



ANNUAL REPORT

2012-13

Department of Parliamentary Services
Parliament of Victoria



Department of Parliamentary Services

The Hon. Bruce Atkinson, MLC
President
Legislative Council
Parliament House
Melbourne VIC 3002

The Hon. Ken Smith, MLA
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 June 2013.

Yours sincerely,

Peter Lochert
Secretary
Department of Parliamentary Services

Department of Parliamentary Services Annual Report [2012-13]

Tabled in the Legislative Council and Legislative
Assembly on 18 September 2013 © Department of
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Parliamentary Services.

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Department of Parliamentary Services
Parliament of Victoria
Spring Street Melbourne Victoria 3002 Australia

Telephone +61 3 8682 2661
Facsimile +61 3 8682 2659
Website www.parliament.vic.gov.au

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Secretary's Foreword

I am pleased to present my report on the operations of the Department of Parliamentary Services (DPS) for 2012-13.

The core business of DPS is to provide a wide range of services and infrastructure underpinning the operation of the Parliament of Victoria and supporting Members of Parliament, Parliamentary departments and Parliamentary committees in their roles.

To achieve this, DPS maintains a network of 128 leased electorate offices across Victoria as well as the Parliamentary precinct in Spring Street, all linked and serviced by an extensive information technology and communications infrastructure. We deliver a wide array of services ranging from human resources, industrial relations, training, employee welfare and payroll to approximately 1,000 people; budgets and finance; security; catering; library; building and garden maintenance of Parliament House and precinct; Hansard and broadcasting; education and community engagement.

Many of these services are provided in a routine, often unnoticed manner, yet are essential to the effective functioning of the Parliament and the ability of Members of Parliament to discharge their duties.

The principal challenge for the department in this reporting period has been to maintain services and meet new demands in the face of substantial reductions in operating budgets, escalating cost of operations and increased complexity in the regulatory and compliance environment. Further substantial budget reductions are forecast for the four year outlook period.

Whilst DPS has successfully delivered on all its operating and service delivery targets with a high level of client satisfaction, the process of systematically reviewing all service offerings to better meet current and emerging client needs and to find efficiencies has continued.

Recommendations of the Catering services review conducted in the previous financial year have been implemented with a high level of acceptance by all clients, both internal and external. Service review of the Information Technology unit is in the process of being implemented, significantly expanding the range and scope of services offered by IT reflecting its potential to underpin significant improvements in service delivery and operational efficiency across the Parliament. Recommendations of the Library services review are currently being considered for implementation in 2013-14.

The success of the reviews depends greatly on the input of staff and clients of the services being reviewed. Members of Parliament, particularly members of House Committee, have given generously of their time and engaged with the reviews to ensure that the outcomes best position the department to meet current and future needs.

Successful negotiations have been undertaken during the reporting period for enterprise agreements for Parliamentary Officers and Electorate Officers that articulate the terms and conditions of employment for these two groups of staff.

Building works aimed at improving the poor condition of Parliament House continue to be a major focus of the department's activity. Additional capital funding appropriated from 2012-13 has provided a major boost to our ability to restore the building and improve its useability in a contemporary context. Stone restoration and water proofing of Queens Hall was completed with stage 6.2 and refreshment rooms restoration is being addressed with stage 6.1 scheduled for completion in March 2014. As the fabric of the building is progressively restored we can start addressing internal issues aiming to improve OH&S, accessibility and useability.



The bluestone front steps which have had water leaking into the offices and spaces below since 1924, have been completely removed, restored, waterproofed and replaced in a major engineering and logistical exercise. Members, regular visitors, staff and a team of highly skilled and dedicated contractors all cooperated to ensure the success of this project.

None of this would be achievable without the dedication, hard work and commitment of the capable DPS staff; and the cooperative relationship with the Presiding Officers, MPs, electorate officers and House department staff. Developing and maintaining those capabilities and collaborative relationships will continue to be a principal objective of the department.

A handwritten signature in black ink, appearing to read 'Peter Lochert'.

Peter Lochert
Secretary
Department of Parliamentary Services



Director's Overview

Bronwen Edwards Director Resource Management

This is my second year in this role and I am pleased to say that during this reporting period directorate staff have continued to provide timely advice and a high level of support and services to our clients; Members of Parliament, management and parliamentary and electorate officers.

This year continued to bring challenges to our group. The Organisation Development team has been involved and responsible for providing advice to the Presiding Officers to implement the changes to the Parliamentary Salaries and Superannuation Act 1968 and the introduction of associated regulations along with amendments to the Parliamentary Administration Act 2005. These changes take effect from 1 July 2013 and it was imperative that advice was sought and provided to properly introduce complex arrangements in readiness for the next financial year. Industrially, the Organisation Development Unit was busy negotiating and finalising two enterprise agreements.

Budget cuts continue to place pressure on budget management and projections across all departments of the Parliament. The team in Budgets and Risks have provided support and advice throughout this process to the Parliamentary Executive Group and Presiding Officers. Work has continued by Budgets and Risks on long term financial planning activities to take into account budget pressures and service delivery commitments. The Risk Management Framework is being bedded down and risk management is now incorporated into all DPS Managers' performance targets.

The revaluation of Parliament House coordinated by our Administration and Accounting team has resulted in a good outcome for capital works and refurbishment programs to ensure the long term preservation of our iconic heritage Parliament House. The unit processes significant numbers of financial transactions and performs effective and prudent financial management activities.

PricewaterhouseCoopers (PwC) was selected to provide internal audit services. At the conclusion of their first year PwC have successfully completed core internal audit activities and targeted internal audit activities for the Parliament of Victoria.

Overall, the staffing complement in the Resource Management directorate has remained stable throughout the year and individually, have demonstrated excellent customer service and commitment to the Parliament.

Joanne Truman

Director Information Services

The Information Services directorate has seen another busy and productive year. During 2012-13, service reviews were commenced for Information Technology (IT) and the Library. The review of IT has concluded, and implementation of the recommendations of the review have commenced. The Library review is continuing, with recommendations expected in the early part of the 2013-14 financial year.

The purpose of the service reviews is to examine the type and manner of services delivered and ensure that they are able to continue to meet the current and future needs of the Parliament, members and staff. They provide a unique opportunity to reconsider the services provided by each business unit, and how we can best shape those services to meet the needs of the organisation.

In addition to the service reviews, "business as usual" has continued in all service areas. IT has rolled out new UPS (uninterrupted power supply) units to all 128 electorate offices to ensure continuity of service and protection of equipment in the event of power failure. The team has also commenced working with a number of other business units to assist with the delivery of their projects, including working with Hansard to begin digitising volumes and making them available on the Parliament's web site, and assisting the library with the automation of its news clipping service.

The Hansard unit has had an extremely busy year supporting both Houses of Parliament as well as Parliamentary Committees. The broadcast team introduced a new web streaming service to enhance the quality and access of the broadcast of the proceedings of Parliament through the web site.

The Parliamentary Library has continued with its program of digitisation, and has undertaken a project with the support of IT to automate the news clipping service. Another major project undertaken in the Library was the restoration and conservation treatment of the significant portraits of Queen Victoria (ca. 1860) and Prince Albert (1895) in Queens Hall.

The Education and Community Engagement team have updated a range of educational material and are preparing for the new national curriculum to ensure that the material provided continues to meet educational standards.

Implementing the outcomes of the service reviews will continue next financial year, with a view to providing a broad range of quality services to the Parliament, Members and staff.

Hilton Barr

Director Precinct and Property Management

The 2012-13 financial year has presented the Precinct and Property Management portfolio with many new challenges. The Security and Electorate Properties, Buildings and Grounds Services and Catering units have continued to step up to and see opportunity in these challenges, consistently delivering improved products and services to stakeholders of the Parliamentary Precinct.

Following its review in 2011-12, the Catering unit has continued to implement improvements to functions and general catering service delivery. This has been achieved through a change of focus to strive for excellence in food quality and service delivery. A concerted effort has been made to build team morale and empower and cultivate leadership qualities within the team and local produce has underpinned new, seasonal menus.

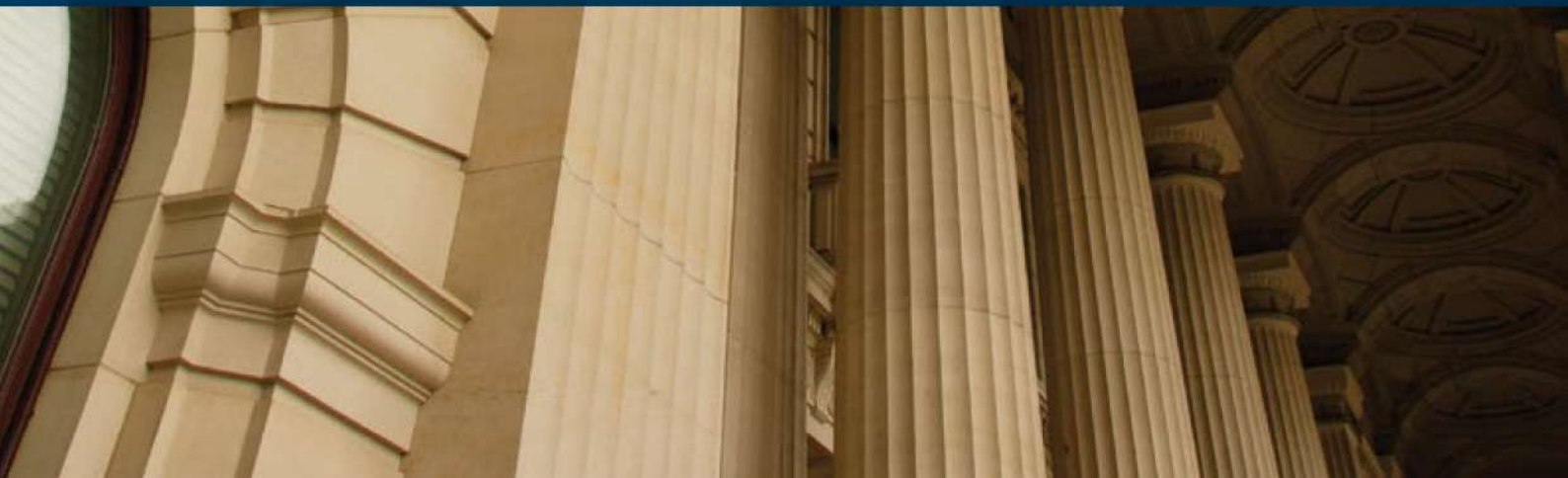
The Buildings and Grounds Services team continues to provide reliable building and horticultural maintenance services and much of the year has been consumed by significant project work. After more than a year of investigations and preparations, works to waterproof the front steps of Parliament House commenced in late October 2012, a continuation of the team's efforts to 'fix' Parliament House. Whilst waterproofing has certainly been the most visible of the Parliamentary Precinct Program projects in 2012-13, the restoration of the stone facade at the east of the building has steadily continued and other projects have arisen and been completed within the buildings and gardens during the course of the year. These include the collaborative effort with the other directorates, to rationalise and re-stack accommodation at 55 St Andrews Place. This project in itself has assisted in alleviating pressures on the heritage significant space within Parliament House, a challenge that will continue to be tackled in 2013-14.

As well as being relocated within the Precinct itself, the Security and Electorate Properties unit has delivered seven relocation projects for Members' electorate offices and overseen hundreds of demonstrations within the physical constraints imposed by the aforementioned waterproofing project. These endeavours have, no doubt, been enhanced by the unit's commitment to professional development of staff, including project management studies. I look forward to seeing how these and other skills recently acquired within the directorate lead to further successful collaborations as we move into the new financial year.



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. ”



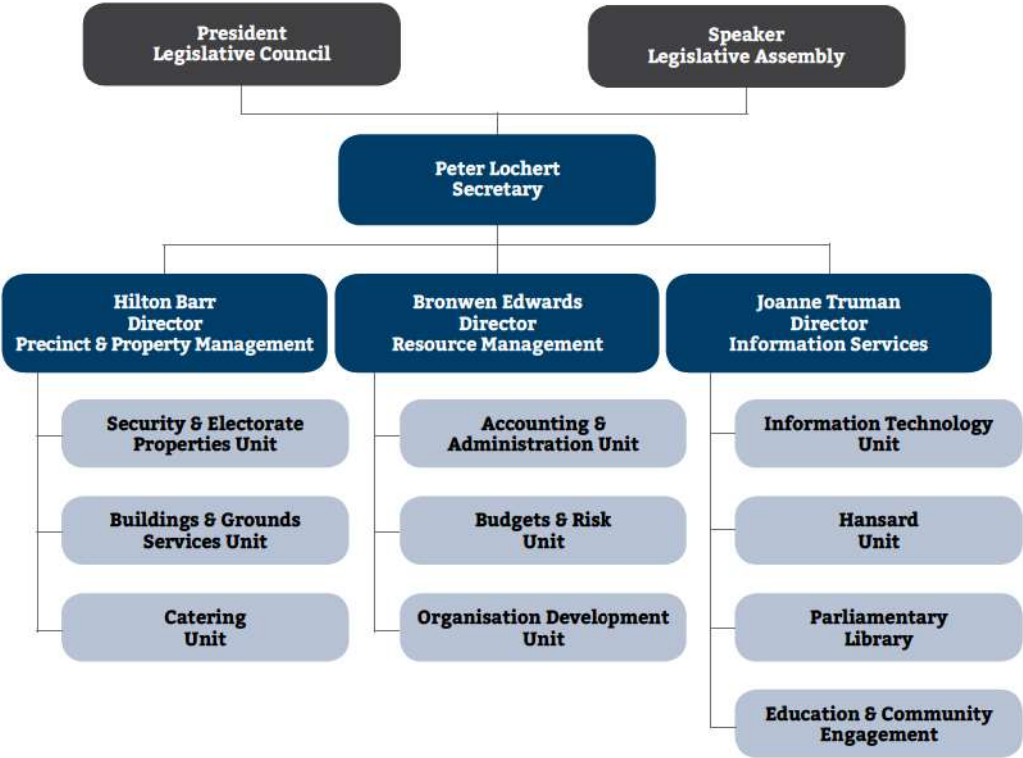
The Department of Parliamentary Services

The Department of Parliamentary Services (DPS), created under the provisions of the Parliamentary Administration Act 2005, is responsible for the provision of infrastructure resources and support services to Members of Parliament and parliamentary departments.

DPS operates as a service provider to, and in close cooperation with, the Departments of the Legislative Assembly and the Legislative Council through the operations of the Parliamentary Executive Group (PEG), the Parliamentary Senior Management Group (PSMG) and the Parliamentary Management Group (PMG).

The department's mission is:

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





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

Audit Committee

As an advisory committee appointed by the Presiding Officers, the Audit Committee's role is to assist the Presiding Officers in the discharge of their duties with respect to financial compliance and risk management. This includes the oversight of internal and external audit functions, corporate governance, monitoring and identification of risk, and the tabling of annual financial statements on behalf of the Parliament. The Secretary, DPS and his office service the Audit Committee and provide the essential information in support of its functions.

House Committee

A joint committee established by the Parliamentary Committees Act 2003, comprising the President, the Speaker, five Members from the Legislative Council and six Members from the Legislative Assembly which advises the Presiding Officers on the management of the refreshment rooms, gardens and building maintenance. The Speaker or the President chair committee meetings. The Secretary DPS and his office service this committee and provide support required.

Parliamentary Values

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

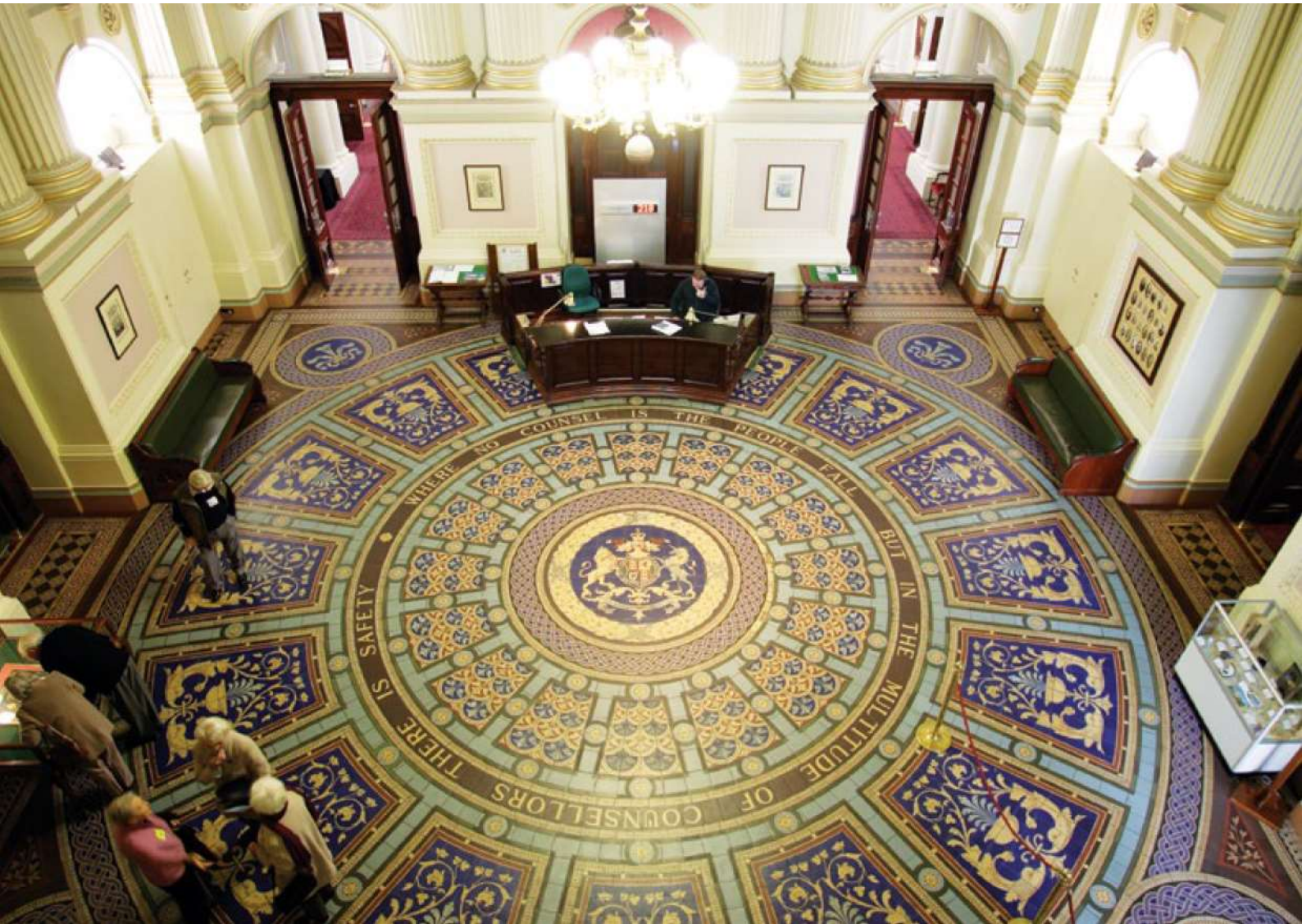
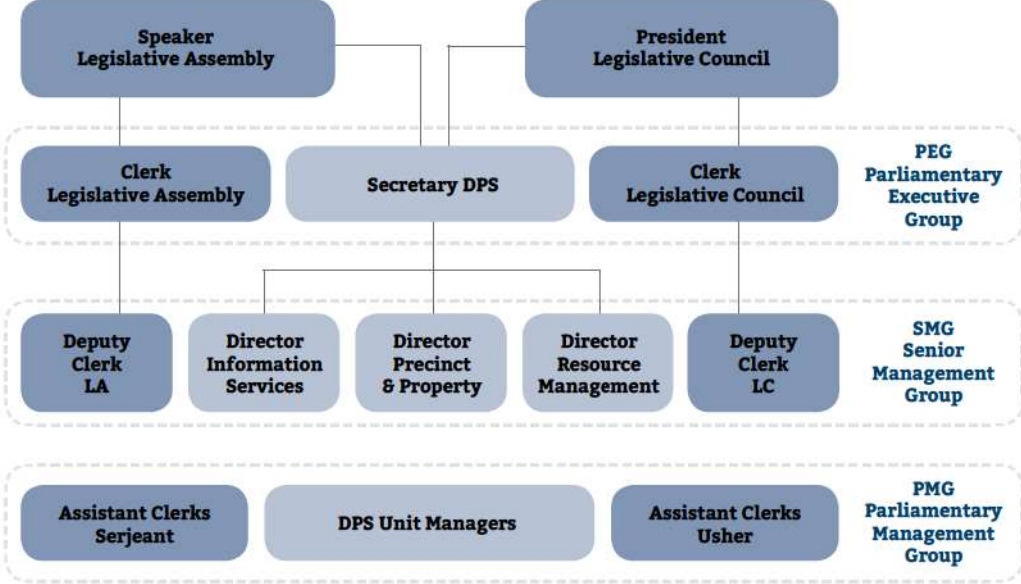
- Responsiveness
- Integrity
- Impartiality
- Accountability
- Respect, and
- Leadership

