

PARLIAMENTARY SERVICES
(rcvd 12062015)



PUBLIC ACCOUNTS AND ESTIMATES COMMITTEE

2015-16 BUDGET ESTIMATES QUESTIONNAIRE

1. Strategic priorities

Question 1

If the Department has been affected by machinery-of-government changes, please:

- (a) outline the machinery-of-government changes which have affected the Department.

Not Applicable

- (b) estimate the anticipated benefits of these changes (such as improved service delivery, savings in accommodation costs, reduced employee expenses). Please quantify these benefits where possible.

Not Applicable

- (c) estimate the anticipated costs of carrying out the changes. Please include all costs of the changes, such as IT-related costs or relocation costs, excluding staff costs.

Not Applicable

- (d) identify the anticipated staff impacts of the machinery-of-government changes, quantifying expected redeployments, redundancies (including targeted redundancies), non-renewal of contracts and any other means of reducing staff numbers. Please identify estimated staff costs and savings arising from each means. Please also identify the areas within the Department where staff reductions are anticipated.

	Number (FTE)	Resulting costs (\$ million)	Resulting savings (\$ million)
Redeployment			
Redundancies			
Non-renewal of contracts			
Staff reductions through other means			
Areas where reductions are anticipated			

- (e) detail any expected closures of offices, depots or other public service points as a result of the machinery-of-government changes, quantifying the number of each type of location to be closed.

Not Applicable

Question 2

- (a) What are the Department’s key strategic priorities underpinning its budget for 2015-16 and over the forward estimates to 2018-19?

The key strategic priorities for the 58th Parliament that underpin its budget for 2015-16 and over the forward estimates to 2018-19 are:

- Service Delivery
- Community Engagement
- Victoria in the broader community of Parliaments
- Security
- Funding of Parliament
- Our People
- Built Environment
- Information Technology

- (b) If applicable, how do these priorities differ from the previous year?

In 2014-15 the State Election was the major focus of Parliamentary Departments. Departments undertook additional activities such as opening of the Parliament, facilitating the process of incoming and outgoing members and reviewing strategic directions for the 58th Parliament.

In 2015-16 and future years there will be greater emphasis of security of Parliament, information technology enabling better service delivery, Parliament engaging better with the community through a range of approaches set out in our community engagement strategy, and participating in broader community of Parliaments.

- (c) What are the impacts of any differences in the Department’s strategic priorities between 2014-15 and 2015-16 on funding and resource allocation in the 2015-16 Budget?

ERSC has approved additional funding to undertake security upgrade works. Work resulting from the changes to electoral boundaries was funded by BERC in 2014-15. Parliament has also been subject to GED budget cuts of \$2.3m in 2015-16.

- (d) Please identify any programs or initiatives (asset or output) over \$2.0 million relevant to the Department that have been curtailed, deferred, discontinued or completed as a result of changes in strategic priorities between 2014-15 and 2015-16. In describing the programs or initiatives, please use the same names as are used in the budget papers where applicable.

Not Applicable

Question 3 Not Applicable

Please identify any programs or initiatives (including asset or output initiatives) that have lapsed in 2014-15 (that is, they will not be continued in 2015-16). For each program or initiative, please indicate the expenditure on this program/initiative in 2014-15. Please also identify the impact on the community of the lapsing (including rescheduling of service provision or commencement of service provision). If there is no impact, please detail the actions undertaken by the Department to ensure that there is no impact. In describing the programs or initiatives, please use the same names as are used in the budget papers where applicable.

Program or initiative	Expenditure in 2014-15 (\$ million)	Impact on the community of lapsing or actions taken by the Department to ensure there is no impact

Question 4

What are the key Government policies applicable to the Department in 2015-16 and how are these policies addressed in this budget?

Not Applicable

Question 5

Not Applicable

- (a) Please provide details of the Department's progress at developing corporate plans and long-term plans as detailed in the Department of Treasury and Finance's *A Guide to Corporate and Long-Term Planning* (April 2014).

