Other plans for the forthcoming year include the formalisation of the Library Fellowship Scheme, and the expansion of research networks of value, such as with the Australian Academy of Technological Sciences and Engineering (ATSE).



#### **QUICK FACT: 858,000 'reads'**

*The Library conducted 65 training sessions for a total of 279 electorate and parliamentary officers in 2007-08.*

*The AAP NewsCentre service generated over 858,000 'reads' of online newspaper and newswire content.*

# Information Technology



The Information Technology (IT) Unit provides professional, quality and timely IT services to Members, electorate officers and parliamentary staff within the parliamentary precinct and across Victoria. The goal of the unit is to provide innovative solutions using the best available technologies. Accordingly, the IT Unit is responsible for the procurement and installation of hardware and software as well as the provision of a Wide Area Network (WAN) linking 128 electorate offices, Parliament House and 55 St Andrews Place.

The IT Unit aims to build strategies to constantly improve the delivery of services to Members and staff of the Parliament of Victoria, and to guide the development of future requirements in consultation with the unit's customer groups. With a state-wide client base, the IT Unit manages a geographically dispersed infrastructure covering multiple network paths and delivery methods.

A strong commitment to the environment underpins the unit's service delivery and this heavily influences all IT infrastructure design and procurement decisions. This includes having practices in place to minimise waste and to maximise the recycling of packaging materials.

## Achievements

2007-08 was a significant and busy year for the IT Unit with a major 'refresh' of the entire fleet along with the successful move into 55 St Andrews Place. The move was a major project requiring the design, construction and commissioning of a new computer room using the latest energy efficient and environmentally friendly technologies.

Nearly every aspect of the IT infrastructure was redesigned, upgraded or replaced during the year.

### *Precinct and central core changes*

» Parliament's first disaster recovery capability has been established with duplication (over two sites) of the critical aspects of the core infrastructure.

» The use of 'in-rack' cooling within the new computer room has achieved a 60% improvement in cooling capacity with a 50% energy saving.

» A new high capacity Storage Area Network and Network Attached Storage technology has been implemented to better manage and protect all of Parliament's data.

» Server virtualisation has been introduced to reduce the number and energy consumption of physical servers.

» New technology has been implemented to enhance disaster recovery capability using automated and virtualised systems movement between data centres.

» Approximately 90 precinct installed servers have been rationalised down to 16. The use of 70 watt servers provides a dramatic saving in both power consumption and carbon emissions.

» New wireless technology has been implemented to enable guest access in the meeting rooms of 55 St Andrews Place.

» Digital signage has been installed in the foyer of 55 St Andrews Place, controlled from the central servers.

» Voice Over Internet Protocol (VOIP) has been implemented for telephony within 55 St Andrews Place as a trial for the eventual deployment of VOIP technology across all of Parliament.

» A new centralised TV and radio antenna has been installed at 55 St Andrews Place that will allow for the removal of the old



antenna and cabling from Parliament House.

» The installation of Category 7 cabling has continued within Parliament House. This new cabling standard provides increased data transmission capability and is a major prerequisite for all future IT systems enhancements including VOIP within Parliament House.

### *Electorate office changes*

» 128 electorate office servers were removed and replaced with Wide Area File Services technology to improve data management and service as well as providing a 50% power saving per device.

» Ultra Small Form Factor and energy efficient PCs have been deployed to all electorate offices, achieving approximately 57% energy savings per PC.

» Uninterrupted Power Supplies have been installed in all electorate offices to protect network and server technologies.

» All electorate office switch devices have been upgraded.

» All data has been centralised and Parliament's first enterprise data management and back up plan has been implemented.

» The WAN link to all electorate offices has been upgraded from 0.5 Mg to 4.0 Mg.

### *Emerging trends and the year ahead*

A significant emerging trend in the next year will be mobility issues and the increasing need to provide remote access capabilities through multiple mobile devices to Members and staff.

The IT Unit's planned deployment of a secure wireless broadband network will allow Members to access most services within Parliament from any location in Australia where there is mobile



phone coverage. This will also allow the decommissioning of the ageing and slow dial-up network.

Technology convergence (such as new PDA devices) and collaborative services are increasingly being deployed across the industry and this will eventually require Parliament to make radical changes to elements of the IT infrastructure to accommodate the new technologies. Much of this change has been forecast and built into the recent system 'refresh'. Collaborative services will allow for people in diverse geographical locations to work on the same project, and even the same document, simultaneously.

The IT Unit is currently working to upgrade to the latest version of Lotus Notes in the first quarter of 2009. This is both a technically and logistically complex project affecting Lotus Notes users. The new version of Notes is a dramatic departure from the look and feel of the existing software and will require the active participation of system users to learn the new interface.

The IT Unit is also working on the deployment to all Members of a remote working solution, called 'PovNet Remote', and anticipate that this will be completed by mid to late July 2008. This project will enable participating Members to have Australia-wide wireless broadband access to the internet, intranet, Lotus Notes and to their individual and electorate office data drives.

**QUICK FACT: 2,500,000 files**

*The parliamentary precinct servers hold 2,500,000 files contained in over 200,000 folders. 15% of the data stored is duplicated.*

*Parliament's requirement to store data is growing on average at over 100% per annum.*

# CASE STUDY

## INFORMATION TECHNOLOGY

### DATA CENTRALISATION AND WAN

### OPTIMISATION PROJECT

#### *The challenge*

During this financial year the IT Unit identified a need to update its data protection system as well as reduce the overheads and operational costs of running a networked system across Victoria. Additionally, new initiatives, such as the audio webcasting of Parliament, would require a great deal more bandwidth to each electorate office.

#### *The solution*

To achieve both aims of data security and improved utilisation of bandwidth it was decided to centralise all data to Parliament's central data store and to implement 'WAN optimisation technology' across the links to every electorate office.

WAN optimisation is a technology that uses the existing bandwidth intelligently to both compress data prior to transmission and to only transmit data that has actually changed. The end result is an improvement in both the amount and the speed of the data being pushed across the links.

After extensive research the IT Unit decided on a new technology called Wide Area Files Services (WAFS), as it provided the best fit for Parliament's environment.

#### *The results*

The deployment of this technology was one of the first and largest installations of its type in the world. The data retrieval process was performed at the same time as the installation of the new WAFS technology, minimising the impact to electorate offices.

Ultimately, this project has delivered on all requirements and for the first time there is an 'industrial strength' process in place to protect and secure all of Parliament's data.

The deployment of this new technology has met all expectations and is providing an extremely efficient and cost effective use of the network whilst providing for future services to be delivered.

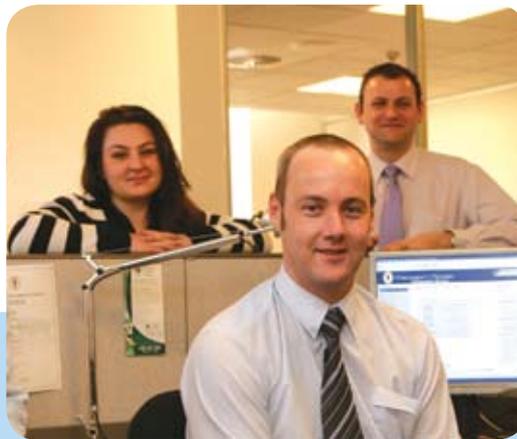
# Organisation Development & Finance

- » Accounting & Administration
- » Budgets & Risks
- » Organisation Development

“

*Our capacity to respond to the needs of our clients and to introduce efficiencies that save time and money is enabled by our most valuable asset – our people. We strive for operational excellence and sustainability in each of our areas.*

”



## PROFILE

### BARRY CULL

SENIOR ORGANISATION DEVELOPMENT OFFICER  
ORGANISATION DEVELOPMENT UNIT

*Being responsible for the payroll, some would say that Barry has the most important job in the Parliament! Encompassing the administration of the Human Resources Management System, supervision of the payroll and systems team, and assisting with employee and industrial relations matters, Barry's role is broad and busy.*

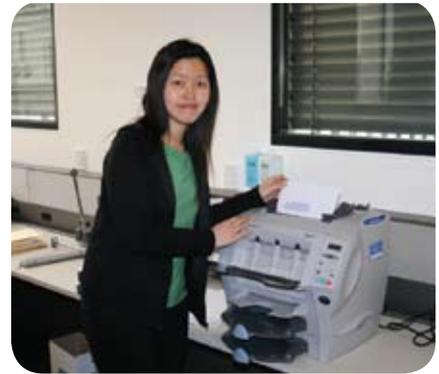
*“Working in payroll means that you have a duty to ensure people get paid on time and that they receive the leave and entitlements owing to them. It's important that people are confident that their pay is correct, and that any issues that may arise with superannuation, holiday pay, WorkCover and overtime are dealt with professionally and efficiently.”*

*Barry has worked at Parliament for nine years, and has managed the payroll through three elections in that time. He's also been involved in implementing changes to the payroll system, and rolling out the provision of online payroll services to parliamentary officers.*

*After graduating with a Bachelor of Commerce in Human Resources, Barry worked in various finance, payroll and human resources roles in the private sector and in aged care before joining DPS.*

*“I was attracted to the organisation because of its reputation and the fact that I could combine my experience in finance and payroll with a greater involvement in human resources. The people in my team are great to work with and I like the fact that people here are encouraged to learn and develop their careers.”*

# Accounting & Administration



The Accounting and Administration Unit maintains the financial management system of the Parliament to ensure data integrity and accurate reporting. The unit prepares monthly financial information for the parliamentary departments and Members of Parliament. Monthly financial information is also submitted to the Department of Treasury and Finance (DTF). The Accounting and Administration Unit works with DTF in implementing budgetary decisions, monitoring actual outcomes and reporting. Each year the unit prepares the annual financial statements for the Parliament.

All payments for supplies and services to the Parliament, including all supplies to Members and electorate offices, are made by the Accounting and Administration Unit. The unit works to ensure that all financial transactions comply with relevant accounting standards, financial and taxation legislation and regulatory frameworks.

The unit provides information to Members and makes payments in regard to the usage of their budget and allowances. This includes the setting up of electorate office accounts, postage administration, consolidated invoicing and travel documentation.

The role of the Accounting and Administration Unit also includes preparing the annual Fringe Benefits Tax (FBT) and monthly Goods and Services Tax returns for submission to the Australian Taxation Office. Other tasks include recording and monitoring cash flow, providing advice to stakeholders on financial and related issues, implementing changes in accounting standards and

accounting policy, maintaining records of capital assets, calculating depreciation and coordinating revaluations.

## Achievements

The Accounting and Administration Unit successfully completed the annual financial statements within the timelines required by DTF. The financial statements were audited by the office of the Auditor-General, confirming that they are in accordance with applicable accounting standards as well as the *Financial Management Act 1994*.

All supplier invoices have been paid on time as a result of the continued streamlining of processes between the unit and the electorate offices and departments within Parliament. Approximately 73,000 transactions have been processed during the 2007-08 financial year.

Monthly management accounts are now being issued electronically to parliamentary departments. The introduction of the electronic reports means that managers can now easily access information for earlier time periods and it has resulted in a significant reduction in paper usage. The reports have been consistently produced and delivered to departments within agreed timeframes.

The unit met 100% of its timelines for taxation reporting to the relevant authorities. All reporting requirements of DTF have been met within the required timeframes, including year-end data collection for the preparation of the consolidated financial statements for Victoria.

During the year, the Accounting and Administration Unit produced a report on electricity consumption at electorate offices. Production of the report involved the capture of information from archived invoices regarding supplier name, volume of consumption and the rates of tariff for each electricity invoice of the 128 electorate offices over a two year period. The information was aggregated into a user-friendly format and presented to Parliament's Sustainability Committee with a view to achieving greater sustainability in electricity consumption.

The unit successfully implemented a major upgrade of the Oracle financial system during the 2007-08 financial year. The process was project managed by the unit and involved coordination between staff from the IT Unit, technical staff from Oracle and Oracle users within Parliament. Extensive user acceptance testing was conducted to test all aspects of functionality and to ensure data integrity. The upgrade provides a more stable environment, more efficient back-end processing of data and additional functionality.

Electronic Funds Transfer (EFT), introduced in prior years for payments to suppliers as well as for the reimbursement of expenses incurred by Members and parliamentary staff, received a further boost during the financial year with the introduction of emailed remittance advices. The new system has the advantage of providing both the payment and the remittance advice and it avoids any delays associated with postage or cheque clearances. Larger numbers of suppliers, Members and staff have opted to receive payment by EFT during the year. Approximately 49% of



payments over the year were made by electronic funds transfer.

Fringe Benefits Tax (FBT) policies and processes were further refined during the year leading to greater FBT compliance. Recipients of benefits subject to FBT were reminded of their obligations as part of ongoing communications by the Accounting and Administration Unit.

The unit successfully implemented new programs and processes to eliminate work previously done manually by the Parliament's Catering Unit. The new processes ensure data integrity and provide efficiencies and time savings.

All staff of the unit have undertaken training in order to keep abreast of changes in accounting and taxation legislation. Several members of staff have also undertaken further studies in order to obtain membership of professional accounting bodies.

**Emerging trends and the year ahead**

The unit is in the planning stage of a project to attach scanned copies of all documents to the data entered into the Oracle financial system. This will remove the need to physically retrieve archived documents for analysis purposes. Documents required by auditors and other users of financial information will be easily accessible in the new scanned format. It is expected that the project will require significant system changes and additional resources before completion.

The upgrade of the Empower system in the Organisation Development Unit has benefited from input from the Accounting and Administration team. After studying

all the stages involved, the staff have been able to contribute to system improvements and the streamlining of processes.

The Parliament of Victoria offers employees the ability to salary sacrifice and purchase cars under a novated lease arrangement. The unit is setting in place procedures that will better assist employees to take up the opportunities that are available to them.

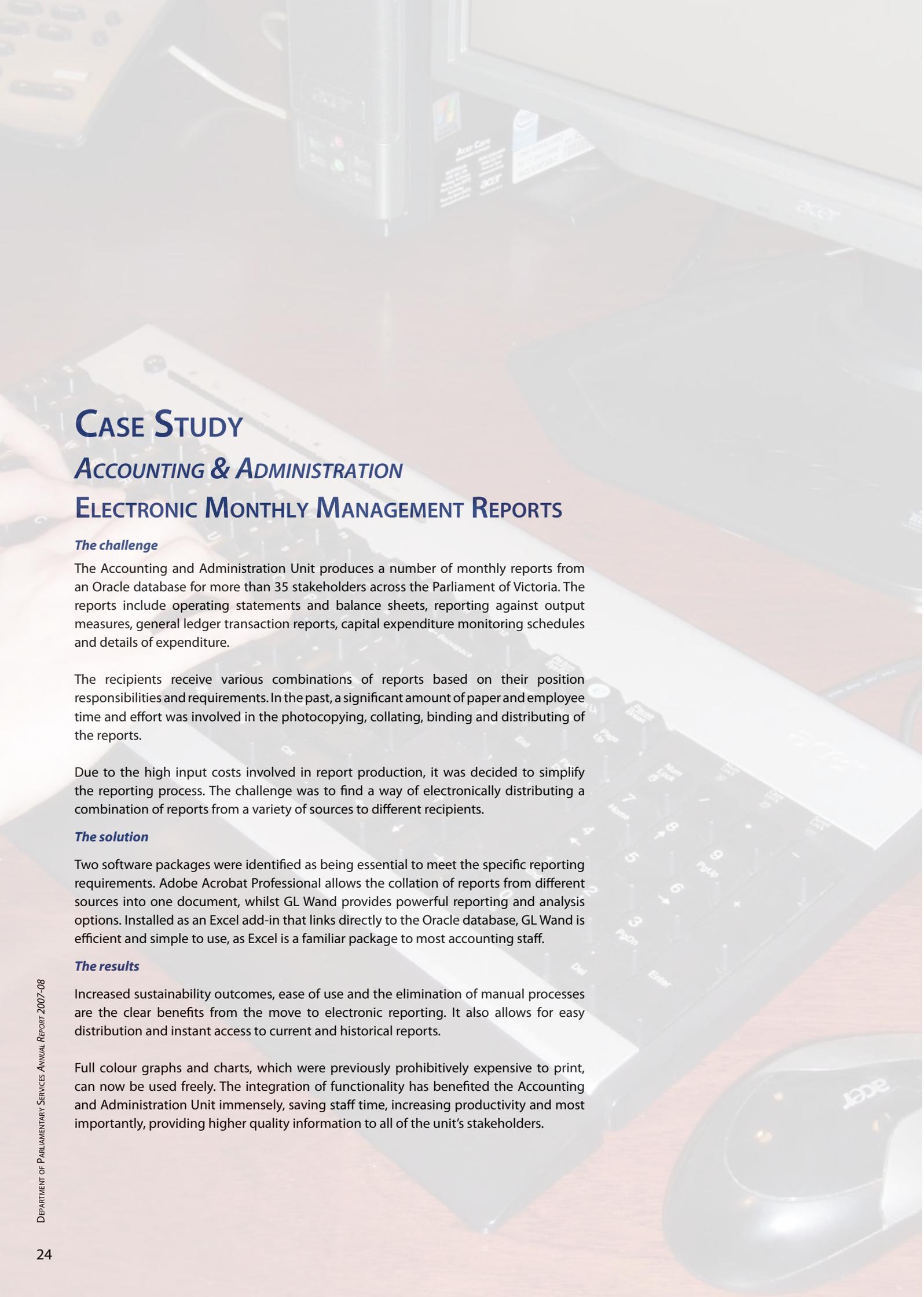
The 2008-09 Parliament budget has made several changes to the budgets and allowances available to Members, potentially increasing the transaction load for the unit. The Accounting and Administration staff are currently setting up processes for implementing the changes. Guidelines and system changes need to be prepared to administer the new budgets and allowances in the new formats.