Underpinning legislation

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

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

Parliament of Victoria Governance structure





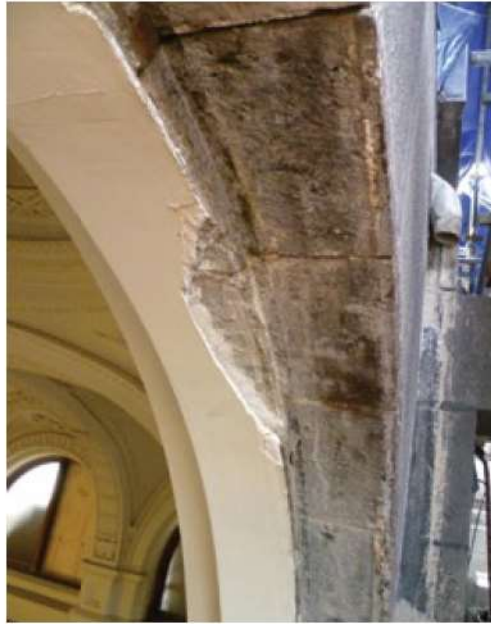
Parliament Precinct Program

Victoria, and specifically Melbourne, has a varied and rich built heritage, which is added to every year through recognition of important sites and innovative design in urban planning and the built environment. Parliament House holds a unique place in Victoria as both an architectural icon and a representation of Victoria's future. Within the role of managing the buildings and grounds of the Parliament of Victoria, the Department of Parliamentary Services has been engaged in implementing the Parliament Precinct Program (PPP). This combines both management of historical assets (Heritage Asset Management Strategy: HAMS 2006) including Parliament House itself and the heritage listed gardens, and the implementation of the Parliament Precinct Master Plan (PPMP 2009). The Parliament Precinct Program focuses the requirements of both strategies over the coming years to ensure the best outcomes for both Parliaments' illustrious heritage and its role in Victoria's future.

Notable achievements in the program objectives during the year include the waterproofing and replacement of treads to the northern half of the front steps and the beginning of the same to the south section of steps, the beginning of installation of new security fences to the north and south of the steps, along Spring Street, and the ongoing stone restoration works. Stage 6.2 of these works is close to completion; a highlight of this was the review of the Queens Hall west windows which led to their removal and replacement with new frames as seen in pictures below.



Inspection and replacement of stone balusters to the window balconies.



The wear to the window arches and sills is clearly visible. Ongoing erosion and cracking of the stone allow water ingress and potential for portions of stone to fall or crumble.



The timber on the frames was clearly worn with no sign of original paint or sealant remaining.



Section of the soffit where a block has been removed for repairs.



The windows were lifted out using the crane after being boarded up.



The existing hinges and corners are used where possible to preserve the history of the building.



At first glance the front steps prior to the removal of the treads and waterproofing works do not noticeably show the level of damage.



Once all the elements had been installed the treads were re-laid, having been cleaned, and in some cases, repaired.



Following the replacement of the treads the areas which required repair are clearly visible and extensive, demonstrating the urgency of this project. These repaired areas will weather and colour over time to more closely match the existing stone.



Construction works for the installation of a new fence and secure gate around the Bali Garden began on Wednesday 5 June 2013.



Once the treads were removed waterproofing was sprayed over the steps to seal any small cracks. Copper flashing has been installed along the length of the buttress to seal the gap.



The beginning of the 2013-14 year shows promise with the south security fence works progressing quickly.



UNIT REPORTS



Organisation Development

Quick facts

During 2012-13 the OD Unit issued over 358 letters of offer to casual and ongoing electorate officers employed to assist Members of Parliament.

During 2012-13 the payroll team processed 29,405 transactions including 4,590 transactions for the retrospective pay rise for Parliamentary Officers for the pay on 21 February 2013.

The Organisation Development (OD) unit delivers services for Parliament staff and Members covering four streams; HR services (recruitment and OH&S); payroll and remuneration services; industrial and employee relations services and advice; and co-ordinates and delivers learning and development programs.

The unit provides policy guidance and advice related to conditions of employment and remuneration including the administration and processing of all pay and allowances for staff and Members of Parliament. The unit administers and supports recruitment for the Parliament and co-ordinates Parliament's orientation and induction program.

The unit provides industrial relations advice and co-ordinates the development of enterprise agreements and negotiations with authorised bargaining representatives. The unit advises and assists members and management on a range of employee relations issues as well as providing mediation services as required. The unit also provides expert advice to Parliamentary department managers and members on organisational change initiatives in support of strategic and departmental objectives.

The unit designs and delivers corporate training programs along with providing policy guidance, advice and delivery of preventative programs related to OH&S, return to work and employee welfare.

Key achievements

- The OD unit successfully coordinated and negotiated the Parliamentary Officer EBA and progressed the negotiation of the Electorate Officer EBA. The unit provided extensive advice to resolve a wide range of complex employee relations issues including individual claims, disputes and matters before the Fair Work Commission.
- The unit facilitated substantial organisational change through the implementation of reviews for individual business units and work activities and was recognised as a trusted and expert advisor on major change initiatives and employee negotiations.
- The Learning and Development Coordinator introduced a wide range of innovative cost effective on-site training programs and commissioned a dedicated IT enabled training room.
- The unit worked closely with the Deputy Clerk of the Legislative Council to progress Workplace Fatigue Management strategies, policy, safe work plans and training programs.

Challenges for the coming year

- The OD unit will seek to finalise and implement the Electorate Officer EBA and continue support and advice to resolve employee relations matters.
- The unit will continue support for continuing organisational change through current and planned business unit service reviews.
- The unit will also administer and implement substantial changes to the remuneration for Members of Parliament arising from legislative change and new regulations.





Accounting & Administration

The Accounting & Administration unit maintains the financial management system of the Parliament to ensure integrity of data 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). Each year the unit prepares the annual financial statements for the Parliament. All payments for supplies and services to the Parliament are made by the Accounting & Administration unit. The unit works to ensure that all financial transactions comply with relevant accounting standards, financial and taxation legislation and regulatory frameworks.

The role of Accounting & Administration also includes preparation of annual Fringe Benefits Tax and monthly Goods and Services tax returns for submission to the Australian Taxation Office (ATO). Other tasks include recording and monitoring cash flow, providing advice to stakeholders on financial and related issues, implementation of changes in accounting standards and policies, maintaining records of capital assets, calculating depreciation and coordinating revaluations.

The four key areas that the unit contributes to are financial reporting, processing payments to suppliers, management of financial systems and taxation compliance.

Key achievements

- Improved monthly financial reports to units and departments and implemented monthly and annual reporting to DTF via the new State Resource Information Management System (SRIMS).
- Produced and implemented online finance training and provided face to face sessions for Members and electorate officers.
- Successfully project managed the transition of the financial system into the Windows 7 environment.
- Implemented electronic submission and processing of invoices from electorate offices and departments leading to efficiency and environmental benefits.
- Support of new staff following the Catering unit review including preparation of procedures and new customer statements.

Challenges for the coming year

- Ongoing education of Members and staff about the requirements of finance related legislation and its impact on process and policies.
- Introduce a system to upload data into Oracle using Excel to reduce time spent navigating the Financial system.

Quick facts

Over 90% of our invoices are now received & processed electronically resulting in greater efficiencies.



Budgets & Risks

Quick facts

The unit reports on and monitors 128 Members, 10 Department of Parliamentary Services units, 14 Committees, 6 Legislative Council and 3 Legislative Assembly cost centre budgets to ensure Parliament delivers services within allocated budget.

The unit made 9 funding submissions on behalf of the Parliament, of which 7 were approved in 2012-13.

The Budgets and Risks business unit formulates, oversees and manages Parliament of Victoria's budgetary and risk management processes. A key activity of the unit is to liaise with the Victorian Department of Treasury and Finance to achieve desired funding outcomes for the four Parliamentary departments and to manage internal budgeting processes for the Parliament.

The three key areas that the unit contributes to are budget management, risk management and administration.

Key achievements

- Implemented \$4.0m budget cuts in 2012-13 with minimal impact on service delivery.
- Developed financial models for the Department of Parliamentary Services and the Legislative Assembly to determine long term funding needs and strategies to achieve them.
- Developed strategic and operational risk registers and implemented processes and systems for their review and update.
- Provided input into the revised MP Vehicle Plan to clarify policy application.

Challenges for the coming year

- Managing outcomes of the proposed General Efficiency Dividends imposed on the Parliament.
- Close monitoring of Parliament's budget performance.
- Prepare for the impact on MP budgets due to changes to electorate boundaries.
- Budgetary impacts due to outcomes of scheduled Department of Parliamentary Services service reviews.

Catering

The Catering unit of Parliament of Victoria provides in-house food and beverage dining and function facilities for Members, their guests, Parliamentary staff and, increasingly, corporate bodies and community groups. The Catering unit brings together a group of expert administrators and event planners, combining them with a team of chefs, qualified baristas, kitchen and wait staff.

Key achievements

The Catering unit has provided a high standard of food and beverage services to all Parliamentary Members, staff and guests of the Parliament of Victoria. The unit has continued to develop its corporate and commercial function services and has implemented revised sustainability measures to reduce unnecessary costs and wastage. The Catering team has undertaken team building and leadership activities to develop an engaged and effective workforce which is focussed on excellent service delivery. New menus have been introduced to showcase regional Victorian produce.

Challenges for the coming year

The Catering unit will continue to refine the implementation of the recommendations from the 2012 service review, focussing on developing a committed, capable and engaged work force. The unit will continue to focus on developing and implementing good governance to assist in achieving a sustainable financial position and meeting the core requirements of being a self-funded operation. A focus on quality will continue to be adopted across the unit, complemented by good policies and procedures and operational manuals

Quick facts

Over the past 12 months the Catering unit has purchased 80% of its fresh produce from Victoria with the remaining 20% from throughout Australia.



Security and Electorate Properties Unit

Quick facts

Over 140 demonstrations were held at Parliament House over the financial year

725 Help Tickets were logged on SEPU Maintenance Database in 2012 - 2013 financial year

The Security and Electorate Properties unit provides support services to Members of Parliament, electorate officers and Parliamentary officers. The unit's key area of responsibility is the management of the electorate office property portfolio as well as security of the Parliamentary Precincts (excluding Chambers) and electorate offices.

Property responsibilities of the Security and Electorate Properties unit include the sourcing of new offices, management of existing properties, lease administration, structural assessments, new fit outs and refurbishment works, furniture & equipment purchasing. The unit's security responsibilities include the coordination of security providers and service level agreements, issuing and auditing of security passes/permits, incident reporting, project management of security projects and policy development.

Key achievements

- 7 Electorate office relocation projects delivered.
- 3 Electorate office refurbishment projects delivered.
- Major overhaul of the standard lease agreement for electorate offices.
- Platform upgrade to Vision Property database.
- 3 Staff have successfully attained project management certificates with 2 achieving a tertiary qualification.
- Management of over 300 security incidents on the Parliamentary Precinct and at electorate offices.

Challenges for the coming year

- Impact of the redistribution of electoral boundaries.
- Election 2014.
- Sourcing compliant property on a limited budget which also meet the clients expectations.
- Service review.





Buildings & Grounds Service

The Buildings and Grounds Services unit supports facilities management of the Parliamentary Precinct through provision of building maintenance, project management and horticultural services.

Key achievements

The waterproofing of the front steps project commenced in October 2012 to prevent water leaking into the building from the iconic front steps of Parliament House. Laid approximately 120 years ago, exposure to the elements and gradual deterioration over time has led to water leaks that have caused long term damage to the interior of Parliament House. The project is intended to repair the damage and prevent further deterioration of the Parliament House building in a manner that is sensitive to the historical value of the building and which helps to preserve the grand building for the future benefit of the people of Victoria.

The stone restoration works to façade of Parliament House has continued over the past year around the library and Queens Hall. The next stage of the works is centred over the refreshments wing of Parliament House and commenced in January 2013, with completion due in March 2014.

Replacement and upgrade of Parliament House switchboards continued throughout 2012-13 with the project due for completion in the 2013-2014 financial year. Minor maintenance works continued inside Parliament House to interior finishes where

the stone restoration works have taken place. These works include painting, replacing blinds and carpets; the refurbishment of office areas and the restoration of items of heritage furniture. A new storm water pit and garden path were also installed.

Out in the gardens, a more environmentally efficient sprinkler irrigation system has been installed in an effort to reduce water consumption and waste. In March 2013, the Presiding Officers planted a Correa 'Canberra Bells' in the Windsor Garden at Parliament House, to commemorate Canberra's centenary.

Challenges for the coming year

The challenges facing Buildings and Grounds Services in 2013-14 include maintaining a high standard of maintenance and continuing to meet appropriate service delivery standards, while delivering key projects contained in the Parliamentary Precinct Program (PPP). The unit continues to work to deliver projects and programs in a working building, and therefore in a manner which minimises disruptions to the operation of Parliament. Buildings and Grounds Service is developing and maintaining detailed records of the building infrastructure and projects. In the Parliamentary gardens, the team is working to conserve the heritage gardens of Parliament including future works to restore the Olympic flagpole as well as the protection of the Federal Oak heritage.

Quick facts

There are approximately 660 treads on the front steps of Parliament House, equating to around 212 tonnes of bluestone. That's comparable to about 155 medium cars. If each tread were laid end to end they would measure approximately 1.2 kms in length, the equivalent of walking the length of the MCG seven times.



Library

Quick facts

The Library digitised 36,028 Parliamentary papers, annual reports, books, journals and media releases in 2012/13.

The Parliamentary Library provides timely, accurate, and confidential information to clients through its 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 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 also assists Members and staff to develop the knowledge and skills required to access, evaluate and use information effectively through its client support programs. Individual and group orientation and training sessions are conducted at Parliament House and in electorate offices throughout the State.

The Library assists with the organisation of Parliament's publications and knowledge through the management of the intranet, which is a source of corporate and general information for staff and clients. The intranet is accessible from electorate offices around Victoria and within the Parliamentary Precinct.

The Library also plays a pivotal role in the development and maintenance of the Parliament's public website, engaging with the broader community through the provision of key information on all aspects of the Parliamentary system.

Key achievements

- Digitisation of media releases, both government and opposition from the early 1970s for inclusion in the media releases database.
- The reference team continues to provide MPs with targeted information as part of the Library's core service delivery. Reference staff published 16 bills backgrounders relating to new bills introduced into parliament this year. These covered a broad range of subject areas and provided MPs with background documents, comparative legislation, statistics, media coverage and links to advocacy groups relevant to each bill.
- The Library, in conjunction with Buildings and Grounds Services, oversaw a major conservation project to clean and stabilise the portraits of Queen Victoria (ca. 1860) and Prince Albert (1895) in Queen's Hall. Approximately 400 hours of conservation treatment was carried out at the Centre for Cultural Materials Conservation workshops in North Melbourne to remove grime, discoloured varnish, retouch paint surfaces and repair the ornate frames.
- Throughout 2012/13, the research service produced a series of research papers on bills covering a plethora of portfolio areas including planning, law and order and education. A highlight of the year was the production of a guide to Victoria's planning system for Members of Parliament.

Challenges for the coming year

The Library is currently undertaking a review of its services to ensure that it continues to provide relevant and contemporary services to members and staff. Key for the coming year will be the implementation of recommendations arising from the review.

The Library is also looking to provide more effective and relevant information to service users by investigating the capture and storage of regional television news. The unit will also continue its digitisation program.





Hansard

Quick facts

In 2013 Victorian Hansard is celebrating its 147th birthday, having served 53 Parliaments and produced 506 volumes of Legislative Assembly reports and 508 volumes of Legislative Council reports.

Hansard's primary role is to accurately and promptly report the proceedings of the Parliament, Parliamentary committees and other forums in accordance with Victorian Hansard's editorial policy.

Hansard produces and publishes electronically the Daily Hansard and Weekly Hansard which include answers to questions on notice. The Weekly Hansard and sessional volumes of Hansard are published in both electronic and paper format as enduring records and references.

Hansard produces sessional indexes for distribution and inclusion in the sessional volumes.

Hansard's reporting responsibilities include the broadcasting of Parliamentary proceedings live via the internet. The broadcast and audio visual team manage a sophisticated infrastructure which includes over 120 automated microphones, six audio recording servers, sixteen high definition cameras and three broadcast control rooms.

The coverage is provided live to the contingent of news media teams through a dedicated media room and with provisions to their broadcast vans. Hansard provides sound amplification for the two Parliamentary chambers and audio visual support throughout Parliament.

