



PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE

2011-12 BUDGET ESTIMATES QUESTIONNAIRE

DEPARTMENT OF PARLIAMENTARY SERVICES

CONTENTS

PART A: Non-Budget-sensitive information.....	5
1. Strategic priorities	5
2. Budget preparation.....	6
3. Performance measures	7
PART B: Budget-sensitive information.....	8
4. Strategic priorities	8
5. Budget preparation.....	8
6. Spending	9
7. Efficiencies.....	12
8. Asset and output initiative funding.....	12
9. Revenue initiatives, departmental income (fees, fines, taxation measures, concessions and subsidies) and tax expenditures.....	13
10. Grants from the Commonwealth	14
11. Net debt	15
12. Environmental challenges	15
13. Geographic considerations	16
14. Performance measures	19
15. Staffing matters	19

PART A: Non-Budget-sensitive information

Responses to questions in Part A are due by 5.00 pm, Thursday 28 April 2011 (we will not meet this date – Peter will need to have final documents to review on 2 May when he returns from leave)

1. Strategic priorities

Question 1.1

What are the Department's key strategic priorities that underpin its budget for 2011-12 and over the forward estimates to 2014-15?

The key strategic priorities for the Parliament that underpin its budget for 2011-12 and over the forward estimates to 2014-15 are:

- establishment of the 57th Parliament including Parliamentary Committees, electorate offices and other support infrastructure;
- ensuring that Parliament House remains a functional, contemporary working location within the constraints imposed by its heritage characteristics;
- delivering the appropriate range of services required by Parliament within existing resources and against a background of rising costs and increasing service needs;
- enhance citizen participation by expanding the Community Engagement program;
- delivering the video broadcasting of proceedings in the Legislative Council, Legislative Assembly and Committees;
- upgrade Parliament Precinct security whilst maintaining public access to Parliament House; and
- training and retention of staff specialising in parliamentary procedure.

Question 1.2

If applicable, how do these priorities differ from the previous year?

Parliament's strategic priorities in 2011-12 and forward years will reflect the direction set by the Presiding Officers for the 57th Parliament as outlined in 1.1.

2. Budget preparation

Question 2.1

- (a) Does your Department estimate the cost of providing input into the process of developing the State Budget?

No

- (b) If so, what are the cost centres involved e.g. preparation of budget bids; preparation, internal reviews and approvals of business cases; servicing the Budget Expenditure Review Committee?

Not applicable

- (c) If it is possible to do so, what is the Department's estimate of the cost of work undertaken as part of the preparation of the 2011-12 Budget (please provide a breakdown according to key tasks if possible). For the Department of Treasury and Finance, please provide a breakdown that differentiates between the part of the Department that provides input as a department and the part of the Department that manages the budget process as a whole on behalf of the Government.

Not applicable

- (d) What is the estimated expenditure incurred for the engagement of consultants by the Department to assist in the preparation of items considered for the State Budget for 2011-12?

Nil

Question 2.2 (Department of Treasury and Finance only)

- (a) What is the cost of the development, preparation and publication of the budget papers? Please also provide the details of the number of resources employed and hours entailed.

- (b) What is the Department of Treasury and Finance's view on publishing in future, as part of the budget papers, the cost of developing, preparing and publishing this key accountability document for the State?

Question 2.3 (Department of Treasury and Finance only)

If not detailed in the budget papers, please indicate the figure for Victoria's estimated GSP for 2011-12 used in the budget papers and how it was calculated.

3. Performance measures

Question 3.1 (Department of Treasury and Finance only)

What proposed training and development initiatives are planned by DTF to update or re-skill the general government sector in the requirements of outcome-based reporting, should the Public Finance and Accountability Bill become legislation?

PART B: Budget-sensitive information

Responses to questions in Part B are due by 5.00 pm, Wednesday 4 May 2011

4. Strategic priorities

Question 4.1

- (a) What are the impacts of any differences in the Department's strategic priorities between 2010-11 and 2011-12 on funding and resource allocation?

It is anticipated that there will not be significant impacts on funding and resource allocation for the Departments of the Legislative Assembly and Parliamentary Services.

