



Department of Parliamentary Services

Annual Report
2023-24



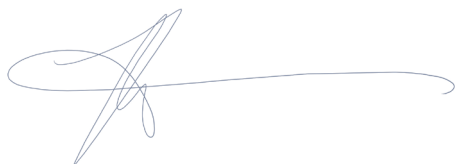
Department of Parliamentary Services

The Hon. Shaun Leane MLC
President
Legislative Council
Parliament House
Melbourne VIC 3002

The Hon. Maree Edwards MP
Speaker
Legislative Assembly
Parliament House
Melbourne VIC 3002

Dear President and Speaker,
I have pleasure in forwarding to you my
report on the operations of the Department
of Parliamentary Services for the financial
year ending June 2024.

Yours sincerely,



Trish Burrows
Secretary
Department of Parliamentary Services

Tabled in the Legislative Council and Legislative
Assembly on 30 October 2024
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Inquiries should be directed to the
Department of Parliamentary Services.

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

Telephone: +61 3 8682 2661

Website: www.parliament.vic.gov.au



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We acknowledge the traditional owners of Country on which we live and work throughout Victoria, and pay our respects to them, their culture and their Elders past and present.



Secretary's Foreword

I am pleased to present this 2023–24 annual report for the Department of Parliamentary Services (DPS).

Through the dedicated hard work of the teams across DPS and the ongoing support of our colleagues in the other parliamentary departments, this year DPS has continued to provide high-quality services and support for stakeholders, including enhancing services through a range of new initiatives and physical infrastructure upgrades.

With a record level of electorate office upgrades delivered this year, the completion of a 16-year journey to restore the stonework exterior of Parliament House and continuing major construction works to improve facilities, there has been a significant investment this year in the physical infrastructure and environment for Members, constituents and parliamentary staff.

The inaugural Electorate Officer Conference held in July 2023 demonstrated our commitment to supporting the work of electorate officers; this has been a key focus over the last 18 months with new training and consultation opportunities.

Crucially, DPS has continued to listen and respond to our service users, with new initiatives and investments in our people being made in response to feedback, service user demand and internal audit recommendations. Moving forward, we will maintain that emphasis to be a responsive organisation as we pursue further improvements for both our staff and service users.

More detail on these and other 2023–24 highlights can be found further inside this annual report, where a selection of projects and deliverables have been featured for you to read about.

With the variety of teams and work on display across DPS, this report can only capture a limited snapshot of our year; however, I would like to thank and congratulate every team member across DPS for their important

contributions to the success of DPS. Your hard work and enthusiasm are core to ensuring we can continue delivering services while exploring opportunities for change and improvement.

I would also like to thank Parliament's Presiding Officers, the Hon. Shaun Leane, President of the Legislative Council, and the Hon. Maree Edwards, Speaker of the Legislative Assembly, for their guidance and encouragement throughout the year.

Thanks also to my colleagues across the parliamentary departments: Bridget Noonan, Clerk of the Legislative Assembly, and Robert McDonald, Clerk of the Legislative Council, I am grateful for their counsel and collaboration throughout the year.



Trish Burrows, Secretary

Strategic Direction and Priorities of the Parliament of Victoria 2023–2026

The period covered by this report is the first full 12 months for which the current set of Strategic Priorities for the Parliament of Victoria have been in place.

The overarching theme of these priorities, which were approved by the Presiding Officers in July 2023, is about strengthening democracy in Victoria by making Parliament more accessible and increasing engagement with the Victorian community.

The primary functions of the parliamentary departments are to assist members of Parliament to represent the people of Victoria and to ensure the independence and integrity of Parliament as an institution.



Supporting members

We will provide high-quality, impartial and professional services to all members of Parliament to support them to fulfil their roles as elected representatives.



Parliament for the people

We will create greater awareness of and access to Parliament through direct community engagement and education.



First Nations focus

We will continue to prioritise engagement with Victoria's First Peoples to build understanding and respect for their culture and history.



A contemporary workplace

We will promote leading practice, build capability and ensure a respectful, safe and inclusive workplace.

Our Mission

To enable members of Parliament to be the best possible representatives of their constituents through quality, impartial and professional services and support for the institution of Parliament.

Our Strategic Vision

Victoria is a representative democracy and the Parliament of Victoria is a critical democratic institution for all Victorians.

DPS plays an important role in the success of the institution through:

- Enabling members of Parliament to be the best possible representatives of their constituents through quality, impartial and professional services and support for the institution of Parliament.
- Actively engaging the community and caretaking the Parliamentary Precinct and its rich cultural assets on behalf of the community.
- Providing high-quality services to other professionals supporting the Parliament.

Our Pillars

Trusted and efficient service culture

The Department of Parliamentary Services will represent a reliable and dependable service that has a reputation for being responsive and consistent.

Contemporary workplace

The Department of Parliamentary Services will provide a modern, forward-thinking workplace that provides a safe and flexible environment for all staff and employees to be their best selves.

Engaged and valued workforce

Department of Parliamentary Services employees will feel empowered and confident and made to feel that their contribution is valued.

Precinct of excellence

The workplace in which the Department of Parliamentary Services operates will be a welcoming environment that is accessible to all within the Victorian community and supports the work of DPS.



Parliament House Stonework Restoration Project

The Parliament House Stonework Restoration Project completed its thirteenth and final stage this year, when the construction scaffolding which has been encircling Parliament House since 2005 was finally removed in December 2023, revealing a restored and unobstructed façade to the Victorian public for the first time in over a decade.

Parliament House has been a prominent feature of the Melbourne cityscape for over 150 years, with the original Legislative Assembly and Legislative Council chambers first constructed in 1856. Additional components were added in the years that followed, including the Library, Queen’s Hall and beautiful sandstone façades that surround the structure.

Yet, in the century and a half since its ambitious original design was first proposed, the ongoing maintenance of such a large, ornate and aging structure has proved a challenge.

By the late 1990s Parliament House’s façade had fallen into a state of disrepair that was impossible to ignore, with sandstone visibly crumbling off the building’s exterior. A plan to repair the deteriorating stonework was approved in 2005, with works commencing in 2006.

The process of undertaking renovations to such a historic heritage building has been highly complex, requiring delicate planning and thorough investigations at the outset to analyse the locations of necessary repairs, followed by major structural interventions to repair or replace large sections of the building’s stonework.

“Many Victorians won’t remember the building without some form of scaffolding, and some of the school visitor groups who attend the building won’t have been born when works began.

The Hon. Maree Edwards, Speaker of the House of the Legislative Assembly

“ The level of local talent and skill employed in this project is clear to see in the completed work and I encourage all Victorians to come and witness it for themselves.

The Hon. Shaun Leane, President of the House of the Legislative Council

Adding additional complexity to this project, these potentially invasive structural works needed to be delicate enough to avoid disturbing the heritage fabric of the building and to happen in a way that would allow the building to continue functioning uninterrupted as an active parliamentary environment, workplace and public building.

Exterior scaffolding was first erected on the western side of Parliament House before gradually working its way slowly around the building as work took place to assess and repair damage. Every section of the building’s stonework was assessed, numbered and catalogued, with varying levels of intervention identified depending on the severity of damage.

While *in situ* repairs were undertaken where possible, larger and more substantial repairs required the removal of large blocks, to be substituted by replacement stone. Victorian bluestone was quarried from Bamstone in Port Fairy, while with the original quarry for Parliament House sandstone now located in the Grampians National Park, compatible sandstone was obtained from New South Wales.



Great care was taken to sensitively source appropriate replacement stone; however, keen eyes will have no difficulty identifying the new stone against the original. That reality reflects the identity of Parliament House as a building which has been evolving and adapting for more than 150 years. DPS is committed to safeguarding that environment and ensuring members and parliamentary staff are able to enjoy an environment that supports their changing needs.

Restoration and carving of the replacement stone was a time-consuming and specialised process, with each large block taking up to three months to carve. Those works were made possible through the team’s highly successful relationships with Apex Stone and O’Connor & Sons Stonemasons, who worked collaboratively utilising both industrial machining and hand carving techniques.



In addition to the stonework repairs, less visible but incredibly important work was undertaken to the building's windows and the intricate patchwork of roofing which covers Parliament House.

A team of around 20 stonemasons was involved, in addition to countless carpenters, copper workers, crane crew and labourers. Together, many thousands of hours of work were involved, with six stonemasons beginning their career on the project as apprentices before qualifying and becoming fully-fledged artists by the project's end.

Careful and diligent stakeholder management has been a linchpin of this project, with no corner of the building left unaffected by works which at times have been quite impactful. To minimise those impacts, the

team adopted an active approach to outreach throughout, consulting closely with a diverse range of building users and stakeholders and scheduling works in a way that allowed the regular work of the Parliament to continue.

With 16 years elapsing since the beginning of this project, a wide range of different teams and staff have been involved, not all of whom will have been able to see it to its conclusion. Thank you to everyone who has played their part in returning Parliament House to its pristine glory and in ensuring it remains an asset for Victoria for years to come.



More than 60m³ of sandstone and 16m³ of bluestone were used by a team of around 20 stonemasons

Charging towards Zero Emissions



The Department of Parliamentary Services' new ZEV

The Department of Parliamentary Services provides a highly diverse range of support services across Victoria, with service and maintenance requests covering not only Parliament House and the broader Parliamentary Precinct, but our expansive network of electorate offices and regional events.

In providing a full support service offering to members, electorate officers and parliamentary staff, DPS teams may cover thousands of kilometres: transporting equipment, establishing regional committee hearing venues, or providing in-person IT, human resource or security support to electorate offices in every corner of Victoria.

To facilitate these works and more, DPS maintains a fleet of four passenger vehicles.

As part of the department's commitment to optimising environmental sustainability, as fleet vehicles have come up for replacement, DPS has made a conscious choice to prioritise more sustainable options, with hybrid vehicles comprising 50% of the DPS fleet by 2022–23.

Additionally, with the installation of appropriate charging infrastructure in September 2023, the department was able to take a further step towards environmental sustainability this year, by replacing an end-of-term unleaded petrol car with an electric-powered zero emissions vehicle (ZEV).

Since first hitting the road in late 2023, DPS' new ZEV has already covered over 14,800km. Where previously this travel would have burned over 1,300 litres of petrol and created the equivalent of over 3 tonnes of CO₂ in on-road emissions, journeys in the new ZEV have consumed no petrol and produced no on-road emissions.

A true test for the new asset came in April 2024, during the regional sitting of the Legislative Council held in Echuca, where the ZEV played a key role in transporting DPS team members and equipment. This journey of over 400km from Melbourne to Echuca and back again was completed without a hitch on just a single charge, driving not only the department's service provision and staff but also its environmental goals.

Designing a DPS Service Charter

Service provision is at the very heart of the Department of Parliamentary Services' function, and defining what service means on both an organisational and individual level can be a challenging prospect.

DPS' 2023–2026 Strategic Business Plan, published in March 2023, included a "trusted and efficient service culture" as a key pillar in supporting the department's overarching purpose of "enabling democracy in Victoria", and called for the development and implementation of a bespoke Service Charter as a way of realising this vision.

By developing and codifying such a Charter, we can create a greater level of clarity and accountability for team members; setting expectations for stakeholders, communicating our

processes and establishing feedback and reporting mechanisms that will help create a consistent and sustainable approach to service delivery. The creation of a Service Charter was a major undertaking for the 2023–24 financial year.

Thoughtful input from across DPS was critical to delivering a Service Charter which was reflective of and responsive to the wide variety of teams within the department.

All DPS team members were invited to participate in development workshops, from which three focus groups were formed. Participants were drawn from a diverse range of DPS teams, including 12 different areas of service provision, and various levels of experience and tenure.



Staff from 12 different areas of service provision contributed to drafting the Service Charter



Groups were given introductory resources and background before engaging in an ideation workshop, designed to encourage discussion and generate prototype Service Charters in a creative and targeted way. Outside these focussed workshops, groups were able to develop their prototype Charters further before presenting their proposals to the DPS leadership team.

Prototypes and presentations showed a wide range of novel approaches and delivery methods including vision statements, poetry, video presentations and role-plays. The strength of these diverse approaches delivered key themes and priorities which were evident in all presentations. Drawing on these, the leadership team, in consultation with the process facilitators, prepared a draft Service Charter united by a singular Service Goal: “Our stakeholders have trust in us and are confident that we will deliver quality services.”

The draft Service Charter was shared with the whole of DPS for consultation and reflection. Team members provided thoughtful and constructive feedback that resulted in amendments to the draft, after which it was officially adopted, providing team members with

a codified charter for guiding our interactions and responses with service users.

Supporting the Service Goal are eight Principles of Service, drawing out key themes identified by workshop participants and the broader DPS team. Those principles are underpinned by a Service Delivery Framework, which provides a structural workflow around how services are provided by the department to ensure continual improvement. Rounding out the Service Charter are our Expectations of our Stakeholders, which help define the reciprocal terms of the service delivery relationship.

The process of developing the Service Charter has not only enabled DPS team members to explore, articulate and connect with their understanding of service provision on an individual level, but it has placed this understanding in a wider context and given practical structure to the department’s vision and mission upon which to rely and build. Now, with the Service Charter finalised, the heavy lifting of deploying the Charter in the context of each service is the next step. DPS teams have begun to work through this process and will continue throughout next year as part of the implementation process.





Supporting the Legislative Council Regional Sitting in Echuca

On 3 May 2023, in recognition of the importance of community outreach following the devastating floods of late 2022, a motion for a regional sitting to be held in central northern Victoria was agreed to in the Legislative Council. After a thorough review of possible host locations, the northern border town of Echuca was selected, with the Campaspe Echuca Library scheduled to function as a temporary Parliament Precinct on Thursday 18 April 2024.

With a date and location set in place, so a herculean logistical challenge was also initiated, as DPS teams in tandem with their Legislative Council colleagues began the task of preparing the site, personnel and Legislative Council members for this event.

Well in advance of the sitting, extensive planning and investigations were undertaken by the DPS Security team to ensure the library premises could operate as a fully functioning and secure Parliament Precinct. This involved consultation and coordination with local police and senior management figures, as well as the procurement and installation of

temporary fencing around the library site to enable it to act as a 'passholder only' zone.

Further preparations were made to establish a security screening point in the library foyer ahead of the sitting, while three DPS and six local Echuca security guards were deployed to monitor and manage the site during the week of the sitting.

Ensuring reliable provision of internet and technical services was another major priority in the lead-up to the sitting. The DPS IT team worked with NBN to survey the existing broadband infrastructure, adding new NBN and WAN connections to improve the reliability and robustness of the system.

A strong internet connection was critically important to support the work of the DPS Hansard and Broadcast team, who would be streaming and broadcasting all of the chamber proceedings on the day. The team drew up comprehensive technical plans in the lead-up to the sitting and conducted extensive equipment testing while liaising with local

Campaspe suppliers to ensure all audiovisual and production components would be ready and available on the day.

On Saturday 13 April, three truckloads of equipment, furniture and resources were loaded up at Parliament House for the drive to Echuca on Sunday 14 April. This process was facilitated in part by the DPS Buildings and Grounds team, who helped Legislative Council staff and the DPS Security, IT and Broadcast teams to marshal, transport and unpack their cargo at the other end.

Once in Echuca, all teams worked together to transform the bookshelf-filled Campaspe Echuca Library into a fully operational parliamentary chamber. Temporary risers for seats were installed, as well as a central desk for the Clerks, lecterns, microphones, lighting, cameras, furniture and ceremonial items such as the state, national, Aboriginal and Torres Strait Island flags, parliamentary insignia and the stand for the Black Rod.