**QUICK FACT: 73,000 transactions**

*The number of transactions processed by the unit during 2007-08 was 73,000.*

*The introduction of electronic reports is estimated to have saved 18,000 pages of printing in the first year.*



## CASE STUDY

### ACCOUNTING & ADMINISTRATION

## ELECTRONIC MONTHLY MANAGEMENT REPORTS

#### *The challenge*

The Accounting and Administration Unit produces a number of monthly reports from an Oracle database for more than 35 stakeholders across the Parliament of Victoria. The reports include operating statements and balance sheets, reporting against output measures, general ledger transaction reports, capital expenditure monitoring schedules and details of expenditure.

The recipients receive various combinations of reports based on their position responsibilities and requirements. In the past, a significant amount of paper and employee time and effort was involved in the photocopying, collating, binding and distributing of the reports.

Due to the high input costs involved in report production, it was decided to simplify the reporting process. The challenge was to find a way of electronically distributing a combination of reports from a variety of sources to different recipients.

#### *The solution*

Two software packages were identified as being essential to meet the specific reporting requirements. Adobe Acrobat Professional allows the collation of reports from different sources into one document, whilst GL Wand provides powerful reporting and analysis options. Installed as an Excel add-in that links directly to the Oracle database, GL Wand is efficient and simple to use, as Excel is a familiar package to most accounting staff.

#### *The results*

Increased sustainability outcomes, ease of use and the elimination of manual processes are the clear benefits from the move to electronic reporting. It also allows for easy distribution and instant access to current and historical reports.

Full colour graphs and charts, which were previously prohibitively expensive to print, can now be used freely. The integration of functionality has benefited the Accounting and Administration Unit immensely, saving staff time, increasing productivity and most importantly, providing higher quality information to all of the unit's stakeholders.

# Budgets & Risks



The role of the Budgets and Risks Unit is to manage the Parliament of Victoria's internal and external budget processes, Members' services and Parliament's Risk Management Framework. This includes working with the Department of Treasury and Finance (DTF) to ensure that the external budget process is completed within the required timeframes, including the collation of submissions to the Expenditure Review Committee and the updating of forward expenditure projections.

The unit also works in a consultative manner with Members and staff on issues relating to mobile phone purchasing and servicing, the Member of Parliament Motor Vehicle Plan with VicFleet, and also the Victorian Managed Insurance Authority on all insurance matters.

The Budgets and Risks Unit provides Members with monthly management reports for the monitoring of electorate office, printing and communications budgets. It also provides advice to Members and electorate officers regarding the interpretation of guidelines and procedures related to these budgets.

Working in a consultative approach with the parliamentary departments, the unit also assists with budget management and financial planning to meet the future and ongoing financial and resource needs of the organisation through trend analysis and recommendations for process improvement.

## **Achievements**

One of the key achievements of the unit in 2007-08 was the successful completion of

the internal and external budget processes, within the timeframes prescribed by DTF.

In conjunction with the Organisation Development Unit, Budgets and Risks staff spent a significant amount of time calculating the potential increased costs due to the negotiations taking place for both of the enterprise agreements. A budget analyst was recruited in March 2008 to allow for increased emphasis on the 'risk' element of the unit's work.

Improved systems have enabled greater reporting capacity to Members with the development of more user-friendly reporting. The unit will be working to automate and deliver the reports by email during 2008-09. A review was also undertaken of the guidelines for the Members' budgets in light of the changes that come into effect from 1 July 2008.

## **Emerging trends and the year ahead**

Significant changes will take place with the Members' budgets during 2008-09. A consultative approach to this issue will be required so that Members are informed of the changes and the additional funding received is managed on a monthly basis.

The additional cost pressures that have not been funded continue to be funded internally. The parliamentary departments' ability to continue to internally fund these additional costs are limited and expenditure reductions or increased funding will be required in the future.

Risk Management will be a high priority during the 2008-09 financial year, with the introduction of a suitable reporting package and a review of the current framework.



## **QUICK FACT: 75% of mobiles**

*75% of all mobile phones purchased for the Parliament by the Budgets and Risks Unit were Blackberries.*

# Organisation Development



The primary role of the Organisation Development Unit is to provide timely, authoritative advice and support to Members, parliamentary officers and electorate officers on a range of people management functions.

The functions of the unit include delivering services and providing advice related to conditions of employment and remuneration including the administration and processing of pay and allowances for staff and Members of Parliament. The unit's staff are the primary coordination team for developing collective agreements and undertaking negotiations with the Union and consulting with staff. Organisation Development staff provide advice and support on employee and industrial relations matters, as well as on Occupational Health and Safety (OH&S) issues and employee welfare.

Organisation Development oversees and supports recruitment for the Parliament, whilst ensuring that human resource and OH&S policies are current and reflect both legislative requirements and industry best practice. The unit also organises and coordinates Parliament's orientation, induction and corporate training programs.

## Achievements

The Organisation Development Unit has undertaken further work to ensure that key human resource policies are reviewed, created, endorsed and distributed throughout the year. This activity ensures that the Parliament's policies reflect changes to legislation as they occur. The unit also develops and manages policies and procedures to provide greater flexibility to employees such as the Home

Based Work Policy for electorate officers, a Job Share Policy, and a Hazard Assessment Teams Policy.

The *Parliamentary Officers (Non Executive Officer Staff – Victoria) Union Collective Agreement 2007* was approved by 95% of parliamentary officers who cast a vote in February 2008. This followed an intensive negotiation and consultation process with the Union which commenced in September 2007 and concluded in November 2007 when final agreement was reached. The agreement was lodged with the Workplace Authority in February 2008 and advice was received in March 2008 that the collective agreement had satisfied the requirements to pass the Fairness Test. The current agreement expires on 1 March 2009.

A Corporate Wellness Program (CWP) Needs and Interest survey was conducted in December 2007 to assist in the planning and development of the next program. Feedback was positive and the CWP 2008 was launched in June. This was delivered in three parts with on-site and online elements making involvement for all staff easier, particularly staff working across the State in Members' electorate offices.

The Parliament's Human Resources Management System (HRMS), Empower, was upgraded during the reporting period and should help ensure that business processes reflect best practice and improve human resources information and reporting to all users. Improved monthly management reporting has been released and all managers now have access to the improved functionality of the Manager Self Service program, which allows them



to better plan leave absences and track leave liabilities.

Throughout 2007-08 a wide range of learning and development activities were undertaken across the organisation. A high-level training needs analysis was conducted, and in conjunction with feedback from management staff, a training calendar was developed for all electorate and parliamentary officers. The training calendar offered many courses in computer software, systems and desktop publishing, professional development, OH&S and new staff orientations. The Organisation Development Unit also designed and delivered a range of new training programs for parliamentary officers, including performance management, timesheets and Employee Self Service.

## Emerging trends and the year ahead

Preparation for the negotiations for the two enterprise agreements commenced in 2008: the *Parliamentary Officers' (Non-Executive Staff - Victoria) Agreement 2007* and the *Members of State Parliament Staff (Victoria) Certified Agreement 2005*. The next financial year will involve a higher level of activity and negotiations for these two agreements as the first expires on 1 March 2009 and the second on 30 June 2008. These projects will require significant effort by the Organisation Development team to ensure that the legislative requirements are met and that all staff are informed and consulted.

The payroll project will continue during the next financial year with the objective of streamlining and automating processes to achieve efficiencies, and to reduce paper usage through better utilisation of



technology. The implementation of online compliance training for OH&S and equal opportunity will ensure that Parliament meets its duty of care and legislative responsibilities. This program is being tailored specifically for employees of the Parliament of Victoria. This initiative ensures that all new and existing staff have an understanding and appreciation of OH&S and equal opportunity issues.

The Organisation Development Unit will have multiple projects to focus on in the 2008-09 financial year. These will include the continued implementation of improvements to functionality and efficiencies with the HRMS system, the coordination and negotiation of two enterprise agreements running parallel and the development of another comprehensive corporate learning and development calendar to meet the needs of all staff.

**QUICK FACT: 788 people**

*26 courses and 56 training activities were made available with the Organisation Development Unit's Learning and Development calendar.*

*A total of 788 people participated in training offered by the unit in 2007-08.*



# Precinct & Property Management

- » Security & Electorate Properties
- » Catering
- » Buildings & Grounds Services

“

*Providing appropriate services and accommodation to Members of Parliament, staff and guests involves continual assessment and communication. We have a strong commitment to managing our projects for the best possible outcomes. This entails a sustained and critical focus on what we do and how well we do it.*

”



## PROFILE

**SUSAN UROSEVIC**  
SECURITY COORDINATOR  
SECURITY AND ELECTORATE PROPERTIES UNIT

*Security is a core function of any organisation these days, and in her ten months with the Parliament of Victoria, the incidents to which Susan has responded have run the gamut from mundane to extraordinary, such is the nature of security work in a parliamentary environment.*

*Susan hails from Queensland, where she worked in the private sector as a security and crime prevention advisor. She joined DPS after working with the Victorian Government Property Group and is responsible for strategic and operational security advice for the parliamentary precinct and the 128 electorate offices across the State.*

*Susan says she was attracted to the role because of the opportunity to work in the unique environment of Parliament, with its particular security needs.*

*“I look after the ongoing upgrade and management of security systems and equipment to ensure security related risks are minimised and mitigated.”*

*Susan maintains a close working relationship with the Victoria Police and the Security Intelligence Group, who have a strong interest in the nature and frequency of security threats to Members and their staff. She also manages emergency incident planning and security incident investigations.*

*“What I love most about my role is that no day is ever the same – you never know what’s coming your way from one day to the next.”*

# Security & Electorate Properties



The Security and Electorate Properties Unit provides support to Members of Parliament and their staff on all property related matters concerning their electorate offices. The unit's responsibilities include the sourcing of new properties, the management of existing properties and reconciliation of the rent roll, and lease administration and negotiation.

The unit coordinates structural assessments, along with office fit-outs and refurbishments. It manages telecommunications infrastructure and equipment, as well as security equipment, peripherals and security monitoring. The unit also oversees the assessment of electorate office furniture and equipment.

The Security and Electorate Properties Unit provides authoritative advice to Members and staff regarding the interpretation of guidelines and procedures relating to their electorate offices. The transfer to the unit of the security function for the parliamentary precinct has been rescheduled for 2008-09.

## **Achievements**

Following the State election of 2006 and the redistribution of the upper house electoral boundaries, the Security and Electorate Properties team's focus and priority in the last 12 months has related to property relocations. All Members who were without electorate office accommodation in the last financial year have now been rehoused. Between July 2007 and June 2008 the unit has delivered 16 relocations and five refurbishment projects on time and on budget, a number which is significantly more than usual.

In addition the unit also managed the activities relating to the three by-elections

held in the Albert Park, Williamstown and Kororoit electorates, and successfully organised the hand over of property and the initial induction for the three incoming Members.

In late August 2007 all Legislative Council Members were provided with an increase to their staffing entitlement. As such the Securities and Electorate Properties Unit managed a project to quantify, source and roll out the equipment and infrastructure necessary to accommodate an additional workspace at each Legislative Council electorate office. This project was also completed within time and budgetary constraints.

Security policy and procedures for 55 St Andrews Place, such as keys, access control, identification (ID) passes and mail have been established and are working efficiently and effectively.

## **Emerging trends and the year ahead**

An increased focus on security is a trend that will continue into the coming year. The integrated ID and access control system deployed at 55 St Andrews Place provides quality data on access into and out of the building. This information is essential in the event of an emergency or evacuation. The system protects secure or restricted areas from illegitimate use, and the processes in place allow managers to determine appropriate levels of control to restricted areas.

Challenges for the Security and Electorate Properties Unit in the year ahead include an increased focus on compliance and a tight property market which is limiting the supply of suitable properties for lease.



These and other factors will increasingly influence the work of the unit.

A number of key security infrastructure projects will be in the planning phase in 2008-09, and ten refurbishment projects and 16 relocation projects are scheduled for the forthcoming year.

There will also be the security transition to the unit during the next year, as well as a review of the Security and Electorate Properties Unit.

## **QUICK FACT: 814 help tickets**

*814 help tickets were lodged with the Security and Electorate Properties Unit on property related matters from 1 July 2007 to the end of June 2008.*

*An average of 14.5 actions per help ticket were required to resolve each request, totalling 1,759 actions overall.*

# Catering



The Catering Unit provides Members of Parliament, their staff and guests, parliamentary staff and the general public with a high standard of service in relation to food, beverages and event coordination and management. Catering services at Parliament House are primarily delivered through the Members' Dining Room, Strangers' Corridor, Sessions Café and Queen's Hall for functions and events of all sizes.

## **Achievements**

During 2007-08 a number of major events were held at Parliament House. The inaugural Conference of Australian Members of Parliament (CAMP) was held over three days in July 2007. With the theme of 'Environment and Industry', 80 Members of Parliament from around Australia assembled at the Parliament of Victoria, attending presentations and workshops in both chambers, Queen's Hall, K Room and the Legislative Council Committee Room. The Catering Unit worked in conjunction with the Victorian Branch of the Commonwealth Parliamentary Association, as well as an external event coordinator and an audio-visual company to stage the conference.

The Victorian Employers' Chamber of Commerce and Industry (VECCI) held its Victorian Summit in November. This was a one day event for 170 political and business leaders, with a focus on sustainability issues in Victoria. The summit occupied both of the chambers, Queen's Hall and K Room. The day was coordinated through the Catering Unit, VECCI Events and Solution Red for audio-visual production.

The festive season was a particularly busy period for the Catering Unit, with various

Member, parliamentary and departmental Christmas lunches and parties taking place around the building and in the parliamentary gardens, ranging in size from ten to 700 guests. Australian Unity again held their Australia Day Breakfast in Queen's Hall in January, which is a booking of many years standing.

The Victorian Climate Change Summit held in April 2008 was an all-day event for 140 political, business and community leaders, invited by the Premier, focusing on climate change and its effects on Victoria. The large gathering used Queen's Hall, both chambers and a number of other meeting rooms. The unit handled all the catering needs of the Summit in collaboration with the Premier's Department, the Department of Sustainability and Environment, the Office of Climate Control, SHE Events and Solution Red.

## **Emerging trends and the year ahead**

The year ahead poses some interesting challenges, one of the most important being menu development and pricing. There is a strong need to constantly reassess menus to ensure that Members, staff, their guests and the general public are being offered the best mix of food and beverages. There is also a requirement to maintain current pricing structures despite constantly rising prices. The Catering Unit anticipates another busy year ahead, with many groups making enquiries about available dates for 2008-09.



## **QUICK FACT: 33,908 refreshments**

*33,908 cups of tea and coffee with refreshments (such as scones and fruit platters) were delivered to meetings held in Parliament House.*

*Another 32,138 cups of tea and coffee were sold in Strangers' Corridor, the Members' Dining Room and Sessions Café over the year.*

# Buildings & Grounds Services



The Buildings and Grounds Services Unit is responsible for maintaining and developing the historically significant Parliament House and surrounding gardens. The unit provides a range of building support services to Members, staff and visitors to the Parliament. The parliamentary gardens are used throughout the year for functions, events and tours. The unit also manages the bowling green, tennis court and car parking facilities at Parliament House.

The Buildings and Grounds Services Unit manage the operations of contractors who carry out a range of building services on a daily basis. Project management is a key focus of the unit as it oversees a range of building maintenance and restoration projects each year.

## Achievements

### Stonework restoration project

The first stage of the stonework restoration project has been completed. The project involved stone replacement and repair, re-pointing to all stonework, the renewal of render on the east courtyard wall and the replacement of lead capping. Unit staff visited quarries during the year to carefully source stone for the restoration project, gathering valuable information about quarry operations and Australian stone supplies.

### Heritage tile audit and condition survey

The first stage of the heritage tile audit and condition survey has been conducted for the second floor of the Legislative Council side of the building. The survey is reviewing the condition of tiles in the interior of Parliament House, and will identify which tiles need to be replaced.

### Pavilion restoration

Restoration of the historic garden pavilion has been completed, with works including the removal of all lead-based paint, repainting, replacement of the slate roof and structural reinforcement.

### Sustainability initiatives

Several sustainability initiatives have been undertaken in the past 12 months, including:

- » The re-lamping of over 80% of Parliament House to energy saving lighting;
- » The installation of additional rainwater tanks to collect rainwater run-off from the trades buildings; and
- » The development of baseline data on energy consumption and water use so that future energy and water use may be measured and monitored.

### Emerging trends and the year ahead

It is now accepted practice to incorporate sustainable building practices into all Buildings and Grounds Services Unit operations. For example, the unit now requires all furniture to be built from sustainable materials and to be free from VOCs (volatile organic compounds). The unit is also looking at recycling building waste from the stonework restoration project, which will be used as road base rather than going to landfill. Cooking oil from the parliamentary kitchens is now recycled and used as bio-fuel, and all metal equipment is now recycled.

The major challenges for the unit are to implement the current projects and complete the Precinct Master Plan project, to continue to expand on sustainable building management practices to reduce energy and water consumption, and to



reduce waste generation. Work on the Precinct Master Plan has commenced with a project brief being developed to guide the process.