However, there is likely to be a significant impact on the Department of the Legislative Council. That Department has an obligation under the Standing Orders to provide the newly established Council's Standing Committee system (which was agreed to unanimously in the 56th Parliament) with the necessary staff, facilities and resources. No additional funds have been provided to the Department in the 2011-12 budget to meet this obligation.

The Department has therefore appointed only a minimum amount of staff to operate the system. As a result of the additional salary and other associated operating costs, the Department will have no funds for any unforeseen expenditure.

- (c) Please identify any programs or initiatives over \$2 million that have been curtailed, deferred, discontinued or completed as a result of changes in strategic priorities between 2010-11 and 2011-12.

Not Applicable

5. Budget preparation

Question 5.1 (Department of Treasury and Finance only)

In relation to the contingency items within the 2011-12 Budget and Appropriation Bill, namely:

- 'output contingencies not allocated to departments',
- 'capital provision approved but not yet allocated' and

- ‘advance to the Treasurer to meet urgent claims that may arise before Parliamentary sanction’,
- (a) please provide a detailed account of the rationale that is applied to ensure the adequacy of these allocations; and
- (b) please comment on the accuracy and utilisation of the contingency items in 2010-11.

Question 5.2 (Department of Treasury and Finance only)

In relation to the Estimated Financial Statements for the Victorian General Government Sector (estimated operating statement and estimated balance sheet), please explain any variations of more than 10 per cent between the 2011-12 estimates published in the 2010-11 budget papers, and the 2011-12 Budget forecasts shown in the 2011-12 budget papers.

Question 5.3 (Department of Treasury and Finance only)

- (a) What new features have been incorporated in the budget papers for 2011-12 and why?
- (b) What features have been omitted and why?

6. Spending

Question 6.1

In relation to output costs, please explain any variations of more than 10 per cent between the expected outcome for 2010-11 and the target for 2011-12 for individual outputs.

Output Department	2010-11 Budget	2010-11 Revised	2011-12 Budget	Variation ^(a) %
Legislative Council	16.3	16.7	10.9	-33.1
Legislative Assembly	30.7	31.3	20.0	-34.9

The total output cost for both the Legislative Council and Legislative Assembly for 2011-12 Budgets has decreased.

This is due to a three year actuarial assessment of Members’ defined benefit superannuation cost, required under the *Parliamentary Salaries and Superannuation Act*, which has not yet been completed. Once the assessment is complete Parliament will apply for the applicable funding.

Question 6.2

In relation to expenses from transactions that relate to ‘Employee Benefits’, please explain any variations of more than 10 per cent between the expected outcome for 2010-11 and the target for 2011-12.

Nil

Question 6.3

- (a) As 'other operating expenses' constitute around a third of total expenses for the general government sector, please provide a breakdown of the major components of the Department's expected expense for 2010-11 and the Department's target for this item for 2011-12.

Information in Budget Paper 4 comes from Department of Treasury and Finance's Business Management System. Parliament allocates budgets to cost centres and expenditure accounts in its financial system. A zero base budget approach is used by Parliament and units make bids which are supported by planning documentation.

Parliament is presently developing its detailed budgets for 2011-12 and this information could be provided at a later date.

The major components of Parliament's 'other operating expenses' are provided in the table below. These items make up 80% of Parliament's 'other operating expenses'.

Description	2010-11 Budget \$m	% of Total Other Operating Expenses
Rent and Utilities	7.65	18%
Communications (phones, data, postage)	3.54	8%
Member's Electorate Office & Communications Budget	13.77	33%
Electorate Office Relocation and Refurbishment	1.63	4%
Information Technology	3.20	8%
Printing	1.63	4%
Member's Travel and Subsistence	2.27	5%
Subtotal for above listed categories	33.70	80%
Total Other Operating Expense	42.09	

- (b) Please explain any variations of more than 10 per cent between the expected outcome for 2010-11 and the target for 2011-12 for these major components.

We do not expect variations greater than 10% for the 2011-12 budget.