The venue was outfitted with 100m of cabling for the chamber timers and 300m of cabling for the session bells in addition to 3.5km of broadcast cabling. A temporary control room for housing and operating video, audio and networking equipment was established as well as table offices for Legislative Council support staff, discretely sectioned off from the chamber with temporary staging and draping.

After more than three days of setting up and testing, the chamber was ready for action on Thursday 18 April, with the Buildings and Grounds team continuing to provide support during the opening smoking ceremony as well as acting as safety wardens throughout the proceedings. The IT team remained on hand to provide onsite technical support, charging facilities and printing assistance. The Hansard team ensured that the proceedings of the Legislative Council were recorded, the Broadcast team worked tirelessly throughout to ensure continual audio and broadcast services to the public, while the Security team maintained the precinct perimeter around the clock.

Following months of preparation and days of onsite installation and service provision, all proceedings were completed, and the site promptly returned to its original state by 11.30 am on Friday 19 April, with all trucks and team members arriving back in Melbourne by the afternoon.

The collaboration across the DPS teams behind the scenes contributed to a highly successful regional sitting which brought the state's decision-makers to the heart of a community directly impacted by natural disaster and allowed the opportunity for engagement, education and the exchange of ideas.

Scan for video highlights



3.5km of broadcast cabling was required for the sitting in Echuca

Creating a Landmark Event for Electorate Officers

Electorate officers are the largest single cohort of parliamentary employees and occupy an important and unique position within Victoria's parliamentary system.

Employed jointly by the Presiding Officers, each electorate officer is part of a large network of professional support staff, working to assist both their supervising members and the communities they serve.

Yet despite the collective size and importance of this contingent of parliamentary staff, electorate officers often work in small teams, widely dispersed across the state, with few formal opportunities to gather as professional peers and share experiences. Following the November 2022 state election, which generated a significant intake of new members of Parliament, there was also the added challenge of ensuring the accompanying cohort of electorate officers was able to obtain the

knowledge necessary to perform their duties.

In recognition of this need for tailored learning and development opportunities for electorate officers as well as the importance of building connections both within the cohort and with DPS, 2023 saw the creation of an important new annual event: the Electorate Officer Conference.

Held in July 2023, the inaugural conference invited electorate officers from across the state and political spectrum to gather in person at Parliament House to listen to a range of renowned speakers, participate in interactive workshops and skill-building sessions, network together and create deeper relationships with DPS and the resources and support provided by the department.

While the delivery of this first-of-its-kind event was a team effort, involving engagement and support from across



Conference participants on the front steps of Parliament House

It was great to be recognised as contributing to the Parliament of Victoria by way of assisting my Member ... Thank you for showing electorate officers that you truly value their abilities and role within the Victorian community.

Post-conference feedback from an anonymous participating electorate officer

the three parliamentary departments, the design and coordination of the conference was led by the Learning and Capability team, who developed a comprehensive program focussed specifically on the needs of electorate officers.

To ensure the conference delivered real value for attendees, a significant amount of preparatory work was undertaken. A training needs analysis (TNA) survey was launched to help determine the conference's thematic direction, which revealed a strong preference for in-person training, a desire to learn from both experts and peers, and an interest in improving networking skills.

A pre-conference survey found the top three reasons for attending were to network with colleagues, to develop constituent management capabilities and to strengthen and develop skills in key competency areas such as digital communications and safety, and parliamentary procedures.

Connected through the theme of 'Recognising your role in supporting Parliament', the final conference program was anchored by keynote presentations from leadership expert Lucy Bloom and author and public speaker Yemi Penn, along with a special conference keynote from Kate Jenkins AO, former Sex Discrimination Commissioner.



Supporting these presentations were a number of skill-development streams on navigating digital spaces, confidence and professionalism in challenging situations, understanding members' roles and community engagement strategies and tools. These sessions were underpinned by panel discussions, networking workshops and optional activities such as a tour of Parliament House, while interactive group sessions covering parliamentary procedure were enthusiastically facilitated by senior leaders within the house departments.



In addition to the vital program and logistics support, care was taken to ensure a visible and important presence for DPS teams and contacts, with the People and Capability, Security, Member Services, IT and Library teams playing prominent roles in leading sessions, sharing information and networking. This created great opportunities for building and strengthening connections between electorate officers and key support staff at DPS who they may not previously have met in person or interacted with beyond routine or logistical contact.

The success of these measures was reflected not only in the high level of attendance but in the positive responses received in the range of conference feedback surveys. Following the conference, electorate officers stated that they felt more connected with the support available at DPS: “I feel more open to interact with the Parliamentary resources that are available. It’s one thing to be told that personnel are available, it’s quite another to have them in front of you saying, ‘please call us, we love to help you!’”

In addition to feeling more connected to their supports, 88% of post-conference survey respondents reported feeling connected or very connected with their fellow electorate officers, while reports of electorate officers feeling disconnected or very disconnected from their cohort before the conference dropped more than thirtyfold after the conference.

The survey results also indicated that other key objectives of conference, including developing constituent-management competencies and strengthening core professional skills, such as digital aptitude and procedural proficiency, were achieved, with confidence levels in all these areas showing marked improvement following the conference.

General feedback on the conference was overwhelmingly positive and attendees conveyed an appreciation for the opportunity to learn, connect and acknowledge the critical role of electorate officers in our parliamentary system.



DPS staff leading conference activities (L)
Conference attendees listen to a keynote presentation (R)

Investing in Enhanced Email Cybersecurity

In the rapidly evolving cybersecurity landscape, DPS' cybersecurity team are constantly looking at ways to ensure and improve the safety and integrity of our parliamentary IT systems and user base.

People and institutions involved in politics have become a particularly attractive target in recent years, meaning DPS' cybersecurity team must remain proactive in their efforts to protect Parliament's digital infrastructure and guarantee the security of users and their data.

A core component in the daily work of members and parliamentary staff is digital correspondence, with communication between colleagues, constituents and various community actors taking place daily, often with rapid exchanges and under a high degree of pressure.

This volume and speed of engagement, in addition to the potentially high stakes of delaying a legitimate constituent request for help, means that email screening and security is an important focus for DPS' IT team.

Each week, DPS' cybersecurity team help defend against over 220,000 email spam, phishing and malware attacks, not including other forms of cyberattack which may target our website or mobile devices.

To protect users from those attacks, DPS' Information Technology team has this year rolled out an upgraded email anti-virus and spam protection service for parliamentary users. The new service provides industry-leading cybersecurity systems, strengthening digital security and protecting parliamentary services from cyberattacks and spam.

Employing sophisticated filters, suspicious mail is quarantined in an external environment where it can be safely screened by users before being opened. Any links clicked within the quarantined email are also diverted to a discrete partitioned environment, meaning if a user mistakenly falls victim to a phishing attempt, Parliament's systems remain secure.



Each week, DPS' cybersecurity team help defend against over 220,000 email spam, phishing and malware attacks

To ensure users do not miss important messages, quarantined mail is summarised in a regular personal email digest, or it can be accessed at any time through a dedicated web portal.

An unavoidable vulnerability within any organisation's cybersecurity environment is the user, with human error and various real-world pressures making it difficult to screen correspondence as thoroughly as necessary. This new system provides users with a safety net, allowing them to make judgements in an isolated environment where consequences can be mitigated.



Bringing Women's Achievements into the Frame

Visitors to Parliament House will note the many portraits that line the building's walls, displaying important political figures and Victorian parliamentary alumni from throughout the Parliament's history.

Prominently displayed in Queen's Hall and the corridors and rooms through which school groups, tourists, journalists, members of the public and members of Parliament pass each day, these paintings tell a story of the state's past, character and values.

Over time, a conscious effort has been made to ensure the works displayed and in the collection more accurately reflect both the state's evolving spirit and the Parliament's history, including the significant contributions of women to Victoria's development.

As part of this endeavour, in early 2023 the Presiding Officers commissioned portraits to honour two of Victoria's pioneering women parliamentarians: Judy Maddigan, who was the first woman Speaker of the Legislative Assembly, and Monica Gould, the first woman President of the Legislative Council.

The responsibility for overseeing the successful execution of these commissions on a tight timeframe was entrusted to the Parliamentary Library team at the Department of Parliamentary Services.

Working with our General Counsel and Procurement team, the Library launched a comprehensive expression of interest process in May 2023, inviting artists with a connection to Victoria to demonstrate their interest and ability. Over 45 artists responded to the invitation, submitting portfolios of work that reflected a vast array of experience and backgrounds.

A formal Request for Proposal process was then initiated, in which the Library reviewed all submissions to ensure the artists met the brief and had the capacity to fulfil the specified requirements within the limited timeframe.

To evaluate the qualifying proposals and determine the most suitable final candidates, the Library assembled a skilled review panel comprising portrait experts and curators from the National Gallery of NSW, National Portrait Gallery Canberra and heritage



Former Speaker Judy Maddigan and artist Anne Middleton at the unveiling

specialists from the University of Melbourne. Each panel member individually reviewed each submission against key selection criteria to generate a shortlist. From the shortlist, portrait subjects Judy and Monica selected their preferred artists.

While the talent pool was extremely strong, the two clear frontrunners were Anne Middleton and Jaq Grantford, both former winners of the Archibald People’s Choice Award. With the agreement of the Presiding Officers and both Judy and Monica, Anne and Jaq were awarded their commissions in August 2023. From here, the Library continued to manage the project by coordinating portrait sittings, interviews, answering questions, acting as the primary point of contact and overseeing the progress of the artworks – even paying a site visit or two to one of the artist’s studios.

After months of preparation and work, the framed portraits were delivered to Parliament House in early 2024. On 7 March 2024, the portraits were officially unveiled to the public by the Presiding Officers at a special event on the eve of International Women’s Day. Former Speaker Judy Maddigan and former President Monica Gould were in attendance as guests of honour alongside their families and artists Anne Middleton and Jaq Grantford.

In a speech recognising the women’s achievements, current Speaker Maree Edwards extended thanks for their service and expressed a “hope that your portraits to be displayed here will provide inspiration to all who work in and visit this place”.

Installed with assistance from the Library’s Heritage team, the portraits now hang in Queen’s Hall, where they serve as the latest chapter in Parliament’s ever-evolving story.



Artist Jac Grantford and former President Monica Gould at the unveiling event

Live Captioning of Chamber Broadcasts

While Hansard reporting of the Parliament of Victoria dates back to 1856, with records of early proceedings still available today, developments in technology have facilitated an incredible transformation in how records are created and disseminated, and in the level of parliamentary transparency the public have come to expect.

Live broadcasting has revolutionised the way the general public are able to follow and understand the parliamentary process, with static written records complemented by live recordings capturing the energy and atmosphere of chamber proceedings.

Since chamber broadcasting was first brought online in 2010, members of the public have been able to access live audio and video from the Legislative Assembly and Legislative Council chambers.

This year, DPS' Hansard and Broadcast team have enhanced that offering through the addition of live closed captioning for all chamber activity.

Around 850 hours of chamber activity each year are recorded and broadcast, in addition to many more hours of more

traditional video production work capturing community events and producing internal resources.

While captioning on more traditional projects has been possible through post-production, the addition of captioning to live footage on a large scale has previously presented a difficult technical challenge, particularly when considering the importance of accuracy and the large amount of unusual or technical language employed in debates.

Despite these challenges, this project went to tender at the end of 2023, following which an appropriate solution and partner were identified and implemented.

The solution is an AI-powered system able to generate accurate and near-instant closed captioning for the parliamentary chambers. The audiovisual feeds upload live activity to a cloud-based system, which assesses and returns results in around four to seven seconds. With a slight video delay already part of our system, this allows captioning to be encoded and broadcast simultaneously.



With accuracy a crucial consideration, machine learning is employed to continuously improve results, in addition to a number of manual improvement processes. Twice each sitting day, hundreds of words, names and examples of parliamentary language are uploaded to the system to help guide it in relation to the sort of language being employed.

Errors and corrections are also entered manually, providing a feedback loop that helps the system improve itself over time and allowing members to be confident their words are being broadcast accurately. Quarterly quality reports allow us to monitor and reflect on the ongoing performance and direction of the system.

In addition to software investment, this project also required a number of significant hardware upgrades in order to allow our existing audiovisual infrastructure to rapidly upload and encode live broadcast streams.

The addition of live captioning increases the level of public accessibility to Parliament, allowing hearing-impaired Victorians to follow chamber activity and debate in real time.

While the careful capture of traditional parliamentary records will continue to be a primary focus of the Hansard team, who produce accurate Hansard reports and transcripts, the ability to follow events live and within the context of their chamber delivery is a valuable asset for Victorians.

850

hours of chamber activity broadcast annually

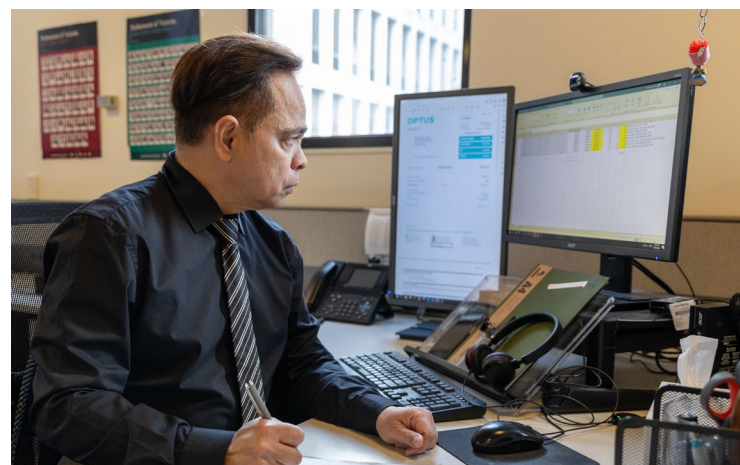
Securely Verifying Suppliers

As a service provider to the Parliament of Victoria, the Department of Parliamentary Services processes a wide range of transactions from a variety of suppliers of goods and services across its operations.

Inherent to these transactions are risks of error and financial fraud – risks that increase year on year with the emergence of new cybercrime threats.

As part of DPS' risk mitigation controls, a new process for onboarding and updating supplier records was introduced. This process is in partnership with an industry specialist in this area that introduces additional independent, third-party verification of supplier banking details to protect supplier payments from fraud and error.

This enhanced verification ensures that accurate supplier bank account information is created and maintained by the supplier, a process that reduces administrative delays and helps detect attempts to intercept or redirect payments – safeguarding both Parliament and our suppliers.





Building Relationships and Creating Productive Partnerships

Engaging with teachers and the broader education community to create greater awareness of and access to the Parliament is a key objective of the Education team, which is a part of the Community Engagement Unit.

This year, the team has focussed on relationship building, engaging with teachers and external organisations to build awareness and understanding of the work of Parliament and of the many teacher resources developed by the team. These education resources aim to support teachers in their delivery of civics and citizenship curriculum in schools right across Victoria.

As part of the education strategy, the team have also facilitated professional development opportunities for over 350 teachers. These expert panels, collaborative workshops and conferences draw on best-practice education and co-design principles to develop participants' knowledge of Parliament as well as their skills in teaching civics and citizenship more broadly.

A highlight of this year's program was Teacher Open House. Since its inception, Teacher Open House has seen around 250 teachers from early years to tertiary level come to Parliament House for an informal networking opportunity. As well as exploring key spaces of Parliament House, such as the Legislative Chambers and Library, the event provides teachers with an opportunity to talk to the Education team about their teaching needs and discuss the teaching resources available on Parliament's Teach and Learn website. This event is supported by staff from across all three parliamentary departments, including the LA TCSU, LC attendants, Committees and DPS' Library and Broadcast teams.