Key achievements

Hansard broadcasting has introduced a new high definition web streaming service that delivers all Parliamentary broadcasts live to the Parliament's website. This new media technology enhances the broadcast service delivery managed by Hansard and greatly improves the experience of watching Parliament by the general public.

During the year, Hansard staff supported Parliament's education and community engagement role by producing transcripts for the 25th Youth Parliament and the Victorian State Schools Constitutional Convention.

Challenges for the coming year

Hansard will conduct a service review in keeping with the business plan of DPS. Reviewing operational practices and resource allocation to ensure continued high level, quality service delivery is provided to the Parliament, is paramount.

Information Technology

The Information Technology (IT) Unit specialises in providing innovative and timely technology and communication solutions to a dispersed and locally existing customer base including Members, electorate offices and Parliamentary staff.

The IT unit is responsible for and manages the procurement, installation, and implementation of all technology solutions for the Parliament. IT also provides software and systems that enable the effective and efficient day to day operations of the Parliament.

The communication network, which includes the wide area network (WAN), connecting all 128 electorate offices, Parliament House and 55 St Andrews Place is also the responsibility of the IT unit.

Key achievements

The IT unit undertook an upgrade of laptop computers for all Members, as well as providing upgraded printers to all 128 electorate offices, along with new UPS (uninterrupted power supplies) to electorate offices. The unit also undertook an upgrade of precinct and electorate office network infrastructure to increase the speed of network resource access.

The IT unit also undertook a service review to investigate future IT service requirements and to better utilise technology to deliver improved business outcomes. This review resulted in a new IT business structure being

implemented. Following this review, IT commenced business process improvement reviews with several DPS business units.

IT assisted the Parliamentary Library with the selection and implementation of an automated news clipping service. The unit also assisted Hansard with a project to digitise Hansard volumes. To date, 18 years of volumes have been digitised and are now available on the Parliament's web site.

Finally, staff from the IT unit assisted with a program to partner with the Parliament of Tuvalu to assist them with their technology requirements.

Challenges for the coming year

The IT unit will continue the implementation of the new business structure and focus on improved business services. Key recommendations from the service review included expanding the range and scope of services offered by the unit to encompass software and application support and business analysis functions; repositioning the Parliaments technology and communications infrastructure to better serve the needs of an increasingly IT literate, IT dependant and highly mobile group of Members of Parliament; continue to strengthen system robustness and security in a climate of increasing threats. IT will continue to work within a constrained fiscal context to implement sustainable business practices and provide excellence in the delivery of IT services and technology.

Quick facts
An average of 1200 phone calls and 300 email requests per month are made to IT Services

An average of 45,000 emails are processed monthly by Parliament's email servers

The greatest percentage of service desk calls related to mobile devices iPhones and iPads.



Education and Community Engagement Unit

Quick facts

Parliament hosted the 2012 State Junior School Council Congress where 63 delegates from 15 Victorian primary schools discussed and debated the challenges and opportunities of our online world. The event was filmed by Parliament's broadcasting unit and DVDs were sent to all participating schools.

The Education and Community Engagement Unit develops and implements programs and resources that link Parliament with the community and help to establish its 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.

Key achievements

A revised version of the DVD *From Westminster to Spring Street* was completed in 2012 and distributed to all secondary schools, tertiary institutions and public libraries. This DVD has been updated to reflect the 57th Parliament, and is designed for a senior secondary and adult audience. It provides useful background for students of VCE International Politics: Unit 3 and VCE History: Unit 3. It covers the historical factors in the development of Victoria's Westminster-influenced system of government as it operates today.

Filming of new footage to update a range of video clips on the Parliament's website was completed in 2013. This project was undertaken in conjunction with the Parliament's broadcasting unit.

A professional development seminar for teachers was run at Parliament House in conjunction with other members of the Civics and Citizenship Network, including the Law Institute of Victoria, the Victorian Electoral Commission, Social Education Victoria, the Department of Education and Early Childhood Development, the Old Treasury and the Big Issue. The day was very well attended and evaluated, and provided an excellent opportunity for civics and citizenship teachers to learn more about the resources and programs that the participating organisations provide.

The unit took part in a number of events designed to reach teachers and students in the secondary and VCAL sectors, including the inaugural City Experience Expo at the State Library of Victoria. Participation in such events helps to raise the profile of the Parliament of Victoria and increase awareness among teachers and students of the resources and programs that are available.

Challenges for the coming year

The phased introduction of the Australian Curriculum will necessitate a comprehensive review of all resources, and changes will be made where necessary. The unit and the House Departments have a range of resources relevant to the new curriculum, and in the coming year the unit will bring this material together under the relevant headings and requirements for the year levels of the curriculum.

A web based outreach program is in the development phase. Planned changes to the ESL Frameworks and the Certificate of Spoken and Written English at the end of 2013 will require a review of the relevant material, and for the necessary amendments to be made.

ADDITIONAL INFORMATION



Our People

Secretary - DPS

Lochert, Peter Secretary - Parliamentary Services
McGraw, Stephanie Executive Assistant

Directors - DPS

Barr, Hilton Director - Precinct & Property Management
Edwards, Bronwen Director - Resource Management
Truman, Joanne Director - Information Services

Information Services

Altair, Angelo Audiovisual Supervisor
Altair, Patricia Sub Editor
Anastasopoulos, Con Team Leader IT Services
Aroozoo, Marianne Indexing Librarian
Bainbridge, Joel Technical Officer - IT
Beks, Sandra Serials Technician
Bertram, Gavin Reporter
Bilic, Giuliana Sessional Monitor/Keyboarder
Breukel, Jon Senior Reference Librarian
Brown, Timothy Government Information Librarian
Clements, Francesca Sessional Reporter
Clifford, Philip Technical Services Librarian
Cousins, David Technical Officer - IT
Craig, Amber Sessional Monitor/Keyboarder
Darby, Paige Research Officer
Denton, Jenny Sessional Reporter
Dewar, Rachael Sessional Reporter
Donohue, Justine Sessional Reporter
Ferguson, Annie IT Planning & Development Officer
Fewings, Timothy Broadcast Media Officer
Galbally, Margaret Library Technician
Gallagher, Robin Intranet Librarian
Gardner, Julie E Services Senior Officer
Greatorex, Mark Publishing & CIT Business Support Officer
Gregor, Alice Client Support Librarian
Greig, Patricia Sub Editor
Hansen, Maria Senior Reporter
Harnath, Margaret Editor
Harris, Linda Reporter
Harris, Mark Broadcast Coordinator
Henson, Richard Library Technician
Hurford, Emma Reporter
Kebbe, Sue Reporter
Kennedy, Liza Sessional Reporter
Kennedy, Rod Sessional Monitor/Keyboarder
Kenny, Andrea Reporter
Kim, Lee Sessional Reporter
King, Marion Parliamentary Librarian
Koh, Kee Reporter
Kurrle, Michelle Publishing Business Support Officer

Lamonato, Michael Sessional Monitor/Keyboarder
Lauder, Stephen Cataloguing Officer
Lawson, Lucy Sessional Reporter
Lee, Royce IT Planning & Development Officer
Lesman, Bella Statistical Research Analyst
Lewis, Meredith Sub Editor
Louey, Adam Technical Officer - IT
Luddon, Suzie Community Engagement Projects Officer
Macreadie, Rachel Research Officer
Magarey, Joel Sessional Reporter
Mamouney, Michael Print Media Librarian
Martyn, Jennifer Reporter
McCarthy, Timothy Broadcast Media Officer
McFarlane, Eithne Sessional Reporter
McGlinchey, Stephanie Intranet Librarian
Milburn, Lesley Manager, Information Technology
Mills, Kevin Sessional Sub Editor
Neish, Peter Systems Officer
Nichols, Stephen Broadcast Officer
Nonneman, Jesse Sessional Monitor/Keyboarder
Novacco, Monique Broadcast Officer
Nugent, John Editor
O'Connell, Emma Heritage Databases Officer
Pow, Ryan Broadcast Officer
Power, Freda Sessional Reporter
Prasad, Christopher IT Services Officer
Preston, Andrew Sessional Reporter
Raciti, Joe Team Leader Planning & Development
Reeves, Debra Lending Services Librarian
Rissotto, Daisy Print Media Assistant
Roberts, Karina Sessional Reporter
Robertson, Stephen IT Planning & Development Officer
Rosman, Stephen Web Development Officer
Ross, Catriona Research Officer
Sablyak, Patricia Sessional Sub Editor
Salvatore, Rob Broadcast Officer
Sidhu, Ajeetpal IT Services Officer
Scott, James Manager, Hansard
Smith, Heather Reporter
Spencer, Lucinda Heritage Databases Officer
Spicer, Victoria Senior Client Support Librarian
Spillane, Patrick Reporter
Squire, Evan Reporter
Sutherland, Maggie Sessional Sub Editor
Taucer, Carl Senior Technical Officer - IT
Taylor, Linden Sub Editor
Thomas, Mathew Broadcast Officer
Toller, Annie Sessional Reporter
Turner, Alan Sessional Reporter
Tynan, Matt Broadcast Officer
Whitehead, Simon Publishing & CIT Business Support Officer
Williams, Gregory IT Services Officer

Precinct and Property Management

Andrews, Stephen	Team Leader Building Services
Bonny, Melodeanna	Casual Kitchen Steward
Bourke, Brian	Maintenance Manager
Brownstein, Kirsten	Casual Customer Service Officer
Bruhin, Peter	Casual Chef
Clarke, Joanna	Electorate Properties Officer
Collins, Steven	Trade Assistant
Conway, Caitlyn	Casual Customer Service Officer
Craig, Michael	Executive Chef
Das, Saurav	Casual Kitchen Steward
De Graaf, Robert	Electrician - A Grade
Doolan, Jacqueline	Customer Service Supervisor
Fothergill, John	Manager, Buildings & Grounds Services
Fotheringham, Nicole	Team Leader, Security & Electorate Properties
Fox, Karen	Senior Customer Service Officer
Gatewood, Rachel	Senior Projects Officer
Greene, Lynette	Electorate Properties Officer
Haddow, Linda	Horticulturist
Hatziladas, Helen	Electorate Properties Officer
Higgins, Samantha	Casual Customer Service Officer
Hurle, John	Senior Horticulturist - Turf
Imber, Alison	Administrative Officer
Kelly, Glenn	Electrician - A Grade
King, Susan	Security Co-Ordinator
Lovell, Chantelle	Electorate Properties Officer
Matthews, Samantha	Manager, Security and Electorate Properties
McConville, Paul	Manager, Catering & Retail Operations
Morgan, Mary-Dee	Functions & Events Coordinator
Nhan, Jessica	Casual Kitchen Steward
O'Neill, Brian	Electorate Properties Officer
Pok, Zoltan	Casual Kitchen Steward
Robertson, Rachel	Horticulturist
Scarfe, Courtney	Administrative Officer
Tremoulas, John	Electrician
Vranes, Paul	Carpenter & Maintenance Officer

Resource Management

Andritsos, Voula	Learning and Development Coordinator
Barresi, Fran	Senior OD Officer (HR & Policy)
Cull, Barry	Senior OD Officer (Payroll & Systems)
D'Souza, Richard	Senior Accounts Officer
Duggan, Corinne	Organisation Development Officer - Payroll
Geronimo, Roberto	Accounts Payable Officer
James, Michelle	Organisation Development Officer - Payroll
Jordan, Richard	Manager, Organisation Development
Kandola, Harpreet	Budget Analyst
Mascarenhas, John	Manager, Accounting & Administration
Mather, Phyllis	Senior Accounts Officer - Accounts Payable
McCutcheon, Rachelle	Organisation Development Officer
Prasad, Viv	Budgets Officer
Prelec, George	Accounts Payable Officer
Ridge, Allison	Organisation Development Officer - Payroll
Saxena, Charu	Manager, Budgets & Risks
Simpson, Natalie	Organisation Development Officer - Payroll
Summerill, Chris	Financial Accountant
Tjan, Evelyn	Accounts Payable Officer
Trigg, Alexandra	Organisation Development Officer



Staff Profiles

Michael Craig



Executive Chef, Michael Craig's, wealth of experience, creativity and high-quality delivery is evident in each dish served in the Parliament of Victoria's Dining Room.

Before leading Parliament's team of in-house chefs, Michael was Head Chef at Melbourne's Aquarium & Sofitel Melbourne, adding to his list of exclusive five-star hotel experience including the Mandarin Oriental Hotel in London, and the Caledonian Hotel in Edinburgh, where his restaurant, Pompodore, twice won Scottish Restaurant of the Year.

Born in the UK, Michael moved to Australia 13 years ago, he now lives a happy sea side life with wife Ann and two children Maddi & Archie. His love of motor bikes and horse racing keep him busy on the weekends.

Michael's favorite time of year is winter, yes winter! "Winter offers some of the best produce and is my favorite time because it allows me to enjoy and produce delicious slow cooked meals."

"Working for Parliament allows me to have a wonderful work life balance and enjoy the precious moments with my young family."

Christopher Prasad



Christopher Prasad (Chris) is an IT Service Analyst who joined the Parliament team just over a year ago.

Chris is well respected by his team and stands out as taking full responsibility for his actions, owning the issues and putting his customers at ease knowing that their request, easy or difficult, is being addressed.

When asked to sum Chris up in one word, his colleagues used language such as efficient, determined, visible, loyal and even obsessed when it comes to ensuring dedicated customer service. This all sounds a trifle cliché, particularly for a Service Analyst, but in this case it is not trite overuse, it simply reflects Chris.

Just like his beloved Carlton Football Club, Chris has experienced a new coach this year, a number of on field battles and a series of wins and losses. He has ended the season "Best and Fairest" and eager to work hard and take advantage of future opportunities with the support of his coach, team and fans alike.

The year ahead, Chris looks forward to being part of a driven team that focuses on the opportunities provided through modern technology, delivering a proactive service that goes beyond customer expectations.

The city of Melbourne means to Chris Friday night footy and freedom. When not shackled to the service desk, he loves to spend time with his family, devour his mums cooking, all things AFL and of course like most IT Gen-Y's, relaxes with a firm grip on the Playstation 3 controller.

Chris describes the most interesting thing about working at Parliament is the people and how hearing their stories allows him to see parts of the world he has not yet seen.

Rachelle McCutcheon



Rachelle joined the Organisation Development team in 2009.

As a key member of the team, she currently provides recruitment and selection expertise, often the first contact for job applicants and new staff. Rachelle assists and participates in selection panels to ensure the departments of the Parliament recruit the highest calibre Parliamentary officers. She applies her broad recruitment experience together with her e-recruitment skills and her passion for people. "What I enjoy most is being part of the life cycle of the recruitment and on-boarding process for new employees of the Parliament; being involved with the orientation program and the opportunity to interact with a wide range of people across the three departments".

Rachelle also administers the probation process for electorate officers and Parliamentary officers to confirm their suitability for ongoing employment. She also assists with a range of organisation development activities including orientation, training, corporate wellness programs and OH&S programs. Recently Rachelle completed her Certificate IV in training and assessment and is keen to use these skills to deliver programs delivered by the OD unit.

Rachelle has trained as an equal opportunity contact officer with the Victorian Human Rights and Equal Opportunity Commission and coordinates the EO contact officers located across the departments to provide advice and support for staff.

Rachelle balances her part-time work with caring for her young daughter Ashleigh.



Employment Framework

Two enterprise agreements outline conditions of employment for Parliamentary employees (excluding executives). The Parliamentary Officers' (Non-Executive Officer Staff – Victoria) Single Enterprise Agreement 2012 applies to Parliamentary Officers and the Members of State Parliament Staff (Victoria) Certified Agreement 2005 (varied and extended) applies to Electorate Officers.

Staffing

	Parliamentary Officers	Electorate Officers	Total
Full-time	105	124	229
Part-time	11	219	230
Sessional	14	0	14
Total	130	343	473

Full-time Equivalents (FTE)

	Parliamentary Officers	Electorate Officers	Total
Permanent	97	238	335
Fixed Term	10	7	18
Total	107	245	352

Fatigue Management

Fatigue management continues to be regarded as one of the Parliament's strategic risks. During the reporting year, on behalf of the Parliamentary Executive Group and the Senior Management Group, the Organisation Development unit worked closely with the Deputy Clerk of the Legislative Council to further develop the Parliament's approach to managing fatigue related risk from an occupational health & safety perspective. This has involved consultations with individual work areas to undertake risk assessments and develop safe work management plans.

A Workplace Fatigue Management policy and supporting material was also developed during the reporting year and is expected to be approved by the Parliamentary Executive Group in the next reporting period.

In addition to this, a staff education program has been developed to raise awareness of fatigue management. This program will be delivered to identified employees in the second half of 2013.

Senior Officer Travel

	2010 - 11	2011 - 12	2012 - 13
DPS Senior Parliamentary Officer Travel*	\$142	\$3,769	\$2,663

* A senior parliamentary officer is defined as EO3 and above.

Enterprise Agreement Update

On 23 January 2013, a yes vote was returned to approve the Parliamentary Officers' (Non-Executive Staff – Victoria) Single Enterprise Agreement 2012. The committee established to negotiate the agreement met on 15 occasions. The committee comprised 4 management representatives, 3 individual bargaining representatives and 5 Community and Public Sector union representatives. The agreement was approved by the Fair Work Commission on 8 February 2013 and expires on 31 December 2015.

The Members of State Parliament Staff (Victoria), Certified Agreement 2005 (varied and extended) expired on 30 June 2012. Negotiations for the new Electorate Officer agreement commenced on 5 October 2012. The committee established to negotiate the agreement met on 11 occasions and comprised 4 management representatives, 7 individual bargaining representatives and 6 Community and Public Sector union representatives. The committee reached in-principle agreement during the reporting period and were awaiting government approval for the negotiated agreement. The proposed agreement has an expiry date of 30 September 2016.



Learning and Development

During 2012-2013 various training activities were undertaken across Parliament to assist in the development of staff skills and to support and develop Electorate officers and Parliamentary officers in their roles. A total of 67 individual training programs were coordinated by the learning and development coordinator made up of 41 courses. With a new dedicated IT training lab at 55 St Andrews Place, there were opportunities for an increased number of IT related training to be brought in house. The lab has proven to be a popular resource during the year, and is fully functional with 12 desk top computers, an electronic whiteboard, and a large LED screen. The room is maintained with up to date software programs, and any specialised software that might be required as part of training. The cost of in house courses is significantly reduced when running IT programs and attendance for the 14 sessions throughout the year was high. Places were also offered externally on a cost recovery and/or for profit basis.