Question 6.4

- (a) For your Department, please provide a breakdown of the expected expenditure for 2010-11 and the target for 2011-12 for the following items:

- (i) entertainment expenses;
- (ii) overseas travel;
- (iii) legal expenses;
- (iv) consultants;*

- (v) contractors;* and
- (vi) grants to non-government organisations.
- for the definitions of 'consultants' and 'contractors', see VGPB's *All Procurement Policies* (Procurement Policies Master Manual), p.105

Description	2010-11 Budget \$m	% of Total Other Operating Expense
(i) entertainment expenses;	0.11	0.27%
(ii) Air Travel (includes air travel budget for MPs of \$2.27m)	2.45	5.82%
(iii) legal expenses;	0.55	1.31%
(iv) consultants;*	0.64	1.52%
(v) contractors;* and	0.96	2.28%
(vi) grants to non-government organisations.	0	0.00%
Total Other Operating Expense	42.09	

If this information cannot be extracted, please specify why.

The account code for air travel includes intrastate, interstate and overseas travel.

- (b) Please explain any variations of more than 10 per cent between the expected outcome for 2010-11 and the target for 2011-12 for these expense items.

We do not expect variations greater than 10% for the 2011-12 budget.

Question 6.5

Please complete the following table showing the estimated cost and planned completion timelines for each review, inquiry, study, audit and evaluation specifically requested by the new Government after the 2010 election that the Department will be undertaking during 2011-12.

Review	Estimated cost	Expected completion date
Not Applicable		

7. Efficiencies

Question 7.1

Please provide the following details about efficiency targets for 2011-12:

- (a) the total savings target for 2011-12 for the Department as a result of efficiency initiatives in the 2011-12 Budget; and
- (b) for the efficiency initiatives announced in the 2008-09, 2009-10 and 2010-11 budgets (if applicable) which apply to 2011-12, please provide an update of the savings targets for 2011-12.

Not Applicable.

The 2011-12 budget has not identified any efficiencies. However, due to cost pressures in some areas, the Parliament will continue to look for and implement efficiencies.

8. Asset and output initiative funding

Question 8.1

Please provide the Department's expected total expenditure on asset investment projects in 2011-12 (including both 2011-12 Budget initiatives and initiatives from previous budgets for which expenditure is budgeted in 2011-12).

Heritage Asset Management Strategy (HAMS)
\$1.225m for Phase 2 and \$4.0m for phase 3

Webcasting
\$280,000

Question 8.2

As details of expenditure can change over time, please provide up-to-date details of all output initiatives (both those released in this Budget and those released in previous budgets) for which more than \$10 million of expenditure is budgeted to occur in 2011-12, including each initiative's total funding and the budget allocation for each initiative for 2011-12.

Not applicable

Question 8.3

In relation to any unapplied output and asset funding carried forward to 2011-12, please provide:

- (a) a breakdown of the carried forward funding for both output and asset initiatives;

Estimated Carryover for Output initiatives - \$6,183,000

Estimated Carryover for Asset initiatives - Nil

- (b) the underlying reasons for the Department's funding carryover for each category; and

Members of Parliament are allowed to carry forward up to 50% of their unspent Electorate Office and Communications Budget and Party Administration Support budgets consistent with the Members' guide.

- (c) the intended revised timing for use of the carried forward funds, including project-specific details for asset initiatives.

Carried forward funds for Members Electorate Office and Communications Budget and Party Administration Support budget are intended to be spent in 2011-12.

9. Revenue initiatives, departmental income (fees, fines, taxation measures, concessions and subsidies) and tax expenditures

Question 9.1

In relation to 2011-12, please outline any new revenue-raising initiatives and/or major changes to existing revenue initiatives. For each initiative/change, please explain:

- (a) the reason for the initiative/change;
- (b) the assumptions underlying the analysis;
- (c) alternative scenarios considered;
- (d) the impact of any changes on service delivery (i.e. please detail all programs/projects that have been revised as a result of changes to existing revenue initiatives); and
- (e) the anticipated total value of revenue gained/foregone as a result of the initiative/change.

Not Applicable. Parliament is not a service delivery Government Department.