Developing strong connections with teachers enables the Education team to reach the large and diverse number of schools across Victoria. In order to support and enhance this work, the team have developed a number of partnership opportunities with some leading state and national organisations.

One such example is the partnership with Science Gallery Melbourne’s STEM Centre of Excellence at the University of Melbourne and the Australian Space Agency to develop “Mission Control”; a civics in science program. At the beginning of the program, students are asked to respond to a hypothetical parliamentary committee report that has investigated Victoria’s involvement in the space industry. The report outlines 12 industry sectors required for a successful mission to inhabit Mars; however the report also identifies that there is only enough budget to send ten industries. Students must decide which ten industries to take to Mars by going through the process of proposing and passing a bill through Parliament.



The activity provides students with an opportunity to form hypothetical political parties (based on different industry priorities), debate the bill across both legislative houses, and experience the Committee of the Whole process in the upper house. Once the bill has passed, students participate in a design challenge based on the selected industries, and at the conclusion of the process, they have an opportunity to evaluate the mission’s success and report back to Parliament.



Mission Control was a highlight of the 2024 Echuca regional sitting school engagement program, with Legislative Council President Shaun Leane facilitating one of the sessions alongside the Education team. In total, over 1,100 students have engaged with Mission Control since its launch in August 2023, with the program now even offered on location in Adelaide by the Australian Space Agency, with the support of Parliament of South Australia.

These and all of the other parliamentary education programs would not be possible without the collaboration of many internal teams and external organisations, and we remain grateful to those individuals and groups for their knowledge and enthusiasm, and the support they bring to Parliament’s civics and citizenship education program and, by extension, teachers across the entire state.



Jesse and Matt from Science Gallery Melbourne at a Mission Control event

A Focus on Workforce Wellbeing

The benefits of implementing targeted workforce wellbeing programs are many and varied, from increasing performance, productivity and attendance to improving morale, job satisfaction, talent attraction and retention.

Supporting the health and wellbeing of parliamentary personnel is a key focus of the Department of Parliamentary Services and part of the Parliament of Victoria's core strategic priorities. To advance this objective, a comprehensive strategy emphasising direct engagement and practical initiatives was developed and rolled out this year by DPS' Wellbeing team.

Built on a commitment to wellbeing which recognises the diversity of the parliamentary workforce and their working environments, the strategy comprises three pillars: physical wellbeing, mental wellbeing and social wellbeing. With these pillars as guides, a calendar of events was designed,

backed up by a series of underlying initiatives and existing partnerships.

A major project for 2023–24 was the introduction of a corporate fitness program for parliamentary officers, members and electorate officers throughout Victoria. The program was designed in partnership with Fitness Passport and in consultation with all stakeholders to deliver unlimited access for members, staff and their families to a huge range of gyms, pools and fitness facilities at a significantly reduced cost.

Voucher programs for important preventative health services like influenza vaccinations and skin checks were also introduced as proactive physical wellbeing measures – an initiative that was highly popular and successful.

The calming surrounds of the parliamentary gardens hosted classes to teach stress-release techniques.



Paws on Precinct (L)
Australia's Biggest Morning Tea event (R)



Access to free educational sessions and resources has also increased this year, with DPS' Wellbeing team working closely alongside a range of corporate partners, resulting in financial literacy seminars and complimentary onsite health consultations. Furthermore, the team has led a push to more regularly provide information regarding the support and resources available through the Parliament's employee assistance provider (EAP).

2023–24 also saw an increased level of engagement with charitable organisations and awareness-raising initiatives. September 2023 was the first time the parliamentary departments took part in STEPtember, raising funds for the Cerebral Palsy Alliance while encouraging plenty of exercise and collegial competition throughout the month. Also in September 2023, promotional stalls were set up onsite at the Parliamentary Precinct for R U OK? Day to share information and resources related to mental health.

In November, staff and members were invited to join Parliament's Movember team to raise funds and awareness for men's health, with support from DPS' Catering team, who coordinated on a Movember-themed bake sale. That success was also later replicated in an Australia's Biggest Morning Tea event in May 2024, to raise funds for the Cancer Council.

The Wellbeing team was also involved in organising Paws on Precinct, a perennial favourite in the parliamentary calendar, raising funds for Starting Over Dog Rescue. Staff from the parliamentary departments were invited to bring their dogs to work for the day, with plenty of opportunities for fundraising and connection-building throughout.

The wide variety of activities, education and engagements throughout the year is reflective of DPS' Wellbeing team's fresh and truly holistic approach to wellbeing across the many cohorts within Parliament, delivering marked benefits to members, electorate officers and departmental staff.



A selection of photos from this year's calendar of wellbeing events



Replanting above Parliament Railway Station

Opened in 1983 as part of the City Loop rail project, Parliament Station is an underground rail terminal located beneath the Parliamentary Precinct, with part of the station's eastern entrance hall effectively covered by the southernmost corner of the Parliament gardens.

When upgrade works to the station's safety and security systems were initiated several years ago, temporary stewardship for this section of the gardens was handed to the responsible contractors, to be cleared and used for access and site facilities.

Those upgrade works were completed in May 2024, when the construction hoardings around the site were removed and the land returned to the care of the DPS Buildings and Grounds team.

Rehabilitation of the site commenced immediately, including work to restore the shallow and depleted soil bed and planning for new planting arrangements. Careful selection of plants was critical, with consideration given not only to maintaining the heritage character

of the gardens but also to choosing hardy varieties that can survive in the challenging soil conditions. A variety of low-maintenance shrubs, ground covers and small trees were procured and planted.

Major replanting works were completed in June 2024, with additional planting and landscaping planned to restore the brick garden edge which had been removed during the station upgrade works. This small section of garden, passed and enjoyed by hundreds of commuters each day, is now well on its way to restoration, adding some much-appreciated greenery back to the city.



Replanting work taking place in June 2024

Improving Electorate Office Facilities



DPS' Property Services team reviewing floorplans

Electorate offices are not just local workspaces for members of Parliament, they are meeting places for communities and critical sites for parliamentarians to interface with their constituents. Ensuring that all 128 members are provided with appropriate facilities in which to work and connect with their electorate on an ongoing basis is a key responsibility of the Department of Parliamentary Services led by the Property Services team.

Maintaining the large number of unique properties spread all across the state is a significant undertaking. To ensure equality of standards and service delivery, all offices are regularly graded on an extensive variety of criteria, with each office assessed to determine which improvements should be prioritised and measured.

Guided by the results of these regular assessments, the Property Services team coordinates upgrade initiatives. Excluding major works or routine repairs, such as replacing broken windows or removing graffiti, in the last financial year, the Property Services team successfully delivered a record number of 25 upgrade projects.

While the scope of these projects varied considerably, the central objective in every case was ensuring the spaces are fit for purpose, safe and accessible for members, electorate officers and constituents alike.

In some offices, this meant auditing existing fixtures and replacing damaged, end-of-life or non-compliant furniture, workstations, blinds or carpets. Several offices were also assessed as requiring repainting, the installation of improved lighting or window treatments, or the upgrading of heating, ventilation and air-conditioning systems to ensure they remained healthy, comfortable and welcoming environments for staff and visiting constituents.

To ensure appropriate facilities are available at all offices, certain properties required the installation of DDA-compliant accessible bathrooms. In some instances, this necessitated significant remodelling, such as annexing storage closet space to provide sufficient space for the new facilities.

Addressing security at all electorate offices remains an ongoing and ever-evolving priority. As such, upgrades to reception interfaces to ensure the safety of electorate office staff and visitors were another common feature of works undertaken in the last financial year.

At all junctures, the Property Services team worked in collaboration with members and electorate office staff to ensure their needs were considered within the context of their environment and communities and that the spaces are of service to the electorate and its representatives.

About the Department

Parliamentary values

The *Parliamentary Administration Act 2005* (Vic) defines the values that should be demonstrated by parliamentary officers as:

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

Our purpose and functions

Working alongside the other parliamentary departments, our teams provide impartial support and resourcing to all 128 members of the Victorian Parliament.

With a focus on protecting the integrity and independence of Parliament, our wide range of services include human resources and financial services, information technology, security and other infrastructural supports, as well as catering facilities and maintenance of the Parliamentary Precinct and grounds.

Our four strategic priorities

The following strategic priorities of the Parliament of Victoria 2023–26 came into effect in July 2023.

- **Supporting members**

We will provide high-quality, impartial and professional services to all members of Parliament to support them to fulfill their roles as elected representatives.

- **Parliament for the people**

We will create greater awareness of and access to Parliament through direct community engagement and education.

- **First Nations focus**

We will continue to prioritise engagement with Victoria's First Peoples to build understanding and respect for their culture and history.

- **A contemporary workplace**

We will promote leading practice, build capability and ensure a respectful, safe and inclusive workplace.

Portfolio Performance Reporting

Performance against output performance measures

The following output measures are indicators of achieved service levels against a range of targets across various parliamentary functions.

Department of Parliamentary Services

Performance measure	Unit of Measure	Target As at 30 Jun 24	Actuals As at 30 Jun 24	Variation (%)	Result
Quantity					
Percentage of chamber proceedings available to members and electorate officers through video on demand	Percent	99%	100%	1%	✓
Provide members with an approved standard electorate office	Percent	95%	97%	2%	✓
Quarterly budget reports published in accordance with <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	Number	4	4	0%	✓
Quality					
Clients satisfied with quality of information provided by Library staff	Percent	85%	99%	16%	✓
<i>This measure is based on a confidential survey of members of Parliament and their electorate staff. The target has been exceeded due to a higher level of satisfaction with the quality of information provided.</i>					
Legislative activities at Parliament House uninterrupted by service interruptions or security incidents	Percent	98%	98%	0%	✓
Electorate offices visited by a member of DPS staff during the year	Percent	95%	98%	4%	✓
Scheduled availability of IT systems (network, email, and windows file and print)	Percent	99%	99%	0%	✓
Timeliness					
Indexes, records, speeches, video and transcripts available within published time frames	Percent	85%	87%	2%	✓
Monthly budget management reports to members and departments within five business days after closing monthly accounts	Number	12	12	0%	✓
Payroll processing completed accurately and within agreed time frames	Percent	99%	99%	0%	✓
Cost					
Total output cost	\$ million	143.7	137.6	-4%	✓

Results legend

- ✓ Performance target achieved or exceeded
- Performance target not achieved - exceeds 5 percent or \$50 million (cost measures only) variance
- Performance target not achieved - within 5 percent or \$50 million (cost measures only) variance

Portfolio Performance Reporting

Performance against output performance measures

Legislative Assembly

Performance measure	Unit of Measure	Target As at 30 Jun 24	Actuals As at 30 Jun 24	Variation (%)	Result
Quantity					
Procedural references – updates published biannually	Number	2	2	0%	✓
Quarterly allowance reports published in accordance with the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	Number	4	4	0%	✓
Regional visits to schools to conduct parliamentary role plays	Number	5	6	20%	✓
<i>The higher 2023-24 actual reflects an additional regional visit scheduled in 2023-24 as a result of considerable demand in regional centres for both primary schools and VCE programs.</i>					
Quality					
Assembly standing committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	Percent	80%	100%	25%	✓
<i>This measure is based on a confidential survey of the Legislative Assembly standing committee members. The target has been exceeded due to a higher level of member satisfaction with responsiveness, clarity, objectivity and timeliness of advice provided.</i>					
Bills and amendments processed accurately through all relevant stages in compliance with constitutional requirements and standing orders	Percent	100%	100%	0%	✓
Member satisfaction that advice is responsive, prompt, clear and objective	Percent	80%	96%	20%	✓
<i>This measure is based on a confidential survey of the Legislative Assembly members. The target has been exceeded due to a higher level of member satisfaction with responsiveness, clarity, objectivity and timeliness of advice provided.</i>					
Teacher satisfaction with school tours and outreach programs	Percent	95%	99%	4%	✓
Timeliness					
Documents tabled within time guidelines	Percent	90%	100%	11%	✓
<i>Department of the Legislative Assembly staff have worked diligently to ensure all documents have been tabled within time guidelines.</i>					
House documents available one day after sitting day	Percent	100%	100%	0%	✓
Online information relating to bills updated within one day	Percent	95%	100%	5%	✓
Cost					
Total output cost	\$ million	43.2	42.9	-1%	✓

Legislative Council

Performance measure	Unit of Measure	Target As at 30 Jun 24	Actuals As at 30 Jun 24	Variation (%)	Result
Quantity					
Procedural references – updates published biannually	Number	2	2	0%	✓
Quarterly allowance reports published in accordance with the <i>Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019</i>	Number	4	4	0%	✓
Quality					
Bills and amendments processed accurately through all relevant stages and other business of the house conducted according to law and standing and sessional orders	Percent	98%	100%	2%	✓
Council standing committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	Percent	80%	100%	25%	✓
<i>This measure is based on a confidential survey of the Legislative Council standing committee members. The target has been exceeded due to a higher level of member satisfaction with responsiveness, clarity, objectivity and timeliness of advice provided.</i>					
Member satisfaction with accuracy, clarity and timeliness of advice	Percent	80%	92%	15%	✓
<i>This measure is based on a confidential survey of the Legislative Council members. The target has been exceeded due to a higher level of member satisfaction with accuracy and timeliness of advice provided.</i>					
Timeliness					
Documents tabled within time guidelines	Percent	90%	100%	11%	✓
<i>Department of the Legislative Council staff have worked diligently to ensure all documents have been tabled within time guidelines.</i>					
House documents and other sitting related information available one day after sitting day	Percent	95%	100%	5%	✓
Cost					
Total output cost	\$ million	22.7	22.8	0%	○

Results legend

- ✓ Performance target achieved or exceeded
- Performance target not achieved - exceeds 5 percent or \$50 million (cost measures only) variance
- Performance target not achieved - within 5 percent or \$50 million (cost measures only) variance

Portfolio Performance Reporting

Performance against output performance measures

Parliamentary Investigatory Committees

Performance measure	Unit of Measure	Target As at 30 Jun 24	Actuals As at 30 Jun 24	Variation (%)	Result
Quantity					
Reports tabled per annum	Number	20	26	30%	✓
<i>This target has been exceeded due to joint investigatory committees adopting and tabling more reports.</i>					
Quality					
Committee members satisfied that advice about procedure, research and administration is responsive, clear, objective and prompt	Percent	80%	100%	25%	✓
<i>This measure is based on a confidential survey of joint investigatory committee members. The target has been exceeded due to a higher level of member satisfaction with responsiveness, clarity, objectivity and timeliness of advice provided.</i>					
Inquiries conducted and reports produced in compliance with procedural and legislative requirements	Percent	95%	100%	5%	✓
Timeliness					
Reports tabled in compliance with procedural and legislative deadlines	Percent	95%	100%	5%	✓
Cost					
Total output cost	\$ million	7.0	5.7	-18%	✓
<i>The lower 2023-24 actual outcome reflects lower than budgeted expenditure on performance audits of Victorian Auditor-General's Office and Victorian Ombudsman, transfer of funding to Legislative Council under s31 of Financial Management Act 1994 (Vic) and lower operating expenditure for joint investigatory committees.</i>					

Results legend

- ✓ Performance target achieved or exceeded
- Performance target not achieved - exceeds 5 percent or \$50 million (cost measures only) variance
- Performance target not achieved - within 5 percent or \$50 million (cost measures only) variance

Reconciliation of Appropriation Bill

The purpose of this briefing is to explain the difference between the output costs shown in Budget Paper No. 3 and the appropriation funding shown in the Appropriation Bill.