Three orientation programs were run during the year for Parliamentary officers and Electorate officers, with a total of 57 staff attending. New programs that were popular in 2012 -2013 included Cross Cultural Training targeted at our attendants and tour guides. Participants learnt more about Chinese culture, and how to make tours interesting for these visitors to Parliament. Public Sector Writing was run twice during the year attracting around 27 Electorate Officers from regional and metropolitan offices.

The Organisation Development unit continue to support the Lunch and Learn seminars, and during the year five programs were run. Popular programs included "Healthy Eating", "Building Resilience" and "The Work of Parliamentary Committees".

Consultancies

Details of Consultancies \$10,000 and over

Consultant name	Purpose of Consultancy	Start date	End date	Total approved project fee (excluding GST)	Expenditure 2012 - 13 (excluding GST)	Future Expenditure (excluding GST)
NLT Consulting	Library service review	Apr - 13	Jul - 13	64,600	38,760	25,840
SMS Management & Technology	IT service review	Dec - 12	Mar - 13	117,400	117,400	-
IEDEX	Attendant group review	Oct - 12	Mar - 13	10,000	10,000	-

Details of Consultancies under \$10,000

In 2012-13 there were 3 consultancies where the total fees payable were less than \$10,000. The total expenditure incurred during 2012-13 in relation to these consultancies is \$8,724 (excl. GST)

Occupational Health And Safety (OH&S) And Employee Welfare

Occupational Health and Safety Key Statistics

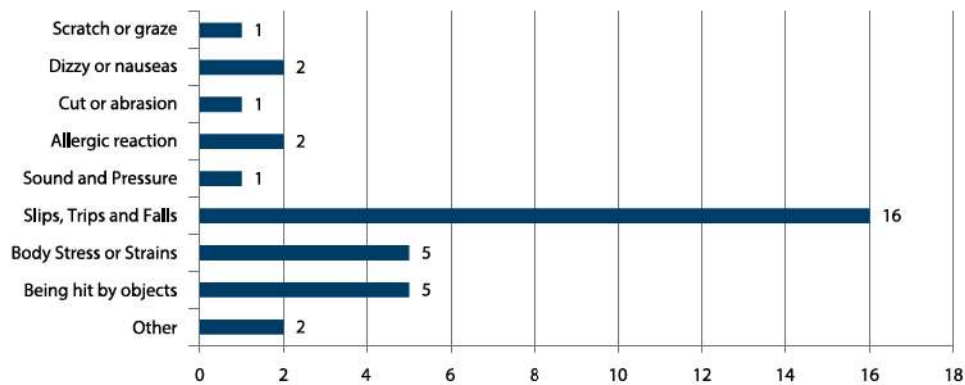
Measure	Description	Result
Incidents and hazards	Number of incidents	35
	Number of reported hazards	9
Claims	Number of minor claims**	1
	Number of standard claims**	2
	Number of lost time claims**	2
	Number of claims exceeding 13 weeks**	1
	Return to work compliance	100%
OH&S Committee	Committee Meetings	8
	OH&S Representative initial and refresher training participation	100%
Hazard Inspections	Workplace hazard inspections	5
Corporate Wellness Activities	Number of participants	401
Worker Health Checks	Number of participants	100

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

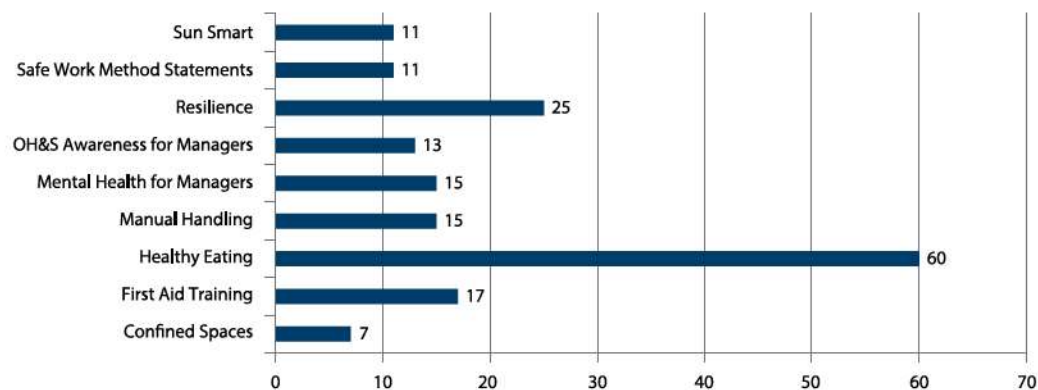
**Standard claim – a claim that exceeds the threshold limits.

Source – Xchanging (insurance provider) – relates to claims submitted during the reporting period.

Mechanism of Incident



OH&S Training



Source: PoV Incident & Hazard Reporting database

Environmental Sustainability Report

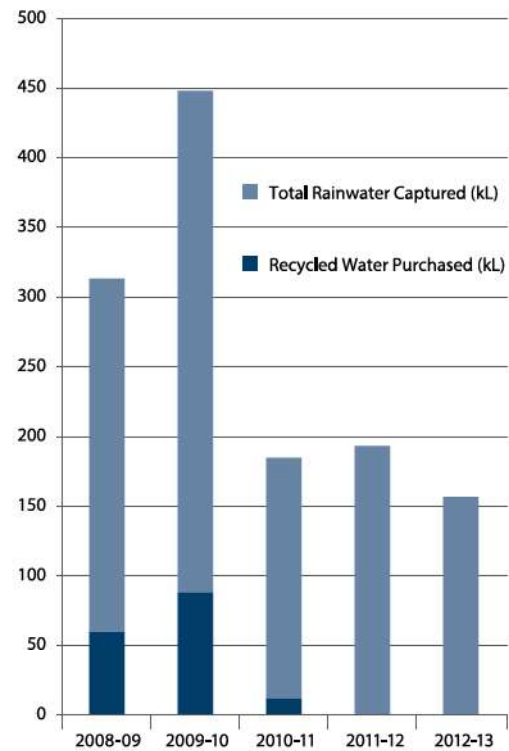
While data for Parliament House electricity use for August and September was not available at the time of reporting, insertion of the average of available data indicates that 2012-13 has been comparable with the preceding two years for annual electricity use. Of the month by month data recorded, six of the ten months showed a decrease in electricity consumption from the previous year despite similar levels of activity in Parliament House. Efficiency gains have been achieved by better management of the mechanical plant and progressive upgrades of electrical infrastructure.

Two years after the installation of upgraded lighting in the Legislative Council Chamber there has been no requirement to replace the globes compared with the previous requirement to replace the globes annually, saving on maintenance costs and indicating a significant reduction in waste output.

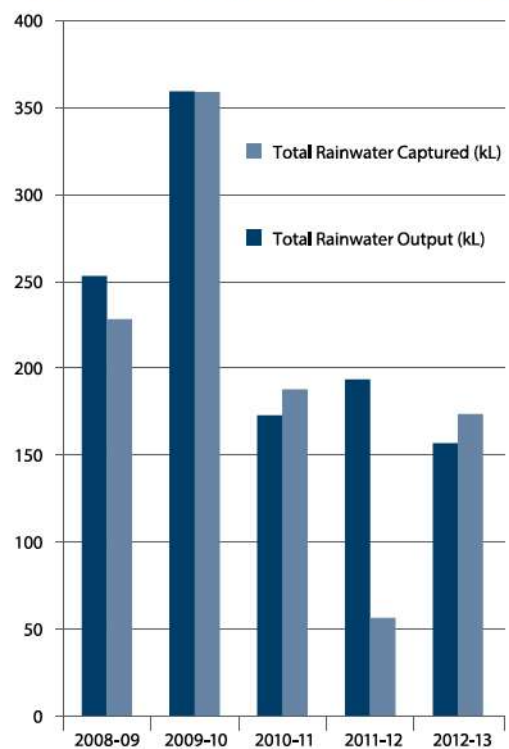
The past year saw a slight decrease in overall rainfall (Bureau of Meteorology; Bureau station: 086071) however enough water was captured by the Building and Grounds Service gardens team to prevent the necessity of purchasing recycled water. Similarly, as indicated in graph on the following page, this captured water has promoted a decrease in the use of mains water from the previous year. Installation of a new irrigation control system in conjunction with the rainwater capture program has further improved the efficiency of the mains water use. Overall, over 173 kilolitres of captured rainwater was put onto the gardens in the past year.

Note: August and September data unavailable, average of remaining months used instead

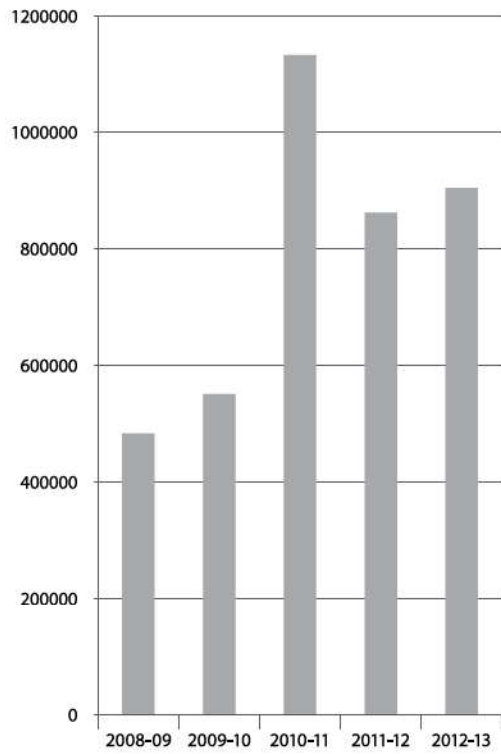
Annual Tank Input (Rainwater)



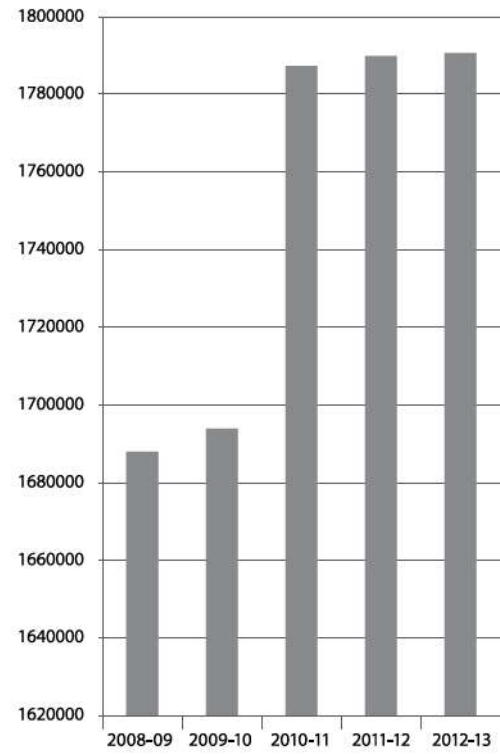
Total Tank Input against Total Tank Output



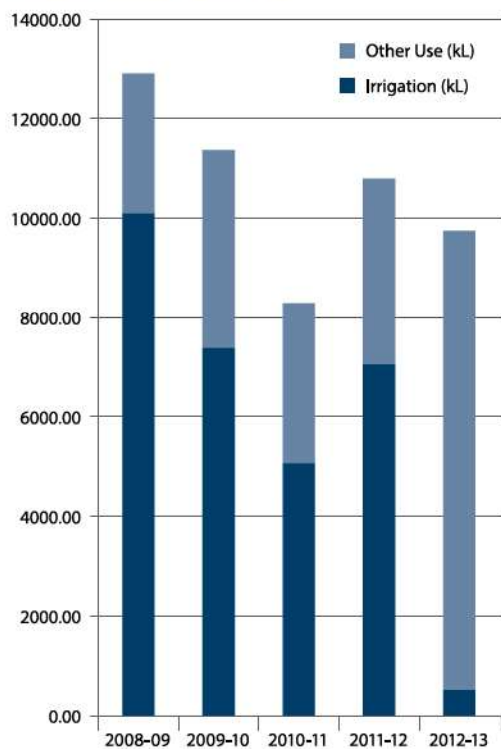
Annual Gas Use Parliament House (Mj)



Annual Electricity Use at Parliament House (kWh)



Annual Mains Water Use



Output Measures - Legislative Assembly

Outputs	Unit of Measure	Target 2012 - 13	Actuals 2012 - 13	Target met or exceeded (Y/N)
Quantity				
Procedural references updated biannually	Number	2	2	Y
Regional visits to schools to conduct Parliamentary Information Talks and Parliamentary Role Plays	Number	5	5	Y
Quality				
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	Percent	100	100	Y
Member satisfaction that advice is responsive, prompt, clear and objective	Percent	80	99	Y
Teacher satisfaction with tours of Parliament for school groups	Percent	95	97	Y
Timeliness				
Documents tabled within time guidelines	Percent	90	100	Y
House documents available one day after sitting day	Percent	100	100	Y
Online information relating to bills updated within one day	Percent	98	100	Y
Total output cost	\$ million	26.4	26.4	

Output Measures - Legislative Council

Outputs	Unit of Measure	Target 2012 - 13	Actuals 2012 - 13	Target met or exceeded (Y/N)
Quantity				
Procedural references updated biannually	Number	2	2	Y
Quality				
Bills and amendments processed accurately through all relevant stages and other business of the House conducted according to law, standing and sessional orders	Percent	100	100	Y
Member satisfaction with accuracy, clarity and timeliness of advice	Percent	90	90	Y
Timeliness				
Documents tabled within time guidelines	Percent	95	95	Y
House documents and other sitting related information available online one day after sitting day	Percent	98	98	Y
Total output cost	\$ million	14.2	13.5	

Output Measures - Committees

Outputs	Unit of Measure	Target 2012 - 13	Actuals 2012 - 13	Target met or exceeded (Y/N)
Quantity				
Reports tabled per annum	Number	28	39	Y
Quality				
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	Percent	80	98	Y
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	Percent	95	95	Y
Timeliness				
Reports tabled in compliance with procedural and legislative deadlines	Percent	95	100	Y
Total output cost	\$ million	6.7	6.7	

Output Measures - DPS

Outputs	Unit of Measure	Target 2012 - 13	Actuals 2012 - 13	Target met or exceeded (Y/N)
Quantity				
IT systems availability – (Parliament and Electorate Offices)	Percent	99	99	Y
Monthly management reports to MPs and departments	Number	12	12	Y
Parliamentary audio system transmission availability	Percent	99	99	Y
Provide MPs with a functional electorate office	Percent	95	100	Y
Quality				
Clear audit opinion on Parliamentary Financial Statements (previous year)	Percent	100	100	Y
Clients satisfied with quality of information provided by Library staff	Percent	85	96	Y
Maintain and secure the parliamentary precinct and have it available for legislative program	Percent	95	100	Y
Timeliness				
Indexes, records and speeches and transcripts provided within agreed timeframes	Percent	90	98	Y
Payroll processing completed accurately and within agreed timeframes	Percent	99	100	Y
Total output cost *	\$ million	79.0	81.9	

* The Total output cost "Target" for DPS is lower than "Actuals" due to additional funding received via Treasurer's Advance for increased depreciation expenditure.

PAEC 2013-14 Budget Estimates Hearings, 13 May 2013



4.01 - RECONCILIATION OF APPROPRIATION BILL 2012-13 & 2013-14 TO BUDGET PAPER NO. 3

Purpose of this briefing is to explain the differences between the output costs shown in Budget Paper 3 and the Appropriation funding shown in the Appropriations Bill.	LEGISLATIVE COUNCIL		LEGISLATIVE ASSEMBLY		PARLIAMENTARY SERVICES		JOINT INVESTIGATORY COMMITTEES		VICTORIAN AUDITOR GENERAL		TOTAL - EXCLUDING VAGO		TOTAL - INCLUDING VAGO	
	2012-13 BUDGET	2013-14 ESTIMATED BUDGET	2012-13 BUDGET	2013-14 ESTIMATED BUDGET	2012-13 BUDGET	2013-14 ESTIMATED BUDGET	2012-13 BUDGET	2013-14 ESTIMATED BUDGET	2012-13 BUDGET	2013-14 ESTIMATED BUDGET	2012-13 BUDGET	2013-14 ESTIMATED BUDGET	2012-13 BUDGET	2013-14 ESTIMATED BUDGET
FIGURES PUBLISHED IN APPROPRIATION BILL	000's 2,861	000's 3,081	000's 4,444	000's 4,525	000's 72,531	000's 82,130	000's 6,678	000's 7,196	000's 14,661	000's 15,028	000's 86,514	000's 96,932	000's 101,175	000's 111,960
ADD SPECIAL APPROPRIATIONS	11,383	11,043	21,917	22,830					484	499	33,300	33,873	33,783	34,372
LESS ATNAB INCLUDED IN BILL														
ESTIMATED OUTPUT CARRYOVER TO 2012-13			6,350								6,350		6,350	
ESTIMATED OUTPUT CARRYOVER TO 2013-14						5,037						5,037		5,037
GRANT RECEIVED FROM DEECD			30		30	28					30	28	30	28
SECTION 29 RECEIPTS RETENTION AGREEMENT			72		72				22,433	23,111	72		22,505	23,111
OTHER REVENUE (RECOUPMENT OF EXPENSE, SECONDEES ETC)									33	34			33	34
TOTAL APPROPRIATIONS	14,244	14,124	26,361	27,355	78,983	87,195	6,678	7,196	37,611	38,672	126,266	135,870	163,877	174,542
ROUNDED TO MILLIONS	14.2	14.1	26.4	27.4	79.0	87.2	6.7	7.2	37.6	38.7	126.3	135.9	163.9	174.5
FIGURES PUBLISHED IN BUDGET PAPER 3	14.2	14.1	26.4	27.4	79.0	87.2	6.7	7.2	37.6	37.6	126.3	135.9	163.9	173.5
Diff*	-	-	-	-	-	-	-	-	-	1.10	-	-	-	1.00

*The reconciliation of Appropriation Bill to BP3 is accurate but the number in BP3 for VAGO output cost and VAGO's Appropriation Bill are incorrect. DTF has undertaken to correct the reconciliation error in the next budget update. This is due to an unprocessed journal at the DTF end.