In the year ahead, work will continue on the second stage of the stonework restoration project as part of the Heritage Asset Management Strategy. Works will include the replacement of large cornice blocks with new carved sandstone blocks, the removal of lead capping and replacement with stainless steel and copper, and the removal of drummy render and the application of new render to external walls.

#### QUICK FACT: 24,000+ tiles

Over 24,000 heritage tiles were audited and condition surveyed in Parliament House during 2007-08.



## Heritage Asset Management Strategy

*The Victorian Heritage Register lists the State's most significant heritage places and objects. Heritage Victoria maintains both the Victorian Heritage Register and the Heritage Inventory. The Heritage Council of Victoria determines what places and objects are included in the Victorian Heritage Register; only those places and objects considered to be of outstanding significance are added to the Register.*

*Places on the Register are considered to have special character and value and assist in documenting Victoria's history. Registered heritage places are considered to have 'State-wide' cultural heritage significance. The Victorian Heritage Register is established under the Victorian Heritage Act 1995 and provides the highest level of protection for heritage places and objects in Victoria.*

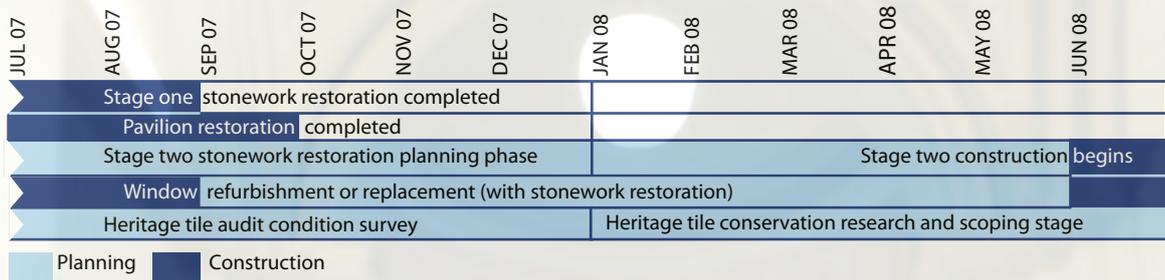
Parliament House and its surrounds are listed on the Victorian Heritage Register in recognition of its outstanding significance, special character and value in Victoria's history. Parliament House has undergone many alterations and modifications in its 150 year history. The combined effects of weather, pollution and age are taking their toll on the external fabric of the building. Advances in technology and changes to building regulations and standards have necessitated the constant review and modification of office accommodation and building infrastructure, while increased staff numbers have placed a strain on the existing facilities and services of the building.

A Heritage Asset Management Strategy for Parliament has been developed to present a consolidated list of prioritised works and estimated expenditure in order to maintain the parliamentary precinct as a place of outstanding significance. In addition to the many internal building and refurbishment projects, the strategy has a strong focus on the external fabric of the building.

The strategy identifies six projects that are considered to require immediate attention:

- » Restoration of the external stone façade of the building
- » Restoration of external stone balusters and balustrades
- » Roof water-proofing works over the Library dome
- » Window refurbishment or replacement
- » Floor and tile audit
- » Restoration of plaster and finishes

## Heritage Asset Management Strategy project timeline



## CASE STUDY

### BUILDINGS & GROUNDS SERVICES

### HERITAGE TILE CONSERVATION PROJECT

### STAGE ONE: AUDIT AND CONDITION SURVEY

#### The challenge

The heritage tile conservation project is part of the overarching Heritage Asset Management Strategy which recognises the significance of Parliament House as a heritage asset and the importance of protecting and managing it.

Parliament House contains one of the largest encaustic tiled floors in the world. Encaustic tiles are ceramic tiles with a decoration made of different colours of clay inlaid into their surface. This is in contrast to tiles with a painted or printed design, or those where the colour or pattern is produced by the glaze.

#### The solution

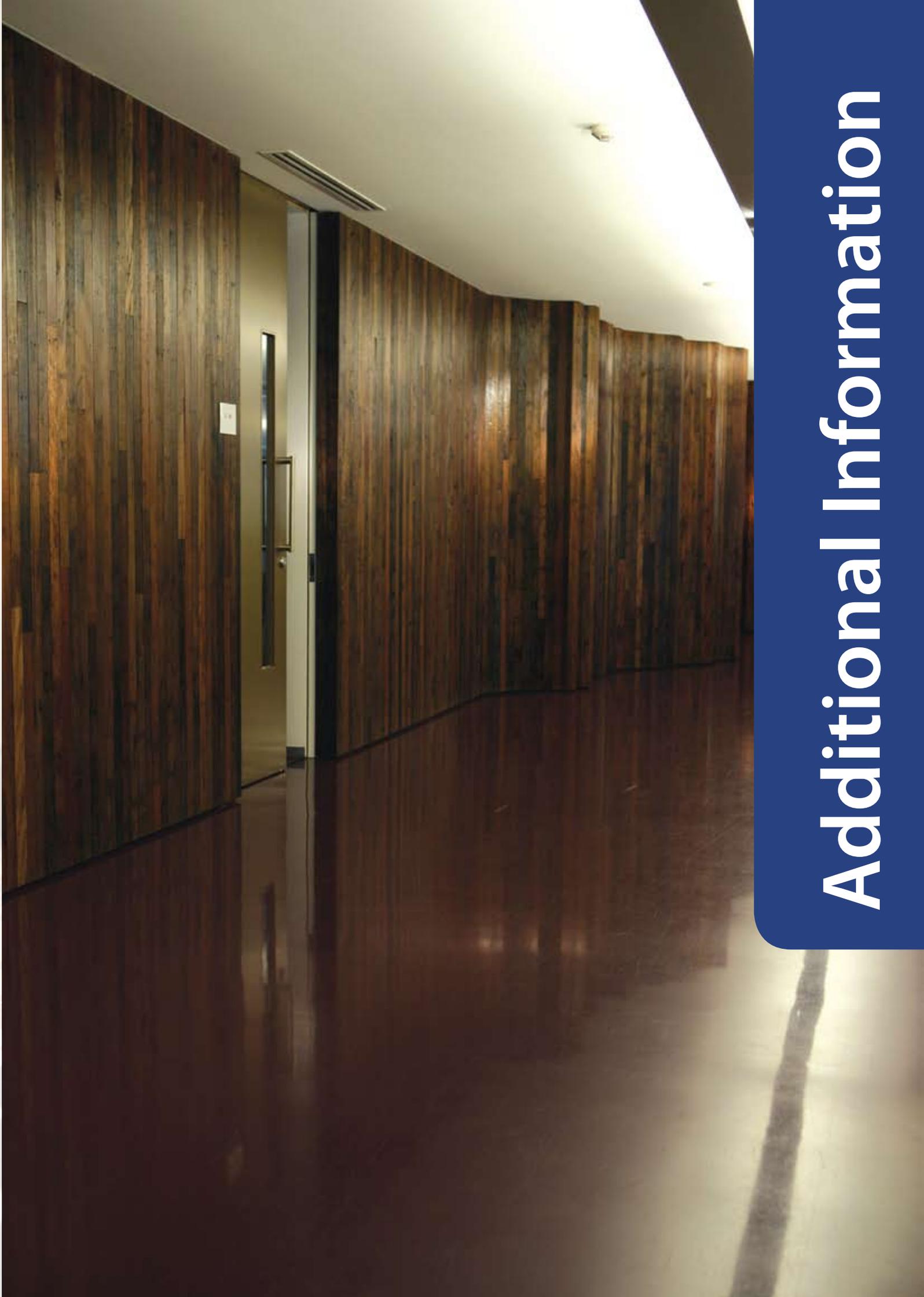
As the first stage of the tile conservation project, an audit and condition survey of the approximately 25,000 geometric and encaustic tiles on the second floor of the Legislative Council was conducted. The auditors used photogrammetric mapping to record the tiled floors' design, disposition of patterns and the floors' physical condition. This process found 258 tiles that need replacing due to cracking and poor condition.

#### The results

Three tile manufacturers were identified as being capable of producing tiles similar to the ones in the building, all three of whom have expressed an interest in providing heritage tiles for Parliament House. A range of sample tiles has been received from the manufacturers for analysis and evaluation. Consultation with a materials conservator has commenced in order to conduct tests on the working properties of the tiles.

#### The next stage

The project team will draft a project costing for proceeding with the manufacture of replacement tiles for the second floor of the Legislative Council. Consultation with relevant manufacturers and conservators will continue, with the aim of arriving at a suitable methodology for the conservation of the floor tiles. Should this methodology prove to be successful, the tile audit and condition survey and tile replacement process will continue throughout Parliament House.



# Additional Information

# Our People 2007-08

## Department of Parliamentary Services Office of the Secretary

O'Kane, Stephen      *Secretary, Parliamentary Services*  
Luddon, Suzie      *Executive Administrative Officer*

### Organisation Development & Finance

Anderson, Erryn      *Organisation Development Officer*  
Barresi, Fran      *Senior Organisation Development Officer (HR & Policy)*  
Clifford, Naomi      *Learning and Development Coordinator*  
Cull, Barry      *Senior Organisation Development Officer (Payroll & Systems)*  
D'Souza, Richard      *Accounts Officer*  
Edwards, Bronwen      *Manager, Organisation Development*  
Fernandesz, Andrei      *Budget Analyst*  
Lau, Wayne      *Accounting Officer*  
Lee, Holly      *Cash Management Officer*  
Lochert, Peter      *Director*  
Mascarenhas, John      *Manager, Accounting & Administration*  
Nickell, Daisy      *Organisation Development Officer*  
Ridge, Allison      *Organisation Development Officer - Payroll*  
Smirniotis, Vittoria      *Budget & Telecomm Officer*  
Tjan, Evelyn      *Assistant Accounting Officer*  
Tran, Michelle      *Organisation Development Officer - Payroll*  
Van de Werve, Andrew      *Manager, Budgets & Risks*  
Wells, Melanie      *Budget & Telecomm Officer*  
Whitmore, David      *Organisation Development Officer - Systems Analyst*

### Precinct & Property Management

Attard, Manny      *Assistant Maintenance Manager*  
Barr, Hilton      *Director*  
Bourke, Brian      *Manager, Buildings & Grounds Services*  
Chan, Leslie      *Sous Chef*  
Clarke, Joanna      *Electorate Properties Officer*  
Diesbecq, Clarisse      *Special Projects Officer*  
Gallagher, Paul      *Manager, Buildings & Grounds Services*  
Gatewood, Rachel      *Project & Administration Officer*  
Greene, Lynette      *Electorate Properties Officer*  
Haddow, Linda      *Horticulturist*  
Horvath, Lilian      *Electorate Properties Officer*  
Hurle, John      *Senior Horticulturist - Turf*  
Jordan, Luke      *Manager, Catering*  
Matthews, Samantha      *Manager, Security and Electorate Properties*  
Olive, Geoffrey      *Team Leader - Grounds & Gardens*  
Pettenon, Michael      *Carpenter & Maintenance Officer*  
Robertson, Rachel      *Horticulturist*  
Rogers, Robyn      *Catering Office Manager*  
Schober, Bill      *Car Park Attendant*  
Sellar, Malcolm      *Executive Chef*  
Shields, Marion      *Electorate Properties Officer*  
Simmonds, Mark      *Electrician - A Grade*  
Tremoulas, John      *Electrician*  
Urosevic, Susan      *Security Coordinator*  
Vella, Amanda-Jane      *Painter*  
Whalley, Gary      *Team Leader - Building Services*  
Window, Graham      *Chef*



## Library, Hansard & Information Technology

Advani, Dennis	<i>Business Support Officer - Publishing &amp; CIT</i>	Lewis, Meredith	<i>Editor</i>
Altair, Angelo	<i>Business Support Officer - Publishing &amp; CIT</i>	Louey, Adam	<i>Services Officer - IT</i>
Anastasopoulos, Con	<i>Services Officer - IT</i>	Lovell, John	<i>Manager, Information Technology</i>
Aroozoo, Marianne	<i>Indexing Librarian</i>	Lovrenovich, Violetta	<i>Sessional Reporter</i>
Averte, Gabriella	<i>Business Support Officer - Hansard</i>	Macreadie, Rachel	<i>Research Officer</i>
Bainbridge, Joel	<i>Team Leader - IT Services</i>	Magarey, Jeremy	<i>Sessional Reporter</i>
Beks, Sandra	<i>Library Technician</i>	Mamouney, Michael	<i>Print Media Librarian</i>
Bilic, Giuliana	<i>Sessional Monitor/Keyboarder</i>	Martyn, Jennifer	<i>Sessional Reporter</i>
Breukel, Jon	<i>Senior Reference Librarian</i>	McCarthy, Catherine	<i>Sessional Reporter</i>
Brown, Tim	<i>Government Information Librarian</i>	McFarlane, Eithne	<i>Sessional Reporter</i>
Cheney, Barry	<i>Systems Officer</i>	McFarlane, Peter	<i>Planning &amp; Development Officer - IT</i>
Cleary, Jenelle	<i>Client Support Librarian</i>	McGlinchey, Stephanie	<i>Intranet Librarian</i>
Clifford, Phil	<i>Technical Services Librarian</i>	McGregor, James	<i>Sessional Reporter</i>
Cousins, David	<i>Technical Officer - IT</i>	McIntyre, Andrew	<i>Sessional Reporter</i>
Cullen, David	<i>Sub Editor</i>	Meagher, Tracy	<i>Technical Officer - IT</i>
Cummings, Sally	<i>Indexing Librarian</i>	Menadue, Carolyn	<i>Sessional Reporter</i>
Denton, Jenny	<i>Sessional Reporter</i>	Miller, Robert	<i>Indexing Librarian</i>
Espie, Rod	<i>Education &amp; Community Engagement Officer</i>	Mills, Kevin	<i>Sub Editor</i>
Federico, Annie	<i>Planning &amp; Development Officer - IT</i>	Neish, Peter	<i>Systems Officer</i>
Ferry, Vicki	<i>Reporter</i>	Nilon, Patricia	<i>Reporter</i>
Fewings, Tim	<i>Broadcast Media Officer</i>	Nugent, John	<i>Editor</i>
Florczak, Matthew	<i>Technical Officer - IT</i>	O'Connell, Emma	<i>Heritage Databases Officer</i>
Galbally, Margaret	<i>Print Media Technician</i>	Parnell, Michael	<i>Technical Officer - IT</i>
Gallagher, Robin	<i>Intranet Librarian</i>	Raciti, Joe	<i>Team Leader - Planning &amp; Development</i>
Gardiner, Gregory	<i>Senior Research Officer</i>	Reeves, Debra	<i>Lending Services Librarian</i>
Gardner, Julie	<i>E-Services Senior Officer</i>	Rissotto, Daisy	<i>Print Media Assistant</i>
Gentner, Charles	<i>Director</i>	Roberts, Karina	<i>Sessional Reporter</i>
Greig, Patricia	<i>Reporter</i>	Robertson, Stephen	<i>Planning &amp; Development Officer - IT</i>
Hansen, Maria	<i>Senior Reporter</i>	Rosman, Stephen	<i>Web Development Officer</i>
Harnath, Margaret	<i>Sub Editor</i>	Sablyak, Patricia	<i>Sessional Sub Editor</i>
Harris, Linda	<i>Reporter</i>	Sandford, Emma	<i>Sessional Reporter</i>
Henson, Richard	<i>Library Technician</i>	Sholl, Stephen	<i>Sessional Monitor/Keyboarder</i>
Hickey, John	<i>Editor</i>	Smith, Heather	<i>Reporter</i>
Higgins, Claire	<i>Research Officer</i>	Spicer, Victoria	<i>Senior Client Support Librarian</i>
Kebbe, Sue	<i>Reporter</i>	Spillane, Patrick	<i>Reporter</i>
Kendall, Gillian	<i>Sessional Reporter</i>	Stone, David	<i>Serials Officer</i>
Kenny, Andrea	<i>Reporter</i>	Sutherland, Maggie	<i>Sessional Sub Editor</i>
Kim, Louise	<i>Sessional Reporter</i>	Syer, Robert	<i>Sessional Reporter</i>
King, Marion	<i>Parliamentary Librarian</i>	Taucer, Carl	<i>Senior Technical Officer - IT</i>
Lauder, Stephen	<i>Cataloguing Officer</i>	Taylor, Linden	<i>Reporter</i>
Lesman, Bella	<i>Statistical Research Analyst</i>	Truman, Joanne	<i>Manager, Hansard</i>

# Summary of Staffing & Full-time Equivalents

## Staffing

	Parliamentary Officers	Electorate Officers	Total
Full-time	99	121	220
Part-time	12	232	244
Sessional	15	0	15
Total	126	353	479

## Full-Time Equivalents (FTE)

	Permanent	Fixed Term	Total
Parliamentary Officers	98.36	7.20	105.56
Electorate Officers	232.83	4.32	237.15
Total	331.19	11.52	342.71

### Notes:

The figures in the Staffing table represent a head count of the number of parliamentary and electorate officers.