Reconciliation of Appropriation Bill 2023-24 and 2024-25 to Budget Paper No. 3

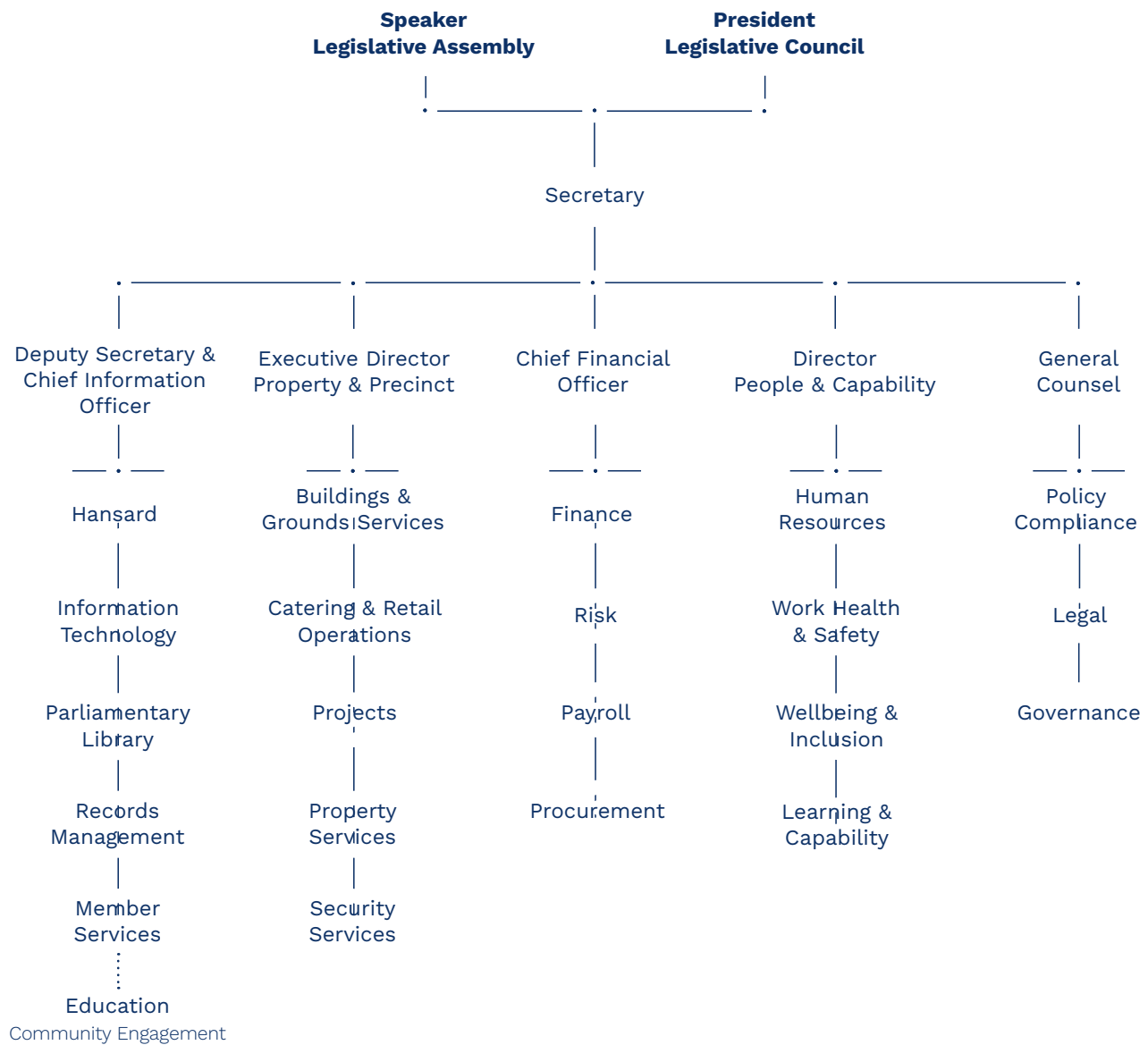
	Legislative Council		Legislative Assembly		Parliamentary Services		Joint Investigatory Committees		Total - Parliamentary departments	
	2023-24 Estimated budget	2024-25 Estimated budget	2023-24 Estimated budget	2024-25 Estimated budget	2023-24 Estimated budget	2024-25 Estimated budget	2023-24 Estimated budget	2024-25 Estimated budget	2023-24 Estimated budget	2024-25 Estimated budget
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Figures published in Appropriation Bill*	6,507	7,047	7,723	8,002	142,130	146,905	6,976	6,172	163,336	168,126
Add s29 revenue from DFAT	40	40	40	40					80	80
Add special appropriations	16,142	17,213	35,451	38,889					51,593	56,102
Less ATNAB (capital funding) included in Bill					(4,470)	(3,560)			(4,470)	(3,560)
Estimated output budget carryover from previous financial year					6,032	7,679			6,032	7,679
Total appropriations	22,689	24,300	43,214	46,931	143,692	151,024	6,976	6,172	216,571	228,427
Total appropriations (rounded to millions)	22.7	24.3	43.2	46.9	143.7	151.0	7.0	6.2	216.6	228.4
Figures published in Budget Paper No. 3	22.7	24.3	43.2	46.9	143.7	151.0	7.0	6.2	216.6	228.4
<i>Rounding Difference</i>	-	-	-	-	-	-	-	-	-	-

* Appropriation Bill includes VAGO, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission.

Governance and Organisational Structure

Department structure

Department structure as at 30 June 2024



Governance

The Department of Parliamentary Services, created under the provisions of the *Parliamentary Administration Act 2005* (Vic), 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 Department of the Legislative Assembly and the Department of the Legislative Council through the operations of the Parliamentary Executive Group (PEG).

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* (Vic)
- *Parliamentary Salaries, Allowances and Superannuation Act 1968* (Vic)
- *Heritage Act 1995* (Vic)
- *Constitution Act 1975* (Vic)
- *Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019* (Vic)
- *Parliamentary Committees Act 2003* (Vic)
- *Parliamentary Precincts Act 2001* (Vic)
- *Public Administration Act 2004* (Vic)

Parliamentary values and employment principles

The Department of Parliamentary Services continues to foster a culture of integrity and good conduct, through support for staff and the development of initiatives designed to build a workplace of trust, respect and openness.

Employment and conduct principles

The Department of Parliamentary Services is committed to meeting the parliamentary officer values and the parliamentary administration employment principles set out in the *Parliamentary Administration Act 2005* (Vic). Established employment processes ensure employment decisions are based on merit; parliamentary officers are treated fairly and reasonably, provided with equal opportunities, and with reasonable avenues of redress. The parliamentary departments develop and maintain policies and procedures to ensure the parliamentary officer values and principles are continuously reflected and communicated. Adherence to the parliamentary officer values and responsibilities and obligations in relation to each value is also promoted by the Code of Conduct for Victorian Parliamentary Officers (2019), in workplace policies and through expert advice provided by People and Capability.

The Parliamentary Officers' (Non-Executive Staff – Victoria) Single Enterprise Agreement 2020 outlines conditions of employment for parliamentary employees (excluding executives) and applies to all parliamentary officers. The Electorate Officers' (Victoria) Single Enterprise Agreement 2021 applies to electorate officers.

Governance and Organisational Structure

Audit and Risk Committee

The Audit and Risk Committee is established in alignment with the *Financial Management Act 1994* (Vic) and the associated Standing Directions.

The committee's role is to provide oversight and advice to Parliament's Accountable Officers, the Clerk of the Legislative Assembly, the Clerk of the Legislative Council and the Secretary of the Department of Parliamentary Services, on the effectiveness of the parliamentary departments' financial management systems and controls, risk management, compliance, internal audit function and external audit.

The committee has no executive power and is directly responsible and accountable to the Accountable Officers for the exercise of its responsibilities.

Audit Committee membership as at 30 June 2024

Name	Role
Andrew Nicolaou	Chair and Member
Fiona Pearse	Member
Kerry Ryan	Member

House Committee

The House Committee is a joint committee established by the *Parliamentary Committees Act 2003* (Vic), comprising the President, the Speaker, five members from the Legislative Council and six members from the Legislative Assembly. It advises the Presiding Officers on the management of the refreshment rooms, gardens and building maintenance. The Speaker or the President chairs the committee meetings. The Secretary and DPS staff service this committee and provide support as required.

House Committee membership as at 30 June 2024

Name
The Speaker (ex officio)
Tim Bull MP
Matt Fregon MP
James Newbury MP
Pauline Richards MP
Ellen Sandell MP
Jackson Taylor MP
The President (ex officio)
Jeff Bourman MLC
David Davis MLC
Enver Erdogan MLC
Rachel Payne MLC
Ingrid Stitt MLC

Occupational health and safety

The Parliament of Victoria and the parliamentary departments are committed to maintaining the highest standards of occupational health and safety, as far as reasonably practicable, for all individuals within Parliament's workplaces. In fulfilling this commitment, Parliament will comply with all relevant health and safety laws, regulations, and legislative frameworks. Our objective is to ensure the safety and wellbeing of all employees and other persons, by promoting a proactive and preventative approach to safety practices.

The Work, Health, and Safety (WH&S) team is instrumental in ensuring the parliamentary departments meet their obligations under the *Occupational Health and Safety Act 2004* (Vic) by providing expert advice and support to managers and employees. The WH&S team fosters a positive safety culture across the workplace, supported by multiple safety committees and an active cohort of Health and Safety Representatives.

There remains a focus on the prioritisation of hazard and risk identification and mitigation

processes through workplace inspections, audits, risk assessments, and incident response investigations. Effective consultation and communication with key stakeholders are integral to all WH&S initiatives.

Continual improvement of employee health and safety is a paramount priority. This is demonstrated by the establishment of dedicated roles within the Safety and Wellbeing sectors, the expansion of safety-related training for employees, including HSR and First Aid training, and the allocation of resources for ergonomic assessments and equipment needs. Various health-related tests and activities, such as skin checks and audiometric testing are also provided, alongside frequent wellbeing activities designed for employee engagement and education. Active promotion and proactive utilisation of the Employee Assistance Program (EAP) services remain a key focus, with efforts to anticipate and meet employees' needs. Notably, Parliament's EAP experienced an increase in its annualised utilisation rate during 2023-24, reaching 10.7%, surpassing the industry benchmark of 8.1% in Government and Public Administration.

Reporting against occupational health and safety measures

Measure	Description	2023-24	2022-23	2021-22
Incidents and hazards	Number of incidents	202	212	243
	Rate of incidents per 100 FTE	27.71	29.18	33.03
	Number of reported hazards	73	53	34
	Rate of reported hazards per 100 FTE	10.01	7.3	4.62
Claims (reported during the year)	Number of minor claims*	4	0	0
	Rate of minor claims per 100 FTE	0.5	0	0
	Number of standard claims**	5	7	10
	Rate of standard claims per 100 FTE	0.63	0.96	0.41
	Number of lost time claims	5	7	7
	Rate of lost time claims per 100 FTE	0.63	0.96	0.95
	Number of claims exceeding 13 weeks	4	5	5
	Rate of claims exceeding 13 weeks per 100 FTE	0.5	0.69	0.68

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

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

Source: EML (insurance provider) related to claims submitted during the reporting period.

Governance and Organisational Structure

Reporting against occupational health and safety measures

Measure	Description	2023-24	2022-23	2021-22
Incidents investigated	Percentage of incidents investigated	100%	100%	100%
Fatalities	Number of fatalities	0	0	0
OH&S Committee	Committee meetings	11	13	12
	OH&S representative initial and refresher training participation	4	4	9
Hazard inspections	Workplace hazards inspections	9	57	15

Occupational health and safety incidents

Breakdown of OHS injuries by type	2023-24
Lost Time Injury	11
Medical Treatment Injury	5
First Aid Treatment	6
Notification Only	5

Breakdown of OHS injuries by cause	2023-24	2022-23	2021-22
Being hit by a moving object	2	1	4
Being hit by a falling object	1	0	0
Burn	2	1	2
Cut	2	0	0
Electric shock	0	0	0
Hitting an object with a body part	2	0	0
Illness	4	1	0
Muscle strain	4	1	2
Psychological	3	4	2
Slip, trip or fall	7	5	2
Total	27	13	12

Occupational health and safety training

Type of training	Course attendees*
Certificate IV in Work Health and Safety	1
Chief Warden Training	1
Confined Space Entry Refresher	1
Contact Officer Training	1
Disability Awareness	191
Emergency Evacuation Exercise: 55 St Andrews Place	10
Emergency Evacuation Procedures: 55 St Andrews Place	347
Emergency Evacuation Procedures: Members' Annexe	101
Emergency Evacuation Procedures: Parliament House	379
Fatigue Management Awareness (Mandatory)	274
First Aid Training	64
Food Hygiene Standard	6
Food Safety Refresher Program	9
Home Office Ergonomics	101
How to set up and maintain a high performing electorate office	24
HSR OHS Training	4
Managing Challenging Interactions	16
Managing Ill and Injured Employees Masterclass	2
Mental Health and Crisis Support	1
Mental Health First Aid	51
Mental Health in the Workplace Masterclass	57
Mental Health Reset	3
OHS Due Diligence Officer Liability Training	17
Respectful Workplace Behaviour (Mandatory)	225
Respectful Workplace Behaviour for Electorate Officers (Mandatory)	176
Security Awareness	5
See the Person Disability Engagement	107
Self-Care Tips eLearning	3
SunSmart UV Safety Training	13
Warden and Extinguisher Training	29
Warden Training: Emergency Response Procedures, Chief Warden and Emergency Planning Committee Meeting: 55 St Andrews Place	18
What is Autism?	3
WHS eLearning (Mandatory)	273
Workplace Violence Prevention Training (Personal Safety & Conflict Management)	178

* The course attendees include parliamentary officers, electorate officers and members of Parliament

Workforce Data

Comparative workforce data

Department of Parliamentary Services

Details of employment levels in June of 2024 and 2023

June 2024							
	All employees		Ongoing			Fixed term and casual	
	Number*	FTE	Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	131	120.1	104	8	108.4	19	11.7
Female	116	100.6	83	8	87.2	25	13.4
Self-described	-	-	-	-	-	-	-
Total	247	220.7	187	16	195.6	44	25.1
Age							
15-24	6	4.7	3	1	3.8	2	0.9
25-34	55	47.2	39	3	39.6	13	7.6
35-44	68	63.8	57	2	57.7	9	6.1
45-54	58	51.1	43	4	45.2	11	5.9
55-64	52	47.1	39	5	42.8	8	4.3
65+	8	6.7	6	1	6.5	1	0.2
Total	247	220.7	187	16	195.6	44	25.1
Classification							
Grade 1	0	0.0	0	0	0.0	0	0.0
Grade 2	17	15.0	11	1	11.5	5	3.5
Grade 3	43	41.4	36	3	38.2	4	3.2
Grade 4	66	58.5	51	4	51.5	11	7.0
Grade 5	83	68.6	54	8	59.4	21	9.2
Grade 6	31	30.2	29	0	29.0	2	1.2
Grade 7	4	4.0	4	0	4.0	0	0.0
Executive	3	3.0	2	0	2.0	1	1.0
Total	247	220.7	187	16	195.6	44	25.1