Although the Parliament is not required to comply with DTF's Guide to Corporate and Long Term Planning. Each Parliamentary Department develops an annual operational business plan to reflect the strategic objectives of the Parliament.

- (b) If your corporate plan is online, please provide the address below. If it is not online, please provide a copy and explain why it is not online.

Plans are yet to be finalised

- (c) Please supply a copy of your department's long-term plan. This will not be published on the PAEC's website. If you are unable to supply a long-term plan, please explain why.

See response to (b) above

2. Budget preparation**Question 6**

In relation to the Department's budget across the forward estimates period, please indicate:

- (a) major areas of risk identified by the Department for its income estimates

GED budget cuts of \$2.3m in 2015-16 and \$3.1m in future years.

- (b) major areas of risk identified by the Department for its expenses estimates

Increase in electorate office and precinct rents and utilities, increase in electorate officer salary and on-costs, relocation of electorate offices impacted by the redistribution of electoral boundaries and operation of Legislative Council Standing Committees for which no staff salary and on-costs funding was approved by 2015-16 ERSC.

(c) what measures have been put in place to manage these risks.

In the past Parliament has managed its electorate office rentals by moving electorate offices to fringe and secondary site locations, or by encouraging MP's to share accommodation and by delaying refurbishments and relocation projects.

Question 7

Please list all agreements or contracts with a total value of \$10 million or greater entered into in the three-month period prior to the 2014 State election. Please also provide the total value of each agreement/contract and a description of the agreement/contract). Include agreements/contracts for both asset and output expenditure and related to either your department or its controlled entities. [Not Applicable](#)

Agreement/contract	Total value (\$ million)	Description

Question 8

Please describe any expected sources of income or expenses where the Department anticipates that the actual amount is likely to be more than 10 per cent greater than what has been estimated in the budget papers (for example, where the amount is difficult to predict so the budget paper estimates are zero or a low amount). Please also identify any items for which the budget estimates are zero but income or expenses are expected. Examples might include 'fair value of assets and services received free of charge or for nominal consideration' or grants from new national partnerships that the Commonwealth might announce at some point during the forward estimates period.

Source of income/expenses	Affected line item	Details
Fair value of assets and services received free of charge or for nominal consideration'	VAGO employee working for PAEC	Value of service is difficult to predict.
Sale of Goods and Services	Catering department and gift shop revenue	Revenue is difficult to predict.

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3. Spending

Question 9

Please explain any variations of more than ± 10 per cent (or greater than \$100 million) between the revised estimate for 2014-15 and the budget for 2015-16 for the following line items in the Department's operating statement in the Statement of Finances budget paper:

- 'employee benefits'
- 'grants and other transfers'
- 'other operating expenses' in aggregate
- the major components of 'other operating expenses' for your department (please supply categories as appropriate).

	2014-15 (revised estimate) (\$ million)	2015-16 (Budget) (\$ million)	Explanation for any variances greater than $\pm 10\%$ (or greater than \$100 million)
Employee benefits	83.5	85.4	< 10% variance
Grants and other transfers	0	0	Nil variance
Other operating expenses	38.0	43.5	Variance mainly due to estimated carry-over of Members Electorate Office and Communication Budget from 2014-15 to 2015-16
Major components of 'other operating expenses' (please supply categories):	See below	See below	
Member's Electorate Office and Communication Budget	8.80	Not Available**	
Rent & Utilities	9.03	Not Available**	
Communications (Phone, data, postage)	3.43	Not Available**	

Electorate Office Relocation & Refurbishment	1.07	Not Available**	
Information Technology	4.33	Not Available**	
Printing	1.41	Not Available**	

** The above figures are for Parliament only. Department’s operating statement in the Statement of Finances budget paper also includes VAGO.*

***The 2015-16 estimates are not available since the budget process for 2015-16 has not been completed.*

If the Department is unable to provide estimates for the components of ‘other operating expenses’ in 2015-16, please explain how the amount of ‘other operating expenses’ listed for 2015-16 in the budget papers was calculated.