Question 9.2

In relation to 2011-12, please outline any new tax expenditures or concession/subsidy initiatives and/or major changes to existing tax expenditures or concession/subsidy initiatives. For each initiative/change, please explain:

- (a) the reason for the initiative/change;

- (b) the assumptions underlying the analysis;
- (c) alternative scenarios considered;
- (d) the impact of any initiatives/changes on service delivery (i.e. please detail all programs/projects that have been revised as a result of changes to existing revenue initiatives); and
- (e) the anticipated total value of revenue gained/foregone as a result of the initiative/change.

Not Applicable. Parliament is not a service delivery Government Department.

Question 9.3

- (a) Please provide a list of any revenue measures (taxation, fees, fines etc.) or any concessions (or subsidies) where the rate has been changed for reasons other than keeping up with inflation.
- (b) Please provide an explanation for the changes.

Not Applicable. Parliament is not a service delivery Government Department.

Question 9.4

For the Department's income categories shown in its operating statement, please provide an explanation for any items that have a variance of greater than 10 per cent between the revised estimate for 2010-11 and the budget for 2011-12.

Not Applicable. Parliament is not a service delivery Government Department.

10. Grants from the Commonwealth

Question 10.1

- (a) What impact have developments at the Commonwealth level, including initiatives under the COAG Reform Agenda, had on the Department's component of the 2011-12 State Budget?
- (b) In describing the impact of these developments for 2011-12, please outline the Department's progress to date in transitioning to the COAG Reform Council's new performance reporting framework.

Not Applicable. Parliament is not a service delivery Government department.

Question 10.2

In the accompanying Excel file, please supply breakdowns (as indicated in the spreadsheets) for each of the following categories of Commonwealth grants for which the Department received funding in 2011-12:

- (a) Specific Purpose Payments (SPPs);

- (b) Nation Building – Economic Stimulus Plan;
- (c) National Partnership project payments; and
- (d) any other Commonwealth grants pertaining to functions carried out by the Department.

Not Applicable. Parliament is not a service delivery Government department.

Question 10.3 (Department of Treasury and Finance only)

Please explain how any major changes between financial agreements with the Commonwealth have impacted on the State's budget for 2011-12, e.g. new national health and hospitals reform.

Question 10.4 (Department of Treasury and Finance only)

What has been the impact of changes to Victoria's share of the GST pool for 2011-12 and beyond?

11. Net debt

Question 11.1 (Department of Treasury and Finance only)

In relation to the net debt projections for the non-financial public sector for the 2011-12 budget year and over the forward estimates to 2014-15, please provide a breakdown of the spread of net debt between the general government sector and each of the public non-financial corporations concerned.

Question 11.2 (Department of Treasury and Finance only)

What plans are in place to reduce Victoria's net debt position over time?

Question 11.3 (Department of Treasury and Finance only)

Does the Government expect to maintain Victoria's AAA credit rating? If so, what strategies have been put in place to achieve this?

12. Environmental challenges

Question 12.1

- (a) What are the key environmental issues that are predicted to have an impact on services delivered by the Department's portfolios in 2011-12?

Key environmental issues relate to the operations of the Parliamentary Precinct and to the service infrastructure such as rain water collection, recycling paper, use of energy efficient light globes, and reclamation of damaged stone from Parliament House for use as road base around the grounds of Parliament House.

- (b) How have these issues been addressed in the Department's budget for 2011-12 and over the forward estimates to 2014-15?

Environmental objectives are being pursued progressively by building sustainability principles into all routine operations eg. any new IT equipment purchased or leased must conform to sustainability principles and provide an improved environmental footprint.

- (c) Please list up to five key projects or programs worth over \$1 million (new and/or existing) where increased funding has been provided in the Budget to address environmental issues (including responding to climate change). Please provide a comparison of funding levels for 2010-11 and 2011-12 for existing projects if applicable.

Nil

13. Geographic considerations

Question 13.1

In the following table, please outline the critical issues facing metropolitan, regional and rural communities in 2011-12 that depend on services provided by the Department and how the Department's 2011-12 budget addresses these issues.