FINANCIAL STATEMENTS

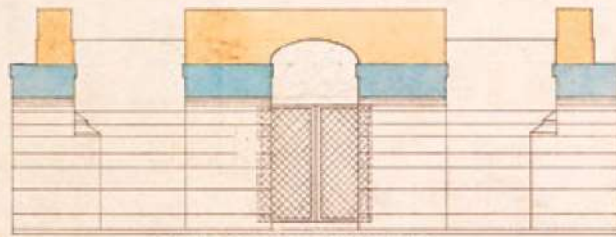


HOUSES OF PARLIAMENT MELBOURNE

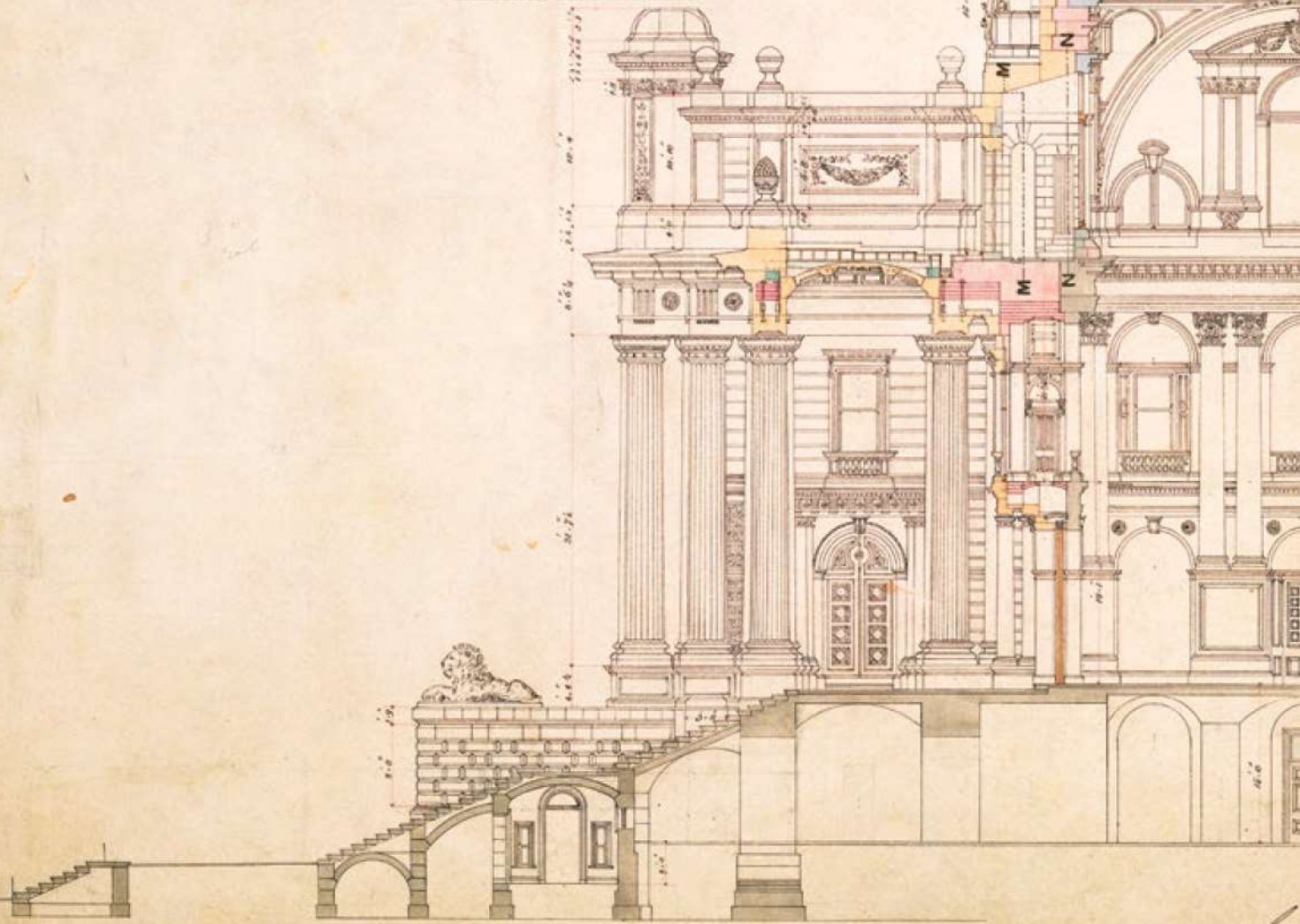
SECTION ON LINE EE

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PARLIAMENT OF VICTORIA

Financial statements for the financial year ended 30 June 2013

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

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

Parliament of Victoria
Parliament House
Spring Street
Melbourne
Victoria 3002

PARLIAMENT OF VICTORIA
 Comprehensive operating statement
 for the financial year ended 30 June 2013

	Notes	2013 \$	2012 \$
Income from transactions			
Output appropriations	17(a)	95,895,012	87,081,443
Special appropriations	17(b)	32,637,352	32,096,625
Grants	4(a)	189,521	42,050
Fair value of assets and services received free of charge	4(b)	79,220	126,853
Parliament refreshment rooms		1,400,506	1,393,645
Total income from transactions		130,201,611	120,740,616
Expenses from transactions			
Employee expenses	5(a)	(76,622,961)	(75,759,168)
Depreciation	5(b)	(14,385,482)	(5,718,443)
Interest expense		(183,929)	(155,125)
Capital asset charge		(2,218,106)	(1,928,106)
Parliament refreshment rooms	5(c)	(1,739,264)	(1,570,599)
Communications, postage and printing		(9,038,820)	(9,981,057)
Property rental cost		(7,549,004)	(6,976,019)
Other operating expenses	5(d)	(16,762,494)	(16,649,717)
Total expenses from transactions		(128,500,060)	(118,738,234)
Net result from transactions (net operating balance)		1,701,551	2,002,382
Other economic flows included in net result			
Net gain / (loss) on non-financial physical assets	6(a)	405,691	225,463
Other gains / (losses) from other economic flows	6(b)	53,779	(240,222)
Total other economic flows included in net result		459,470	(14,759)
Net result		2,161,021	1,987,623
Other economic flows - other comprehensive income			
Items that will not be reclassified to net result			
Changes in physical asset revaluation surplus		-	207,959,626
Total other economic flows - other comprehensive income		-	207,959,626
Comprehensive result		2,161,021	209,947,249

The comprehensive operating statement should be read in conjunction with the accompanying notes included on pages 48 to 95.

PARLIAMENT OF VICTORIA

Balance sheet
as at 30 June 2013

	Notes	2013 \$	2012 \$
Assets			
Financial assets			
Cash and deposits	16(a)	129,185	59,535
Receivables	7	52,468,458	45,918,581
Total financial assets		52,597,643	45,978,116
Non-financial assets			
Inventories - Parliament refreshment room		51,335	57,519
Prepayments		1,789,107	1,376,316
Non-financial physical assets classified as held for sale		41,412	401,958
Property, plant and equipment	8	447,251,673	450,082,360
Total non-financial assets		449,133,527	451,918,153
Total assets		501,731,170	497,896,269
Liabilities			
Bank overdraft	16(a)	1,884,326	1,402,952
Payables	9	3,297,538	2,647,723
Unearned Income		39,030	8,458
Borrowings - Finance leases payable	12	3,260,401	3,508,025
Provisions	10	10,553,883	9,794,140
Total liabilities		19,035,178	17,361,298
Net assets		482,695,992	480,534,971
Equity			
Accumulated surplus / (deficit)		33,235,776	31,074,755
Physical asset revaluation surplus		278,281,957	278,281,957
Contributed capital		171,178,259	171,178,259
Net worth		482,695,992	480,534,971

The balance sheet should be read in conjunction with the accompanying notes included on pages 48 to 95.

PARLIAMENT OF VICTORIA
Statement of changes in equity
for the financial year ended 30 June 2013

	Notes	Physical asset revaluation surplus	Accumulated surplus	Contributions by owner	Total
Balance at 1 July 2011		70,322,331	29,087,132	167,178,259	266,587,722
Net result for the year		-	1,987,623	-	1,987,623
Other economic flows		207,959,626	-	-	207,959,626
Capital appropriations		-	-	4,000,000	4,000,000
Balance at 30 June 2012		278,281,957	31,074,755	171,178,259	480,534,971
Net result for the year		-	2,161,021	-	2,161,021
Other economic flows		-	-	-	-
Capital appropriations		-	-	-	-
Balance at 30 June 2013		278,281,957	33,235,776	171,178,259	482,695,992

The above Statement of Changes in Equity should be read in conjunction with the accompanying Notes included on pages 48 to 95.

PARLIAMENT OF VICTORIA
Cash flow statement
for the financial year ended 30 June 2013

	Notes	2013 \$	2012 \$
Cash flows from operating activities			
Receipts			
Receipts from Government appropriations		121,855,849	117,062,770
Receipts from Parliament refreshment rooms		1,582,526	1,553,484
Receipts from other Government departments		264,521	114,050
Goods and services tax recovered from the ATO		4,350,141	4,439,168
Total receipts		128,053,037	123,169,472
Payments			
Payments to suppliers and employees		(113,244,145)	(112,089,909)
Payments by Parliament refreshment rooms		(1,692,862)	(1,614,696)
Goods and services tax paid to the ATO		(89,538)	(127,092)
Capital asset charge payments		(2,218,106)	(1,928,106)
Interest and other finance costs		(183,929)	(155,125)
Total payments		(117,428,580)	(115,914,928)
Net cash flows from / (used in) operating activities	16(b)	10,624,457	7,254,544
Cash flows from investing activities			
Payments for non-financial physical assets		(10,097,324)	(10,357,300)
Sales of non-financial physical assets		1,305,305	1,106,773
Net cash flows from / (used in) investing activities		(8,792,019)	(9,250,527)
Cash flows from financing activities			
Owner contributions by State Government		-	4,000,000
Repayment of finance lease liability on disposals		(539,067)	(1,233,257)
Repayment of finance leases		(1,705,095)	(1,115,045)
Net cash flows from / (used in) financing activities		(2,244,162)	1,651,698
Net increase / (decrease) in cash and cash equivalents		(411,724)	(344,285)
Cash and cash equivalents at the beginning of the financial year		(1,343,417)	(999,132)
Cash and cash equivalents at the end of the financial year	16(a)	(1,755,141)	(1,343,417)

The above cash flow statement should be read in conjunction with the accompanying notes included on pages 48 to 95.

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PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies

The annual financial statements represent the audited general purpose financial statements for the Parliament of Victoria for the year ended 30 June 2013.

The purpose of the report is to provide users with information about the Parliament's stewardship of resources entrusted to it.

(a) Statement of compliance

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

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

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

To gain a better understanding of the terminology used in this report, a glossary of terms and style conventions can be found in Note 24.

The annual financial statements were authorised for issue by the President of the Legislative Council and the Speaker of the Legislative Assembly on 19 August 2013.

(b) Basis of accounting preparation and measurement

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

Judgements, estimates and assumptions are required to be made about the carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

Revisions to accounting estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision. Judgements and assumptions made by management in the application of AASs that have significant effects on the financial statements and estimates relate to:

- the fair value of property, plant and equipment, (refer to Note 1(k));
- superannuation expense (refer to Note 1(g)); and
- employee benefit provisions based on likely tenure of existing staff, patterns of leave claims, future salary movements and future discount rates (refer to Note 1(l)).

These financial statements are presented in Australian dollars, and prepared in accordance with the historical cost convention except for:

- non-financial physical assets which, subsequent to acquisition, are measured at a revalued amount being their fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent impairment losses. Revaluations are made with sufficient regularity to ensure that the carrying amounts do not materially differ from their fair value;
- the fair value of an asset other than land is generally based on its depreciated replacement value.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies (continued)

(c) Reporting entity

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

Parliament of Victoria
Parliament House
Spring Street
Melbourne 3002
Victoria

A description of the nature of the Parliament's operations and its principal activities is included in the report of operations, which does not form part of these financial statements.

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 of Victoria is predominantly funded by accrual based Parliamentary appropriations for the provision of outputs that are further described in Note 2 Parliament (*controlled*) *outputs*.

Outputs of the Parliament of Victoria

Information about the Parliament's output activities, and the expenses, income, assets and liabilities which are reliably attributable to those output activities, is set out in the output activities schedule (Note 2).

Information about expenses, incomes, assets and liabilities administered by the Parliament on behalf of the State is given in the schedule of administered expenses and revenues and the schedule of administered assets and liabilities (see Note 3).

(d) Basis of consolidation

Administered items

Certain resources are administered by the Parliament on behalf of the State. While the Parliament is accountable for the transactions involving administered items, it does not have the discretion to deploy the resources for its own benefit or the achievement of its objectives. Accordingly, transactions and balances relating to administered items are not recognised as Parliament income, expenses, assets or liabilities within the body of the financial statements.

Administered income includes minor sale of goods and services, and receipts toward the Public Service Commuter Club. Administered assets are amounts receivable toward the Public Service Commuter Club. Administered liabilities are advances received toward the Public Service Commuter Club.

Except as otherwise disclosed, administered resources are accounted for on an accrual basis using the same accounting policies adopted for recognition of the Parliament items in the financial statements. Both controlled and administered items of Parliament are consolidated into the financial statements of the State.

Disclosures related to administered items can be found in Note 3.

(e) Scope and presentation of financial statements

Comprehensive operating statement

Income and expenses in the comprehensive operating statement are classified according to whether or not they arise from 'transactions' or 'other economic flows'. This classification is consistent with the whole of government reporting format and is allowed under *AASB 101 Presentation of financial statements*.

Note 1 - Summary of significant accounting policies (continued)

'Transactions' are those economic flows that are considered to arise as a result of policy decisions, usually interactions between two entities by mutual agreement. Transactions also include flows within an entity, such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

'Other economic flows' are changes arising from market re-measurements. They include gains and losses from disposals, and revaluations and impairments of non-financial physical assets.

The net result is equivalent to profit or loss derived in accordance with AASs.

Balance sheet

Assets and liabilities are presented in liquidity order with assets aggregated into financial assets and non-financial assets.

Current and non-current assets and liabilities (non-current being those assets or liabilities expected to be recovered or settled beyond 12 months) are disclosed in the notes, where relevant.

Statement of changes in equity

The statement of changes in equity presents reconciliations of non-owner and owner changes in equity from opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period. It also shows separately changes due to amounts recognised in the 'Comprehensive result' and amounts recognised in 'Other economic flows' related to 'Transactions with owner in its capacity as owner'.

Cash flow statement

Cash flows are classified according to whether or not they arise from operating activities, investing activities, or financing activities. This classification is consistent with requirements under *AASB 107 Statement of Cash Flows*.

Rounding

Amounts in the financial statements have been rounded to the nearest whole dollar, unless otherwise stated.

(f) Income from transactions

Income is recognised to the extent that it is probable that the economic benefits will flow to the entity and the income can be reliably measured at fair value.

Appropriation income

Appropriated income becomes controlled and is recognised by the Parliament when it is appropriated from the Consolidated Fund by the Victorian Parliament and applied to the purposes defined under the relevant appropriations act. Additionally, the Parliament is permitted under Section 29 of the *Financial Management Act 1994* to have certain income annotated to the annual appropriation. The income 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 income 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 the proceeds from the sale of assets and income from the sale of products and services.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies (continued)

Where applicable, amounts disclosed as income are net of returns, allowances, duties and taxes. All amounts of income over which the Parliament does not have control are disclosed as administered income in the schedule of administered income and expenses (see Note 3). Income is recognised for each of the Parliament's major activities as follows:

Output appropriations

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

Special appropriations

The following special appropriations are recognised when the amount appropriated for that particular purpose is due and payable by the Parliament:

- salary for the Clerk of the Parliaments (under the *Constitution Act No. 8750*)
- salaries for the Legislative Assembly (under the *Constitution Act No. 8750*)
- salaries for the Legislative Council (under the *Constitution Act No. 8750*)
- Parliamentary benefits and superannuation (under the *Parliamentary Contributory Superannuation Act No. 89*)
- Parliamentary salaries and superannuation (under the *Parliamentary Salaries & Superannuation Act No. 7723*)

Grants and other income transfers

Income from grants (other than contribution by owners) is recognised when the Parliament obtains control over the contribution.

Fair value of assets and services received free of charge or for nominal consideration

Contributions of resources received free of charge or for nominal consideration are recognised at fair value when control is obtained over them, irrespective of whether these contributions are subject to restrictions or conditions over their use. 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 received as a donation.

(g) Expenses from transactions

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Employee expenses

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

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies (continued)

Superannuation

The amount recognised in the comprehensive operating statement is the employer contributions for members of both defined benefit and defined contribution superannuation plans that are paid or payable during the reporting period.

The Department of Treasury and Finance (DTF) in their Annual Financial Statements, recognise on behalf of the State as the sponsoring employer, the net defined benefit cost related to the members of these plans as an administered liability. Refer to DTF's Annual Financial Statements for more detailed disclosures in relation to these plans.

Depreciation

All buildings, plant and equipment and other non-financial physical assets (excluding items under operating leases and assets held-for-sale) that have a limited useful life are depreciated. Depreciation is calculated on a straight-line basis, at rates that allocate the asset's value, less any estimated residual value, over its estimated useful life.

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, and adjustments made where appropriate.

The estimated useful lives for the different asset classes for both current and prior years can be found in Note 8.

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

Interest expense

Interest expense is recognised in the period in which it is incurred. Refer to glossary of terms in Note 24 for an explanation of interest expense items.

Capital asset charge

The capital asset charge is calculated on the budgeted carrying amount of applicable non-financial physical assets.

Other operating expenses

Other operating expenses generally represent the day to day running costs incurred in normal operations.

Supplies and services

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

Bad and doubtful debts

Refer to Note 1(j) Impairment of financial assets.

Note 1 - Summary of significant accounting policies (continued)

(h) Other economic flows

Other economic flows measure the change in volume or value of assets or liabilities that do not result from transactions. These include:

Net gain / (loss) on non-financial assets

Net gain / (loss) on non-financial assets and liabilities includes realised and unrealised gains and losses as follows:

Disposal of non-financial physical assets

Any gain or loss on the disposal of non-financial physical assets is recognised at the date of disposal and is determined after deducting from the proceeds the carrying value of the asset at that time.

Impairment of non-financial assets

All assets are assessed annually for indications of impairment, except for:

- inventories (refer to Note 1(k));
- non-financial physical assets classified as held-for-sale (refer to Note 1(k)).

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 as an other economic flow, except to the extent that the write-down can be debited to an asset revaluation surplus amount applicable to that class of asset.

It is deemed that, in the event of the loss or destruction 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.

Refer to Note 1(k) in relation to the recognition and measurement of non-financial assets.

Net gain / (loss) on financial instruments

Net gain / (loss) on financial instruments includes impairment and reversal of impairment for financial instruments at amortised cost.

Other gains / (losses) from other economic flows

Other gains / (losses) from other economic flows include the gains or losses from:

- transfer of amounts from the reserves and / or accumulated surplus to net result due to disposal or derecognition or reclassification; and
- the revaluation of the present value of long service leave liability due to changes in the bond interest rates.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies (continued)

(i) Financial instruments

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

Where relevant, for note disclosure purposes, a distinction is made between those financial assets and financial liabilities that meet the definition of financial instruments in accordance with *AASB 132* and those that do not.

The following refers to financial instruments unless otherwise stated.

Categories of non-derivative financial instruments

Loans and receivables

Loans and receivables are financial instrument assets with fixed and determinable payments that are not quoted on an active market. These assets are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial measurement, loans and receivables are measured at amortised cost using the effective interest method, less any impairment.