Question 10

Please provide the following information regarding maintenance costs and other costs intended to increase the function or service capacity of assets (such as upgrading, improvement, refurbishment, etc.). Do not include capital expenditure.

The 2015-16 estimates are not available since the budget process for 2015-16 has not been completed.

(a) estimated expenditure for 2015-16 and over the forward estimates period

	2015-16	2016-17	2017-18	2018-19
Maintenance				
Other costs to increase function/service capacity of assets				

(b) the Department’s method for estimating these costs

(c) details, including cost provisions, of any formal asset maintenance strategies or plans developed by the Department.

Question 11

For the line item 'payments for non-financial assets' for 2015-16 in the departmental cash flow statement in the Statement of Finances budget paper, please identify the amount that is expected to be funded using funds carried over from 2014-15.

Nil

\$3.5m are budgeted in 2015-16 for Parliament House security upgrade project using Parliament's prior year surplus.

Question 12

In relation to the break-down of expenses from transactions disaggregated by government purpose classification in the budget papers (Note 12(a) to the general government sector consolidated operating statement the Statement of Finances budget paper, p.34), please provide details of the Department's component of the expenses in each category for 2014-15 and 2015-16. Please explain any variations between the years that are greater than ± 10 per cent or greater than \$100 million.

Parliament's expense estimates variance (excluding VAGO) between 2015-16 Budget and 2014-15 revised estimate is not greater than ± 10 per cent or greater than \$100m.

Government purpose classification	2014-15 revised estimate (\$ million)	2015-16 Budget (\$ million)	Explanation for any variances greater than $\pm 10\%$ (or greater than \$100 million)
General public services			
Public order and safety			
Education			
Health			
Social security and welfare			
Housing and community amenities			
Recreation and culture			
Fuel and energy			
Agriculture, forestry, fishing and hunting			
Transport and communications			
Other economic affairs			
Other purposes			

4. Expenditure reduction measures

Question 13

For each of the savings initiatives detailed in the table below, please detail (on the same basis of consolidation as the budget papers):

- what actions the Department will take in 2015-16 to meet the various savings targets
- any impact that these actions will have on the delivery of services during 2015-16
- the Department's savings target for 2015-16, with an explanation for any variances between the current target and what was originally published in the budget papers when the initiative was released.

Initiative	Actions the Department will take in 2015-16	Impact of these actions on service delivery in 2015-16	Savings target for 2015-16 (\$ million)	Explanation for variances to the original target
Savings (2012-13 Budget)	The Parliamentary Departments reduced service delivery in 2012-13 in some areas to accommodate the budget cut.		\$4.3m	Not Applicable
Efficiency measures (2012-13 Budget Update)	Not available since the budget process for 2015-16 has not been completed.		\$2.3m	Not Applicable
Efficiency measures (2013-14 Budget)			Not Applicable	
Efficiency measures (2013-14 Budget Update)			Not Applicable	
Efficiency and expenditure reduction measures (2014-15 Budget)			Not Applicable	

Efficiency and expenditure reduction measures (2015-16 Budget)			Not Applicable	
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Question 14

In relation to any funding from reprioritisation of existing resources in the 2015-16 Budget (as noted in Table 4.4 of Budget Paper No.2, p.58) for your department, please provide the following information in relation to each initiative, program or project from which \$2.0 million or more of funding has been reprioritised. In describing initiatives, please use the same names as are used in the budget papers.

Not Applicable

Initiative, program or project for which funding was initially provided	Amount reprioritised for 2015-16 (\$ million)	Amount reprioritised for 2016-17 (\$ million)	Amount reprioritised for 2017-18 (\$ million)	Amount reprioritised for 2018-19 (\$ million)

5. Output and asset initiative funding

Question 15

In regard to adjustments to the Department's base funding (as set out in *BFMG-06 – Departmental Funding Model*), please indicate:

- the Department's base funding for 2014-15
- the Department's base funding for 2015-16
- the major factors driving the variance between 2014-15 and 2015-16.