	Critical issues	Explanation of how these issues are addressed through the 2011-12 Budget
Metropolitan Melbourne		
Regional Cities		
Rural Victoria		

Not Applicable. Parliament is not a service delivery Government department.

Question 13.2

What general principles does the Department use to determine resource allocation between regional cities compared to rural localities? Please provide two examples, if possible, of programs in regional Victoria and how the

breakdown of resource allocation to regional cities and rural areas was determined in those programs.

Not Applicable. Parliament is not a service delivery Government department.

Question 13.3

Please complete the following table for up to five of the Department's largest projects (in terms of expenditure) benefiting regional and rural Victoria:

Project	Budget allocation for 2011-12 (\$m)	New or existing project?	Purpose of the project	How is the funding to be spent?	What performance measures are in place?	Expected net benefits	Net present value (in 2011 dollars), where applicable

NotApplicable.

14. Performance measures

Question 14.1

Please provide the rationale for any change in performance measures presented in the budget papers for 2011-12 (including new and discontinued measures).

No Changes.

Question 14.2

For any performance measures where there is a variance of over 10 per cent between the expected outcome for 2010-11 and the target for 2011-12, please provide the reasons for the variance.

Nil

Question 14.3

For each initiative (asset or output) in the 2010-11 Budget with a total cost over the forward estimates greater than \$20 million (or a TEI over \$20 million), please list all new and existing performance measures in the budget papers related to the initiative.

Nil

15. Staffing matters

Question 15.1

Please fully complete the spreadsheet in the accompanying Excel file, providing actual EFT staff numbers at 30 June 2010 and estimates of EFT staff numbers (non-executive officers, executive officers and departmental secretary classifications) at 30 June 2011 and 30 June 2012 for the Department and its major budget-funded agencies.

Refer to Attachment A.

Contact details

Department: Department of Parliamentary Services

Contact Officer: Bronwen Edwards

Position: Director, Resource Management

Contact Numbers:

Telephone: (03) 8682266

Fax: (03) 8682 2622

E-mail: bronwen.edwards@parliament.vic.gov.au

The completed questionnaire must be returned in two parts:

PART A: by 5:00 pm, Thursday, 28 April 2011

PART B: by 5:00pm, Wednesday, 4 May 2011

Please return the response (**including an electronic Word version**) of the questionnaire to:

Ms Valerie Cheong

Executive Officer

Public Accounts and Estimates Committee

Level 3, 55 St Andrews Place

EAST MELBOURNE VIC 3002

Telephone: (03) 8682 2863

Fax: (03) 8682 2898

Email: paec@parliament.vic.gov.au

For inquiries on this questionnaire, please contact the Executive Officer or:

Christopher Gribbin

Senior Research Officer

(03) 8682 2865

Ian Claessen

Research Officer

(03) 8682 2861

Attachment A

15 - Staffing matters

Please fully complete the table below, providing actual EFT staff numbers at 30 June 2010 and estimates of EFT staff numbers (non-executive officers, executive officers and departmental secretary classifications) at 30 June 2011 and 30 June 2012 for the Department and its major budget funded agencies.

Please provide all figures to the nearest 0.1 EFT.