Loans and receivables category includes cash and deposits (refer to Note 1(j)), trade receivables and other receivables, but not statutory receivables.

Financial liabilities at amortised cost

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

Financial instrument liabilities measured at amortised cost include all of Parliament's contractual payables and interest bearing arrangements.

(j) Financial assets

Cash and deposits

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

Receivables

Receivables consist of:

- statutory receivables, which include predominantly amounts owing from the Victorian Government and GST input tax credits recoverable; and
- contractual receivables, which include mainly debtors in relation to goods and services.

Note 1 - Summary of significant accounting policies (continued)

Contractual receivables are classified as financial instruments and categorised as loans and receivables (refer to Note 1(i) for recognition and measurement). Statutory receivables, are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments because they do not arise from a contract.

Receivables are subject to impairment testing as described below. A provision for doubtful receivables is recognised when there is objective evidence that the debts may not be collected, and bad debts are written off when identified.

Impairment of financial assets

At the end of each reporting period, the Parliament assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. All financial instrument assets are subject to annual review for impairment.

Receivables are assessed for bad and doubtful debts on a regular basis. Those bad debts considered as written off by mutual consent are classified as a transaction expense. Bad debts not written off by mutual consent, and the allowance for doubtful receivables, are classified as other economic flows in the net result.

The amount of the allowance is the difference between the financial asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate.

(k) Non-financial assets

Inventories

Inventories include goods held either for sale, or for consumption in the ordinary course of business operations. All inventories are measured at the lower of cost and net realisable value.

Non-financial physical assets classified as held-for-sale

Non-financial physical assets are treated as current and 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 asset is available for immediate use in the current condition; and
- the sale is highly probable and the asset's sale is expected to be completed within twelve months from the date of classification.

These non-financial physical assets are measured at the lower of carrying amount and fair value less costs to sell, and are not subject to depreciation or amortisation.

Note 1 - Summary of significant accounting policies (continued)

Property, plant and equipment

All non-financial physical assets excluding held-for-sale are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and impairment. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition.

The initial cost for non-financial physical assets under a finance lease (refer to Note 1(m)) is measured at amounts equal to the fair value of the leased asset or, if lower, the present value of the minimum lease payments, each determined at the inception of the lease.

Non-financial physical assets such as Crown land and heritage assets are measured at fair value with regard to the property's highest and best use after due consideration is made for any legal or constructive restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset. Theoretical opportunities that may be available in relation to the asset are not taken into account until it is virtually certain that the restrictions will no longer apply.

The fair value of cultural assets and collections, and heritage buildings that the Parliament intends to preserve because of their unique historical, cultural or environmental attributes, is measured at the replacement cost of the asset 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). These policies and any legislative limitations and restrictions imposed on their use and/or disposal may impact their fair value.

The fair value of plant, equipment and vehicles, is normally determined by reference to the asset's depreciated replacement cost. For plant, equipment and vehicles, existing depreciated historical cost is generally a reasonable proxy for depreciated replacement cost because of the short lives of the assets concerned.

Leasehold improvements

The cost of a leasehold improvement 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.

Restrictive nature of cultural and heritage assets and Crown land

The Parliament holds cultural assets, heritage assets, Crown land and infrastructure, which are deemed worthy of preservation because of the social rather than financial benefits they provide to the community. Consequently, there are certain limitations and restrictions imposed on their use and/or disposal.

Non-financial physical assets constructed by the Parliament

The cost of non-financial physical assets constructed by the Parliament includes the cost of all materials used in construction, direct labour on the project, and an appropriate proportion of variable and fixed overheads.

Revaluations of non-financial physical assets

Non-financial physical assets are measured at fair value on a cyclical basis, in accordance with the Financial Reporting Direction (FRD) issued by the Minister for Finance. A full revaluation normally occurs every five years, based upon the asset's government purpose classification but may occur more frequently if fair value assessments indicate material changes in values. Independent valuers are used to conduct these scheduled revaluations. Any interim revaluations are determined in accordance with the requirements of the FRD.

Note 1 - Summary of significant accounting policies (continued)

Revaluation increases or decreases arise from differences between an asset's carrying value and fair value. Net revaluation increases (where the carrying amount of a class of assets is increased as a result of a revaluation) are recognised in 'Other economic flows – other comprehensive income' and accumulated in equity under the asset revaluation surplus. However, the net revaluation increase is recognised in the net result to the extent that it reverses a net revaluation decrease in respect of the same class of property, plant and equipment previously recognised as an expense (other economic flows) in the net result.

Net revaluation decreases are recognised in 'Other economic flows – other comprehensive income' to the extent that a credit balance exists in the asset revaluation surplus in respect of the same class of property, plant and equipment. Otherwise, the net revaluation decreases are recognised immediately as other economic flows in the net result. The net revaluation decrease recognised in 'Other economic flows – other comprehensive income' reduces the amount accumulated in equity under the asset revaluation surplus.

Revaluation increases and decreases relating to individual assets within a class of property, plant and equipment, are offset against one another within that class but are not offset in respect of assets in different classes.

Prepayments

Prepayments represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.

(l) Liabilities

Payables

Payables consist of:

- contractual payables, such as accounts payable. Accounts payable represent liabilities for goods and services provided to the Parliament prior to the end of the financial year that are unpaid, and arise when the Parliament becomes obliged to make future payments in respect of the purchase of those goods and services; and
- statutory payables, such as goods and services tax and fringe benefits tax payables.

Contractual payables are classified as financial instruments and categorised as financial liabilities at amortised cost (refer to Note 1(i)). Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from a contract.

Borrowings

Borrowings are initially measured at fair value, being the cost of the borrowings, net of transaction costs (refer also to Note 1(m) Leases).

Subsequent to initial recognition, borrowings are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in net result over the period of the borrowing using the effective interest method.

Note 1 - Summary of significant accounting policies (continued)

Provisions

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

The amount recognised as a liability is the best estimate of the consideration required to settle the present obligation at reporting period, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows, using a discount rate that reflects the time value of money and risks specific to the provision.

When some or all of the economic benefits required to settle a provision are expected to be received from a third party, the receivable is recognised as an asset if it is virtually certain that the amount will be received and the amount of the receivable can be measured reliably.

Employee benefits

Provision is made for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date.

(i) Wages and salaries and annual leave

Liabilities for wages and salaries and annual leave are recognised in the provision for employee benefits, classified as current liabilities. Those liabilities which are expected to be settled within 12 months of the reporting period are measured at their nominal values.

Those liabilities that are not expected to be settled within 12 months are also recognised in the provision for employee benefits as current liabilities, but are 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.

Unconditional LSL is disclosed in the notes to the financial statements 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:

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

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. Any gain or loss following revaluation of the present value of non-current LSL liability is recognised as a transaction, except to the extent that a gain or loss arises due to changes in bond interest rates for which it is then recognised as an 'other economic flow' (refer to Note 1(h)).

(iii) Termination benefits

Termination benefits are payable when employment is terminated before the normal retirement date, or when an employee accepts voluntary redundancy in exchange for these benefits. The Parliament recognises termination benefits when it is demonstrably committed to either terminating the employment of current employees according to a detailed formal plan without possibility of withdrawal or providing termination benefits as a result of an offer made to encourage voluntary redundancy. Benefits falling due more than 12 months after the end of the reporting period are discounted to present value.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies (continued)

Employee benefits on-costs

Employee benefits on-costs such as payroll tax, workers compensation and superannuation are recognised separately from the provision for employee benefits.

(m) Leases

A lease is a right to use an asset for an agreed period of time in exchange for payment.

Leases are classified at their inception as either operating or finance leases based on the economic substance of the agreement so as to reflect the risks and rewards incidental to ownership. 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 from the lessor to the lessee. All other leases are classified as operating leases.

Finance leases

Parliament of Victoria as lessee

At the commencement of the lease term, finance leases are initially recognised as assets and liabilities at amounts equal to the fair value of the leased property or, if lower, the present value of the minimum lease payment, each determined at the inception of the lease. The leased asset is depreciated over the shorter of the estimated useful life of the asset or the term of the lease.

Minimum finance lease payments are apportioned between reduction of the outstanding lease liability, and periodic finance expense which is calculated using the interest rate implicit in the lease and charged directly to the comprehensive operating statement.

Operating leases

Parliament of Victoria as lessee

Operating lease payments, including any contingent rentals, are recognised as an expense in the comprehensive 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 leased asset is not recognised in the balance sheet.

All incentives for the agreement of a new or renewed operating lease are recognised as an integral part of the net consideration agreed for the use of the leased asset, irrespective of the incentive's nature or form or the timing of payments.

In the event that lease incentives are received to enter into operating leases, the aggregate cost of incentives are recognised as a reduction of rental expense over the lease term on a straight-line basis, unless another systematic basis is more representative of the time pattern in which economic benefits from the leased asset are consumed.

(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.

Transfers of net assets arising from administrative restructurings are treated as distributions to or contributions by owners.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 1 - Summary of significant accounting policies (continued)

(o) Commitments

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are disclosed by way of a note (refer to Note 13) at their nominal value and inclusive of the goods and services tax (GST) payable. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

(p) Contingent assets and contingent liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed by way of a note (refer to Note 14) and, if quantifiable, are measured at nominal value. Contingent assets and liabilities are presented inclusive of GST receivable or payable respectively.

(q) Accounting for goods and services tax (GST)

Income, expenses and assets are recognised net of the amount of associated GST, except where GST incurred is not recoverable from the taxation authority. In this case, the GST payable 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 were recovered from, or paid to the taxation authority, are presented as operating cash flow.

(r) Events after the reporting period

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 when the agreement is irrevocable at or before the end of the reporting period.

Adjustments are made to amounts recognised in the financial statements for events which occur after the reporting period and before the date the financial statements are authorised for issue, where those events provide information about conditions which existed in the reporting period.

Note disclosure is made about events between the end of the reporting period and the date the financial statements are authorised for issue where the events relate to conditions which arose after the end of the reporting period and which may have a material impact on the results of subsequent years.

(s) AASs issued that are not yet effective

Certain new AASs have been published that are not mandatory for the 30 June 2013 reporting period. The Department of Treasury and Finance assesses the impact of these new standards and advises the Parliament of their applicability and early adoption where applicable. Parliament of Victoria has not adopted these standards early.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 2 - Parliament (controlled) outputs

A description of the Parliament of Victoria outputs performed during the year ended 30 June 2013, 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, processing of legislation, preparation of the records of the proceedings and documentation required for the sittings of the Assembly, provision of assistance to parliamentary committees, provision of information relating to the proceedings of the Assembly and the promotion of public awareness of Parliament.

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

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

Objectives

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

Parliamentary Investigatory Committees

Description of outputs

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

Objectives

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

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 2 - Parliament (controlled) outputs (continued)
Schedule A - Controlled income and expenses for the year ended 30 June 2013

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
	\$	\$	\$	\$	\$
Income from transactions					
Output appropriations	2,860,624	4,411,336	81,947,427	6,675,625	95,895,012
Special appropriations	10,629,679	22,007,673	-	-	32,637,352
Grants and other income transfers	-	-	28,770	160,751	189,521
Fair value of assets and services received free of charge	-	-	79,220	-	79,220
Parliament refreshment rooms	-	-	1,400,506	-	1,400,506
Total income from transactions	13,490,303	26,419,009	83,455,923	6,836,376	130,201,611
Expenses from transactions					
Employee expenses	(13,017,610)	(24,271,443)	(34,841,354)	(4,492,554)	(76,622,961)
Depreciation	-	-	(14,385,482)	-	(14,385,482)
Interest expense	-	-	(183,929)	-	(183,929)
Capital asset charge	-	-	(2,218,106)	-	(2,218,106)
Parliament refreshment rooms	-	-	(1,739,264)	-	(1,739,264)
Communications, postage and printing	(41,322)	(113,969)	(8,720,997)	(162,532)	(9,038,820)
Property rental cost	-	-	(6,957,394)	(591,610)	(7,549,004)
Other operating expenses	(447,371)	(1,053,597)	(14,353,847)	(907,679)	(16,762,494)
Total expenses from transactions	(13,506,303)	(25,439,009)	(83,400,373)	(6,154,375)	(128,500,060)
Net result from transactions (net operating balance)	(16,000)	980,000	55,550	682,001	1,701,551
Other economic flows included in net result					
Net gain / (loss) on non-financial physical assets	-	-	405,691	-	405,691
Other gains / (losses) from other economic flows	2,186	951	47,162	3,480	53,779
Total other economic flows included in net result	2,186	951	452,853	3,480	459,470
Net result	(13,814)	980,951	508,403	685,481	2,161,021
Other economic flows - other comprehensive income					
Changes in physical asset revaluation surplus	-	-	-	-	-
Total other economic flows - other comprehensive income	-	-	-	-	-
Comprehensive result	(13,814)	980,951	508,403	685,481	2,161,021

The comparative Parliament outputs schedule for the year ended 30 June 2012 appears on the following page.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 2 - Parliament (controlled) outputs (continued)
Schedule B - Controlled income and expenses for the year ended 30 June 2012

	Legislative Council \$	Legislative Assembly \$	Department of Parliamentary Services \$	Parliamentary Investigatory Committees \$	Parliament Total \$
Income from transactions					
Output appropriations	2,933,567	4,557,006	72,692,882	6,897,988	87,081,443
Special appropriations	10,490,303	21,606,322	-	-	32,096,625
Grants and other income transfers	-	-	42,050	-	42,050
Fair value of services received free of charge	-	-	126,853	-	126,853
Parliament refreshment rooms	-	-	1,393,645	-	1,393,645
Total income from transactions	13,423,870	26,163,328	74,255,430	6,897,988	120,740,616
Expenses from transactions					
Employee expenses	(12,888,957)	(23,792,060)	(34,619,419)	(4,458,732)	(75,759,168)
Depreciation	-	-	(5,718,443)	-	(5,718,443)
Interest expense	-	-	(155,125)	-	(155,125)
Capital asset charge	-	-	(1,928,106)	-	(1,928,106)
Parliament refreshment rooms	-	-	(1,570,599)	-	(1,570,599)
Communications, postage and printing	(46,315)	(114,561)	(9,623,206)	(196,975)	(9,981,057)
Property rental cost	-	-	(6,544,019)	(432,000)	(6,976,019)
Other operating expenses	(501,597)	(1,121,708)	(13,796,132)	(1,230,280)	(16,649,717)
Total expenses from transactions	(13,436,869)	(25,028,329)	(73,955,049)	(6,317,987)	(118,738,234)
Net result from transactions (net operating balance)	(12,999)	1,134,999	300,381	580,001	2,002,382
Other economic flows included in net result					
Net gain / (loss) on non-financial physical assets	-	-	225,463	-	225,463
Other gains / (losses) from other economic flows	(19,624)	(6,669)	(189,962)	(23,967)	(240,222)
Total other economic flows included in net result	(19,624)	(6,669)	35,501	(23,967)	(14,759)
Net result	(32,623)	1,128,330	335,882	556,034	1,987,623
Other economic flows - other comprehensive income					
Changes in physical asset revaluation surplus	-	-	207,959,626	-	207,959,626
Total other economic flows - other comprehensive income	-	-	207,959,626	-	207,959,626
Comprehensive result	(32,623)	(1,128,330)	208,295,508	556,034	209,947,249

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 2 - Parliament (controlled) outputs (continued)

Schedule C - Controlled assets and liabilities as at 30 June 2013

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
	\$	\$	\$	\$	\$
Assets					
Financial assets	656,222	1,149,041	49,059,108	1,733,272	52,597,643
Non-financial assets	9,809	20,521	449,022,715	80,482	449,133,527
Total assets	666,031	1,169,562	498,081,823	1,813,754	501,731,170
Liabilities					
	(1,330,420)	(1,376,260)	(15,200,362)	(1,128,136)	(19,035,178)
Total liabilities	(1,330,420)	(1,376,260)	(15,200,362)	(1,128,136)	(19,035,178)
Net assets / (liabilities)	(664,389)	(206,698)	482,881,461	685,618	482,695,992

The comparative Parliament outputs schedule for the year ended 30 June 2012 appears on the following page.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 2 - Parliament (controlled) outputs (continued)

Schedule D - Controlled assets and liabilities as at 30 June 2012

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
	\$	\$	\$	\$	\$
Assets					
Financial assets	603,524	1,229,125	42,688,552	1,456,915	45,978,116
Non-financial assets	28,577	51,251	451,838,325	-	451,918,153
Total assets	632,101	1,280,376	494,526,877	1,456,915	497,896,269
Liabilities					
	(1,250,419)	(1,176,594)	(13,742,512)	(1,191,773)	(17,361,298)
Total liabilities	(1,250,419)	(1,176,594)	(13,742,512)	(1,191,773)	(17,361,298)
Net assets / (liabilities)	(618,318)	103,782	480,784,365	265,142	480,534,971

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 3 - Administered (non controlled) items

In addition to the specific Parliamentary operations which are included in the financial statements (comprehensive operating statement, balance sheet, statement of changes in equity and cash flow statement), the Parliament administers or manages other 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 income includes minor sale of goods and services, and receipts toward the Public Service Commuter Club. Both the controlled Parliamentary financial statements and these administered items are consolidated into the financial statements of the State.