* Headcount

June 2023							
	All employees		Ongoing			Fixed term and casual	
	Number*	FTE	Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	115	109.0	90	7	94.2	18	14.8
Female	111	99.5	79	12	84.1	20	15.4
Self-described	-	-	-	-	-	-	-
Total	226	208.5	169	19	178.3	38	30.2
Age							
15–24	5	4.5	3	1	3.5	1	1.0
25–34	56	50.7	39	3	39.3	14	11.4
35–44	59	55.4	49	3	49.7	7	5.7
45–54	48	45.0	36	5	39.6	7	5.4
55–64	48	45.6	37	5	40.3	6	5.3
65+	10	7.3	5	2	5.9	3	1.4
Total	226	208.5	169	19	178.3	38	30.2
Classification							
Grade 1	0	0.0	0	0	0.0	0	0.0
Grade 2	11	10.5	8	1	8.5	2	2.0
Grade 3	43	38.5	35	4	35.1	4	3.4
Grade 4	59	53.8	43	4	45.1	12	8.7
Grade 5	74	68.4	50	10	56.6	14	11.8
Grade 6	32	31.2	28	0	28.0	4	3.2
Grade 7	4	3.1	3	0	3.0	1	0.1
Executive	3	3.0	2	0	2.0	1	1.0
Total	226	208.5	169	19	178.3	38	30.2

* Headcount

Note:

- (i) The table discloses the head count and full-time staff equivalent (FTE) of all active employees of DPS, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2023).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Workforce Data

Comparative workforce data

Department of Parliamentary Services

Employee classification by gender

June 2024						
Classification	All employees		Gender			
	Number*	FTE	Men*	FTE	Women*	FTE
Grade 1	0	0.0	0	0.0	0	0.0
Grade 2	17	15.0	8	8.0	9	7.0
Grade 3	43	41.4	21	20.0	22	21.4
Grade 4	66	58.5	35	31.2	31	27.3
Grade 5	83	68.6	44	37.9	39	30.7
Grade 6	31	30.2	19	19.0	12	11.2
Grade 7	4	4.0	2	2.0	2	2.0
Executive	3	3.0	2	2.0	1	1.0
Total	247	220.7	131	120.1	116	100.6

* Headcount

June 2023						
Classification	All employees		Gender			
	Number*	FTE	Men*	FTE	Women*	FTE
Grade 1	0	0.0	0	0.0	0	0.0
Grade 2	11	10.5	5	5.0	6	5.5
Grade 3	43	38.5	21	19.1	22	19.4
Grade 4	59	53.8	29	26.8	30	27.1
Grade 5	74	68.4	39	37.2	35	31.2
Grade 6	32	31.2	18	18.0	14	13.2
Grade 7	4	3.1	1	1.0	3	2.1
Executive	3	3.0	2	2.0	1	1.0
Total	226	208.5	115	109.0	111	99.5

* Headcount

Note:

- (i) The table discloses the headcount and full-time staff equivalent (FTE) of all active employees of DPS, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2023).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Workforce Data

Comparative workforce data

Electorate Officers

Details of employment levels in June of 2024 and 2023

June 2024							
	All employees		Ongoing			Fixed term and casual	
	Number*	FTE	Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	212	136.1	57	82	107.8	73	28.3
Female	352	219.7	72	175	177.8	105	41.8
Self-described	4	3.5	0	3	2.6	1	0.9
Total	568	359.3	129	260	288.3	179	71.0
Age							
15–24	152	81.1	14	78	56.5	60	24.7
25–34	137	93.8	41	51	75.2	45	18.7
35–44	85	59.2	24	35	47.8	26	11.4
45–54	75	55.8	24	37	50.8	14	5.0
55–64	73	47.0	21	36	41.5	16	5.5
65+	46	22.4	5	23	16.7	18	5.7
Total	568	359.3	129	260	288.3	179	71.0
Classification							
Grade 1	185	73.8	2	29	22.4	154	51.4
Grade 2	263	177.9	55	193	167.2	15	10.7
Grade 3	120	107.6	72	38	98.7	10	8.9
Total	568	359.3	129	260	288.3	179	71.0

* Headcount

June 2023							
All employees			Ongoing			Fixed term and casual	
	Number*	FTE	Full-time*	Part-time*	FTE	Number*	FTE
Gender							
Male	184	110.6	53	75	96.6	56	14.0
Female	316	187.1	74	169	167.7	73	19.4
Self-described	-	-	-	-	-	-	-
Total	500	297.7	127	244	264.3	129	33.4
Age							
15–24	127	54.1	9	70	42.3	48	11.8
25–34	122	84.0	43	52	76.4	27	7.6
35–44	79	56.3	24	41	51.9	14	4.4
45–54	70	47.8	30	29	44.7	11	3.2
55–64	66	38.6	17	36	36.3	13	2.3
65+	36	16.9	4	16	12.8	16	4.2
Total	500	297.7	127	244	264.3	129	33.4
Classification							
Grade 1	143	39.5	4	30	19.7	109	19.8
Grade 2	257	166.3	56	184	155.2	17	11.1
Grade 3	100	91.9	67	30	89.4	3	2.5
Total	500	297.7	127	244	264.3	129	33.4

* Headcount

Note:

- (i) The table discloses the headcount and full-time staff equivalent (FTE) of all electorate officers, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2023).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Workforce Data

Comparative workforce data

Electorate officers

Employee classification by gender

June 2024								
Classification	All employees		Gender					
	Number*	FTE	Men*	FTE	Women*	FTE	Self-described*	FTE
Grade 1	185	73.8	79	30.7	105	42.3	1	0.9
Grade 2	262	177.8	88	62.6	172	112.6	3	2.6
Grade 3	120	107.6	45	42.9	75	64.8	0	0.0
Total	568	359.3	212	136.1	352	219.7	4	3.5

* Headcount

June 2023								
All employees			Gender					
	Number*	FTE	Men*	FTE	Women*	FTE	Self-described*	FTE
Classification								
Grade 1	143	39.5	67	19.5	76	20.0	0	0.0
Grade 2	257	166.3	81	58.1	176	108.2	0	0.0
Grade 3	100	91.9	36	33.0	64	58.9	0	0.0
Total	500	297.7	184	110.6	316	187.1	0	0.0

* Headcount

Note:

- (i) The table discloses the headcount and full-time staff equivalent (FTE) of all electorate officers, employed in the last full pay period in June of the current reporting period, and in the last full pay period in June of the previous reporting period (2023).
- (ii) Headcount means a person employed who has attended work and been paid during the last full pay period in June of the relevant year.
- (iii) FTE means full-time equivalent and a standard unit of measurement which is calculated by dividing the number of hours an employee has been paid by the number of ordinary hours a full-time employee would work (76 hours) per fortnight.
- (iv) Excludes employees on leave without pay, employees on secondment paid by an external third party and external contractors/consultants.

Other Disclosures

Consultancy expenditure

Details of consultancies valued at \$10,000 and over

Parliament of Victoria engaged seven consultancies in 2023-24 where the total fees payable to the consultants were \$10,000 or greater. The total expenditure incurred in relation to these consultancies is \$300,844 (excluding GST). Details of individual consultancies are outlined below.

Consultant name	Brief summary of project	Start date	End date	Total approved project fee (excluding GST)	Expenditure 2023-24 (excluding GST)	Future expenditure (excluding GST)
ANIC Business Services	Services to Parliament Audit Committee - Independent Member and Chair	Nov 2022	Oct 2024	\$90,000	\$40,000	\$10,000
Professor Jeremy Gans	Specialist legal advice on the scrutiny of human rights in bills and subordinate legislation introduced into the Parliament - Scrutiny of Acts and Regulations Committee	July 2023	July 2025	\$312,793	\$143,533	\$169,260
People & Performance Consulting	Partial review of Tours and Customer Service Unit (TCSU)	Aug 2023	Aug 2023	\$13,125	\$13,125	\$0
Patricia Brown	Independent expert adviser on the performance audit of the Auditor-General and the Victorian Auditor General's Office	June 2023	June 2024	\$24,000	\$12,875	\$11,125
The Frame Group Pty Ltd	Review of DPS IT operations	Feb 2024	Apr 2024	\$49,788	\$49,788	\$0
Demetrius Consulting	Consultancy work provided to the IOC Audit Subcommittee in relation to the performance audit of the Victorian Ombudsman	July 2023	June 2024	\$11,310	\$11,310	\$0
Arup Australia Pty Ltd	Engineering Building Services Consultant	June 2024	June 2026	\$168,975	\$30,214	\$138,761

Details of consultancies less than \$10,000

No. of consultancies	Total value (excl GST)
1	\$2,332

Reviews and studies expenditure

Details of review or study

Nil to report

Information and communication technology expenditure

For the 2023–24 reporting period, DPS had a total ICT expenditure of \$15,927,678.77, with the details shown below.

All operational ICT expenditure Business As Usual (BAU) ICT	ICT expenditure related to projects to create or enhance ICT capabilities		
	Total non-BAU ICT Expenditure	Operational expenditure	Capital expenditure
\$14,746,045.34	\$1,181,633.43	\$570,819.43	\$610,814.00

Disclosure of emergency procurement

Activation of emergency procurement

Nil to report

Disclosure of procurement complaints

Procurement complaints received

Nil to report

Disclosure of major contracts

Details of contracts greater than \$10 million

Contract awarded

Nil to report

Other Disclosures

Compliance with other legislation

Victorian Independent Remuneration Tribunal and Improving Parliamentary Standards Act 2019

In accordance with section 7E(22) of the *Parliamentary Salaries, Allowances and Superannuation Act 1968* (Vic) the Clerk of the relevant House of the Parliament must include in the annual report of the Parliament the prescribed details in respect of separation payments.

	Clerk of the Legislative Assembly	Clerk of the Legislative Council
The number of members who received a separation payment	1	1
The number of determinations made under section 7E (8) of the <i>PSAS Act</i>	0	0
The number of former members who have not complied with a request under 7E (9) of the <i>PSAS Act</i>	0	0

In accordance with section 9J of the *Parliamentary Salaries, Allowances and Superannuation Act 1968* (Vic) the relevant Officer must include in the annual report of the Parliament the prescribed details in respect of –

- (a) Claims and determinations in respect of work-related parliamentary allowances or under the Budget and expense allowances (if any) and electorate allowances and the motor vehicle allowance (if claimed) lodged with the relevant Officer by members during the year.

Category	Total amount paid during the financial year
Electorate Allowance	\$6,078,324.75
Expense Allowance	\$796,974.87
Motor Vehicle Allowance	\$919,556.87
Parliamentary Accommodation Sitting Allowance	\$787,941.63
Travel Allowance	\$567,795.57
Commercial Transport Allowance	\$37,880.28
International Travel Allowance	\$284,611.72
The Budget	\$12,938,541.44
Total	\$22,411,627.13

	Clerk of the Legislative Assembly	Clerk of the Legislative Council	Secretary, Department of Parliamentary Services
Total number of determinations made during the financial year	467	336	13,470

(b) Members who have submitted claims for a travel allowance exceeding 68 nights for the year and documentation provided in support.

Member name	Explanation
Nil to report	

(c) The number of instances in which members have not complied with a request made by the relevant Officer under section 9F of the *PSAS Act* during the financial year.

Number of instances
0

Other Disclosures

Environmental reporting

Parliament of Victoria is committed to enhancing the environmental sustainability of all activities and operations. The parliamentary departments are building their capacity to assess climate-related risks and opportunities, manage environmental impacts, and improve performance and reporting. The parliamentary departments are establishing procedures to identify the environmental impacts of their operations and improve the monitoring and measuring of key environmental performance indicators.

Existing priorities include:

- Reducing greenhouse gas emissions from our operations;
- Minimising waste while maximising the reuse and recycling of resources in procurement processes;
- Ensuring that capital works projects integrate environmentally sustainable principles in design, construction and operation; and
- Encouraging behavioural changes among staff to reduce environmental impacts.

Reporting boundary for environmental data

Included in this section are the operations and activities within the parliamentary precinct or performed by the staff of the Department of Parliamentary Services, unless otherwise specified.

Greenhouse gas emission sources

The parliamentary precinct's greenhouse gas emissions are broken down into emissions 'scopes' depending on the source of the greenhouse gas emission. Scope 1 emissions are released to the atmosphere as a direct result of an activity and from sources owned or controlled by an organisation. Scope 2 emissions are released to the atmosphere from the indirect consumption of an energy commodity. Scope 3 emissions are indirect emissions generated in the wider economy as a consequence of an organisation's activities, however they are physically produced by the activities of another business.

Indicator	2023–24
Total reported greenhouse gas emissions (tCO ₂ -e)	2,592.07
Total Scope 1 (direct) greenhouse gas emissions (tCO ₂ -e)	96.09
Total Scope 2 (indirect electricity) greenhouse gas emissions (tCO ₂ -e)	2,431.76
Total Scope 3 (other indirect) greenhouse gas emissions associated with commercial air travel and waste disposal (tCO ₂ -e)	64.22

Note:

- (i) Scope 1 emissions, direct emissions, come from sources within the parliamentary precinct, owned or controlled by Parliament and as a result of Parliament's activities. Included in Scope 1 emissions are emissions from stationary combustion of gaseous fuels (natural gas distributed in a pipeline) in the parliamentary precinct (Parliament House and grounds and 55 St Andrews Place, East Melbourne) as well as emissions from Department of Parliamentary Services' operational vehicles.
- (ii) Scope 2 indirect emissions result from the generation of purchased electricity from the electricity grid. Scope 2 emissions reported above include total emissions from electricity usage in the parliamentary precinct (Parliament House and grounds and 55 St Andrews Place, East Melbourne).
- (iii) Scope 3 emissions are emissions associated with waste disposal and commercial air travel.
- (iv) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Other Disclosures

Environmental reporting

Electricity production and consumption

Indicator	2023–24	2022–23	2021–22
Total electricity consumption (MWh)	2,827.62	2,935.78	2,890.01
Parliament House and grounds	2,105.19	2,123.51	2,070.75
55 St Andrews Place, East Melbourne*	722.43	812.27	819.26
On-site installed generation capacity from diesel backup generators (MW)	0.225	0.225	0.225
Reported (indirect) Scope 2 greenhouse gas emissions from electricity consumption (tCO ₂ -e)	2,431.76	2,495.41	2,629.91

* Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

Note:

- (i) All electricity consumed is purchased through the State of Victoria's Purchase contract with a sole electricity retailer.
- (ii) The emission factors for estimating Scope 2 greenhouse gas emissions from electricity were revised by the Department of Climate Change, Energy, the Environment and Water between the reporting periods to include renewable generation data and reflect a reduced quantity of CO₂ emitted per kWh.
- (iii) Parliament has two on-site installed non-renewable diesel backup generators with a combined generation capacity of 0.225MW. The back-up generators have only been used in a testing environment during the 2023-24 and 2022-23 reporting periods. Prior year electricity generation data from the generators is not available.
- (iv) Installed generation capacity is not included in the Scope 2 greenhouse gas emissions.
- (v) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Stationary fuel use

Indicator	2023–24	2022–23	2021–22
Total fuel usage in buildings (MJ)	1,698,694	1,926,785	1,726,287
Parliament House and grounds	735,514	605,742	508,885
55 St Andrews Place, East Melbourne*	963,180	1,321,043	1,217,402
Reported (direct) Scope 1 greenhouse gas emissions from stationary fuel consumption (tCO ₂ -e)	87.53	99.29	88.96

* Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

Note:

- (i) All stationary fuel used is natural gas distributed in a pipeline.
- (ii) Parliament's solar hot water system is contributing to a reduced reliance on gas.
- (iii) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Other Disclosures

Environmental reporting

Transportation

Indicator	2023–24	2022–23	2021–22
Total energy used by fleet vehicles (MJ)	124,917	150,737	96,714
Diesel	42,401	45,499	37,629
Unleaded petrol	5,563	47,495	31,404
Hybrid	76,805	57,743	27,681
Electricity	148	-	-
Number and proportion of fleet vehicles	4	4	4
Diesel (25%)	1	1	1
Unleaded petrol	0	1	1
Hybrid (50%)	2	2	2
Electric ZEV (25%)	1	0	0
Reported (direct) Scope 1 greenhouse gas emissions from vehicle fleet (tCO ₂ -e)	8.56	10.32	6.64
Diesel	2.99	3.20	2.65
Unleaded petrol	0.38	3.21	2.12
Hybrid	5.19	3.91	1.87
Total distance travelled by fleet vehicles (km)	61,840	56,222	35,600
Diesel	12,498	11,572	9,306
Unleaded petrol	1,628	14,864	9,917
Hybrid	40,960	29,786	16,377
Electric	6,754	-	-
Greenhouse gas emissions from fleet vehicles per 1000km (tCO ₂ -e)	0.14	0.18	0.19

Note:

- (i) The number of fleet vehicles are as at 30 June of the relevant reporting period.
- (ii) Department of Parliamentary Services' fleet comprises four operational vehicles to maintain the buildings and grounds and to service 128 electorate offices around Victoria. The unleaded petrol vehicle was replaced by an electric vehicle in September 2023. All vehicles are passenger vehicles.
- (iii) As the electric vehicle is mainly charged at the department's premises using electricity from the grid, to avoid double counting the energy used for charging the ZEV is reported under Electricity production and consumption in the table on page 56. Where the electric vehicle has been charged at external facilities it is reported in this table.
- (iv) Data is obtained from fuel purchase records, charging records and vehicle log sheets. Vehicle travel data excludes hire car usage from the DTF SSP vehicle pool.
- (v) Tonnes of carbon dioxide equivalent (tCO₂-e) is a metric measure used to convert emissions from other greenhouse gases to the amount of carbon dioxide with the equivalent global warming potential.