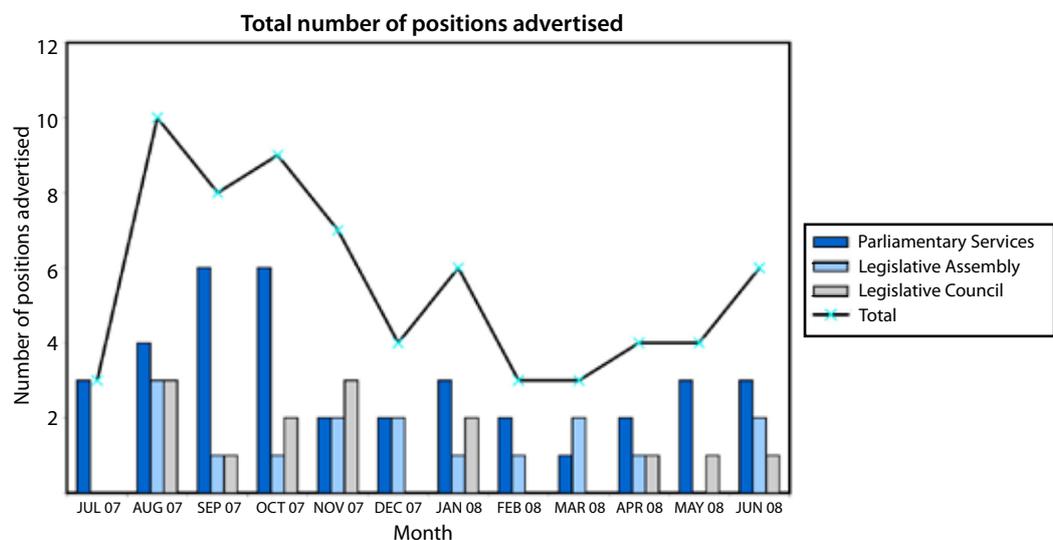
The figures in the FTE table represent the total number of full-time positions occupied by staff when expressing the hours each employee works as a fraction of a 38-hour working week (eg a person employed for 19 hours a week would count as 0.5 FTE). All full-time staff are assumed to work a 38-hour week regardless of hours worked during sitting periods etc.

NB – Permanent parliamentary officer FTE figures include Hansard sessional hours worked divided by full-time equivalent hours.

There was a budgeted increase of 40 FTE staff for Council electorate officers in 2007-08.

## Staff movements

Throughout the year, the Organisation Development Unit supported the recruitment activities of parliamentary officers. The unit assisted with the recruitment and selection of 67 positions during the year. The following is a graphical representation of the breakdown of these positions per month and per department.



A formal exit interview process is coordinated by the Organisation Development Unit and all parliamentary officers are invited to participate on a voluntary and confidential basis. The data that is gathered from these interviews is provided directly to the relevant department head and helps to identify staffing related concerns and issues for future workforce planning and attraction and retention strategies.

# Professional Development

A number of staff across the Department of Parliamentary Services have undertaken professional development activities during 2007-08. A selection of brief reports from the last year are presented here, providing recent examples of the extensive cooperation arrangements in place between a number of parliamentary jurisdictions.

## ***Inaugural APLA Research and Reference Symposium, Melbourne***

In February 2008, 36 reference and research staff from parliaments around Australia and New Zealand met for the inaugural Association of Parliamentary Libraries of Australasia (APLA) Reference and Research Symposium held at the Parliament of Victoria. The symposium was organised by myself and Dr Greg Gardiner, Senior Research Officer from the Victorian Parliamentary Library.

The symposium was the first real opportunity for reference and research staff from the various parliaments to discuss issues of common concern. It was a great chance for staff to compare notes about the challenges in their respective research and reference services and to hear how each library was dealing with them. Group discussion was facilitated by Paddy Plunket from the New Zealand Parliament, which allowed participants the opportunity to learn about practices occurring in other parliaments and to identify the individual and collective talents of their parliamentary colleagues.

The day's proceedings included the presentation of papers relating to parliament and Australian politics. Paul Bellamy, Research Analyst in the Social Policy Team at the New Zealand Parliament, spoke on 'The role of parliamentary libraries in democracies (a New Zealand case study)'. Dr Sarah Miskin, from the Research Branch of the Australian Parliamentary Library, spoke on 'Politics and technology in the 21st century'.

Dr Sally Young, Senior lecturer in Media and Communications at the University of Melbourne, delivered a fascinating analysis of the impact of the media on the 2007 Australian Federal election. Each session was followed by questions and answers, generating lively discussion amongst participants.

The symposium was voted a huge success by all delegates and a group commitment was made to holding similar annual symposia, with future hosting duties to be shared amongst the eight participating parliamentary libraries around Australia and New Zealand.

Jon Breukel  
*Senior Reference Librarian  
Library*



## ***Parliamentary Education Conference, Wellington, New Zealand***

In October 2007 I attended a Parliamentary Education Conference in Wellington, New Zealand, with Education Officers from the parliaments of the Australian States and Territories, New Zealand and Norfolk Island. Information and resource sharing with these other parliaments is invaluable and the education units of the Queensland and New South Wales Parliaments provide useful benchmarks for parliamentary education in Victoria.

The workshops and seminars were well presented and attended, and covered a range of topics on the design, development and delivery of education programs in a parliamentary environment. The challenge of identifying and reaching target audiences was workshopped, and the discussions emanating from this and other sessions generated numerous helpful and innovative ideas.

I came away with a lot of insights into how other parliaments operate with a specific focus on their education functions. Twenty-first century education is challenging and it's vital to use up-to-date technologies to communicate, or risk being left behind. Conferences such as this one are invaluable in their capacity for creativity and for keeping at the forefront of innovation.

Rod Espie  
*Education and Community Engagement  
Officer*

## ***Security in Government Conference 2007, Canberra***

The Security in Government Conference is a well known and respected forum for all those involved in the Australian security arena. The conference offers delegates the opportunity to broaden their knowledge on emerging security issues, procedures and solutions and it also provides an excellent forum to network with security colleagues from both the private and public sectors.

The focus of the conference was 'The Future of Security' and the presenters were well selected with The Hon. Robert McClelland MP, Attorney General, opening the conference and Mr Paul O'Sullivan, Director-General of Security, Australian Security Intelligence Organisation, providing a detailed presentation on 'The Future of Intelligence'.

In addition to attending the conference we had the opportunity to visit and speak with our peers in the Federal Parliament and to visit other iconic landmarks to gain an in-depth understanding of their security challenges and current security arrangements. Our visit was warmly welcomed and has fostered ongoing dialogue.

Susan Urosevic  
*Security Coordinator  
Security and Electorate Properties Unit*

# Occupational Health and Safety & Employee Welfare



In fulfilling its stated aim of providing a safe, supportive and productive work environment, the Parliament of Victoria demonstrated its commitment to health, safety and employee welfare during this period through a number of initiatives.

A variety of Occupational Health and Safety (OH&S) training modules continue to be offered to employees, including an introduction to hazard management principles, manual handling and hazard identification and assessment. A focus on preventative education for all employees will continue within the Parliament, with current attendance levels a positive indicator of management's and employees' concern for OH&S in the workplace. The Parliament of Victoria's Occupational Health and Safety Committee held eight meetings during the year and all committee members participated in OH&S representative training during this period.

Workplace assessments continued to be offered to ensure that employees are appropriately supported at their workstations. All employees who relocated to 55 St Andrews Place were offered a workstation review undertaken by an occupational therapist. Electorate offices also made use of this service with positive feedback from both Members and electorate officers.

Preventative health and wellbeing activities contribute to the health of organisations. With this aim, the Organisation Development Unit continued to develop the Corporate Wellness Program (CWP) which is now recognised as a positive 'health check' for employees. The organisation's continued commitment to delivering corporate wellness initiatives

as part of a holistic occupational health and safety program has proven to be an innovative and empowering means to promote employee health and wellbeing. It also demonstrates the Parliament's commitment to its employees and encourages participation and cooperation in ensuring that the workplace is fit and healthy.

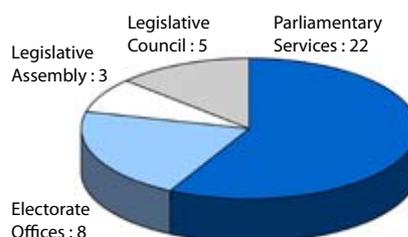
During the year employees participated in a range of initiatives such as flu vaccinations, a SunSmart seminar, vision screening, audiometry screening, ergonomic office assessments, diet consultations and work/life balance workshops. Health checks were conducted within the parliamentary precinct and the program was also extended to regional areas with health assessments being conducted at Ballarat, Shepparton and Morwell.

The CWP, launched during June 2008, was designed to coincide with the Beijing Olympics and the program delivered on-site and online components to encourage participation from staff across the organisation, including outer metropolitan, regional and rural areas. A monthly online wellness newsletter continues to be offered via email to all electorate and parliamentary staff. This newsletter provides nutritional, fitness and physiological information and advice.

The Employee Assistance Program usage rate for 2007-08 was 3.65%, which compares favourably to the ideal annual usage rates of between 4% and 6% as suggested by the program provider. Further promotional activities for the program will be undertaken in 2008-09.

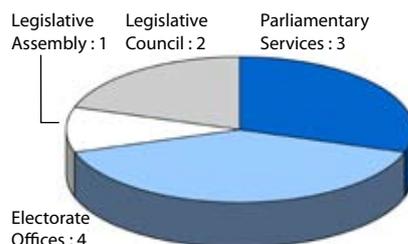
## Occupational Health and Safety reporting for 2007-08

Number of injuries/incidents/near-misses reported in 2007-08 by department



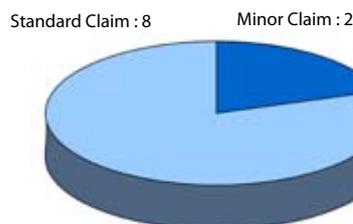
Source: Organisation Development Register of Injuries

Number of registered WorkCover claims in 2007-08 by department



Source: Organisation Development Claims Register

Status of WorkCover claims registered in 2007-08



Note: 'Minor' claim = a claim that does not pass the threshold of \$546 in medical and like expenses and / or 10 lost days. 'Standard' claim = a claim that exceeds the threshold of \$546 in medical and like expenses and / or 10 lost days.

# Occupational Health and Safety Reporting

## Overview of Claims History

	2004-05	2005-06	2006-07	2007-08
No. of new claims	12	9	9	10
Claims frequency	0.17	0.19	0.19	0.21
Average cost*	\$8,194	\$9,432	\$6,845	\$5,465

Source: Cambridge Integrated Services (Insurance Provider)

\*Note: Statistics include total paid for the claims received in the reporting period and paid during the same period.

The Organisation Development Unit continued its work in the area which resulted in an overall reduction in the average cost of WorkCover claims from \$6,845 (as reported for 2006-07) to \$5,465 during the reporting period.

## Compliance Issues

### Contractors and Consultancies

Under the *Financial Management Act 1994* the following delineation is made between consultants and contractors.

Consultancies are an arrangement where an individual or organisation is engaged to:

- » provide expert analysis and advice that facilitates decision making;
- » perform a specific, one-off task or set of tasks; or
- » perform a task involving skills or perspectives that would not normally be expected to reside within the department.

Contractors are an individual or organisation engaged to:

- » provide goods, works or services that implement a decision;
- » perform all or part of a new or existing ongoing function to assist the department to carry out its defined activities and operational functions; or
- » perform a function involving skills or perspectives that would normally be expected to reside within the department but at that time are not currently available.

Contracts in excess of \$10,000,000 : Nil

Consultancies in excess of \$100,000 : Nil

Consultancies less than \$100,000 : 5 engaged, totalling \$71,900

Topics included: security review, organisational structure review, information technology and employment consultancy.

### Compliance with the Provisions of the Building Act

Parliament undertakes a variety of building and maintenance projects associated with Parliament House and ensures all works comply with the building and maintenance provisions of the Building Act. Consultation is undertaken with Heritage Victoria and permits are issued for all works.



# Corporate Governance



## Statement of Corporate Intent

The Parliament of Victoria through its elected representatives is accountable to the Victorian community for the provision and conduct of representative government in the interests of Victorians.

The departments of the Parliament deliver support to their elected representatives and the institution of Parliament through operational business plans which are underpinned by the following values:

- » Effective Corporate Governance  
*Accountability, Impartiality, Integrity, Learning Environment*
- » Excellent Service Delivery and Responsiveness  
*Responsiveness, Teamwork, Performance Management, Effective Systems and Techniques*
- » Sustainability with a focus on the Medium to Long-term View  
*Long Term Planning, Excellent Communication, Developing our People, Safeguarding our Physical Infrastructure*

## Parliamentary Values

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

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

## Employment Framework

Two enterprise agreements outline conditions of employment for all parliamentary employees (excluding executives). They are the *Parliamentary Officers (Non Executive Officer Staff – Victoria) Union Collective Agreement 2007* and the *Members of State Parliament Staff (Victoria) Certified Agreement 2005*.

## Major Acts Administered

The Department of Parliamentary Services is involved in the administration of a number of Acts, including:

- » *Parliamentary Administration Act 2005*
- » *Parliamentary Salaries and Superannuation Act 1968*
- » *Constitution Act 1975*
- » *Heritage Act 1995*

# Output Measures



This output involves the provision of consultancy, advisory and support services for the Parliament of Victoria from the ten business units of DPS, comprising: the Library; Hansard; Education and Community Engagement; Information Technology; Accounting and Administration; Budgets and Risks; Organisation Development; Security and Electorate Properties; Catering; and Buildings and Grounds Services.

Major outputs/deliverables	Target	Actuals
Performance Measures	2007-08	As at 30 Jun 08
<b>Provision of information and resources to Parliament</b>		
<b>Quantity</b>		
Briefings provided	140	164
IT system up time	99%	99%
Items processed for retrieval <sup>(b)</sup>	38,000	42,981
Parliamentary audio system transmission availability	99%	99%
Provision of fully resourced electorate offices outside the parliamentary precinct <sup>(a)</sup>	128	128
Service requests satisfied	8,500	9,109
Uptake of class visits to Parliament House	600	600
Visitor sessions on library intranet site	42,000	49,467
<b>Quality</b>		
Accuracy of transcripts, records and reports	99%	99%
Audibility of parliamentary audio transmission	99%	99%
Client satisfaction with the quality of information provided	85%	94%
Members, staff and officers satisfied or better with the services provided <sup>(c)</sup>	80%	89%
<b>Timeliness</b>		
Indexes, records, speeches and transcripts provided within agreed time frames and in required formats	99%	99%
Members, staff and officers satisfied or better with the time frame of service delivery	96%	95%
Satisfaction with timeliness of information provided	85%	89%

**Notes:**

(a) The decrease between the 2006-07 expected outcome and the 2007-08 target is due to a change in the number of Members as a result of the November 2006 election. The current Legislative Council has 40 Members (five representatives in eight regions) compared to 44 Members in the previous Parliament.

(b) This target has been increased in 2007-08 to more accurately reflect the increasing number of items requested from the Parliamentary Library.

(c) This target has been increased to reflect actual performance as this was a consolidated performance measure in 2006-07.





# Financial Statements



# PARLIAMENT OF VICTORIA

## Financial Report - 30 June 2008

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This financial report covers the Parliament of Victoria as an individual entity.

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**  
**Operating Statement**  
**for the financial year ended 30 June 2008**

	Notes	2008 \$	2007 \$
<b>Income</b>			
Output appropriations	3 (a)	<b>73,238,988</b>	66,925,281
Special appropriations	3 (a)	<b>19,048,213</b>	18,119,603
Other revenue	3 (b)	<b>1,163,563</b>	1,233,070
Resources received free of charge	3 (b)	<b>102,571</b>	-
<b>Total income</b>		<b>93,553,335</b>	86,277,954
<b>Expenses</b>			
Employee benefits expense	3 (c)	<b>(54,550,419)</b>	(49,699,129)
Depreciation and amortisation expense	3 (d)	<b>(3,656,732)</b>	(5,423,308)
Capital asset charge		<b>(1,414,106)</b>	(1,389,000)
Supplies and services	3 (f)	<b>(28,416,152)</b>	(22,530,918)
Parliament refreshment rooms	3 (e)	<b>(1,383,247)</b>	(1,308,778)
Other expenses	3 (g)	<b>(132,227)</b>	(295,242)
Finance costs	3 (h)	<b>(245,137)</b>	(232,288)
<b>Total expenses</b>		<b>(89,798,020)</b>	(80,878,663)
<b>Net result from continuing operations</b>		<b>3,755,315</b>	5,399,291
<b>Net result for the period</b>		<b>3,755,315</b>	5,399,291

The above Operating Statement should be read in conjunction with the accompanying notes included on pages 6 to 42.