	Department of Parliamentary Services		Parliament Total	
	2013	2012	2013	2012
	\$	\$	\$	\$
Administered income from transactions				
Sale of goods and services	78,219	29,444	78,219	29,444
Receipts towards Public Service Commuter Club	89,173	75,320	89,173	75,320
Total administered income from transactions	167,392	104,764	167,392	104,764
Administered expenses from transactions				
Payments towards Public Service Commuter Club	(91,155)	(89,361)	(91,155)	(89,361)
Payments into the Consolidated Fund	(78,219)	(29,444)	(78,219)	(29,444)
Total administered expenses from transactions	(169,374)	(118,805)	(169,374)	(118,805)
Total administered net result from transactions (net operating balance)	(1,982)	(14,041)	(1,982)	(14,041)
Administered other economic flows included in the administered net result	-	-	-	-
Total administered comprehensive result	(1,982)	(14,041)	(1,982)	(14,041)
Administered financial assets				
Receivables	45,747	43,765	45,747	43,765
Total administered assets	45,747	43,765	45,747	43,765
Administered liabilities				
Payables	(45,747)	(43,765)	(45,747)	(43,765)
Total administered liabilities	(45,747)	(43,765)	(45,747)	(43,765)
Total administered net assets	-	-	-	-

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 4 - Income from transactions		
(a) Grants and other income transfers		
Department of Education & Early Childhood Development	28,770	42,050
Department of Justice	160,751	-
	<u>189,521</u>	<u>42,050</u>
(b) Fair value of assets and services received free of charge		
Services received free of charge	79,220	112,853
Cultural assets	-	14,000
	<u>79,220</u>	<u>126,853</u>

Note 5 - Expenses from transactions

(a) Employee benefit expense		
Salaries and wages ^(a)	55,110,147	53,734,061
Annual leave and long service leave expense	3,748,939	4,394,284
Superannuation contribution	13,384,811	13,320,098
State Employees Retirement Benefits Scheme - contribution	23,572	23,011
Work cover premiums	294,976	285,992
Payroll tax	3,128,533	3,140,467
Fringe benefits tax	931,983	861,255
Total employee benefits	<u>76,622,961</u>	<u>75,759,168</u>

(a) 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) Depreciation expense		
(i) Depreciation of non-current assets:		
- Buildings	9,573,406	1,412,447
- Plant & equipment	3,092,083	2,336,144
- Cultural assets	-	135,342
- Leasehold improvements	370,423	368,848
- Plant & equipment under finance lease	1,349,570	1,465,662
Total depreciation expense	<u>14,385,482</u>	<u>5,718,443</u>

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 5 - Expenses from transactions (continued)		
(c) Parliament refreshment rooms		
The Parliament refreshment rooms operate within the Parliamentary complex:		
Cost of goods sold	527,918	508,396
Other expenditure	1,211,346	1,062,203
	1,739,264	1,570,599
(d) Other operating expenses		
Acts, bills and statutory rules	221,883	317,251
Advertising	1,331,804	1,370,000
Cleaning expenses	902,978	819,937
Computer consulting and contractors	577,368	803,681
Computer software, support & equipment rental	3,025,923	2,803,433
Consulting services	557,016	737,547
Electorate office expenses	1,332,322	1,332,261
Garden expenses	100,128	132,909
Insurance	363,537	346,663
Maintenance contractors & consumables	473,784	489,637
Security	591,092	625,577
Minor equipment purchase and repair	323,246	481,971
Motor vehicle running costs	768,234	784,629
Office expenses	420,182	544,461
Office requisites and stationery	514,250	563,139
Online data base expenses	117,949	159,380
Other expenses	1,691,622	1,321,268
Relocations and maintenance	1,293,530	961,269
Travel and subsistence	1,194,726	1,192,831
Utilities	960,920	861,873
	16,762,494	16,649,717

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 6 - Other economic flows included in net result		
(a) Net gain / (loss) on non-financial physical assets		
Proceeds from sale	1,305,305	1,106,773
Written down value of assets sold	(899,614)	(881,310)
Total net gain / (loss) on non-financial physical assets	405,691	225,463
(b) Other gains / (losses) from other economic flows		
Net gain / (loss) arising from revaluation of long service leave liability ^(a)	53,779	(240,222)
Total other gains / (losses) from other economic flows	53,779	(240,222)

(a) Revaluation gain / (loss) due to changes in bond rates.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 7 - Receivables		
Current receivables		
Contractual		
Debtors - Parliament refreshment rooms	119,668	75,675
Other receivables	49,464	26,829
	<u>169,132</u>	<u>102,504</u>
Statutory		
Amount owing from Victorian Government ^(a)	8,266,589	7,110,110
GST input tax credit recoverable	711,560	829,829
	<u>8,978,149</u>	<u>7,939,939</u>
Total current receivables	<u>9,147,281</u>	<u>8,042,443</u>
Non current receivables		
Statutory		
Amount owing from Victorian Government ^(a)	43,321,177	37,876,138
Total non current receivables	<u>43,321,177</u>	<u>37,876,138</u>
Total receivables	<u>52,468,458</u>	<u>45,918,581</u>

(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) Ageing analysis of contractual receivables

Please refer to Table 15.2 in Note 15 for the ageing analysis of contractual receivables.

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

Please refer to Note 15 for the nature and extent of risks arising from contractual receivables.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 8 - Property, plant and equipment

Table 8.1: Public Administration purpose group - carrying amounts

As at 30 June 2013	Gross carrying amount	Accumulated depreciation	Net carrying amount
Description			
At cost			
Buildings	8,519,971	2,886	8,517,085
Leasehold improvements	4,200,024	2,146,828	2,053,196
Buildings in the course of construction	6,754	-	6,754
Plant & equipment in the course of construction	57,100	-	57,100
Vehicles under finance lease	4,758,682	1,571,459	3,187,223
Cultural assets	99,980	-	99,980
At fair value			
Land	60,000,000	-	60,000,000
Buildings	364,600,000	9,570,519	355,029,481
Plant & equipment	20,115,641	13,684,673	6,430,968
Cultural assets - Library	8,033,006	-	8,033,006
Cultural assets - other	3,836,880	-	3,836,880
Total	474,228,038	26,976,365	447,251,673
As at 30 June 2012			
Description	Gross carrying amount	Accumulated depreciation	Net carrying amount
At cost			
Buildings	-	-	-
Leasehold improvements	6,395,357	4,500,302	1,895,055
Buildings in the course of construction	-	-	-
Plant & equipment in the course of construction	-	-	-
Vehicles under finance lease	4,839,638	1,760,316	3,079,322
At fair value			
Land	60,000,000	-	60,000,000
Buildings	364,600,000	-	364,600,000
Plant & equipment	20,616,466	11,998,909	8,617,557
Cultural assets - Library	8,033,006	-	8,033,006
Cultural assets - other	3,857,420	-	3,857,420
Total	468,341,887	18,259,527	450,082,360

Valuation of assets

Independent valuations of the Parliament's land & buildings, library collection, and other cultural assets were performed by the following valuers to determine the fair value of the assets:

Land and buildings	- Valuer-General Victoria
Cultural assets - Library	- Sainsbury Books
Cultural assets - other	- Armstrong Court

The valuations, which conform to Australian Valuation Standards, were determined by reference to the amounts for which assets could be exchanged between knowledgeable willing parties in an arm's length transaction, except in the case of buildings which are based on depreciated replacement cost.

The effective date of the valuations is June 2012.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 8 - Property, plant and equipment (continued)
Table 8.2: Public Administration Purpose group - movements in carrying amounts

	Land	Buildings	Leasehold improvements	Plant & equipment	Cultural assets - Library	Cultural assets - other	Vehicles under finance lease	In course of construction	Total
	\$	\$	\$	\$	\$	\$	\$	\$	\$
Year ended 30 June 2013									
Opening balance	60,000,000	364,600,000	1,895,055	8,617,557	8,033,006	3,857,419	3,079,323	-	450,082,360
Additions	-	-	-	-	-	-	1,996,538	10,080,324	12,076,862
Assets received free of charge	-	-	-	-	-	-	-	-	-
Disposals	-	-	-	-	-	-	(497,654)	-	(497,654)
Revaluation of PPE	-	-	-	-	-	-	-	-	-
Transfer in / (out) of assets under construction	-	8,519,971	528,564	922,493	-	79,440	-	(10,033,469)	16,999
Transfer to disposal group held for sale	-	-	-	-	-	-	(41,412)	-	(41,412)
Depreciation expense (Note 5(b))	-	(9,573,406)	(370,423)	(3,092,083)	-	-	(1,349,570)	-	(14,385,482)
Closing balance	60,000,000	363,546,565	2,053,196	6,447,967	8,033,006	3,936,859	3,187,225	46,855	447,251,673
Year ended 30 June 2012									
Opening balance	50,000,000	160,306,224	2,263,903	9,099,581	7,148,267	3,764,365	3,041,947	345,755	235,970,042
Additions	-	-	-	605,366	-	20,540	2,736,294	9,731,709	13,093,909
Assets received free of charge	-	-	-	-	-	14,000	-	-	14,000
Disposals	-	-	-	-	-	(3,518)	(831,298)	-	(834,816)
Revaluation of PPE	10,000,000	196,877,513	-	-	994,300	87,813	-	-	207,959,626
Transfer in / (out) of assets under construction	-	8,828,710	-	1,248,754	-	-	-	(10,077,464)	-
Transfer to disposal group held for sale	-	-	-	-	-	-	(401,958)	-	(401,958)
Depreciation expense (Note 5(b))	-	(1,412,447)	(368,848)	(2,336,144)	(109,561)	(25,781)	(1,465,662)	-	(5,718,443)
Closing balance	60,000,000	364,600,000	1,895,055	8,617,557	8,033,006	3,857,419	3,079,323	-	450,082,360

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

	Depreciation Rate %	
	2012-13	2011-12
Buildings	1.25 to 10	0.55 to 10
Leasehold improvements	10	10
Plant, Equipment and Vehicles	6.7 to 50.0	6.7 to 33.3
Cultural Assets	0	0

Change in depreciation policy - buildings & IT plant & equipment

The estimated useful life of Parliament House changed from a range of 65 to 180 years to a range of 28 to 58 years based on advice received from Valuer-General Victoria during their revaluation performed in June 2012. The effective date of this change was 30 June 2012 and the financial effect is an increase in buildings depreciation expense of approximately \$8m annually.

During the 2012-13 financial year the depreciation rates of a small number of IT assets were changed to reflect their appropriate useful life. The financial effect of this change in the 2012-13 financial year was an increase in depreciation expense charged on plant and equipment of \$755,917. The ongoing effect of the change is immaterial.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 9 - Payables

Current Payables

Contractual

Supplies and services	2,595,806	2,068,907
Other payables	131,501	-
	<u>2,727,307</u>	<u>2,068,907</u>

Statutory

Taxes payable	570,231	578,816
	<u>570,231</u>	<u>578,816</u>

Total current payables	<u>3,297,538</u>	<u>2,647,723</u>
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Total payables	<u>3,297,538</u>	<u>2,647,723</u>
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(a) Maturity analysis of contractual payables

Please refer to Table 15.3 in Note 15 for the maturity analysis of contractual payables.

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

Please refer to Note 15 for the nature and extent of risks arising from contractual payables.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 10 - Provisions		
(a) Employee benefits and related on-costs		
Current provisions		
Employee benefits - annual leave:		
Unconditional and expected to be settled within 12 months ^(a)	2,400,165	2,139,444
Unconditional and expected to be settled after 12 months ^(b)	1,370,477	1,383,457
On-costs	603,303	563,664
	<u>4,373,945</u>	<u>4,086,565</u>
Employee benefits - long service leave:		
Unconditional and expected to be settled within 12 months ^(a)	2,168,634	2,197,717
Unconditional and expected to be settled after 12 months ^(b)	2,157,954	2,003,918
On-costs	692,254	672,262
	<u>5,018,842</u>	<u>4,873,897</u>
Termination benefits	207,365	-
Total current provisions	<u>9,600,152</u>	<u>8,960,462</u>
Non-current provisions		
Employee benefits - long service leave	822,182	718,688
On-costs	131,549	114,990
Total non-current provisions	<u>953,731</u>	<u>833,678</u>
Total provisions	<u>10,553,883</u>	<u>9,794,140</u>

(a) The amounts disclosed are nominal amounts.

(b) The amounts disclosed are discounted to present values.

(c) Movement in provisions

	2013				
	Annual leave	Long service leave	On-costs	Termination benefits	Total
Opening balance	3,522,901	4,920,323	1,350,916	-	9,794,140
Additional provisions recognised	2,691,049	604,514	518,685	207,365	4,021,613
Reduction arising from payments / other sacrifices of future economic benefits	(2,443,308)	(322,288)	(442,495)	-	(3,208,091)
Unwind of discount and effect of changes in the discount rate	-	(53,779)	-	-	(53,779)
Closing balance	<u>3,770,642</u>	<u>5,148,770</u>	<u>1,427,106</u>	<u>207,365</u>	<u>10,553,883</u>
Current	3,770,642	4,326,588	1,295,557	207,365	9,600,152
Non-current	-	822,182	131,549	-	953,731
	<u>3,770,642</u>	<u>5,148,770</u>	<u>1,427,106</u>	<u>207,365</u>	<u>10,553,883</u>

(c) Employee numbers

	2013	2012
Average number of employees during the financial year	771	790

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 11 - Superannuation

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

Parliament does not recognise any defined benefit liability in respect of the plan(s) because the entity has no legal or constructive obligation to pay future benefits relating to its employees; its only obligation is to pay superannuation contributions as they fall due. The Department of Treasury and Finance discloses the State's defined benefit liabilities in its disclosure of administered items.

However, superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the comprehensive operating statement of the Parliament.

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

Fund	Paid contribution for the year		Contribution outstanding at year end	
	2013	2012	2013	2012
	\$	\$	\$	\$
Defined benefit plans:				
- Parliamentary Contributory Super Scheme	9,300,000	9,300,000	-	-
- Emergency Services and State Super Scheme:				
~ Emp New & Revised	261,356	293,328	-	-
~ Emp Serbs	23,572	23,011	-	-
Defined contribution plans:				
- VicSuper	2,741,310	2,775,876	-	-
- Other	1,058,572	927,883	-	-
Total	13,384,811	13,320,098	-	-

The bases for determining the level of contributions is determined by the various actuaries of the superannuation plans.

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

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 12 - Leases

Finance leases payables

Leasing arrangements

Finance leases relate to motor vehicles with lease terms of three years.

	Minimum future lease payments ^(a)		Present value of minimum future lease payments	
	2013	2012	2013	2012
Not longer than 1 year	1,999,885	2,128,459	1,853,139	1,971,643
Longer than 1 year and not longer than 5 years	1,462,458	1,615,127	1,407,262	1,536,382
Minimum future lease payments^(a)	3,462,343	3,743,586	3,260,401	3,508,025
Less future finance charges	(201,942)	(235,561)	-	-
Present value of minimum lease payments	3,260,401	3,508,025	3,260,401	3,508,025
Included in the financial statements as:				
Borrowings			3,260,401	3,508,025

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

(a) Maturity analysis of finance lease liabilities

Please refer to Table 15.3 in Note 15 for the ageing analysis of finance lease liabilities.

(b) Nature and extent of risk arising finance liabilities

Please refer to Note 15 for the nature and extent of risks arising from finance lease liabilities.

Operating leases payable

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.

	2013	2012
Not longer than 1 year	7,087,335	6,440,768
Longer than 1 year and not longer than 5 years	9,803,802	10,585,059
Longer than 5 years	253,052	-
	17,144,189	17,025,828

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 13 - Commitments for expenditure		
The following commitments have not been recognised as liabilities in the financial statements:		
(a) Capital expenditure commitments		
Commitments for the acquisition of property, plant and equipment contracted for at the reporting date but not recognised as liabilities, payable:		
- Not longer than one year	5,433,010	-
- Longer than one year and not longer than five years	-	-
Total capital expenditure commitments	5,433,010	-
Total commitments for expenditure (inclusive of GST)	5,433,010	-
Less GST recoverable from the Australian Taxation Office	(493,910)	-
Total commitments for expenditure (exclusive of GST)	4,939,100	-

Note 14 - Contingent assets and liabilities

Contingent liabilities

Legal proceedings and disputes - the Plaintiff alleges breaches of a Tender process Agreement and the Fair Trading Act by the Parliament of Victoria.	1,093,625	1,307,928
Employment related litigation	8,824	87,882
	1,102,449	1,395,810

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 15 - Financial instruments

(a) Financial risk management objectives and policies

The Parliament of Victoria's principal financial instruments comprise of:

- cash assets;
- receivables (excluding statutory receivables);
- payables (excluding statutory payables);
- finance lease payables.

Details of the significant accounting policies and methods adopted, including the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument above are disclosed in Note 1 to the financial statements.

The main purpose in holding financial instruments is to prudentially manage the Parliament's financial risks within the Government policy parameters.

The carrying amounts of the Parliament's financial assets and financial liabilities by category are in Table 15.1 below:

Table 15.1: Categorisation of financial instruments

Category		2013 \$	2012 \$
Contractual financial assets			
Cash and deposits	Loans and receivables	129,185	59,535
Receivables ^(a)	Loans and receivables	169,132	102,504
Total financial assets		298,317	162,039
Contractual financial liabilities			
Payables ^(b)	Liabilities at amortised cost	2,727,307	2,068,907
Bank overdraft	Liabilities at amortised cost	1,884,326	1,402,952
Finance lease payables	Liabilities at amortised cost	3,260,401	3,508,025
Total financial liabilities		7,872,034	6,979,884

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

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

Note 15 - Financial instruments (continued)

(b) Credit risk

Credit risk arises from the contractual financial assets of the Parliament, which comprise cash and cash deposits, non-statutory receivables and other receivables. The Parliament's exposure to credit risk arises from the potential default of a counter party on their contractual obligations resulting in financial loss to the Parliament. Credit risk is measured at fair value and is monitored on a regular basis.

Credit risk associated with the Parliament's contractual financial assets is minimal because the main debtor is the Victorian Government. For debtors other than the 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 contractual financial assets and mainly obtains contractual financial assets that are on fixed interest, except for cash assets, which are mainly cash at bank. As with the policy for debtors, the Parliament's policy is to only deal with banks with high credit ratings.

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

The carrying amount of contractual financial assets recorded in the financial statements, 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. Table 15.2 discloses the ageing of contractual financial assets.

Note 15 - Financial instruments (continued)

Table 15.2: Ageing analysis of contractual financial assets ^(a)

	Carrying amount	Not past due and not impaired	Past due but not impaired				Impaired financial assets
			Less than 1 Month	1 - 3 months	3 months - 1 year	1-5 years	
2013							
Receivables:							
Debtors - Parliament refreshment rooms	119,668	96,922	15,399	6,654	693	-	-
Other receivables	49,464	49,464	-	-	-	-	-
Total	169,132	146,386	15,399	6,654	693	-	-
2012							
Receivables:							
Debtors - Parliament refreshment rooms	75,675	60,517	5,965	8,376	817	-	-
Other receivables	26,829	26,829	-	-	-	-	-
Total	102,504	87,346	5,965	8,376	817	-	-

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

(c) Liquidity risk

Liquidity risk is the risk that the Parliament would be unable to meet its financial obligations as and when 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, making payments within 30 days from the date of resolution. It also continuously manages risk through monitoring future cash flows and maturities planning to ensure adequate holding of high quality liquid assets and dealing in highly liquid markets.

The Parliament's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed on the face of the Balance Sheet.