Departmental base funding 2014-15 (\$ million)	Departmental base funding 2015-16 (\$ million)	Major factors driving the variance
84.01	84.58	Additional \$2.06m in 2015-16 as 2.5% escalation, additional funding of \$1.01m in 2015-16 approved by 2015-16 ERSC, increase of \$288K once-off funding in 2015-16 for electoral boundary changes, wind back of \$500K once-off funding approved by 2013-14 BERC for 2014-15, and reduction of \$2.3m in 2015-16 due to GED savings.
* The above figures are base funding figures that gets escalated each year. They do not include Special Appropriations, Grant, s29 revenue and fixed price funding for CAC & depreciations.		

Question 16

Please provide the following details of any outputs for which output resources allocation reviews or base reviews (as described in BFMG-05) were completed in 2014-15:

- output resources allocation reviews

Output	Changes as a result	Reasons for the change

- base reviews

Output	2014-15 base funding (\$ million)	2015-16 base funding (\$ million)	Reasons for the change

Not Applicable

Question 17

In relation to the asset initiatives released in the 2015-16 Budget for the Department (as detailed in the Service Delivery budget paper), please quantify the amount of funding for those initiatives that is expected to come from the Department's own sources (such as depreciation, applied appropriations which have not been spent or other sources) and the amount of new funding provided specifically for these initiatives in this budget.

	2014-15 (\$ million)	2015-16 (\$ million)	2016-17 (\$ million)	2017-18 (\$ million)	2018-19 (\$ million)	TEI (\$ million)
Funding from the Department's own sources	\$5m	\$3.5m				
New funding specifically for these initiatives in 2015-16 Budget	-	-				
Total asset initiatives (as in Service Delivery budget paper)	\$5m	\$3.5m				
\$5m in 2014-15 and \$3.5m in 2015-16 are approved for Parliament House security upgrade project using Parliament's prior year surplus.						

Question 18

- (a) Please quantify the Department's balance of applied appropriations unspent as at 30 June 2014 (as defined in the notes to note 39(a) of the 2013-14 Financial Report for the State), along with estimates for the equivalent figures as at 30 June 2015 and 2016.

	2014 (\$ million)	2015 (\$ million)	2016 (\$ million)
Applied appropriations unspent as at 30 June	\$46.07m (Includes \$10.5m of accumulated depreciation equivalent not yet spent on asset additions)	\$48.14m	Not available since the budget process for 2015-16 has not been completed.

- (b) Please indicate the intended use of these amounts.

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6. Public private partnership expenditure

Question 19

For each line item in the Department's comprehensive operating statement or statement of cash flows (as indicated in the Statement of Finances budget paper) which includes expenditure on commissioned PPP projects in 2015-16 or across the forward estimates period, please identify:

- (a) the line item
- (b) the value of expenditure on PPP projects included within that line item
- (c) what the expenditure is for (for example, payment of interest, payment of capital, purchases of services, payment of contracted penalties etc.).

Line item	2014-15 revised (\$ million)	2015-16 (\$ million)	2016-17 (\$ million)	2017-18 (\$ million)	2018-19 (\$ million)	Explanation

Not Applicable

7. Revenue

Question 20

In relation to 2015-16, please outline any new revenue-raising initiatives and/or major changes to existing revenue initiatives. For each initiative/change, please explain:

- (a) the reasons for the initiative/change
- (b) the assumptions underlying the reasons
- (c) alternative scenarios considered
- (d) the impact of any changes on service delivery (that is, please detail all programs/projects that have been revised as a result of changes to existing revenue initiatives)
- (e) any performance measures or targets altered as a result of the initiative/change
- (f) the anticipated total value of revenue gained/foregone as a result of the initiative/change.