**PARLIAMENT OF VICTORIA**  
**Balance Sheet**  
**as at 30 June 2008**

	Notes	2008 \$	2007 \$
<b>Current assets</b>			
Cash and cash equivalents	17 (a)	40,508	88,903
Receivables	4	7,420,399	6,197,334
Inventories	5	50,291	39,896
Other assets	6	713,296	702,765
		<u>8,224,494</u>	<u>7,028,898</u>
Non - current assets held for sale	8	251,300	118,339
Total current assets		<u>8,475,794</u>	<u>7,147,237</u>
<b>Non-current assets</b>			
Receivables	4	33,760,791	28,331,777
Property, plant and equipment	7	208,713,911	207,819,894
Total non-current assets		<u>242,474,702</u>	<u>236,151,671</u>
<b>Total assets</b>		<u>250,950,496</u>	<u>243,298,908</u>
<b>Current liabilities</b>			
Payables	9	3,812,377	3,461,682
Bank overdraft	17 (a)	835,234	854,405
Interest bearing liabilities	10, 13	2,149,721	2,146,821
Provisions	11	6,602,752	5,668,992
Total current liabilities		<u>13,400,084</u>	<u>12,131,900</u>
<b>Non-current liabilities</b>			
Interest bearing liabilities	10, 13	1,246,992	1,493,577
Provisions	11	537,514	391,840
Total non-current liabilities		<u>1,784,506</u>	<u>1,885,417</u>
<b>Total liabilities</b>		<u>15,184,590</u>	<u>14,017,317</u>
<b>Net assets</b>		<u>235,765,906</u>	<u>229,281,591</u>
<b>Equity</b>			
Contributed capital	18 (b)	160,756,333	158,027,333
Asset revaluation reserve	18 (a)	55,355,400	55,355,400
Accumulated surplus	18 (c)	19,654,173	15,898,858
<b>Total equity</b>		<u>235,765,906</u>	<u>229,281,591</u>
Commitments for expenditure	14		
Contingent assets and contingent liabilities	15		

The above Balance Sheet should be read in conjunction with the accompanying notes included on pages 6 to 42.

**PARLIAMENT OF VICTORIA**  
**Statement of Changes in Equity**  
**for the financial year ended 30 June 2008**

	Notes	2008 \$	2007 \$
<b>Total equity at beginning of financial year</b>		<b>229,281,591</b>	210,069,212
Gain on asset revaluations	18 (a)	-	7,336,117
<b>Net income recognised directly in equity</b>		-	7,336,117
Net result for the period		<u><b>3,755,315</b></u>	<u>5,399,291</u>
<b>Total recognised income and expense for the period</b>		<b>3,755,315</b>	12,735,408
Contributed Capital from the State	18 (b)	<b>2,729,000</b>	6,476,971
<b>Total equity at end of financial year</b>		<u><u><b>235,765,906</b></u></u>	<u><u>229,281,591</u></u>

The above Statement of Changes in Equity should be read in conjunction with the accompanying notes included on pages 6 to 42.

**PARLIAMENT OF VICTORIA**  
**Cash Flow Statement for the financial year ended**  
**30 June 2008**

	Notes	2008 \$	2007 \$
<b>Cash flows from operating activities</b>			
<b>Receipts</b>			
Receipts from Government		85,834,005	74,319,563
Receipts from Parliament refreshment rooms		1,324,803	1,341,830
Goods and Services Tax recovered from the ATO		3,021,129	3,071,076
<b>Total Receipts</b>		<b>90,179,937</b>	<b>78,732,469</b>
<b>Payments</b>			
Payments to suppliers and employees		(84,695,901)	(73,822,029)
Payments by Parliament refreshment rooms		(1,416,830)	(1,299,185)
Goods and Services Tax paid to the ATO		(106,569)	(102,862)
Capital asset charge		(1,414,106)	(1,389,000)
Interest and other costs of finance paid		(245,137)	(232,288)
<b>Total Payments</b>		<b>(87,878,543)</b>	<b>(76,845,364)</b>
<b>Net cash provided by / (used in) operating activities</b>	17 (c)	<b>2,301,394</b>	<b>1,887,105</b>
<b>Cash flows from investing activities</b>			
Payments for property, plant and equipment		(3,929,546)	(6,172,010)
Proceeds from sale of property, plant and equipment		1,026,105	1,037,009
<b>Net cash provided by / (used in) investing activities</b>		<b>(2,903,441)</b>	<b>(5,135,001)</b>
<b>Cash flows from financing activities</b>			
Proceeds from capital contributed by State Government		2,729,000	5,782,100
Disposal of assets - finance lease		(1,154,081)	(629,412)
Repayment of finance leases		(1,002,096)	(1,604,419)
<b>Net cash provided by / (used in) financing activities</b>		<b>572,823</b>	<b>3,548,269</b>
<b>Net increase / (decrease) in cash held</b>		<b>(29,224)</b>	<b>300,373</b>
Cash and cash equivalents at the beginning of the financial year		(765,502)	(1,065,875)
<b>Cash and cash equivalents at the end of the financial year</b>	17 (a)	<b>(794,726)</b>	<b>(765,502)</b>

The above Cash Flow Statement should be read in conjunction with the accompanying notes included on pages 6 to 42.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

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**Note 1 - Summary of significant accounting policies**

**(a) Statement of compliance**

This financial report is a general purpose financial report which has been prepared on an accrual basis in accordance with the *Financial Management Act 1994*, applicable Australian Accounting Standards (AAS), which includes the Australian accounting standards issued by the *Australian Accounting Standards Board* (AASB), *AAS29 Financial Reporting by Government Departments*, Interpretations and other mandatory professional requirements.

The financial report also complies with the relevant Financial Reporting Directions (FRDs) issued by the Department of Treasury and Finance, and relevant Standing Directions (SD) authorised by the Minister for Finance.

**(b) Basis of preparation**

The financial report has been prepared on the basis of historical cost, except for the revaluation of certain non-current assets. Cost is based on the fair values of the consideration given in exchange for assets.

In the application of AASs, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstance, the results of which form the basis of making the judgements. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision, and future periods if the revision affects both current and future periods.

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.

The accounting policies set out below have been applied in preparing the financial report for the year ended 30 June 2008 and the comparative information presented for the year ended 30 June 2007.

**(c) Reporting entity**

The financial statements include all the controlled activities of the Parliament of Victoria. The Parliament has no controlled entities.

**Administered resources**

The Parliament administers but does not control certain resources on behalf of the Victorian Government. It is accountable for the transactions involving those administered resources, but does not have the discretion to deploy the resources for achievement of the Parliament's objectives. For these resources, the Parliament acts only on behalf of the Victorian Government. Administered resources are accounted for using the accrual basis of accounting.

**Note 1 - Summary of significant accounting policies (continued)**

Transactions and balances relating to these administered resources are not recognised as Parliament revenues, expenses, assets or liabilities within the body of the financial statements, but are disclosed in the applicable output schedules (see Note 19). Except as otherwise disclosed, administered items are accounted for on the same basis and using the same accounting policies as for Parliament items.

**(d) Objectives and funding**

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 is predominantly funded by accrual-based parliamentary appropriations for the provision of outputs.

**(e) Outputs of the Parliament**

Information about the Parliament's output activities, and the expenses, incomes, assets and liabilities which are reliably attributable to those output activities, is set out in the output activities schedule (Note 2). Information about expenses, incomes, assets and liabilities administered by the Parliament are given in the schedule of administered expenses and revenues and the schedule of administered assets and liabilities (see also Note 19).

**(f) Events after reporting date**

Assets, liabilities, income or expenses arise from past transactions or other past events. Where the transactions result from an agreement between the Parliament and other parties, the transactions are only recognised in the financial statements for events which occur after the reporting date and before the date the statements are authorised for issue, where those events provide information about conditions that existed at the reporting date. Note disclosure is made about events between the balance date and the date the statements are authorised for issue where the events relate to conditions which arose after the reporting date and which may have a material impact on the results of subsequent years.

**(g) Goods and Services Tax (GST)**

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the taxation authority. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the taxation authority is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the taxation authority, are presented as operating cash flow.

**Note 1 - Summary of significant accounting policies (continued)**

**(h) Income recognition**

All income received by the Parliament is generally required to be paid into the Consolidated Fund.

Income becomes controlled by the Parliament when it is appropriated from the Consolidated Fund by the Victorian Parliament and applied to the purposes defined under relevant *Appropriations Act*. Additionally, the Parliament is permitted under Section 29 of the *Financial Management Act 1994* to have certain receipts annotated to the annual appropriation. The revenue which forms part of a Section 29 agreement is recognised by the Parliament and the receipts paid into the Consolidated Fund as an administered item. At the point of revenue recognition, Section 29 provides for an equivalent amount to be added to the annual appropriation. Examples of receipts which can form part of a Section 29 agreement are receipts from sales of products and services, Commonwealth specific purpose grants and the proceeds from the sale of assets.

**Output appropriations**

Revenue from the outputs the 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.

**Resources provided and received free of charge or for nominal consideration**

Contributions of resources received free of charge or for nominal consideration are recognised at their fair value when the transferee obtains control over them, irrespective of whether restrictions or conditions are imposed over the use of the contributions, unless received from another government department or agency as a consequence of a restructuring of administrative arrangements. In the latter case, such a transfer will be recognised at carrying value. Contributions in the form of services are only recognised when a fair value can be reliably determined and the services would have been purchased if not donated.

**(i) Expenses**

**Employee Benefits**

Employee benefits expenses include all costs related to employment including wages and salaries, leave entitlements, redundancy payments and superannuation contributions. These are recognised when incurred, except for contributions in respect of defined benefit plans.

**Superannuation**

Defined benefit plan

The amount charged to the operating statement in respect of defined benefit superannuation plans represents the contributions made by the Parliament to the superannuation plan in respect to the current services of current Parliament of Victoria staff. Superannuation contributions are made to the plans based on the relevant rules of each plan.

The Department of Treasury and Finance centrally recognises the defined benefit liability or surplus of most Victorian government employees in such funds.

Defined contribution plan

Amounts to defined contribution superannuation plans are expensed when incurred.

**Note 1 - Summary of significant accounting policies (continued)**

***Depreciation***

Depreciation is provided on property, plant and equipment, including freehold buildings but excluding land. Depreciation is generally calculated on a straight-line basis so as to write off the net cost or other revalued amount of each asset over its expected useful life to its estimated residual value.

Leasehold improvements are depreciated over the period of the lease or estimated useful life, whichever is the shorter, using the straight-line method. The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period. Note 7 provides details on the estimated useful lives that are used in the calculation of depreciation on property, plant and equipment.

***Capital Asset Charge***

The capital asset charge represents the opportunity cost of capital invested in the non-current physical assets used in the provision of outputs. The charge is calculated on the budgeted carrying amount of non-current physical assets (excluding cultural assets and the Whole of Government Motor Vehicle finance lease).

***Finance Costs***

Finance costs are recognised as expenses in the period in which they are incurred. Finance costs include finance lease charges.

***Impairment of assets***

All assets are assessed annually for indications of impairment (i.e. as to whether their carrying value exceeds their recoverable amount) and whenever there is an indication that the asset may be impaired.

If there is an indication of impairment, the assets concerned are tested as to whether their carrying value exceeds their recoverable amount. Where an asset's carrying value exceeds its recoverable amount, the difference is written off by a charge to the operating statement except to the extent that the write-down can be debited to an asset revaluation reserve amount applicable to that class of asset.

It is deemed that, in the event of the loss of an asset, the future economic benefits arising from the use of the asset will be replaced unless a specific decision to the contrary has been made. The recoverable amount for most assets is measured at the higher of depreciated replacement cost and fair value less costs to sell.

***Supplies and Services***

Supplies and services generally represent cost of goods sold and the day-to-day running costs, including maintenance costs, incurred in the normal operations of the Parliament. These items are recognised as an expense in the reporting period in which they are incurred. The carrying amount of any inventories held for distribution is expensed when distributed.

**(j) Assets**

All non-current assets, including Crown Land, controlled by the Parliament are reported in the balance sheet.

***Cash and cash equivalents***

Cash and cash equivalents comprise cash on hand and cash in banks net of outstanding cheques yet to be presented by the Parliament's suppliers and creditors. Refer to Note 17(a).

**Note 1 - Summary of significant accounting policies (continued)**

***Receivables***

Receivables consist predominantly of debtors in relation to goods and services, accrued investment income and GST input tax credits recoverable.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest rate method, less any accumulated impairment.

A provision for doubtful receivables is made when there is objective evidence that the debts will not be collected. Bad debts are written off when identified.

***Inventories***

Stores, work in progress and finished goods are stated at the lower of cost and current replacement cost. Cost is based on the first-in, first-out principle and includes expenditure incurred in acquiring the inventories and bringing them to their existing condition.

***Property, plant and equipment***

Land and buildings are recognised initially at cost and subsequently measured at fair value less accumulated depreciation. Plant, equipment and vehicles are measured at cost less accumulated depreciation and impairment.

***Restrictive nature of cultural and heritage assets and Crown land***

During the reporting period, the Parliament held cultural assets, heritage assets and Crown land.

Such assets are deemed worthy of preservation because of the social rather than financial benefits they provide to the community and their unique historical and cultural attributes and are measured at the cost of replacing these assets, less where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. The nature of these assets means that there are certain limitations and restrictions imposed on their use and/or disposal.

***Revaluations of non-current assets***

Non-current physical assets measured at fair value are revalued in accordance with FRD 103C. The revaluation process normally occurs every five years, based upon the asset's Government Purpose Classification. Revaluation increments or decrements arise from differences between carrying value and fair value.

Revaluation increments are credited directly to equity in the revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that class of asset previously recognised as an expense in the net result, the increment is recognised as income in determining the net result.

Revaluation decrements are recognised immediately as expenses in the net result, except that, to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of assets, they are debited directly to the asset revaluation reserve.

Revaluation increases and revaluation decreases relating to individual assets within an asset class are offset against one another within that class but are not offset in respect of assets in different classes.

Revaluation reserves are not normally transferred to accumulated surplus on de-recognition of the relevant asset.

**Note 1 - Summary of significant accounting policies (continued)**

***Non-current assets classified as held for sale***

Non-current assets (and disposal group) classified as held for sale are measured at the lower of carrying amount and fair value less costs to sell, and are not subject to depreciation.

Non-current assets and disposal groups are classified as held for sale if their carrying amount will be recovered through a sale transaction rather than through continuing use. This condition is regarded as met only when the sale is highly probable and the asset's sale (or disposal group sale) is expected to be completed within one year from the date of classification.

***Leases***

Leases of property, plant and equipment are classified as finance leases whenever the terms of the lease transfer substantially all the risks and rewards of ownership to the lessee. All other leases are classified as operating leases.

Assets held under finance leases are recognised as assets and liabilities of the Parliament of Victoria at amounts equal to the fair value of the lease property or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease.

The lease asset is depreciated over the shorter of the estimated useful life of the asset or the term of the lease.

Minimum lease payments are allocated between the principle component of the lease liability, and the interest expense calculated using the interest rate implicit in the lease, and charged directly to the operating statement.

Contingent rentals associated with finance leases are recognised as an expense in the period in which they are incurred.

Operating lease payments, including any contingent rentals, are recognised as an expense in the operating statement on a straight-line basis over the lease term, except where another systematic basis is more representative of the time pattern of the benefits derived from the use of the leased asset.

The cost of leasehold improvements is capitalised as an asset and depreciated over the remaining term of the lease or the estimated useful life of the improvements, whichever is the shorter.

**(k) *Liabilities***

***Payables***

Payables consist predominantly of creditors and other sundry liabilities.

Payables are initially recognised at fair value, then subsequently carried at amortised cost and represent liabilities for goods and services provided to the Parliament prior to the end of financial year that are unpaid, and arise when the Parliament becomes obliged to make future payments in respect of the purchase of these goods and services. Fair value is determined in the manner described in Note 16.

**Note 1 - Summary of significant accounting policies (continued)**

***Interest bearing liabilities***

Interest bearing liabilities are recorded initially at fair value, net of transaction costs.

Subsequent to initial recognition, interest bearing liabilities 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 liability using the effective interest rate method. Fair value is determined in the manner described in Note 16.

***Provisions***

Provisions are recognised when the Parliament has a present obligation, the future sacrifice of economic benefits are probable, and the amount of the provision can be measured reliably.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at reporting date, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cashflows estimated to settle the present obligation, its carrying amount is the present value of those cashflows.

***Employee benefits***

**(i) *Wages and salaries, annual leave and sick leave***

Liabilities for wages and salaries, including non-monetary benefits, annual leave and accumulating sick leave expected to be settled within 12 months of the reporting date are recognised in the provision for employee benefits in respect of employee services up to the reporting date, classified as current liabilities and measured at their nominal values.

Those liabilities that are not expected to be settled within 12 months are recognised in the provision for employee benefits as current liabilities, measured at present value of the amounts expected to be paid when the liabilities are settled using the remuneration rate expected to apply at the time of settlement.

**(ii) *Long Service Leave***

Liability for long service leave (LSL) is recognised in the provision for employee benefits.

***Current liability - 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:

- > present value - component that the Parliament does not expect to settle within 12 months; and
- > nominal value - component that the Parliament expects to settle within 12 months.

***Non current liability - 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 liability is measured at present value.

**(iii) *Employee benefits on-costs***

Employee benefits on-costs (payroll tax, workers compensation, superannuation, annual leave and LSL accrued while on LSL taken in service) are recognised separately from provisions for employee benefits.

**(l) *Commitments***

Commitments includes those operating, capital and other outsourcing commitments arising from non-cancellable contractual or statutory sources and are disclosed at their nominal value.

**(m) *Contingent assets and contingent liabilities***

Contingent assets and contingent liabilities are not recognised into the balance sheet, but are disclosed by way of note and, if quantifiable, are measured at nominal value.

**Note 1 - Summary of significant accounting policies (continued)**

**(n) Equity**

**Contributions by owners**

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 or distributions have also been designated as contributions by owners.

**(o) New accounting standards and interpretations**

Certain new accounting standards and interpretations have been published that are not mandatory for the 30 June 2008 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises departments and other entities of their applicability and early adoption where applicable.

As at 30 June 2008, the following standards and interpretations had been issued but were not mandatory for the financial year ending 30 June 2008. Parliament has not, and does not intend to, adopt these standards early.