Note 15 - Financial instruments (continued)

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

Table 15.3: Maturity analysis of contractual financial liabilities

	Carrying amount	Nominal amount	Maturity dates ^(a)			
			Less than 1 Month	1 - 3 months	3 months - 1 year	1-5 years
2013						
Payables:						
Contractual payables	2,727,307	2,727,307	2,727,307	-	-	-
Bank overdraft:						
Unpresented cheques	1,884,326	1,884,326	1,884,326	-	-	-
Borrowings:						
Finance leases payables	3,260,401	3,462,343	287,085	290,508	1,422,291	1,462,459
Total	7,872,034	8,073,976	4,898,718	290,508	1,422,291	1,462,459
2012						
Payables:						
Contractual payables	2,068,907	2,068,907	2,068,907	-	-	-
Bank overdraft:						
Unpresented cheques	1,402,952	1,402,952	1,402,952	-	-	-
Borrowings:						
Finance lease liabilities	3,508,025	3,743,586	443,147	286,683	1,398,629	1,615,127
Total	6,979,884	7,215,445	3,915,006	286,683	1,398,629	1,615,127

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

Note 15 - Financial instruments (continued)

(d) Market risk

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

Foreign currency risk

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

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. The Parliament does not hold any interest bearing financial instruments that are measured at fair value, therefore has nil exposure to fair value interest rate risk.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates.

The Parliament has minimal exposure to cash flow interest rate risks through its cash and deposits, term deposits and bank overdrafts that are at floating rate.

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

The carrying amounts of financial assets and financial liabilities that are exposed to interest rates are set out in Table 15.4.

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.

(e) Fair value

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

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 2013

Note 15 - Financial instruments (continued)

Table 15.4: Interest rate exposure of financial instruments

	Weighted average effective interest rate %	Carrying amount	Interest rate exposure		
			Fixed interest rate	Variable interest rate	Non interest bearing
2013					
Cash and deposits:					
Bank deposits	-	129,185	-	-	129,185
Receivables:					
Debtors - Parliament refreshment rooms	-	119,668	-	-	119,668
Other receivables	-	49,464	-	-	49,464
Total financial assets		298,317	-	-	298,317
Payables:					
Contractual payables at amortised cost	-	2,727,307	-	-	2,727,307
Borrowings:					
Bank overdraft	-	1,884,326	-	-	1,884,326
Finance lease liabilities	6.47	3,260,401	3,260,401	-	-
Total financial liabilities		7,872,034	3,260,401	-	4,611,633
2012					
Cash and deposits:					
Bank deposits	-	59,535	-	-	59,535
Receivables:					
Debtors - Parliament refreshment rooms	-	75,675	-	-	75,675
Other receivables	-	26,829	-	-	26,829
Total financial assets		162,039	-	-	162,039
Payables:					
Contractual payables at amortised cost	-	2,068,907	-	-	2,068,907
Borrowings:					
Bank overdraft	-	1,402,952	-	-	1,402,952
Finance lease liabilities	6.47	3,508,025	3,508,025	-	-
Total financial liabilities		6,979,884	3,508,025	-	3,471,859

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

2013
\$

2012
\$

Note 16 - Cash flow information

(a) Reconciliation of cash and cash equivalents

For Cash Flow Statement purposes, 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 ^(a)	- Parliament of Victoria	3,818	4,475
	- Parliament refreshment rooms	2,500	2,500
Bank balance	- Parliament refreshment rooms	122,867	52,560
		129,185	59,535
Unpresented cheques		(1,884,326)	(1,402,952)
Balance as per cash flow statement		(1,755,141)	(1,343,417)

(a) Due to the State of Victoria's investment policy and government funding arrangements, the Parliament does not hold a large cash reserve in its bank accounts. Parliamentary expenditure, including those in the form of cheques drawn by the Parliament for the payment of goods and services to its suppliers and creditors are made via the Public Account. The process is such that, the Public Account would remit to the Parliament 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 results in the Parliament having a notional shortfall in the cash at bank required for payment of unpresented cheques at the end of the reporting period.

At 30 June 2013, cash at bank included the amount of a notional shortfall for the payment of unpresented cheques of \$1,887,603 (2012 - \$1,402,952).

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

	2013 \$	2012 \$
Note 16 - Cash flow information (continued)		
(b) Reconciliation of net result for the period		
Net result for the period	2,161,021	1,987,623
Non-cash movements:		
(Gain) / loss on sale or disposal of non-current assets	(405,691)	(225,463)
Depreciation of non-current assets	14,385,482	5,718,443
Assets received free of charge	-	(14,000)
Movements in assets and liabilities:		
(Increase) / decrease in current receivables	(6,535,697)	(2,262,126)
Decrease / (increase) in current inventories	6,185	(1,908)
(Increase) / decrease in prepayments	(412,790)	81,821
Increase / (decrease) in current payables	742,069	673,251
Increase / (decrease) in current provisions	563,825	1,054,892
Increase / (decrease) in non current provisions	120,053	242,011
Net cash flows from / (used in) operating activities	10,624,457	7,254,544

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 17 - Summary of compliance with annual Parliamentary and special appropriations

(a) Summary of compliance with annual Parliamentary appropriations

The following table discloses the details of the various annual Parliamentary appropriations received by the Parliament of Victoria 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 the Parliament has no control or discretion.

	Appropriation Act				Financial Management Act 1994				Total Parliamentary Authority	Appropriations Applied	Variance
	Annual Appropriation	Advance from Treasurer	Section 3(2)		Section 29	Section 31	Section 32	Section 35 Advances			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Controlled											
Provision for outputs	86,513,562	8,160,000	-	-	75,000	-	4,617,000	-	99,365,562	95,895,012	3,470,550 (a)
Additions to net assets	-	-	-	-	-	-	-	-	-	-	-
Total	86,513,562	8,160,000	-	-	75,000	-	4,617,000	-	99,365,562	95,895,012	3,470,550
2012											
Controlled											
Provision for outputs	88,245,562	-	-	-	72,000	-	3,385,000	-	91,702,562	87,081,443	4,621,119 (a)
Additions to net assets	4,000,000	-	-	-	-	-	-	-	4,000,000	4,000,000	-
Total	92,245,562	-	-	-	72,000	-	3,385,000	-	95,702,562	91,081,443	4,621,119

(a) The variance represents the carryover of unapplied current year appropriation to the next financial year, as approved by the Treasurer under Section 32(1) of the Financial Management Act 1994.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 17 - Summary of compliance with annual Parliamentary and special appropriations

(b) Summary of compliance with special appropriations

Authority	Purpose	Appropriations applied	
		2013 \$	2012 \$
Audit Act No. 2 of 1994	Audit of the Auditor General's Office	32,600	30,600
Constitution Act No. 8750 - Clerk of the Parliaments	Salaries	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 Contributory Superannuation Act No. 89	Benefits and allowances	9,300,000	9,300,000
Parliamentary Salaries and Superannuation Act No. 7723	Salaries and allowances	22,552,759	22,014,032
		32,637,352	32,096,625

Note 18 - Ex-gratia payments

Parliament made the following ex-gratia payments:

Ex-gratia payments ^(a)	61,939	14,160
Total ex-gratia payments	61,939	14,160

(a) Payments were made to employees primarily for settlement of employment related claims.

PARLIAMENT OF VICTORIA
Notes to the financial statements
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Note 19 - Trust account balances

Trust account balances relating to Trust Accounts controlled and / or administered by the Parliament:

	2013			
	Opening balance as at 1 July 2012	Total receipts	Total payments	Closing balance as at 30 June 2013 ^(b)
Administered Trusts				
Public Service Commuter Club ^(a)	(43,765)	(93,286)	91,304	(45,747)
Total Administered Trusts	(43,765)	(93,286)	91,304	(45,747)
	2012			
	Opening balance as at 1 July 2011	Total receipts	Total payments	Closing balance as at 30 June 2012 ^(b)
Administered Trusts				
Public Service Commuter Club ^(a)	(30,058)	(92,106)	78,399	(43,765)
Total Administered Trusts	(30,058)	(92,106)	78,399	(43,765)

(a) Public Service Commuter Club

Legislation: Financial Management Act 1994

Purpose: To record the receipt and payments of amounts relating to the purchase of rail tickets and associated reimbursements from Club members

(b) The Parliament of Victoria's portion of the Public Service Commuter Trust is temporarily in deficit due to the timing difference between the purchase of travel tickets and reimbursements from employees. The trust's working capital is funded by the Department of Treasury and Finance.

No Trust Accounts were opened or closed by the Parliament during 2012-13.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2013

Note 20 - 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

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

<u>Presiding Officers:</u>	The Hon Bruce Atkinson MLC 1st July 2012 to 30th June 2013 President of the Legislative Council
	The Hon Ken Smith MLA 1st July 2012 to 30th June 2013 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:

Salary Band \$	Number of Officers	
	2013	2012
120,000 - 129,999	-	-
140,000 - 149,999	-	-
160,000 - 169,999	-	-
310,000 - 319,999	2	1
320,000 - 329,999	-	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 2013

Note 21 - 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. The total annualised employee equivalent provides a measure of full time equivalent executive officers over the reporting period.

Income Band \$	Total Remuneration		Base Remuneration	
	2013	2012	2013	2012
	No.	No.	No.	No.
110,000 - 119,999	-	-	-	-
120,000 - 129,999	-	-	-	-
160,000 - 169,999	-	-	-	-
170,000 - 179,999	1	4	1	4
180,000 - 189,999	4	1	4	1
190,000 - 199,999	-	-	-	-
200,000 - 209,999	1	2	1	2
210,000 - 219,999	2	1	2	1
220,000 - 229,999	-	-	-	-
270,000 - 279,999	-	-	-	-
Total numbers	8	8	8	8
Total annualised employee equivalent (AEE)^(a)	8	8	8	8
Total amount	\$ 1,558,520	\$ 1,504,710	\$ 1,554,056	\$ 1,499,838

(a) Annualised employee equivalent is based on working 38 ordinary hours per week over the reporting period.

Note 22 - Remuneration of auditors

Victorian Auditor-General's Office

Audit of the financial statements	55,000	54,000
	55,000	54,000

Note 23 - Subsequent events

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

Note 24 - Glossary of terms

Borrowings

Borrowings refers to interest-bearing liabilities mainly raised from public borrowings raised through the Treasury Corporation of Victoria, finance leases and other interest-bearing arrangements. Borrowings also include non-interest-bearing advances from government that is acquired for policy purposes.

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.

Comprehensive result

The net result of all items of income and expense recognised for the period. It is the aggregate of operating result and other non-owner movements in equity.

Commitments

Commitments include those operating and capital commitments arising from non-cancellable contractual or statutory sources.

Depreciation

Depreciation is an expense that arises from the consumption through wear or time of a produced physical or intangible asset. This expense is classified as a 'transaction' and so reduces the 'net result from transaction'.

Employee benefits expenses

Employee benefits expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, redundancy payments, defined benefits superannuation plans, and defined contribution superannuation plans.

Ex gratia payments

Ex gratia payment is the gratuitous payment of money where no legal obligation exists.

Financial asset

A financial asset is any asset that is:

- (a) cash;
- (b) an equity instrument of another entity;
- (c) a contractual or statutory right:
 - to receive cash or another financial asset from another entity; or
 - to exchange financial assets or financial liabilities with another entity under conditions that are potentially favourable to the entity; or
- (d) a contract that will or may be settled in the entity's own equity instruments and is:
 - a non-derivative for which the entity is or may be obliged to receive a variable number of the entity's own equity instruments; or
 - a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments.

Note 24 - Glossary of terms

Financial instrument

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial assets or liabilities that are not contractual (such as statutory receivables or payables that arise as a result of statutory requirements imposed by governments) are not financial instruments.

Financial liability

A financial liability is any liability that is:

- (a) a contractual obligation:
 - to deliver cash or another financial asset to another entity; or
 - to exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavourable to the entity; or
- (b) a contract that will or may be settled in the entity's own equity instruments and is:
 - a non-derivative for which the entity is or may be obliged to deliver a variable number of the entity's own equity instruments; or
 - a derivative that will or may be settled other than by the exchange of a fixed amount of cash or another financial asset for a fixed number of the entity's own equity instruments. For this purpose the entity's own equity instruments do not include instruments that are themselves contracts for the future receipt of delivery of the entity's own equity instruments.

Financial statements

Depending on the context of the sentence where the term 'financial statements' is used, it may include only the main financial statements (i.e. comprehensive operating statement, balance sheet, cash flow statements, and statement of changes in equity); or it may also be used to replace the old term 'financial report' under the revised *AASB 101* (September 2007), which means it may include the main financial statements and the notes.

Grants and other transfers

Transactions in which one unit provides goods, services, assets (or extinguishes a liability) or labour to another unit without receiving approximately equal value in return. Grants can either be operating or capital in nature.

While grants to Parliament may result in the provision of some goods or services to the transferor, they do not give the transferor a claim to receive directly benefits of approximately equal value. For this reason, grants are referred to by the AASB as involuntary transfers and are termed non-reciprocal transfers. Receipt and sacrifice of approximately equal value may occur, but only by coincidence.

Grants can be paid as general purpose grants which refer to grants that are not subject to conditions regarding their use. Alternatively, they may be paid as specific purpose grants which are paid for a particular purpose and/or have conditions attached regarding their use.

Note 24 - Glossary of terms

Interest expense

Costs incurred in connection with the borrowing of funds includes interest on bank overdrafts and short term and long term borrowings, amortisation of discounts or premiums relating to borrowings, interest component of finance leases repayments, and the increase in financial liabilities and non employee provisions due to the unwinding of discounts to reflect the passage of time.

Interest income

Interest income includes unwinding over time of discounts on financial assets and interest received on bank term deposits and other investments.

Net acquisition of non-financial assets (from transactions)

Purchases (and other acquisitions) of non-financial assets less sales (or disposals) of non-financial assets less depreciation plus changes in inventories and other movements in non-financial assets. It includes only those increases or decreases in non-financial assets resulting from transactions and therefore excludes write offs, impairment write downs and revaluations.

Net result

Net result is a measure of financial performance of the operations for the period. It is the net result of items of income, gains and expenses (including losses) recognised for the period, excluding those that are classified as 'other non owner changes in equity'.

Net result from transactions / net operating balance

Net result from transactions or net operating balance is a key fiscal aggregate and is income from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets. It is the component of the change in net worth that is due to transactions and can be attributed directly to government policies.

Non-financial assets

Non-financial assets are all assets that are not 'financial assets'. It includes inventories, land, buildings, plant and equipment and cultural and heritage assets.

Other economic flows

Other economic flows are changes in the volume or value of an asset or liability that do not result from transactions. It includes:

- gains and losses from disposals, revaluations and impairments of non-financial physical assets.
- gains and losses arising from revaluation of long service leave liability

Note 24 - Glossary of terms

Payables

Includes short and long term trade debt and accounts payable, grants, taxes and interest payable.

Receivables

Includes amounts owing from government through appropriation receivable, short and long term trade credit and accounts receivable, accrued investment income, grants, taxes and interest receivable.

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.

Transactions

Transactions are those economic flows that are considered to arise as a result of policy decisions, usually an interaction between two entities by mutual agreement. They also include flows within an entity such as depreciation where the owner is simultaneously acting as the owner of the depreciating asset and as the consumer of the service provided by the asset. Transactions can be in kind (e.g. assets provided/given free of charge or for nominal consideration) or where the final consideration is cash.

PARLIAMENT OF VICTORIA
Accountable Officer's declaration
30 June 2013

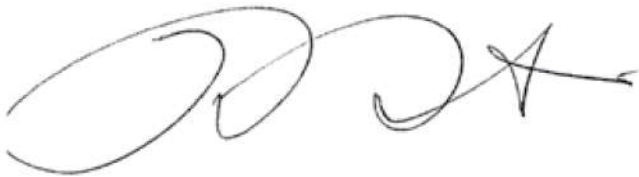
Accountable Officers' and Chief Finance and Accounting Officer's declaration

The attached financial statements for the Parliament of Victoria have been prepared in accordance with Standing Direction 4.2 of the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2013 and financial position of the Parliament of Victoria at 30 June 2013.

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

We authorise the attached financial statements for issue on ~~14th~~ August 2013.



HON KEN SMITH MP
Speaker of the Legislative Assembly
Parliament of Victoria



HON BRUCE ATKINSON MLC
President of the Legislative Council
Parliament of Victoria



Chris Summerill
Acting Chief Finance and Accounting Officer
Parliament of Victoria

Melbourne

19 August 2013

INDEPENDENT AUDITOR'S REPORT

To the Presiding Officers, Parliament of Victoria

The Financial Report

The accompanying financial report for the year ended 30 June 2013 of the Parliament of Victoria which comprises the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement, notes comprising a summary of significant accounting policies and other explanatory information, and the Accountable Officers' and Chief Finance and Accounting Officer's declaration has been audited.

The Presiding Officers' responsibility for the Financial Report

The Presiding Officers of the Parliament of Victoria are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, and the financial reporting requirements of the *Financial Management Act 1994*, and for such internal control as the Presiding Officers determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

The audit of the Parliament of Victoria is undertaken by invitation under Section 16G of the *Audit Act 1994*. Audits by invitation are not subject to section 3A(2) of the *Audit Act 1994* which requires me to consider matters relating to wastage, probity and financial prudence in the course of my audit. Accordingly, when conducting audits by invitation I am unable to report to Parliament on matters relating to wastage, probity and financial prudence.

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. Those standards require compliance with relevant ethical requirements relating to audit engagements and that the audit be planned and performed to obtain reasonable assurance about 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 the 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 Presiding Officers, as well as evaluating the overall presentation of the financial report.

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

Auditing in the Public Interest

Independent Auditor's Report (continued)

Independence

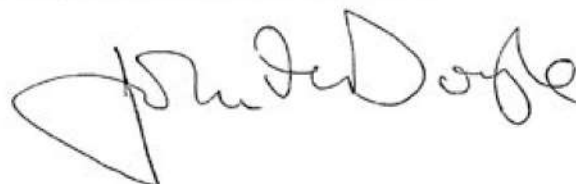
The Auditor-General's independence is established by the *Constitution Act 1975*. The Auditor-General is not subject to direction by any person about the way in which his powers and responsibilities are to be exercised. In conducting the audit, the Auditor-General, his staff and delegates complied with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

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 2013 and its financial performance and cash flows for the year then ended in accordance with applicable Australian Accounting Standards, and the financial reporting requirements of the *Financial Management Act 1994*.

Matters Relating to the Electronic Publication of the Audited Financial Report

This auditor's report relates to the financial report of the Parliament of Victoria for the year ended 30 June 2013 included both in the Parliament of Victoria's annual report and on the website. The Presiding Officers are responsible for the integrity of the Parliament of Victoria's website. I have not been engaged to report on the integrity of the Parliament of Victoria's website. The auditor's report refers only to the subject matter described above. It does not provide an opinion on any other information which may have been hyperlinked to/from these statements. If users of the financial report are concerned with the inherent risks arising from publication on a website, they are advised to refer to the hard copy of the audited financial report to confirm the information contained in the website version of the financial report.



MELBOURNE
19 August 2013

John Doyle
Auditor-General



**Department of Parliamentary Services
Parliament of Victoria**

Spring Street Melbourne Victoria 3002 Australia

Telephone +61 3 8682 2661
Facsimile +61 3 8682 2659
Website www.parliament.vic.gov.au

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