Commercial air travel

Indicator	2023-24	2022-23
Total distance travelled by commercial air travel (km)	87,590	43,628
Reported Scope 3 greenhouse gas emissions from commercial air travel (tCO ₂ -e)	6.46	4.75

Note:

- (i) Air travel covers Department of Parliamentary Services staff. The International Civil Aviation Organisation’s Carbon Emissions Calculator has been used to estimate emissions from each route travelled. In an attempt to use the most accurate data available for air travel emissions, the 2022-23 reported emissions have been recalculated using this same method.
- (ii) The increase in kilometers travelled in 2023-24 has not resulted in a corresponding rise in emissions. This is because emissions per kilometer for long-haul flights are lower than those for short-haul flights, due to higher fuel consumption associated with takeoff and landing.

Other Disclosures

Environmental reporting

Water consumption

Indicator	2023-24	2022-23	2021-22
Total mains water consumption (kL)	16,155	14,783	15,767
Mains water usage (kL)			
Parliament House and grounds	14,190*	13,300	14,500
55 St Andrews Place, East Melbourne**	1,965	1,483	1,267

*Reliable data for the mains water consumption for Parliament House and grounds in the period May-June 2024 has not been provided by the supplier. As such, the reported usage is estimated from prior period usage and manual readings.

**Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

Note:

- (i) Rain water is collected on the parliamentary precinct and used in the Parliament House gardens. A total of 82,869 litres of rain water was collected in the 2023-24 reporting period.
- (ii) Parliament House is a public building where water is consumed not only by staff of the parliamentary departments.

Paper

Indicator	2023-24	2022-23	2021-22
Total units of A4 equivalent copy paper used (reams)	212	309	208
Units of A4 equivalent copy paper used FTE (reams/FTE)	0.86	1.37	0.97
Percentage of recycled content in copy paper purchased	100%	100%	100%

Note:

- (i) Paper use covers Department of Parliamentary Services staff working at Parliament House and grounds and at 55 St Andrews Place, East Melbourne.

Waste disposal

The parliamentary departments encourage positive environmental behaviours aimed at reducing waste, recycling materials and reusing our assets as much as possible before replacing them. Work practices are now significantly less reliant on paper. All buildings in the Parliamentary precinct have waste-sorting capabilities to different streams; co-mingled recycling, paper and cardboard as well as organic waste.

By switching to environmentally friendly food and drink packaging in the retail outlets in Parliament House much waste is diverted from landfill. Scrap metal, e-waste, secure documents and printer toner cartridges are also collected on precinct and disposed of separate to the general waste. Some green waste from the Parliament Garden is managed within the organisational boundary by mulching. Spent coffee granules from our retail outlets are transported to Melbourne Zoo.

Indicator	2023–24
Total units of waste disposed of (kg)	61,071
Landfill	
Parliament House and grounds	33,713
55 St Andrews Place, East Melbourne*	2,385
Recycling - comingled	
Parliament House and grounds	8,448
55 St Andrews Place, East Melbourne	1,381
Recycling - paper and cardboard	
Parliament House and grounds	2,964
55 St Andrews Place, East Melbourne	3,721
Recycling - organics	
Parliament House and grounds	6,844
55 St Andrews Place, East Melbourne	1,615
Recycling rate percentage	41%
Scope 3 greenhouse gas emissions from waste disposed to landfill (tCO ₂ -e)	57.76

*Parliament of Victoria does not occupy the entire building at 55 St Andrews Place; however, the reported usage is for the component attributable to Parliament of Victoria.

Note:

- (i) The waste management service provider for Parliament House transferred to a new system of recording during the reporting period with some readings obstructed in the period April to June 2024.
- (ii) Parliament House is a public building where waste disposed of is not only a result of the activities of the parliamentary departments.
- (iii) Reliable data for general waste disposal from the parliamentary precinct is not available for previous reporting periods. Waste from 23, 33, 41 and 55 St Andrews Place in the Treasury precinct is collated for collection and without a waste audit in 2021-22 or 2022-23 there was no reliable data for the waste disposal attributable to 55 St Andrews Place.
- (iv) The reported greenhouse gas emissions are calculated on the solid waste disposal to landfill.

Financial Statements

PARLIAMENT OF VICTORIA

Financial statements and accompanying notes for the financial year ended 30 June 2024

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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

DECLARATION IN THE FINANCIAL STATEMENTS

The attached financial statements for the Parliament of Victoria have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the Financial Management Act 1994, applicable Financial Reporting Directions, Australian Accounting Standards including 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 2024 and financial position of the Parliament of Victoria at 30 June 2024.

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 19 September 2024.



Trish Burrows
Secretary, Department of Parliamentary Services
Parliament of Victoria
19 September 2024



Adam Lane
Chief Financial Officer
Parliament of Victoria
19 September 2024

Independent Auditor's Report

To the Accountable Officers of Parliament of Victoria

Opinion	<p>I have audited the financial report of Parliament of Victoria (Parliament) which comprises the:</p> <ul style="list-style-type: none"> • balance sheet as at 30 June 2024 • comprehensive operating statement for the year then ended • statement of changes in equity for the year then ended • cash flow statement for the year then ended • notes to the financial statements, including material accounting policy information • declaration in the financial statements. <p>In my opinion the financial report presents fairly, in all material respects, the financial position of Parliament as at 30 June 2024 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of Parliament in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Accountable Officers' responsibilities for the financial report	<p>The Accountable Officers of Parliament are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Accountable Officers determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Accountable Officers are responsible for assessing the ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit 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 Parliament's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Officers
- conclude on the appropriateness of the Accountable Officers' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Parliament's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause Parliament to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Officers regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



PARLIAMENT OF VICTORIA
Comprehensive operating statement
for the financial year ended 30 June 2024

		(\$ thousand)	
	Notes	2024	2023
Income from transactions			
Output appropriations	2.2, 2.3	161,698	158,676
Special appropriations	2.2, 2.3	47,339	51,710
Parliament refreshment rooms & gift shop sales	2.4	1,486	1,174
Other income		16	31
Total income from transactions		210,539	211,591
Expenses from transactions			
Employee expenses	3.1	(141,162)	(132,720)
Depreciation and amortisation	5.3, 5.4	(32,102)	(31,394)
Computer, communications, rental and other costs	3.3	(16,785)	(18,072)
Interest expense	7.1	(804)	(481)
Parliament refreshment rooms & gift shop	3.2	(3,859)	(2,668)
Supplies and services	3.3	(15,815)	(15,590)
Total expenses from transactions		(210,527)	(200,925)
Net result from transactions (net operating balance)		12	10,666
Other economic flows included in net result			
Net gain / (loss) on non-financial physical assets		313	387
Other gains / (losses) from other economic flows		65	(56)
Total other economic flows included in net result		378	331
Net result		390	10,997
Other economic flows - other comprehensive income			
Items that will not be reclassified to net result			
Changes in physical asset revaluation surplus	5.1.1	(20,929)	(2,776)
Total other economic flows - other comprehensive income		(20,929)	(2,776)
Comprehensive result		(20,539)	8,221

The Comprehensive Operating Statement should be read in conjunction with the accompanying notes included on pages 71 to 124.

PARLIAMENT OF VICTORIA
Balance sheet
as at 30 June 2024

		(\$ thousand)	
	Notes	2024	2023
Assets			
Financial assets			
Cash and deposits	7.2	25	25
Receivables	6.1	93,044	84,351
Total financial assets		93,069	84,376
Non-financial assets			
Inventories - Parliament refreshment room & gift shop		81	73
Inventories		146	146
Non-financial physical assets classified as held for sale		111	150
Property, plant and equipment	5.1	541,510	562,928
Right-of-use assets	5.2	26,162	24,187
Intangible assets	5.3	2,271	3,305
Prepayments		1,173	843
Total non-financial assets		571,454	591,632
Total assets		664,523	676,008
Liabilities			
Bank overdraft	7.2	1	13
Payables	6.2	8,832	7,408
Unearned income		54	123
Lease liabilities	7.1	27,020	24,610
Provisions	3.1	15,924	15,890
Total liabilities		51,831	48,044
Net assets		612,692	627,964
Equity			
Accumulated surplus / (deficit)		99,342	98,952
Physical asset revaluation surplus		300,047	320,976
Contributed capital		213,303	208,036
Net worth		612,692	627,964

The Balance Sheet should be read in conjunction with the accompanying notes included on pages 71 to 124.

PARLIAMENT OF VICTORIA
Statement of Changes in Equity
for the financial year ended 30 June 2024

	Physical asset revaluation surplus	Accumulated surplus	Contributions by owner	Total
Notes				
Balance at 30 June 2022	323,754	87,955	197,595	609,304
Net result for the year	-	10,997	-	10,997
Other comprehensive income for the year	(2,776)	-	-	(2,776)
Additions to Net Asset Base	-	-	10,441	10,441
	320,978	98,952	208,036	627,965
Balance at 30 June 2023				
Net result for the year	-	390	-	390
Other comprehensive income for the year	(20,931)	-	-	(20,931)
Additions to Net Asset Base	-	-	5,267	5,267
	300,047	99,342	213,303	612,692

The Statement of Changes in Equity should be read in conjunction with the accompanying notes included on pages 71 to 124.

PARLIAMENT OF VICTORIA
Cash flow statement
for the financial year ended 30 June 2024

		(\$ thousand)	
	Notes	2024	2023
Cash flows from operating activities			
Receipts			
Receipts from Government appropriations		199,734	192,253
Receipts from Parliament refreshment rooms & gift shop		1,843	1,268
Receipts from other income		16	31
Goods and services tax recovered from the ATO		6,497	5,041
Total receipts		208,090	198,593
Payments			
Payments to suppliers and employees		(179,504)	(171,738)
Payments to suppliers & employees by Parliament refreshment rooms & gift shop		(4,038)	(2,668)
Interest and other finance costs		(804)	(481)
Total payments		(184,346)	(174,887)
Net cash flows from / (used in) operating activities	7.2.1	23,744	23,706
Cash flows from investing activities			
Purchases of non-financial physical assets		(18,919)	(25,262)
Sales of non-financial physical assets		1,830	770
Net cash flows from / (used in) investing activities		(17,089)	(24,492)
Cash flows from financing activities			
Owner contributions by state government		5,267	10,441
Repayment of principal portion of lease liabilities		(11,909)	(9,880)
Net cash flows from / (used in) financing activities		(6,642)	561
Net increase / (decrease) in cash and cash equivalents		13	(225)
Cash and cash equivalents at beginning of financial year		12	237
Cash and cash equivalents at end of financial year	7.2	25	12

The Cash flow Statement should be read in conjunction with the accompanying notes included on pages 71 to 124.

PARLIAMENT OF VICTORIA
Notes to the financial statements
30 June 2024

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NOTE 1 – ABOUT THIS REPORT

The financial statements include all the activities of the Parliament of Victoria (Parliament). 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, Victoria 3002.

A description of the nature of its operations and its principal activities is included in the Report of Operations, which does not form part of these financial statements.

Basis of preparation

These financial statements are presented in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

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.

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 to or distributions by owners have also been designated as contributions by owners.

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements are disclosed. 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.

Any 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 Australian Accounting Standards (AAS) that have significant effects on the financial statements are disclosed in the notes under the heading 'Significant judgement or estimates'.

All amounts in the financial statements have been rounded to the nearest thousand dollars unless otherwise stated. Figures in the financial statements may not equate due to rounding.

Compliance information

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

NOTE 2 – FUNDING DELIVERY OF OUR SERVICE

Introduction

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 4.

Structure

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2.1 Summary of key income that funds the delivery of our services

		(\$ thousand)	
	Notes	2024	2023
Output appropriations	2.2, 2.3	161,698	159,676
Special appropriations	2.2, 2.3	47,339	51,710
Parliament refreshment rooms & gift shop	2.4	1,486	1,174

Revenue and income that fund delivery of the Parliament's services are accounted for consistently with the requirements of the relevant accounting standards disclosed in the following notes.

2.2 Appropriations

Once annual Parliamentary appropriations are applied by the Treasurer, they become controlled by the Parliament and are recognised as income when applied to the purposes defined under the relevant Appropriations Act. Appropriations income is recognised in accordance with AASB 1058 *Income of Not-for-Profit Entities*.

Output appropriations

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

Special appropriations

In accordance with the relevant Act, income related to special appropriations is recognised when the amount appropriated for that purpose is due and payable by the Parliament.

NOTE 2 – FUNDING DELIVERY OF OUR SERVICE (Cont)

2.3 Summary of compliance with annual Parliamentary and special appropriations

The following table discloses the details of the various annual Parliamentary appropriations received by the Parliament for the year. In accordance with accrual output-based management procedures 'provision for outputs' and 'additions to net assets' are disclosed as 'controlled' activities of the Parliament.

	Appropriation Act		Financial Management Act 1994		(\$ thousand)		
	Annual Appropriation	Advance from Treasurer	Section 29	Section 32	Total Parliamentary Authority	Appropriations Applied	Variance ^(a)
2024							
Controlled							
Provision for outputs	158,864	9,074	80	-	168,018	161,698	6,320
Additions to net assets (ATNAB)	4,470	-	-	916	5,386	5,267	119
Total	163,334	9,074	80	916	173,404	166,965	6,439
2023							
Controlled							
Provision for outputs	150,493	7,362	8	4,985	162,848	158,676	4,172
Additions to net assets (ATNAB)	12,137	251	-	1,296	13,684	10,441	3,243
Total	162,630	7,613	8	6,281	176,532	169,117	7,415

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

NOTE 2 – FUNDING DELIVERY OF OUR SERVICE (Cont)

2.3 Summary of compliance with annual Parliamentary and special appropriations (cont)

Special appropriations

The following table discloses the details of compliance with special appropriations:

		(\$ thousand)	
Appropriations applied		2024	2023
Authority	Purpose		
Audit Act No. 2 of 1994	Audit of the Auditor-General's Office	43	42
Constitution Act No. 8750 - Clerk of the Parliaments	Salaries	2	2
Constitution Act No. 8750 - Legislative Assembly	Salaries and expenses of the Assembly	550	550
Constitution Act No. 8750 - Legislative Council	Salaries and expenses of the Council	200	200
Parliamentary Salaries and Superannuation Act No. 7723	Salaries and allowances	46,544	50,916
Total special appropriations		47,339	51,710

2.4 Parliament refreshment rooms & gift shop

	(\$ thousand)	
	2024	2023
Food sales	983	735
Beverage sales	194	163
Gift Shop	39	32
Function income	270	244
Total revenue from parliament refreshment rooms & gift shop	1,486	1,174

The sale of goods and services included in the table above are transactions that the Parliament has determined to be classified as revenue from contracts with customers in accordance with AASB 15 *Revenue from Contracts with Customers*.