<i>Standard / Interpretation</i>	<i>Summary</i>	<i>Applicable for annual reporting periods beginning or ending on</i>	<i>Impact on Parliament's financial statements</i>
AASB 2007-3 Amendments to Australian Accounting Standards arising from AASB 8 [AASB 5, AASB 6, AASB 102, AASB 107, AASB 119, AASB 127, AASB 134, AASB 136, AASB 1023 and AASB 1038].	An accompanying amending standard, also introduced consequential amendments into other Standards.	Beginning 1 Jan 2009.	Impact expected to be insignificant.
AASB 2007-8 Amendments to Australian Accounting Standards arising from AASB 101	Editorial amendments to Australian Accounting Standards to align with IFRS terminology.	Beginning 1 Jan 2009.	Impact expected to be insignificant.

**(p) Prospective accounting changes**

*GAAP - GFS Convergence*

The AASB has recently approved AASB 1049 Whole of Government and General Government Sector Financial Reporting, which will apply to future financial reports of the Victorian general government sector. In October 2007, the AASB extended AASB 1049 to also apply to financial reports of the Whole of Government economic entity. The standard, which will be applicable for annual reporting periods beginning on or after 1 July 2008, converges Australian Generally Accepted Accounting Principles (GAAP) and Government Finance Statistics (GFS) reporting. It also includes additional disclosure requirements. The effect of any changes to recognition or measurement requirements as a result of this new standard is being evaluated.

**Note 2 - Parliament Outputs**

A description of Parliament outputs performed during the year ended 30 June 2008, and the objectives of these outputs, are summarised below.

***Legislative Council Outputs***

***Description of 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 Parliament.

***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.

***Legislative Assembly Outputs***

***Description of outputs***

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

***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.

***Department of Parliamentary Services***

***Description of outputs***

Provision of information and resources to Members of Parliament, Parliamentary Officers and parliamentary committees as well as members of the public, including the production of Hansard and library research services. It also includes the provision of ancillary services such as human resources, training, education, information technology, accounting & administration, budgets, property and facilities management.

***Objectives***

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

**Note 2 - Parliament Outputs (continued)**

***Parliamentary Investigatory Committees Outputs***

Inquire into matters either referred by the Governor-in-Council or the Parliament, or which may be self-generated by a Committee. Committees can be joint investigatory, specific purpose or select.

***Objectives***

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

***Victorian Auditor-General's Office Outputs***

Separate financial statements have been prepared by the Victorian Auditor-General's Office for presentation to Parliament, as required by the Audit Act 1994. Accordingly, the transactions and balances of the Office are not included in Parliament of Victoria's financial statements.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 2 - Parliament Outputs schedule - controlled income and expenses for the year ended 30 June 2008**

	Legislative Council \$	Legislative Assembly \$	Department of Parliamentary Services \$	Parliamentary Investigatory Committees \$	Parliament Total \$
<b>Income</b>					
Output appropriations	2,647,448	4,083,782	60,380,627	6,127,131	73,238,988
Special appropriations	6,532,092	12,516,121	-	-	19,048,213
Other revenue	-	-	1,163,563	-	1,163,563
Resources received free of charge	-	-	102,571	-	102,571
<b>Total revenue</b>	<b>9,179,540</b>	<b>16,599,903</b>	<b>61,646,761</b>	<b>6,127,131</b>	<b>93,553,335</b>
<b>Expenses</b>					
Employee benefits	(8,535,619)	(15,021,846)	(27,091,872)	(3,901,081)	(54,550,418)
Depreciation and amortisation expense	-	-	(3,656,731)	-	(3,656,731)
Capital asset charge	-	-	(1,414,106)	-	(1,414,106)
Supplies and services	(518,921)	(828,057)	(25,593,126)	(1,476,050)	(28,416,154)
Parliament refreshment rooms	-	-	(1,383,247)	-	(1,383,247)
Other expenses	-	-	(132,227)	-	(132,227)
Finance costs	-	-	(245,137)	-	(245,137)
<b>Total expenses</b>	<b>(9,054,540)</b>	<b>(15,849,903)</b>	<b>(59,516,446)</b>	<b>(5,377,131)</b>	<b>(89,798,020)</b>
<b>Net result for the period</b>	<b>125,000</b>	<b>750,000</b>	<b>2,130,315</b>	<b>750,000</b>	<b>3,755,315</b>

The comparative Parliament Outputs schedule for the year ended 30 June 2007 appears on the following page.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 2 - Parliament Outputs schedule - controlled income and expenses for the year ended 30 June 2007**

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
	\$	\$	\$	\$	\$
<b>Income</b>					
Output appropriations	2,648,241	4,107,820	54,464,579	5,704,641	66,925,281
Special appropriations	6,121,902	11,997,701	-	-	18,119,603
Other revenue	-	-	1,233,070	-	1,233,070
Resources received free of charge	-	-	-	-	-
<b>Total revenue</b>	<b>8,770,143</b>	<b>16,105,521</b>	<b>55,697,649</b>	<b>5,704,641</b>	<b>86,277,954</b>
<b>Expenses</b>					
Employee benefits	(7,927,568)	(14,535,510)	(24,577,339)	(2,658,703)	(49,699,120)
Depreciation and amortisation expense	-	-	(5,423,308)	-	(5,423,308)
Capital asset charge	-	-	(1,389,000)	-	(1,389,000)
Supplies and services	(462,575)	(940,011)	(19,977,404)	(1,150,938)	(22,530,928)
Parliament refreshment rooms	-	-	(1,308,777)	-	(1,308,777)
Other expenses	-	(100,000)	(195,242)	-	(295,242)
Finance costs	-	-	(232,288)	-	(232,288)
<b>Total expenses</b>	<b>(8,390,143)</b>	<b>(15,575,521)</b>	<b>(53,103,358)</b>	<b>(3,809,641)</b>	<b>(80,878,663)</b>
<b>Net result for the period</b>	<b>380,000</b>	<b>530,000</b>	<b>2,594,291</b>	<b>1,895,000</b>	<b>5,399,291</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 2 - Parliament Outputs schedule - controlled income and expense recognised directly in equity for the year ended 30 June 2008**

	<b>Legislative Council</b>	<b>Legislative Assembly</b>	<b>Department of Parliamentary Services</b>	<b>Parliamentary Investigatory Committees</b>	<b>Parliament Total</b>
	\$	\$	\$	\$	\$
Gain on asset revaluations	-	-	-	-	-
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Parliament Outputs schedule - controlled income and expense recognised directly in equity for the year ended 30 June 2007**

	<b>Legislative Council</b>	<b>Legislative Assembly</b>	<b>Department of Parliamentary Services</b>	<b>Parliamentary Investigatory Committees</b>	<b>Parliament Total</b>
	\$	\$	\$	\$	\$
Gain on asset revaluations	-	-	7,336,117	-	7,336,117
<b>Total</b>	<b>-</b>	<b>-</b>	<b>7,336,117</b>	<b>-</b>	<b>7,336,117</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 2 - Parliament Outputs schedule - controlled assets and liabilities as at 30 June 2008**

	<b>Legislative Council</b>	<b>Legislative Assembly</b>	<b>Department of Parliamentary Services</b>	<b>Parliamentary Investigatory Committees</b>	<b>Parliament Total</b>
	\$	\$	\$	\$	\$
<b>Assets</b>					
Current assets	129,041	753,372	6,827,302	766,079	8,475,794
Non-current assets	-	-	242,474,702	-	242,474,702
<b>Total assets</b>	<b>129,041</b>	<b>753,372</b>	<b>249,302,004</b>	<b>766,079</b>	<b>250,950,496</b>
<b>Liabilities</b>					
Current liabilities	(934,245)	(1,294,375)	(10,276,304)	(895,160)	(13,400,084)
Non-current liabilities	(20,036)	(25,633)	(1,712,219)	(26,618)	(1,784,506)
<b>Total liabilities</b>	<b>(954,281)</b>	<b>(1,320,008)</b>	<b>(11,988,523)</b>	<b>(921,778)</b>	<b>(15,184,590)</b>
<b>Net assets / (liabilities)</b>	<b>(825,240)</b>	<b>(566,636)</b>	<b>237,313,481</b>	<b>(155,699)</b>	<b>235,765,906</b>

The comparative Parliament Outputs schedule for the year ended 30 June 2007 appears on the following page.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
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**Note 2 - Parliament Outputs schedule - controlled assets and liabilities as at 30 June 2007**

	<b>Legislative Council</b>	<b>Legislative Assembly</b>	<b>Department of Parliamentary Services</b>	<b>Parliamentary Investigatory Committees</b>	<b>Parliament Total</b>
	\$	\$	\$	\$	\$
<b>Assets</b>					
Current assets	445,907	533,503	32,587,879	1,911,724	35,479,013
Non-current assets	-	-	207,819,895	-	207,819,895
<b>Total assets</b>	<b>445,907</b>	<b>533,503</b>	<b>240,407,774</b>	<b>1,911,724</b>	<b>243,298,908</b>
<b>Liabilities</b>					
Current liabilities	(812,107)	(1,116,879)	(9,595,906)	(607,007)	(12,131,900)
Non-current liabilities	(2,545)	(20,958)	(1,825,690)	(36,224)	(1,885,417)
<b>Total liabilities</b>	<b>(814,652)</b>	<b>(1,137,837)</b>	<b>(11,421,596)</b>	<b>(643,231)</b>	<b>(14,017,317)</b>
<b>Net assets / (liabilities)</b>	<b>(368,745)</b>	<b>(604,334)</b>	<b>228,986,179</b>	<b>1,268,493</b>	<b>229,281,591</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

	2008	2007
	\$	\$
<b>Note 3 Income &amp; Expenses</b>		
<b>Income</b>		
<b>(a) Revenue from Government</b>		
<b>Output appropriations</b>		
Output appropriations for continuing operations	73,238,988	66,925,281
<b>Special Appropriations</b>		
Special appropriations for continuing operations	19,048,213	18,119,603
	92,287,201	85,044,884
<b>(b) Other revenue</b>		
Parliament refreshment rooms	1,163,563	1,219,470
Items identified for the first time	-	13,600
	1,163,563	1,233,070
Resources received free of charge	102,571	-
<b>Total revenue</b>	<b>93,553,335</b>	<b>86,277,954</b>
<b>(c) Employee benefit expense</b>		
Salaries and wages **	44,354,607	41,148,108
Annual leave and long services leave expense	3,561,042	3,098,266
Superannuation contribution	3,028,519	2,307,036
State Employees Retirement Benefits Scheme - contribution	18,968	15,371
Work cover premiums	285,099	206,554
Payroll tax	2,595,900	2,342,580
Fringe benefits tax	706,284	581,214
<b>Total employee benefits</b>	<b>54,550,419</b>	<b>49,699,129</b>
** Salaries and wages includes all salaries and allowances paid to Members of Parliament, however, excludes Ministers' salaries and allowances which are paid by the Department of Premier and Cabinet.		
<b>(d) Depreciation &amp; Amortisation expense</b>		
<b>(i) Depreciation of non-current assets</b>		
Depreciation - Buildings	1,180,369	794,504
Depreciation - Plant & Equipment	1,007,506	1,236,140
Depreciation - Cultural Assets	162,148	555,788
	2,350,023	2,586,432
<b>(ii) Amortisation of non-current assets</b>		
Amortisation - Leasehold improvements	306,771	580,260
Amortisation - Plant & Equip. under finance lease	999,938	967,955
	1,306,709	1,548,215
<b>(iii) Impairment - Leasehold Improvements</b>	-	1,288,661
	<b>3,656,732</b>	<b>5,423,308</b>
<b>(e) Parliament refreshment rooms</b>		
The Parliament refreshment rooms operate within the Parliamentary complex :		
<b>Expenses</b>		
Cost of goods sold	386,384	375,099
Other expenditure	996,863	933,679
	<b>1,383,247</b>	<b>1,308,778</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

2008  
\$

2007  
\$

**Note 3 - Income & Expenses (continued)**

**(f) Supplies and services**

Acts, bills and statutory rules	418,676	615,000
Advertising	355,045	282,268
Cleaning expenses	529,751	510,016
Committee operating costs	766,345	327,573
Communication expenses	3,523,212	2,986,883
Computer consulting and contractors	564,068	284,478
Computer software purchases	521,949	588,965
Computer support services	409,611	507,385
Consulting services	591,815	651,236
Electorate office expenses	891,079	709,461
Equipment rental	1,932,175	634,845
Garden expenses	108,014	126,985
Insurance	303,060	360,778
Maintenance consulting and contractors	249,428	267,596
Maintenance department consumables	574,147	585,489
Minor equipment purchase and repair	604,148	345,040
Motor vehicle lease cost	583	29,009
Motor vehicle running costs	886,980	928,817
Office expenses	732,447	513,872
Office requisites and stationery	438,383	407,712
Online data base expenses	224,792	199,897
Other expenses	1,295,026	722,503
Postage	1,526,196	1,677,985
Printing and copying	2,389,287	2,258,487
Property rental cost	5,980,231	4,663,128
Relocations and maintenance	1,556,002	382,650
Travel and subsistence	468,872	276,846
Utilities	574,830	686,014
<b>Total supplies and services</b>	<b>28,416,152</b>	<b>22,530,918</b>

**(g) Other expenses**

Commonwealth Parliamentary Association Grant	-	100,000
Loss on disposal of Property, Plant & Equipment	132,227	195,242
<b>Total Other expenses from ordinary activities</b>	<b>132,227</b>	<b>295,242</b>

**(h) Finance costs**

Finance lease costs - interest expense	245,137	232,288
<b>Total Finance costs</b>	<b>245,137</b>	<b>232,288</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

	2008 \$	2007 \$
<b>Note 4 - Receivables</b>		
<b>Current:</b>		
Amounts owing from Victorian Government <sup>(a)</sup>	6,640,015	5,615,835
Debtors - Parliament refreshment rooms	65,119	95,011
Less: Provision for doubtful debts	-	-
	6,705,134	5,710,846
Other debtors	715,265	486,488
	7,420,399	6,197,334
<b>Non-current:</b>		
Amounts owing from Victorian Government <sup>(a)</sup>	33,760,791	28,331,777
	33,760,791	28,331,777
<b>Aggregate carrying amount of receivables</b>		
Current	7,420,399	6,197,334
Non-current	33,760,791	28,331,777
	41,181,190	34,529,111

*(a) The amounts recognised from Victorian Government represent funding for all commitments incurred through the appropriations and are drawn from the Consolidated Fund as the commitments fall due.*

**(a) Maturity analysis of receivables**

Please refer to table 16.2 in Note 16 for the ageing analysis of receivables.

**(b) Nature and extent of risk arising from receivables**

Please refer to Note 16 for the nature and extent of risks arising from receivables.

**Note 5 - Inventories**

**Current:**

Stock on hand - Parliament refreshment rooms	50,291	39,896
	50,291	39,896

**Note 6 - Other Assets**

**Current:**

Prepayments	713,296	702,765
	713,296	702,765

**Note 7 - Property, plant and equipment - carrying amounts**

**As at 30 June 2008**

Description	At cost / valuation	Accumulated depreciation & amortisation	Written down value
<b>At cost</b>			
Buildings	2,589,816	5,374	2,584,442
Leasehold improvements	6,339,888	3,030,668	3,309,220
Plant & equipment	19,746,999	14,160,598	5,586,401
Cultural assets - other	26,500	-	26,500
Buildings in the course of construction	432,916	-	432,916
Plant & equipment in the course of construction	-	-	-
Plant, equipment & vehicles under finance lease	4,224,858	1,101,803	3,123,055
<b>At valuation</b>			
Land	50,000,000	-	50,000,000
Buildings	133,453,000	1,174,995	132,278,005
Cultural assets - Library	7,674,164	131,474	7,542,690
Cultural assets - other	3,863,901	33,219	3,830,682
<b>Total</b>	<b>228,352,042</b>	<b>19,638,131</b>	<b>208,713,911</b>

**As at 30 June 2007**

Description	At cost / valuation	Accumulated depreciation & amortisation	Written down value
<b>At cost</b>			
Buildings	-	-	-
Leasehold improvements	5,736,424	2,723,897	3,012,527
Plant & equipment	17,549,896	13,153,093	4,396,803
Cultural assets - other	-	-	-
Buildings in the course of construction	1,191,653	-	1,191,653
Plant & equipment in the course of construction	728,598	-	728,598
Plant, equipment & vehicles under finance lease	4,906,074	1,404,279	3,501,795
<b>At valuation</b>			
Land	50,000,000	-	50,000,000
Buildings	133,453,000	-	133,453,000
Cultural assets - Library	7,674,162	-	7,674,162
Cultural assets - other	3,863,901	2,545	3,861,356
<b>Total</b>	<b>225,103,708</b>	<b>17,283,814</b>	<b>207,819,894</b>

**Valuation of assets**

An independent valuation of the Parliament's land, buildings and Cultural assets was performed by The Australian Valuation Office and Kenneth Hince respectively. The revaluations were based on fair value basis as reflected by market evidence.

The effective date of the valuation is June 2007.

**Note 7 - Property, plant and equipment (continued)**

**Reconciliations**

Public Administration Purpose group - Movements in Carrying Amounts.