In describing initiatives, please use the same names as are used in the budget papers where applicable.

Initiative/change	Reasons for the initiative/change	Underlying assumptions	Alternative scenarios	Impact of changes on service delivery	Performance measures or targets altered	Anticipated total value of revenue gained/foregone

Not Applicable

Question 21

In relation to 2015-16, 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 reasons for the initiative/change
- (b) the assumptions underlying the reasons
- (c) alternative scenarios considered
- (d) the impact of any initiatives/changes on service delivery (that is, please detail all programs/projects that have been revised as a result of changes to existing revenue initiatives)
- (e) any performance measures or targets altered as a result of the initiative/change
- (f) the anticipated total value of revenue gained/foregone as a result of the initiative/change.

In describing initiatives, please use the same names as are used in the budget papers where applicable.

Initiative/change	Reasons for the initiative/change	Underlying assumptions	Alternative scenarios	Impact of changes on service delivery	Performance measures or targets altered	Anticipated total value of revenue gained/foregone

Not Applicable

Question 22

For the Department's income categories (as appear in the Department's operating statement in the Statement of Finances budget paper), please provide an explanation for any items that have a variance of greater than ± 10 per cent or \$100 million between the revised estimate for 2014-15 and the budget for 2015-16.

Income category	Revised estimate for 2014-15 (\$ million)	Estimate for 2015-16 (\$ million)	Explanation
Output appropriations	99.7	107.1	< 10% variance
Special appropriations	38.0	38.7	< 10% variance
* The above figures are for Parliament only. Department's operating statement in the Statement of Finances budget paper also includes VAGO.			

Question 23

What impact have developments at the Commonwealth level had on the Department's component of the 2015-16 State Budget?

Not Applicable

8. Performance measures**Question 24**

For each initiative (asset or output) in the 2015-16 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. In describing initiatives, please use the same names as are used in the budget papers. [Not Applicable](#)

Initiative	Related performance measures

9. Staffing matters

Question 25 [See attachment 1](#)

Please fully complete the table below, providing actual FTE staff numbers at 30 June 2014 and estimates of FTE staff numbers (broken down by the categories listed below) at 30 June 2015 and 30 June 2016 for the Department. Please provide figures consolidated on the same basis as the expenditure for the Department in the budget papers.

Grade	30 June 2014 (Actual FTE number)	30 June 2015 (Expected FTE number)	30 June 2016 (Forecast FTE number)
Secretary			
EO-1			
EO-2			
EO-3			
VPS Grade 7 (STS)			
VPS Grade 6			
VPS Grade 5			
VPS Grade 4			
VPS Grade 3			
VPS Grade 2			
VPS Grade 1			
Government Teaching Service			
Health services			
Police			
Allied health professionals			
Child protection			
Disability development and support			
Custodial officers			
Other			
Total			

Question 26 See attachment 1

Please break down the actual staff numbers in your department as at 30 June 2014 and the estimates as at 30 June 2015 and 2016 according to the number of staff that are ongoing, fixed-term or casual.

	30 June 2014 (Actual FTE number)	30 June 2015 (Expected FTE number)	30 June 2016 (Forecast FTE number)
Ongoing			
Fixed-term			
Casual			
Total			

Question 27

Please detail the actual amount that the Department spent on contractors and consultants in 2013-14 and the estimated expenditure in 2014-15 and 2015-16 (for a definition on the difference between consultants and contractors, see FRD 22E – Standard Disclosures in the Report of Operations). Please provide figures on the same basis of consolidation for the Department as used in the budget papers.

	2013-14 Actual (\$ million)	2014-15 Expected (\$ million)	2015-16 Forecast (\$ million)
Consultants	0.11	0.45	Not Available**
Contractors	3.85	2.76	Not Available**

** The 2014-15 estimates are based on budgeted amounts less any known variances.*

***The 2015-16 & forward expenditure estimates are not available since the budget process for 2015-16 has not been completed.*