Classification	30 June 2010 (Actual) (EFT)					30 June 2011 (Estimate) (EFT)					30 June 2012 (Estimate) (EFT)				
	Ongoing	Fixed term	Casual	Funded vacancy	Total	Ongoing	Fixed term	Casual	Funded vacancy	Total	Ongoing	Fixed term	Casual	Funded vacancy	Total
Legislative Assembly															
Grade 1	0.6				0.6	0.6				0.6	0.6				0.6
Grade 2.	13.8			2.2	16.0	14.8			2.2	17.0	14.0			2.0	16.0
Grade 3	6.0				6.0	6.0				6.0	6.0				6.0
Grade 4	3.0	1.0			4.0	3.0				3.0	3.0				3.0
Grade 5	1.0				1.0	1.0				1.0	1.0				1.0
Grade 6	2.0				2.0	2.0	1.0			3.0	2.0	1.0			3.0
Executive Officer Grade 3	1.0				1.0	1.0				1.0	1.0				1.0
Executive Officer Grade 2	1.0				1.0	1.0				1.0	1.0				1.0
Total Legislative Assembly	28.4	1.0	0.0	2.2	31.6	29.4	1.0	0.0	2.2	32.6	28.6	1.0	0.0	2.0	31.6
Legislative Council															
Grade 1	1.0				1.0	1.0				1.0	1.0				1.0
Grade 2.	7.0	2.0			9.0	7.0				7.0	7.0				7.0
Grade 3	4.0	1.4			5.4	5.0	1.0		2.0	8.0	5.0	1.0		2.0	8.0
Grade 4	1.0	1.0			2.0	1.0	1.4			2.4	1.0	1.4			2.4
Grade 5	1.0	1.0			2.0	1.0	1.0			2.0	1.0	1.0			2.0
Grade 6	3.0				3.0	3.0			2.0	5.0	3.0			2.0	5.0
Executive Officer Grade 3	1.0				1.0	1.0				1.0	1.0				1.0
Executive Officer Grade 2	1.0				1.0	1.0				1.0	1.0				1.0
Total Legislative Council	19.0	5.4	0.0	0.0	24.4	20.0	3.4	0.0	4.0	27.4	20.0	3.4	0.0	4.0	27.4
Parliamentary Services															
Grade 1					0.0					0.0					0.0
Grade 2.	13.0	3.2			16.2	12.0	1.0		1.0	14.0	12.0	1.0		1.0	14.0
Grade 3	23.5	2.5		2.0	28.0	25.6	2.8		1.5	29.9	25.6	2.8		1.5	29.9
Grade 4	23.6	2.0		1.4	27.0	22.6	2.0		1.4	26.0	22.6	2.0		1.4	26.0
Grade 5	21.3	2.0		3.6	26.8	25.0	2.0		1.8	28.8	25.0	2.0		1.8	28.8
Grade 6	17.0				17.0	14.0	1.0		1.0	16.0	14.0	1.0		1.0	16.0
Sessional Staff			9.5		9.5			6.9		6.9			6.9		6.9
Executive Officer Grade 3	2.0			1.0	3.0	3.0				3.0	3.0				3.0
Executive Officer Grade 2	1.0				1.0	1.0				1.0	1.0				1.0
Total Parliamentary Services	101.4	9.7	9.5	8.0	128.5	103.2	8.8	6.9	6.7	125.6	103.2	8.8	6.9	6.7	125.6
Joint Investigatory Committees															
Grade 1					0.0					0.0					0.0
Grade 2.	0.6	1.0			1.6	2.4				2.4	2.4				2.4
Grade 3	9.1	6.9		1.4	17.4	13.7	1.0			14.7	13.7	1.0			14.7
Grade 4					0.0					0.0					0.0
Grade 5	7.0	12.0		2.0	21.0	13.8	0.4			14.2	13.8	0.4			14.2
Grade 6	11.8			0.2	12.0	11.0	1.0			12.0	11.0	1.0			12.0
Executive Officer Grade 3					0.0					0.0					0.0
Executive Officer Grade 2					0.0					0.0					0.0
Total Committees	28.5	19.9	0.0	3.6	52.0	40.9	2.4	0.0	0.0	43.3	40.9	2.4	0.0	0.0	43.3
Members of Parliament															
Legislative Assembly	71.0				71.0	71.0				71.0	71.0				71.0
Legislative Council	36.0				36.0	34.0				34.0	34.0				34.0
Total	107.0				107.0	105.0				105.0	105.0				105.0
Electorate Officers															
Legislative Assembly	167.4	4.1		2.1	173.6	155.6	5.6		10.6	171.8	155.6	5.6		10.6	171.8
Legislative Council	70.7	3.1			73.8	65.8	5.7		2.9	74.4	65.8	5.7		2.9	74.4
ALP Pool	6.6	3.3		2.6	12.5	8.6			1.2	9.8	8.6			1.2	9.8
Total	244.6	10.5		4.7	259.8	230.0	11.3			256.0	230.0	11.3			256.0