	Land	Buildings	Leasehold improvements	Plant & equipment	Cultural assets - Library	Cultural assets - other	Leased plant & equipment and vehicles	In course of construction	Total
	\$	\$		\$	\$	\$	\$	\$	\$
<b>Year ended 30 June 2008</b>									
Carrying amount at start of year	50,000,000	133,453,000	3,012,527	4,396,803	7,674,164	3,861,356	3,501,792	1,920,252	207,819,894
Additions	-	-	13,260	108,657	-	26,500	1,912,494	3,781,131	5,842,042
Disposals	-	-	-	-	-	-	(1,158,332)	-	(1,158,332)
Revaluation increments (Note 18(a))	-	-	-	-	-	-	-	-	-
Transfers between classes	-	2,589,816	590,204	2,088,447	-	-	-	(5,268,467)	-
Assets identified for the first time	-	-	-	-	-	-	-	-	-
Classified as held for sale	-	-	-	-	-	-	(132,961)	-	(132,961)
Equity Transfers within Government	-	-	-	-	-	-	-	-	-
Depreciation / amortisation / impairment expense (Note 3(d))	-	(1,180,369)	(306,771)	(1,007,506)	(131,474)	(30,674)	(999,938)	-	(3,656,732)
			-						
Carrying amount at end of year	50,000,000	134,862,447	3,309,220	5,586,401	7,542,690	3,857,182	3,123,055	432,916	208,713,911
<b>Year ended 30 June 2007</b>									
Carrying amount at start of year	43,000,000	129,815,577	1,861,044	4,037,001	7,630,337	3,675,657	3,455,965	4,538,499	198,014,080
Additions	-	363,716	7,877	266,853	-	3,500	2,178,180	5,530,065	8,350,191
Disposals	-	-	-	-	-	-	(1,046,058)	(1,260)	(1,047,318)
Revaluation increments (Note 18(a))	7,000,000	(432,096)	-	-	569,720	198,493	-	-	7,336,117
Transfers between classes	-	3,805,436	3,012,527	1,329,089	-	-	-	(8,147,052)	-
Assets identified for the first time	-	-	-	-	-	13,600	-	-	13,600
Classified as held for sale	-	-	-	-	-	-	(118,339)	-	(118,339)
Equity Transfers within Government	-	694,871	-	-	-	-	-	-	694,871
Depreciation / amortisation / impairment expense (Note 3(d))	-	(794,504)	(1,868,921)	(1,236,140)	(525,893)	(29,894)	(967,956)	-	(5,423,308)
			-						
Carrying amount at end of year	50,000,000	133,453,000	3,012,527	4,396,803	7,674,164	3,861,356	3,501,792	1,920,252	207,819,894

**The following useful lives of assets are used in the calculation of depreciation:**

	Depreciation Rate%	
	2007-08	2006-07
Buildings	0.5 to 10	0.5 to 10
Leasehold improvements	10	10
Plant Equipment and Vehicles	10 to 33.3	10 to 33.3
Cultural Assets	0 to 20	0 to 20

**Restrictive assets**

The Parliament of Victoria holds \$184 million worth of properties being listed as heritage assets.

**Depreciation by class of asset**

Aggregate depreciation allocated during the year is recognised as an expense and disclosed in Note 3 to the financial statements.

**PARLIAMENT OF VICTORIA**  
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	2008	2007
	\$	\$
<b>Note 8 - Non-current assets held for sale</b>		
Motor vehicles held for sale	251,300	118,339
	251,300	118,339
	251,300	118,339

**Note 9 - Payables**

Trade creditors	2,413,226	2,456,806
Other creditors	1,399,151	1,004,876
	3,812,377	3,461,682
	3,812,377	3,461,682

**(a) Maturity analysis of payables**

Please refer to table 16.3 in Note 16 for the ageing analysis of payables.

**(b) Nature and extent of risk arising from payables**

Please refer to Note 16 for the nature and extent of risks arising from payables.

**Note 10 - Interest bearing liabilities**

**Current**

**Secured**

Finance lease liabilities (Note 13)	2,149,721	2,146,821
	2,149,721	2,146,821

**Non-current**

**Secured**

Finance lease liabilities (Note 13)	1,246,992	1,493,577
	1,246,992	1,493,577

**Aggregate carrying amount of interest bearing liabilities**

Current	2,149,721	2,146,821
Non-current	1,246,992	1,493,577
	3,396,713	3,640,398
	3,396,713	3,640,398

Lease liabilities are effectively secured as the rights to the leased assets revert to the lessor in the event of default.

**Assets pledged as security**

The carrying amounts of non-current assets pledged as security are:

**Finance Lease**

Vehicles under finance lease (Note 7 & 8)	3,374,355	3,620,131
<b>Total non-current assets pledged as security</b>	<b>3,374,355</b>	<b>3,620,131</b>
	<b>3,374,355</b>	<b>3,620,131</b>

**(a) Maturity analysis of interest bearing liabilities**

Please refer to table 16.3 in Note 16 for the ageing analysis of interest bearing liabilities.

**(b) Nature and extent of risk arising from interest bearing liabilities**

Please refer to Note 16 for the nature and extent of risks arising from interest bearing liabilities.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
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	2008	2007
	\$	\$
<b>Note 11 - Provisions</b>		
<b>Current</b>		
Employee benefits <sup>(a)</sup> (Note 11(a))		
Unconditional and expected to be settled within 12 months <sup>(b)</sup>	4,483,432	3,834,824
Unconditional and expected to be settled after 12 months <sup>(c)</sup>	1,208,596	1,052,238
	5,692,028	4,887,062
Provisions related to employee benefit on-costs		
Unconditional and expected to be settled within 12 months <sup>(b)</sup>	717,349	613,572
Unconditional and expected to be settled after 12 months <sup>(c)</sup>	193,375	168,358
	910,724	781,930
<b>Total current provisions</b>	6,602,752	5,668,992
<b>Non-current</b>		
Employee benefits <sup>(a)</sup> (Note 11(a))	463,374	337,793
Provisions related to employee benefit on-costs	74,140	54,047
<b>Total non current provisions</b>	537,514	391,840
<b>Total provisions</b>	7,140,266	6,060,832
 <b>(a) Employee benefits <sup>(a)</sup> and related on-costs</b>		
<b>Current employee benefits</b>		
Annual leave entitlements	2,609,847	2,130,234
Unconditional long service leave entitlements	3,082,181	2,756,828
<b>Non-current employee benefits</b>		
Conditional long service leave entitlements	463,374	337,793
<b>Total employee benefits</b>	6,155,402	5,224,855
Current on-costs	910,724	781,930
Non-current on-costs	74,140	54,047
<b>Total on-costs</b>	984,864	835,977
<b>Total employee benefits and related on-costs</b>	7,140,266	6,060,832

*(a) Provisions for employee benefits consist of amounts for annual leave and long service leave accrued by employees, not including oncosts.*

*(b) The amounts disclosed are nominal amounts.*

*(c) The amounts disclosed are discounted to present values.*

**PARLIAMENT OF VICTORIA**  
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**Note 11 - Provisions (continued)**

**(b) Movement in provisions**

	<b>On-costs</b>	<b>Total</b>
	<b>2008</b>	<b>2008</b>
<b>Opening balance</b>	835,977	<b>835,977</b>
Additional provisions recognised	491,178	<b>491,178</b>
Reduction arising from payments / other sacrifices of future economic benefits	(342,291)	<b>(342,291)</b>
<b>Closing balance</b>	<b>984,864</b>	<b>984,864</b>
Current	910,724	<b>910,724</b>
Non-current	74,140	<b>74,140</b>
	<b>984,864</b>	<b>984,864</b>

**(c) Employee numbers**

	<b>2008</b>	2007
Average number of employees during the financial year	<b>723</b>	679

**Note 12 - Superannuation**

**Employees' Superannuation Funds**

No liability is recognised in the statement of financial position for the Parliament's share of the State's unfunded superannuation liability. The State's unfunded superannuation liability has been reflected in the financial statements of the Department of Treasury and Finance.

However, superannuation contributions for the reporting period are included as part of salaries and associated costs in the statement of financial performance of the Parliament.

The name and details of the major employee superannuation funds and contributions made by Parliament are as follows:

<b>Fund</b>	<b>Contribution for the year</b>	<b>Contribution for the year</b>	<b>Contribution outstanding at year end</b>	<b>Contribution outstanding at year end</b>
	<b>2008</b>	2007	<b>2008</b>	2007
	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Vic Super - Emp SG Contributions	<b>2,257,750</b>	1,701,101	<b>190,134</b>	158,084
Govt Super Office (Emp New & Revised)	<b>370,552</b>	335,779	<b>28,385</b>	27,484
Govt. Super Office (Emp Serbs) Cont	<b>17,487</b>	15,371	<b>1,482</b>	-
<b>Total</b>	<b>2,645,789</b>	2,052,251	<b>220,001</b>	185,568

The bases for contributions are determined by the various schemes.

All employees of the Parliament are entitled to benefits on retirement, disability or death from the Superannuation Funds. The defined benefit funds provide lump sum benefits based on years of service and final average salary.

The above amounts were measured as at 30 June of each year, or in the case of employer contributions they relate to the years ended 30 June.

**Note 13 - Leases**

**Disclosures for lessees - finance leases**

**Leasing arrangements**

Finance leases relate to motor vehicles with lease terms between 1 and 3 years.

**Finance Lease Liabilities**

	Minimum future lease payments		Present value of minimum future lease payments	
	2008	2007	2008	2007
Not longer than 1 year	2,293,330	2,302,731	2,149,721	2,146,821
Longer than 1 year and not longer than 5 years	1,303,423	1,566,720	1,246,992	1,493,577
Longer than 5 years	-	-	-	-
Minimum lease payments *	3,596,753	3,869,451	3,396,713	3,640,398
Less future finance charges	(200,040)	(228,661)	-	-
Present value of minimum lease payments	<b>3,396,713</b>	3,640,790	<b>3,396,713</b>	3,640,398
Included in the financial statements as:				
Current interest bearing liabilities (Note 10)			2,149,721	2,146,821
Non-current interest bearing liabilities (Note 10)			1,246,992	1,493,577
			<b>3,396,713</b>	3,640,398

\* Minimum future lease payments includes the aggregate of all lease payments and any guaranteed residual.

The weighted average interest rate implicit in the leases is 6.96% (2007 - 6.56%).

**(a) Maturity analysis of finance lease liabilities**

Please refer to table 16.3 in Note 16 for the ageing analysis of finance lease liabilities.

**(b) Nature and extent of risk arising finance liabilities**

Please refer to Note 16 for the nature and extent of risks arising from finance lease liabilities.

**Disclosures for lessees - operating leases**

**Leasing arrangements**

Operating leases consist of property rental agreements with options to extend and include market review clauses, in the event the Parliament exercises its option to renew. The Parliament does not have the option to purchase the leased asset at the expiry of the leased period.

The Parliament leases certain plant and equipment under operating leases. Leases of plant and equipment generally provide the Parliament with a right of renewal at which time all terms are renegotiated.

Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:

Not longer than 1 year	6,151,683	5,521,472
Longer than 1 year and not longer than 5 years	8,194,047	5,969,738
Longer than 5 years	984,005	23,760
	<b>15,329,735</b>	11,514,969

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	2008	2007
	\$	\$
<b>Note 14 - Commitments for expenditure</b>		
<b>(a) Capital expenditure commitments</b>		
Commitments for the acquisition of property, plant and equipment contracted for at the reporting date but not recognised as liabilities, payable:		
Within one year	<b>3,641,726</b>	515,757
<b>(b) Lease commitments</b>		
Finance lease liabilities and non-cancellable operating lease commitments are disclosed in Note 13 to the financial statements.		
 <b>Note 15 - Contingent assets and contingent liabilities</b>		
<b>Contingent assets</b>		
	-	-
<b>Contingent liabilities</b>		
The Plaintiff alleges breaches of a Tender process Agreement and the Fair Trading Act by the Parliament of Victoria.	1,840,901	1,667,302
Total quantifiable contingent liabilities	<b>1,840,901</b>	1,667,302

**Note 16 - Financial instruments**

**(a) Significant accounting policies**

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, in respect of each class of financial asset, financial liability and equity instrument are disclosed in Note 1 to the financial statements.

**(b) Table 16.1: Categorisation of financial instruments**

Financial assets	Note	Category	Carrying amount	Carrying amount
			2008	2007
Cash and cash equivalents	17	N/A	40,508	88,903
Receivables <sup>(a)</sup>	4	Loans and receivables (at amortised cost)	155,385	163,359
Financial liabilities	Note	Category	Carrying amount	Carrying amount
			2008	2007
Payables	9	Financial liabilities measured at amortised cost	3,642,776	3,315,467
Interest bearing liabilities	10	Financial liabilities measured at amortised cost	3,396,713	3,640,398

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

**(c) Credit risk**

Credit risk arises from the financial assets of the Parliament, which comprise cash and cash equivalents, receivables and available-for-sale financial assets. 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 financial assets is minimal because the main debtor is the Victorian Government. For debtors other than government, it is the Parliament's policy to only deal with entities with high credit ratings.

In addition, the Parliament does not engage in hedging for its financial assets and mainly obtains financial assets that are on fixed interest.

Provision of impairment for financial assets is calculated based on past experience, and current and expected changes in client credit ratings.

The carrying amount of financial assets recorded in the Financial Report, net of any allowances for losses, represents the Parliament's maximum exposure to credit risk without taking account of the value of any collateral obtained.

***Financial assets that are either past due or impaired***

Currently the Parliament does not hold any collateral as security nor credit enhancements relating to any of its financial assets.

As at the reporting date, there is no event to indicate that any of the financial assets were impaired.

There are no financial assets that have had their terms renegotiated so as to prevent them from being past due or impaired, and they are stated at the carrying amounts as indicated. The following table discloses the ageing only of financial assets that are past due but not impaired:

**Note 16 - Financial instruments (continued)**

**Table 16.2: Interest rate exposure and ageing analysis of financial assets<sup>(a)</sup>**

	Weighted average effective interest rate %	Carrying amount	<u>Interest rate exposure</u>			<u>Past due but not impaired</u>				Impaired financial assets	
			Fixed interest rate	Variable interest rate	Non-interest bearing	Not due and not impaired	Less than 1 Month	1 - 3 months	3 months - 1 year		1-5 years
<b>2008</b>											
Receivables:											
Other receivables	-	155,385	-	-	155,385	129,352	14,366	6,226	5,441	-	-
		155,385	-	-	155,385	129,352	14,366	6,226	5,441	-	-
<b>2007</b>											
Receivables:											
Other receivables	-	163,359	-	-	163,359	138,566	15,768	6,426	2,335	264	-
		163,359	-	-	163,359	138,566	15,768	6,426	2,335	264	-

(a) Aging analysis of financial assets exclude statutory financial assets (e.g. amounts owing from Victorian Government and GST input tax credit recoverable).

**(d) Liquidity risk**

Liquidity risk arises when the Parliament is 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 and in the event of a dispute, make payments within 30 days from the date of resolution. It also continuously manages risk through monitoring future cash flows.

The Parliament's exposure to liquidity risk is deemed insignificant based on prior period's data and current assessment of risk.

Maximum exposure to liquidity risk is the carrying amounts of financial liabilities recorded in the financial report.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 16 - Financial instruments (continued)**

The following table discloses the contractual maturity analysis for the Parliament's financial liabilities:

**Table 16.3: Interest rate exposure and maturity analysis of financial liabilities**

	Weighted average effective interest rate %	Carrying amount	Interest rate exposure			Nominal amount	Less than 1 month	Maturity dates <sup>(a)</sup>		
			Fixed interest rate	Variable interest rate	Non- interest bearing			1 - 3 months	3 months - 1 year	1 - 5 years
<b>2008</b>										
Payables	-	3,642,776	-	-	3,642,776	3,642,776	3,642,776	-	-	-
Interest bearing liabilities	6.96	3,396,713	3,396,713	-	-	3,596,753	743,187	355,190	1,271,904	1,226,472
		7,039,489	3,396,713	-	3,642,776	7,239,529	4,385,963	355,190	1,271,904	1,226,472
<b>2007</b>										
Payables	-	3,315,467	-	-	3,315,467	3,315,467	3,315,467	-	-	-
Interest bearing liabilities	6.56	3,640,398	3,640,398	-	-	3,869,451	645,009	312,795	1,363,333	1,548,314
		6,955,865	3,640,398	-	3,315,467	7,184,918	3,960,476	312,795	1,363,333	1,548,314

(a) The amounts disclosed are the contractual undiscounted cash flows of each class of financial liabilities.

**Note 16 - Financial instruments (continued)**

**(e) Market risk**

The Parliament's exposure to market risk, foreign currency and other price risk is insignificant. Objectives, policies and processes used to manage each of these risks are disclosed in the paragraphs below.

***Foreign currency risk***

The Parliament is exposed to insignificant foreign currency risk through its payables relating to purchase of supplies and consumables from overseas. This is because of a limited amount of purchases denominated in foreign currencies and a short timeframe between commitment and settlement.

Based on past and current activities of the Parliament, it is deemed unnecessary for the Parliament to enter into any hedging arrangements to manage the risk.

***Interest rate risk***

Exposure to interest rate risk is insignificant and might arise primarily through the Parliament's interest bearing liabilities. Minimisation of risk is achieved by mainly undertaking fixed rate or non-interest bearing financial instruments.

***Sensitivity disclosure analysis***

The Parliament believes that its exposure and any impacts of future government expectations, economic forecasts and the legislative environment it operates in will not render itself to any significant exposures to changing market interest rates or exchange rates in the next 12 months.