Revenue is measured based on the consideration specified in the contract with the customer. The Parliament recognises revenue when it transfers control of a good or service to the customer, i.e. when, or as, the performance obligations for the sale of goods and services to the customer are satisfied.

NOTE 3 – THE COST OF DELIVERING SERVICES

Introduction

This section provides an account of the expenses incurred by the Parliament in delivering services and outputs. In Note 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are recorded. Note 4 discloses aggregated information in relation to the income and expenses by output.

Structure

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3.1 Employee benefit expenses

	(\$ thousand)	
	2024	2023
Superannuation expense		
- Members of Parliament	4,984	4,399
- All other employees	7,689	6,927
	12,673	11,326
Termination payments	731	5,039
Salaries and wages, annual leave and long service leave		
- Members of Parliament	46,267	43,779
- All other employees	81,491	72,576
	127,758	116,355
Total employee benefit expenses	141,162	132,720

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

The amount recognised in the comprehensive operating statement in relation to superannuation is employer contributions for members of both defined benefit and defined contribution superannuation plans that are paid or payable during the reporting period. Parliament does not recognise any defined benefit liabilities because it has no legal or constructive obligation to pay future benefits relating to its employees. Instead, the Department of Treasury and Finance (DTF) discloses in its annual financial statements the net defined benefit cost related to the members of these plans as an administered liability (on behalf of the State as the sponsoring employer).

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.1 Employee benefit expenses (cont)

Termination benefits are payable when employment is terminated before normal retirement date, or when an employee accepts an offer of benefits in exchange for the termination of employment. Termination benefits are recognised when the Parliament is demonstrably committed to 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.

3.1.1 Employee benefits in the balance sheet

Provision is made for benefits accruing to employees in respect of termination benefits, annual leave and long service leave (LSL) for services rendered to the reporting date and recorded as an expense during the period the services are delivered.

	(\$ thousand)	
	2024	2023
Current provisions		
Annual leave		
Unconditional and expected to settle within 12 months	4,218	3,498
Unconditional and expected to settle after 12 months	1,997	2,670
On-costs	1,202	1,101
	7,417	7,269
Long service leave		
Unconditional and expected to settle within 12 months	954	833
Unconditional and expected to settle after 12 months	4,607	4,716
On-costs	1,127	1,033
	6,688	6,582
Termination benefits	-	176
Total current provisions for employee benefits	14,105	14,027
Non-current provisions		
Long service leave	1,512	1,571
On-costs	307	292
Total non-current provisions for employee benefits	1,819	1,863
Total provisions for employee benefits	15,924	15,890

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.1.1 Employee benefits in the balance sheet (cont)

Reconciliation of movement in on-cost provisions

	(\$ thousand)	
	2024	2023
Opening balance	2,426	2,684
Additional provisions recognised	1,335	1,065
Reduction from payments / other sacrifices of future economic benefits	(1,125)	(1,323)
Closing balance	2,636	2,426
Current	2,329	2,134
Non Current	307	292

Termination benefits and annual leave

Liabilities for termination benefits, annual leave and its associated on-costs are recognised as part of the employee benefit provision as current liabilities, because the Parliament does not have an unconditional right to defer settlements of these liabilities.

The liability for termination benefits is recognised in the balance sheet at remuneration rates which are current at the reporting date. As the Parliament expects the liabilities to be wholly settled within 12 months of reporting date, they are measured at undiscounted amounts.

The annual leave liability is classified as a current liability and measured at the undiscounted amount expected to be paid, as the Parliament does not have an unconditional right to defer settlement of the liability for at least 12 months after the end of the reporting period.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognised in the Comprehensive Operating Statement as it is taken.

Employment on-costs such as payroll tax, workers compensation and superannuation are not employee benefits. They are disclosed separately as a component of the provision for employee benefits when the employment to which they relate has occurred.

Long service leave (LSL)

Unconditional LSL is disclosed as a current liability; even where the Parliament does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months.

The components of this current LSL liability are measured at:

- undiscounted value – if Parliament expects to wholly settle within 12 months; or
- present value – if Parliament does not expect to wholly settle within 12 months.

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.1.1 Employee benefits in the balance sheet (cont)

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 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' in the net result.

3.1.2 Superannuation contributions

Employees of the Parliament 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.

	(\$ thousand)			
	Paid contribution for the year		Contribution outstanding at year end	
	2024	2023	2024	2023
Defined benefit plans^(a)				
Emergency Services & State Super Scheme	99	113	4	4
Defined contribution plans:				
Aware Super / Vic Super	5,250	5,013	202	192
Other	6,839	5,808	279	259
Total superannuation contributions	12,188	10,934	485	455

(a) The basis for determining the level of contributions is determined by the various actuaries of the defined benefit superannuation plans.

3.2 Parliament refreshment rooms

	(\$ thousand)	
	2024	2023
Cost of goods sold	760	537
Salaries and wages, annual leave and long service leave	2,809	1,936
Other expenditure	290	195
Total Parliament refreshment rooms expenses	3,859	2,668

Cost of sales

When inventories are sold, the carrying amount of those inventories is recognised as an expense in the period in which the related income is recognised. The amount of any write down of inventories to net realisable value and all losses of inventories is recognised as an expense in the period the write down or loss occurs.

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.3 Other operating expenses

Computer, communications, rental and other costs

Computer software, support & equipment rental: These expenses include all IT related costs to support the ongoing operations of the Parliament. They are recognised as an expense in the reporting period in which they are incurred.

Communications, postage and printing: These expenses include all costs related to phones, printing, postage and copying. Communications, postage and printing expenses are recognised as an expense in the reporting period in which they are incurred.

Contractors and temporary staff: These expenses include all costs related to contract and temporary staff. Contractors and temporary staff expenses are recognised as an expense in the reporting period in which they are incurred.

Property rental costs: are recognised on a straight-line basis and consist of:

- Short-term leases – leases with a term less than 12 months; and
- Low value leases – leases with the underlying asset's fair value (when new, regardless of the age of the asset being leased) is no more than \$10,000.

Variable lease payments are not included in the measurement of the lease liability (i.e. variable lease payments that do not depend on an index or a rate and which are not, in substance fixed) such as those based on performance or usage of the underlying asset are recognised in the Comprehensive Operating Statement in the period in which the event or condition that triggers those payments occur.

	(\$ thousand)	
	2024	2023
Computer software, support & equipment rental	6,891	6,422
Communications, postage and printing	6,117	8,066
Contractors and temporary staff	3,011	2,936
Property rental costs	766	648
Total computer, communications, rental and other costs	16,785	18,072

NOTE 3 – THE COST OF DELIVERING SERVICES (cont)

3.3 Other operating expenses (cont)

Supplies and services

Supplies and services: generally represent the day to day running costs incurred in normal operations. Supplies and services expenses are recognised as an expense in the reporting period in which they are incurred.

	(\$ thousand)	
	2024	2023
Advertising	4,359	3,639
Cleaning expenses	1,039	1,267
Electorate office expenses	720	1,130
Maintenance contractors and consumables	1,571	1,305
Minor equipment purchase and repair	1,212	1,059
Motor vehicle running costs	584	706
Office expenses	1,074	1,160
Other operating expenses	344	628
Professional services	2,574	2,228
Security	757	1,193
Travel and subsistence	509	214
Utilities	1,072	1,061
Total supplies and services	15,815	15,590

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT

Introduction

The Parliament is predominantly funded by accrual based parliamentary appropriations for the provision of outputs. This section provides a description of the outputs delivered during the year ended 30 June 2024 along with the objectives of those outputs.

This section disaggregates revenue and income that enables the delivery of services (described in Note 2) by output and records the allocation of expenses incurred (described in Note 3) also by output, which form part of controlled balances of Parliament.

It also provides information on items administered in connection with these outputs.

Distinction between controlled and administered items

The distinction between controlled and administered items is based on whether the Parliament has the ability to deploy the resources in question for its own benefit (controlled items) or whether it does so on behalf of the State (administered). The Parliament remains accountable for transactions involving administered items, but it does not recognise these items in its controlled financial statements.

Structure

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4.1 Parliament outputs – Descriptions and objectives

Objectives

The Parliament's functions may be broadly described as legislative, financial and representational. It authorises expenditure, debates Government policy and scrutinises Government administration.

Outputs

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.

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.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

4.1 Parliament outputs – Descriptions and objectives (cont)

A description of the Parliament of Victoria outputs performed during the year ended 30 June 2024 and the objectives of these outputs, are summarised below.

Legislative Council

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.

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 the Parliament.

Legislative Assembly

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.

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.

Department of Parliamentary Services

Objectives

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

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.

Parliamentary Investigatory Committees

Objectives

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

Outputs

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

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule A – Controlled income and expense for the year ended 30 June 2024

	(\$ thousand)				
	Legislative Council ^(a)	Legislative Assembly	Department of Parliamentary Services ^(b)	Parliamentary Investigative Committees	Parliament Total
Income from transactions					
Output appropriations	8,296	11,176	135,505	6,721	161,698
Special appropriations	14,461	32,878	-	-	47,339
Other income	-	-	16	-	16
Parliament refreshment rooms & gift shop	-	-	1,486	-	1,486
Total income from transactions	22,757	44,054	137,007	6,721	210,539
Expenses from transactions					
Employee expenses	(21,423)	(41,275)	(74,538)	(3,925)	(141,162)
Depreciation	-	-	(32,102)	-	(32,102)
Computer, communications, rental and other costs	(427)	(368)	(15,117)	(873)	(16,785)
Interest expense	(10)	(22)	(772)	-	(804)
Parliament refreshment rooms & gift shop	-	-	(3,859)	-	(3,859)
Supplies & services	(912)	(1,226)	(12,741)	(936)	(15,815)
Total expenses from transactions	(22,772)	(42,891)	(139,130)	(5,734)	(210,527)
Net result from transactions (net operating balance)	(15)	1,163	(2,123)	987	12

Schedule A continued over the page

(a) Legislative Council's net result includes \$177,000 of expenses incurred on Regional sitting funded from prior year appropriated amounts.

(b) Department of Parliamentary Services net result includes \$3,046,000 of expenses incurred on Members Electorate Office and Communications budget funded from prior year appropriated amounts.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule A – Controlled income and expense for the year ended 30 June 2024 (cont)

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
					(\$ thousand)
Other economic flows included in net result					
Net gain / (loss) on non-financial physical assets	-	-	313	-	-
Other gains / (losses) from other economic flows	-	-	65	-	-
Total other economic flows included in net result	-	-	378	-	-
Net result	(15)	1,163	(1,745)	987	390
Other economic flows - other comprehensive income					
Items that will not be reclassified to net result					
Changes in physical asset revaluation surplus	-	-	(20,929)	-	(20,929)
Total other economic flows - other comprehensive income	-	-	(20,929)	-	(20,929)
Comprehensive result	(15)	1,163	(22,674)	987	(20,539)

The comparative Parliament controlled income and expenses for the year ended 30 June 2023 appears on the following page.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule B – Controlled income and expense for the year ended 30 June 2023

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigative Committees	Parliament Total
	(\$ thousand)				
Income from transactions					
Output appropriations	6,622	7,539	138,315	6,199	158,676
Special appropriations	16,196	35,514	-	-	51,710
Other income	-	-	31	-	31
Parliament refreshment rooms & gift shop	-	-	1,174	-	1,174
Total income from transactions	22,818	43,053	139,520	6,199	211,591
Expenses from transactions					
Employee expenses	(20,723)	(39,787)	(69,096)	(3,114)	(132,720)
Depreciation	-	-	(31,394)	-	(31,394)
Computer, communications, rental and other costs	(312)	(292)	(16,728)	(740)	(18,072)
Interest expense	(12)	(26)	(443)	-	(481)
Parliament refreshment rooms & gift shop	-	-	(2,668)	-	(2,668)
Supplies & services	(949)	(1,197)	(12,763)	(681)	(15,590)
Total expenses from transactions	(21,996)	(41,302)	(133,092)	(4,535)	(200,925)
Net result from transactions (net operating balance)	822	1,751	6,428	1,664	10,666

Schedule B continued over the page.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule B – Controlled income and expense for the year ended 30 June 2023 (cont)

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
					(\$ thousand)
Other economic flows included in net result					
Net gain / (loss) on non-financial physical assets	-	-	387	-	387
Other gains / (losses) from other economic flows	-	-	(56)	-	(56)
Total other economic flows included in net result	-	-	331	-	331
Net result	822	1,751	6,759	1,664	10,997
Other economic flows - other comprehensive income					
Items that will not be reclassified to net result					
Changes in physical asset revaluation surplus	-	-	(2,776)	-	(2,776)
Total other economic flows - other comprehensive income	-	-	(2,776)	-	(2,776)
Comprehensive result	822	1,751	3,983	1,664	8,221

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule C – Controlled assets and liabilities as at 30 June 2024

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigative Committees	Parliament Total
Assets					
Financial assets	1,302	2,288	87,745	1,734	93,069
Non-financial assets	1,288	2,835	567,330	-	571,453
Total assets	2,590	5,123	655,075	1,734	664,522
Total liabilities	(3,784)	(5,596)	(41,241)	(1,209)	(51,830)
Net assets / (liabilities)	(1,194)	(473)	613,834	525	612,692

The comparative Parliament controlled assets and liabilities as at 30 June 2023 appears on the following page.

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

Schedule D – Controlled assets and liabilities as at 30 June 2023

	Legislative Council	Legislative Assembly	Department of Parliamentary Services	Parliamentary Investigatory Committees	Parliament Total
Assets					
Financial assets	2,240	3,293	76,403	2,494	84,376
Non-financial assets	1,000	2,200	588,432	-	591,632
Total assets	3,240	5,439	664,835	2,494	676,008
Total liabilities	(3,764)	(4,565)	(38,832)	(883)	(48,044)
Net assets / (liabilities)	(524)	874	626,003	1,611	627,964

NOTE 4 – DISAGGREGATED FINANCIAL INFORMATION BY OUTPUT (cont)

4.2 Administered items

In addition to the controlled 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 receipts and payments relating to the Public Service Commuter Club on behalf of the State.

Both the controlled Parliamentary financial statements and these administered items are consolidated into the financial statements of the State. The Parliament does not gain control over assets arising from administered transactions, consequently no income is recognised in the Parliament’s financial statements.

All administered transactions are accounted for on an accrual basis using same accounting policies adopted for recognition of the Parliament's controlled items in the financial statements.

The following table shows the balances the Parliament manages under the Public Service Commuter Club:

	(\$ thousand)	
	2024	2023
Administered financial assets		
Public Service Commuter Club receivables	30	19
Administered financial liabilities		
Public Service Commuter Club payables	30	19

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY

Introduction

Parliament controls property, plant, equipment and right-of-use assets that are utilised in fulfilling its objectives and conducting its activities. They represent the resources that have been entrusted to Parliament to be utilised for delivery of those outputs.