**(f) Fair value**

Parliament consider that the carrying amount of financial assets and financial liabilities recorded in the financial report approximates their fair values because of the short-term nature of the financial instruments and the expectation that they will be paid in full.

Transaction costs are included in the determination of net fair value.

None of the classes of financial assets and liabilities are readily traded on organised markets in standardised form.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

	2008	2007
	\$	\$
<b>Note 17 - Cash flow information</b>		
<b>(a) Reconciliation of cash</b>		
For the purposes of the Cash Flow Statement, cash includes cash on hand and in banks net of outstanding bank overdrafts. Cash at the end of the financial year as shown in the Cash Flow Statement is reconciled to the related items in the balance sheet as follows:		
Cash on hand (i)	- Parliament of Victoria - Parliament refreshment rooms	4,475 2,500
Bank balance	- Parliament refreshment rooms	82,128
	<b>40,508</b>	<b>88,903</b>
Bank overdraft	<b>(784,025)</b>	(804,993)
Funds held in trust (Note 21)	<b>(51,209)</b>	(49,412)
	<b>(835,234)</b>	(854,405)
	<b>(794,726)</b>	(765,502)

(i) Due to the State of Victoria's investment policy and government funding arrangements, government departments generally do not hold a large cash reserve in their bank accounts. Cash received by the Parliament of Victoria from the generation of revenue is generally paid into the State's bank account, known as the Public Account. Similarly, any expenditure, including those in the form of cheques drawn by the Parliament of Victoria for the payment of goods and services to its suppliers and creditors are made via the Public Account. The process is such that, the Public Account would remit to the Parliament of Victoria the cash required for the amount drawn on the cheques. This remittance by the Public Account occurs upon the presentation of the cheques by the Parliament's suppliers or creditors.

The above funding arrangements often result in departments having a notional shortfall in the cash at bank required for payment of unrepresented cheques at the reporting date.

At 30 June 2008, cash at bank include the amount of a notional shortfall for the payment of unrepresented cheques of \$782,225 (2007 - \$812,608).

**(b) Non cash-services received**

Non-cash services of seconded staff (valued at \$102,571 (2007 - \$20,400)) received from the Victorian Auditor-General's Office (an output group of the Parliament) during the year.

**(c) Reconciliation of net result for the period to net cash flows from operating activities**

Net result for the period	3,755,315	5,399,291
Items identified for the first time	-	(13,600)
Depreciation and amortisation of non-current assets	3,656,732	5,423,308
Loss on sale of non-current assets	132,227	195,242
Change in operating assets and liabilities:		
(Increase) / decrease in receivables	(6,652,081)	(10,549,372)
Decrease / (increase) in inventories	(10,395)	3,411
(Increase) / decrease in prepayments	(10,531)	(98,189)
Increase / (decrease) in payables	350,694	1,369,166
Increase / (decrease) in provisions	1,079,433	157,848
<b>Net cash from operating activities</b>	<b>2,301,394</b>	<b>1,887,105</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

	2008	2007
	\$	\$
<b>Note 18 - Movements in equity</b>		
<b>(a) Reserves</b>		
<b>Asset revaluation reserve - Land</b>		
Balance 1 July	22,000,000	15,000,000
Revaluation increment / (decrement) during the year	-	7,000,000
Balance 30 June	22,000,000	22,000,000
<b>Asset revaluation reserve - Buildings</b>		
Balance 1 July	28,255,372	28,687,467
Revaluation increment / (decrement) during the year	-	(432,095)
Balance 30 June	28,255,372	28,255,372
<b>Asset revaluation reserve - Cultural Assets</b>		
Balance 1 July	5,100,028	4,331,816
Revaluation increment / (decrement) during the year	-	768,212
Balance 30 June	5,100,028	5,100,028
<b>Total Reserves</b>	<b>55,355,400</b>	<b>55,355,400</b>
<b>(b) Contributions by owners</b>		
Balance 1 July	158,027,333	151,550,362
Capital contribution during the year by Victorian State Government (Note 20 (a))	2,729,000	5,782,100
Equity Transfers within Government	-	694,871
Balance 30 June	160,756,333	158,027,333
<b>(c) Accumulated surplus</b>		
Accumulated surplus at the beginning of the financial year	15,898,858	10,499,567
Net result for the reporting period	3,755,315	5,399,291
Accumulated surplus at the end of the financial year	19,654,173	15,898,858
<b>(d) Nature and purpose of reserves</b>		
<b>Asset revaluation reserve</b>		
The asset revaluation reserve is used to record increments and decrements on the revaluation of non-current assets, as described in accounting policy Note 1(j).		

**Note 19 - Administered items**

In addition to the specific Parliamentary operations which are included in the balance sheet, operating statement and cash flow statement, the Parliament administers or manages activities on behalf of the State. The transactions relating to these State activities are reported as administered items in this note. Administered transactions give rise to income, expenses, assets and liabilities and are determined on an accrual basis. Administered revenues include the proceeds from the sale of non-current assets and other miscellaneous income.

	<b>Department of Parliamentary Services</b>		<b>Parliament Total</b>	
	<b>2008</b>	2007	<b>2008</b>	2007
	\$	\$	\$	\$
<b>Administered income</b>				
Sale of goods and services	26,416	7,814	26,416	7,814
Sale of non-current assets	-	-	-	-
<b>Total administered income</b>	<b>26,416</b>	<b>7,814</b>	<b>26,416</b>	<b>7,814</b>
<b>Administered expenses</b>				
Payments into the Consolidated Fund	26,416	(7,814)	26,416	(7,814)
<b>Total administered expenses</b>	<b>26,416</b>	<b>(7,814)</b>	<b>26,416</b>	<b>(7,814)</b>
<b>Administered assets</b>	-	-	-	-
<b>Administered liabilities</b>	-	-	-	-

**Note 20 (a) - Summary of compliance with annual parliamentary appropriations**

The following table discloses the details of the various 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. Administered transactions are those that are undertaken on behalf of the State over which Parliament has no control or discretion.

2008	Appropriation Act			Financial Management Act 1994				Total Parliamentary Authority	Appropriations Applied	Variance
	Annual Appropriation	Payments from Advance to Treasurer	Section 3(2)	Section 29	Section 31	Section 32	Section 35 Advances			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Controlled</b>										
Provision for outputs	75,100,000	-	-	-	-	3,564,000	-	78,664,000	73,238,988	5,425,012 (a)
Additions to net assets	5,420,000	-	-	-	-	1,858,000	-	7,278,000	2,729,000	4,549,000 (a)
<b>Administered</b>										
Payments made on behalf of the state	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>80,520,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,422,000</b>	<b>-</b>	<b>85,942,000</b>	<b>75,967,988</b>	<b>9,974,012</b>

(a) Relates to deferral of electorate office budget expenditure and capital projects.

2007	Appropriation Act			Financial Management Act 1994				Total Parliamentary Authority	Appropriations Applied	Variance
	Annual Appropriation	Payments from Advance to Treasurer	Section 3(2)	Section 29	Section 31	Section 32	Section 35 Advances			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
<b>Controlled</b>										
Provision for outputs	70,039,000	-	-	-	(970,000)	1,436,000	-	70,505,000	66,925,281	3,579,719 (b)
Additions to net assets	6,700,000	-	-	-	970,000	3,800,000	-	11,470,000	5,782,100	5,687,900 (b)
<b>Administered</b>										
Payments made on behalf of the state	-	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>76,739,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,236,000</b>	<b>-</b>	<b>81,975,000</b>	<b>72,707,381</b>	<b>9,267,619</b>

(b) Relates to deferral of electorate office budget expenditure and capital projects.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 20 (b) - Summary of compliance with special appropriations**

Authority	Purpose	Appropriations applied	
		2008 \$	2007 \$
Audit Act No.2 of 1994	Audit of the Auditor General's Office	25,000	25,000
Constitution Act No. 8750 - Clerk of the Parliaments	Salary	1,993	1,993
Constitution Act No. 8750 - Legislative Assembly	Salaries	550,000	550,000
Constitution Act No. 8750 - Legislative Council	Salaries	200,000	200,000
Parliamentary Salaries and Superannuation Act No 7723 - salaries and allowances	Salaries and allowances	18,271,220	17,342,610
<b>Total</b>		<b>19,048,213</b>	<b>18,119,603</b>

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

	<b>2008</b>	<b>2007</b>
	<b>\$</b>	<b>\$</b>
<b>Note 21 - Trust Account Balances</b>		
The following is a listing of Trust Account Balances relating to Trusts Accounts Controlled and Administered by the Parliament of Victoria.		
<b>Cash / (overdrafts) as at 30 June</b>		
<b>Controlled Trusts</b>		
Public service commuter club	<b>(51,209)</b>	(49,412)
<b>Total Controlled Trusts</b>	<b>(51,209)</b>	<b>(49,412)</b>
<b>Administered Trusts</b>		
	-	-

No other Trust Accounts were opened or closed by the Parliament during 2007-08.

**Note 22 - Responsible persons**

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

**Names**

Persons who held positions in relation to the Parliament for the entire reporting period were as follows:

Presiding Officers:

**The Hon Robert Smith MLC 1 July 2007 to 30 June 2008**  
President of the Legislative Council

**The Hon Jenny Lindell 1 July 2007 to 30 June 2008**  
Speaker of the Legislative Assembly

**Remuneration**

Remuneration received or receivable by the Accountable Officers in connection with the management of the Parliament during the reporting period was in the range:

	<b>Number of Officers</b>	
<b>Salary Band \$</b>	<b>2008</b>	<b>2007</b>
120,000 - 129,999	-	3
130,000 - 139,999	-	1
250,000 - 259,999	1	-
300,000 - 309,999	1	-

**Other transactions**

Other related transactions and loans requiring disclosure under the Directions of the Minister for Finance have been considered and there are no matters to report.

**PARLIAMENT OF VICTORIA**  
**Notes to the financial statements**  
**30 June 2008**

**Note 23 - Remuneration of executives**

The number of executive officers, other than Ministers and accountable officers, and their total remuneration during the reporting period are shown in the first two columns in the table below in their relevant income bands. The base remuneration of executive officers is shown in the third and fourth columns. Base remuneration is exclusive of bonus payments, long-service leave payments, redundancy payments and retirement benefits.

Income Band \$	Total Remuneration		Base Remuneration	
	2008 No.	2007 No.	2008 No.	2007 No.
110,000 - 119,999	-	-	-	1
120,000 - 129,999	-	5	5	4
130,000 - 139,999	3	-	-	-
140,000 - 149,999	2	2	-	2
150,000 - 159,999	-	1	2	1
160,000 - 169,999	1	-	1	-
170,000 - 179,999	1	-	-	-
180,000 - 189,999	-	-	-	-
190,000 - 199,999	1	-	-	-
Total numbers	<b>8</b>	8	<b>8</b>	8
<b>Total amount</b>	<b>1,224,315</b>	1,065,969	<b>1,101,032</b>	1,060,248

**Note 24 - Remuneration of auditors**

Victorian Auditor General's Office

Audit of the financial report	<b>48,060</b>	44,500
<b>Total audit fees</b>	<b>48,060</b>	44,500

**Note 25 - Subsequent events**

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

**PARLIAMENT OF VICTORIA**  
**Accountable officer's declaration**

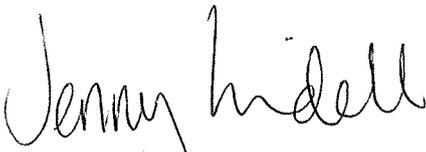
**Accountable officers' and chief finance and accounting officer's declaration**

We certify that the attached financial report for the Parliament of Victoria has been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian accounting standards and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and notes forming part of the financial report, presents fairly the financial transactions during the year ended 30 June 2008 and financial position of the Parliament at 30 June 2008.

We are not aware of any circumstances which would render any particulars included in the financial report to be misleading or inaccurate.

We authorise the attached financial report for issue on 12 August 2008.



**HON JENNY LINDELL MP**  
Speaker of the Legislative Assembly  
Parliament of Victoria



**HON ROBERT SMITH MLC**  
President of the Legislative Council  
Parliament of Victoria



**John Mascarenhas**  
Chief Finance and Accounting Officer  
Parliament of Victoria

Melbourne  
12 August 2008

## INDEPENDENT AUDITOR'S REPORT

### To the Members of the Parliament of Victoria, the Speaker of the Legislative Assembly and the President of the Legislative Council

#### *The Financial Report*

The accompanying financial report for the year ended 30 June 2008 of the Parliament of Victoria which comprises the operating statement, balance sheet, statement of changes in equity, cash flow statement, a summary of significant accounting policies and other explanatory notes to and forming part of the financial report, and the accountable officer's and chief finance and accounting officer's declaration has been audited.

#### *The Speaker and President's Responsibility for the Financial Report*

The Speaker of the Legislative Assembly and the President of the Legislative Council are responsible for the preparation and the fair presentation of the financial report in accordance with Australian Accounting Standards (including the Australian Accounting Interpretations) and the financial reporting requirements of the *Financial Management Act 1994*. This responsibility includes:

- establishing and maintaining internal controls relevant to the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error
- selecting and applying appropriate accounting policies
- making accounting estimates that are reasonable in the circumstances.

#### *Auditor's Responsibility*

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit, which has been conducted in accordance with Australian Auditing Standards. These Standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The audit procedures selected depend on judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, consideration is given to internal control relevant to the entity's preparation and fair presentation of the financial report 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 the entity's internal control. An audit also includes evaluating the appropriateness of the accounting policies used, and the reasonableness of accounting estimates made by the Speaker of the Legislative Assembly and the President of the Legislative Council, as well as evaluating the overall presentation of the financial report.

I believe that the audit evidence obtained is sufficient and appropriate to provide a basis for my audit opinion.

## Independent Auditor's Report (continued)

### *Matters Relating to the Electronic Presentation of the Audited Financial Report*

This auditor's report relates to the financial statements published in both the annual report and on the website of the Parliament of Victoria for the year ended 30 June 2008. The Speaker of the Legislative Assembly and the President of the Legislative Council are responsible for the integrity of the web site. I have not been engaged to report on the integrity of the web site. The auditor's report refers only to the statements named above. An opinion is not provided on any other information which may have been hyperlinked to or from these statements. If users of this report are concerned with the inherent risks arising from electronic data communications, they are advised to refer to the hard copy of the audited financial report to confirm the information included in the audited financial report presented on the Parliament of Victoria web site.

### *Independence*

The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with all applicable independence requirements of the Australian accounting profession.

### *Auditor's Opinion*

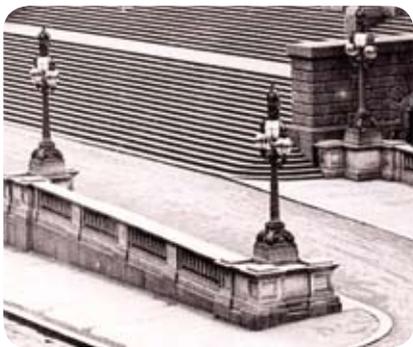
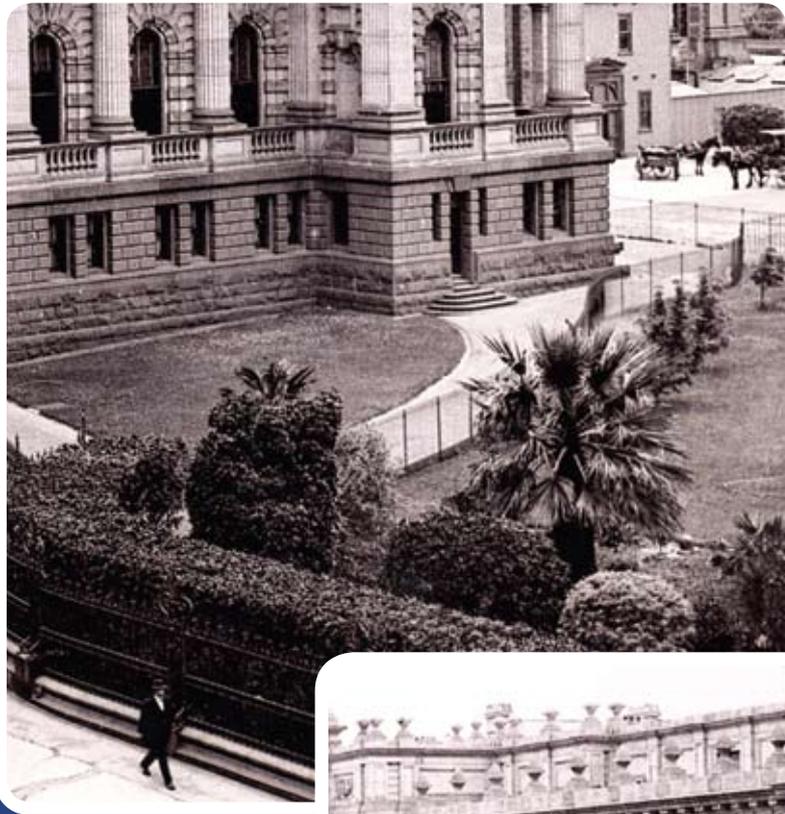
In my opinion, the financial report presents fairly, in all material respects, the financial position of the Parliament of Victoria as at 30 June 2008 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards (including the Australian Accounting Interpretations), and the financial reporting requirements of the *Financial Management Act 1994*.



D.D.R. Pearson  
Auditor-General

MELBOURNE  
12 August 2008





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