Significant judgement: fair value measurement

Where the assets included in this section are carried at fair value, additional information is disclosed in Note 8.3 in connection with how those fair values were determined.

Structure

5.1 Property, plant and equipment	90
5.2 Right-of-use assets	94
5.3 Intangible assets	96
5.4 Depreciation and impairment	97

5.1 Property, plant and equipment

(\$ thousand)

	Gross carrying amount		Accumulated depreciation		Net carrying amount	
	2024	2023	2024	2023	2024	2023
Land at fair value	178,829	200,256	-	-	178,829	200,256
Buildings at fair value	323,140	304,620	(30,298)	(15,193)	292,842	289,427
Plant, equipment & vehicles at fair value	42,987	38,510	(32,915)	(29,019)	10,072	9,491
Cultural assets at fair value	12,832	12,287	-	-	12,832	12,287
Leasehold improvements at cost	17,958	12,988	(5,676)	(4,485)	12,282	8,503
Assets under construction at cost	34,653	42,965	-	-	34,653	42,965
Total	610,399	611,626	(68,889)	(48,697)	541,510	562,929

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.1 Property, plant and equipment (cont)

Initial recognition

Items of property, plant and equipment, 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 cost of constructed non-financial physical assets includes the cost of all materials used in construction and direct labour on the project.

The cost of leasehold improvements is capitalised and depreciated over the shorter of the remaining term of the lease or their estimated useful lives.

Subsequent measurement

Items of property, plant and equipment (except leasehold improvements) are subsequently measured at fair value less any accumulated depreciation and impairment. Fair value is determined with regard to the asset's highest and best use (considering legal or physical restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset) and is summarised below by asset category. Leasehold improvements continue to be measured at cost less any accumulated depreciation and impairment.

Specialised land: The market approach is used for specialised land, whereby assets are compared to recent comparable sales or sales of comparable assets that are considered to have nominal value. To reflect the specialised nature of the land being valued, an adjustment for the community service obligation (CSO) is made. The CSO adjustment is a reflection of the valuer's assessment of the impact of restrictions associated with an asset to the extent that the CSO adjustment is also equally applicable to market participants.

Specialised buildings: Relates to Parliament House and its adjacent structures, with the current replacement cost method being used to determine fair value, adjusted for associated depreciation.

Plant, equipment & vehicles: Fair value is determined using the current replacement cost method.

Cultural assets: Relates to artworks, books, heritage furniture and other items that the Parliament intends to preserve because of their unique historical, cultural or environmental attributes, whose fair value is determined using the market approach. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets.

Refer to Note 8 for further details of valuation techniques.

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.1 Property, plant and equipment (cont)

5.1.1 Reconciliation of movements in carrying amount of property, plant and equipment

Year ended 30 June 2024	Land at fair value	Buildings at fair value	Plant, equipment & vehicles at fair value	Cultural assets at fair value	Leasehold improvements	Assets under construction at cost	Total
Opening balance	200,256	289,427	9,491	12,287	8,505	42,965	562,929
Additions	-	-	-	-	-	20,338	20,338
Disposals / retirements	-	-	-	-	(389)	-	(383)
Revaluations	(21,427)	-	-	498	-	-	(20,929)
Transfer in / (out) from assets under construction	-	18,520	4,477	46	5,605	(28,648)	-
Other transfers	-	-	-	-	-	-	-
Depreciation expense	-	(15,105)	(3,896)	-	(1,438)	-	(20,445)
Closing balance	178,829	292,842	10,072	12,831	12,283	34,655	541,510

The comparative reconciliation of movements in carrying amount of property, plant and equipment for the year ended 30 June 2023 appears on the following page.

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.1 Property, plant and equipment (cont)

5.1.1 Reconciliation of movements in carrying amount of property, plant and equipment (cont)

Year ended 30 June 2023	Land at fair value	Buildings at fair value	Plant, equipment & vehicles at fair value	Cultural assets at fair value	Leasehold improvements	Assets under construction at cost	Total
Opening balance	200,256	304,487	11,442	15,063	7,846	24,416	563,510
Additions	-	-	-	-	-	23,363	23,363
Disposals / retirements	-	-	-	-	-	-	-
Revaluations	-	-	-	(2,776)	-	-	(2,776)
Transfer in / (out) from assets under construction	-	8	2,731	-	1,865	(4,602)	-
Other transfers	-	-	-	-	-	(212)	(212)
Depreciation expense	-	(15,068)	(4,682)	-	(1,206)	-	(20,955)
Closing balance	200,256	289,427	9,491	12,287	8,505	42,965	562,929

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.2 Right-of-use assets

The Parliament has separated its right-of-use assets disclosures by class of underlying asset:

	(\$ thousand)	
	2024	2023
Right-of-use: Motor vehicles		
Gross carrying amount	5,038	4,825
Accumulated depreciation	(915)	(1,625)
Net carrying amount	4,123	3,200
Right-of-use: Properties		
Gross carrying amount	62,475	53,803
Accumulated depreciation	(40,436)	(32,816)
Net carrying amount	22,039	20,987
Total net carrying amount	26,162	24,187

Initial recognition

A right-of-use asset and corresponding lease liability are recognised at the lease commencement date. The right-of-use asset is initially measured at cost which comprises the initial amount of the lease liability adjusted for:

- any lease payments made at or before the commencement date less any lease incentive received; plus
- any initial direct costs incurred; and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located.

Subsequent measurement

Right-of-use assets are subsequently measured at fair value less any accumulated depreciation and impairment. The Parliament depreciates the right-of-use assets on a straight-line basis from the lease commencement date to the earlier of the end of the useful life of the right-of-use asset or the end of the lease term. The right-of-use assets are also subject to revaluation.

In addition, the right-of-use asset is periodically reduced by impairment losses, if any and adjusted for certain remeasurements of the lease liability

Right-of-use motor vehicles: fair value is determined using the current replacement cost method.

Right-of-use properties: fair value is determined using the market approach whereby current lease payments are compared to market rentals for equivalent properties.

There were no changes in valuation techniques throughout the period to 30 June 2024.

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.2 Right-of-use assets (cont)

5.2.1 Reconciliation of movements in carrying amount of right-of-use assets

	Right-of-use: Motor vehicles	Right-of-use: Properties	(\$ thousand)
			Total
Year ended 30 June 2024			
Opening balance	3,200	20,986	24,186
Additions	2,800	11,013	13,813
Disposals / retirements	(1,080)	(263)	(1,343)
Depreciation expense	(799)	(9,695)	(10,494)
Closing balance	4,121	22,041	26,162
Year ended 30 June 2023			
Opening balance	2,917	25,544	28,461
Additions	1,537	4,937	6,474
Disposals / retirements	(406)	(93)	(499)
Depreciation expense	(848)	(9,402)	(10,250)
Closing balance	3,200	20,986	24,186

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.3 Intangible assets

The Parliament's intangible assets consists of purchased and generated computer software or systems:

	(\$ thousand)	
	2024	2023
Computer software		
Gross carrying amount	3,655	1,632
Accumulated amortisation	(1,384)	(213)
Net carrying amount	2,271	1,419

Initial recognition

Purchased intangible assets are initially measured at cost. Subsequently, intangible assets with finite useful lives are carried at cost less accumulated amortisation and accumulated impairment losses. Depreciation and amortisation begins when the asset is available for use, that is, when it is in the location and condition necessary for it to be capable of operating in the manner intended by management.

Internally generated intangible assets arising from development (or from the development phase of an internal project) is recognised if, and only if, all of the following are demonstrated:

- the technical feasibility of completing the intangible asset so that it will be available for use or sale;
- an intention to complete the intangible asset and use or sell it;
- the ability to use or sell the intangible asset;
- the intangible asset will generate probable future economic benefits;
- the availability of adequate technical, financial and other resources to complete the development and to use or sell the intangible asset; and
- the ability to measure reliably the expenditure attributable to the intangible asset during its development.

Subsequent measurement

Intangible assets with finite useful lives are amortised on a straight-line basis over their useful lives. This amortisation is classified as an 'expense from transactions' on the Comprehensive Operating Statement. The amortisation period for intangible assets is between three to six years.

5.3.1 Reconciliation of movements in carrying amount of intangible assets

	(\$ thousand)		
Year ended 30 June 2024	Computer software	Intangible assets being developed	Total
Opening balance	1,419	1,885	3,304
Additions	137	-	137
Transfers in / (out) from development	1,885	(1,885)	-
Amortisation expense	(1,170)	-	(1,170)
Closing balance	2,271	-	2,271

NOTE 5 – KEY ASSETS AVAILABLE TO SUPPORT OUTPUT DELIVERY (cont)

5.3 Intangible assets (cont)

5.3.1 Reconciliation of movements in carrying amount of intangible assets (cont)

Year ended 30 June 2023	Computer software	Intangible assets being developed	Total
Opening balance	379	1,662	2,041
Additions	-	1,169	1,169
Transfers in / (out) from development	1,229	(946)	283
Amortisation expense	(189)	-	(189)
Closing balance	1,419	1,885	3,304

5.4 Depreciation and impairment

All items of property, plant and equipment that have finite useful lives, including right-of-use assets are depreciated. The exceptions to this rule include items under assets held for sale, land and cultural assets.

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. Typical estimated useful lives for the different asset classes for current and prior years are included in the table below:

	Useful life (years)	
	2024	2023
Buildings at fair value	10 to 80	10 to 80
Plant, equipment & vehicles at fair value	3 to 20	2 to 20
Leasehold improvements at cost	2 to 10	4 to 10
Right-of-use assets	2 to 10	2 to 10

The estimated useful lives, residual values and depreciation method are reviewed at the end of each annual reporting period, and adjustments made where appropriate.

Leasehold improvements are depreciated over the shorter of the lease term and their useful lives.

Right-of use assets are depreciated over the shorter of the asset's useful life and the lease term. Where the Parliament obtains ownership of the underlying leased asset or if the cost of the right-of-use asset reflects that the Parliament will exercise a purchase option, depreciation occurs over the asset's useful life.

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

Impairment of property, plant and equipment

The recoverable amount of primarily, non-cash-generating assets of not-for-profit entities, which are typically specialised in nature and held for continuing use of their service capacity (as is the case for the Parliament), is expected to be materially the same as fair value determined under AASB 13 *Fair Value Measurement*, with the consequence that AASB 136 does not apply to such assets that are regularly revalued.

NOTE 6 - OTHER ASSETS AND LIABILITIES

Introduction

This section sets out those assets and liabilities that arose from Parliament's controlled operations.

Structure

6.1	Receivables	98
6.2	Payables	99

6.1 Receivables

	(\$ thousand)	
	2024	2023
Current		
Contractual		
Debtors - Parliament refreshment rooms	100	273
Other receivables	22	21
Statutory		
Amounts owing from Victorian Government	16,521	15,228
GST input tax credit recoverable	688	1,042
Total current receivables	17,331	16,564
Non Current		
Statutory		
Amounts owing from Victorian Government	75,713	67,787
Total non current receivables	75,713	67,787
Total receivables	93,044	84,351

Contractual receivables are classified as financial instruments and categorised as 'financial assets at amortised cost'. They are initially recognised at fair value plus any directly attributable transaction costs. The Parliament holds the contractual receivables with the objective to collect the contractual cash flows and therefore subsequently measures these at amortised cost using the effective interest method, less any impairment.

Statutory receivables do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments for disclosure purposes. The Parliament applies AASB 9 for initial measurement of the statutory receivables and, as a result, statutory receivables are initially recognised at fair value plus any directly attributable transaction cost. Amounts recognised from the Victorian Government represent funding for all commitments incurred and are drawn from the Consolidated Fund as the commitments fall due.

NOTE 6 - OTHER ASSETS AND LIABILITIES (cont)

6.2 Payables

	(\$ thousand)	
	2024	2023
Current		
Contractual		
Supplies and services	3,949	5,348
Accrued salaries & wages	3,104	292
Statutory		
Fringe Benefits Tax	297	297
Payroll tax	837	939
Total current payables	8,187	6,876
Non Current		
Contractual		
Supplies and services	645	532
Total non current payables	645	532
Total payables	8,832	7,408

Contractual payables are classified as financial instruments and measured at amortised cost. Accounts payable represent liabilities for goods and services provided to Parliament prior to the end of the financial year that are unpaid. All current contractual payables are set to mature within one month of the end of the financial year.

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 contracts.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS

Introduction

This section provides information on the sources of finance utilised by the Parliament during its operations, along with interest expenses (the cost of borrowings) and other information related to financing activities of the Parliament.

This section includes disclosures of balances that are financial instruments (such as lease liabilities and cash balances). Note 8.1 provides additional, specific financial instrument disclosures.

Structure

7.1	Lease liabilities	100
7.2	Cash flow information and balances	104
7.3	Commitments for expenditure	106

7.1 Lease liabilities

This note presents information about leases for which the Parliament is a lessee.

	(\$ thousand)	
	2024	2023
Current lease liabilities		
Motor vehicle lease liabilities	1,472	1,600
Property lease liabilities	7,988	7,773
Total current lease liabilities	9,460	9,373
Non current lease liabilities		
Motor vehicle lease liabilities	2,770	1,731
Property lease liabilities	14,790	13,506
Total non current lease liabilities	17,560	15,237
Total lease liabilities	27,020	24,610

The Parliament leases various electoral office properties and motor vehicles.

The Parliament also leases minor IT equipment for operational use. These leases are either short-term (due to expire within 12 months of 30 June 2024) or of insignificant value. As such, these leases are not recognised as right-of-use assets or lease liabilities, with associated payments recognised as an expense in the period they occur.

The following information presents other significant balances and transactions relating to lease liabilities.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.1 Lease liabilities (cont)

7.1(a) Right-of-use assets

Information on right-of-use assets is presented in Note 5.

7.1(b) Amounts recognised in the Comprehensive Operating Statement

The following amounts are recognised in the Comprehensive Operating Statement:

	(\$ thousand)	
	2024	2023
Interest expense on lease liabilities	804	481
Expenses relating to short-term or low value leases	766	548
Total	1,570	1,029

Interest expense

Interest expense disclosed on the Comprehensive Operating Statement relates to lease liabilities and is recognised in the period in which it is incurred.

7.1(c) Amounts recognised in the Cash flow Statement

The following amounts are recognised in the Cash flow Statement relating to leases:

	(\$ thousand)	
	2024	2023
Principal repayments of leases	11,909	9,880
Interest payments on leases	804	481
Total cash outflows relating to leases	12,713	10,361

For any new contracts entered into, the Parliament considers whether a contract is, or contains a lease. A lease is defined as ‘a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration’. To apply this definition the Parliament assesses whether the contract meets three key evaluations which are whether:

- the contract contains an identified asset, which is either explicitly identified in the contract or implicitly specified by being identified at the time the asset is made available to the Parliament and for which the supplier does not have substantive substitution rights;
- the Parliament has the right to obtain substantially all of the economic benefits from use of the identified asset throughout the period of use, considering its rights within the defined scope of the contract; and
- the Parliament has the right to direct the use of the identified asset throughout the period of use.

This policy is applied to contracts entered into, or changed, on or after 1 July 2019.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.1 Lease liabilities (cont)

Recognition and measurement of leases

Initial recognition

Lease liabilities are measured at the present value of the lease payments that are not paid at the commencement date. The lease payments are discounted using the Parliament's incremental borrowing rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments) less any lease incentive receivable;
- variable payments based on an index or rate, initially measured using the index or rate as at the commencement date;
- amounts expected to be payable under a residual value guarantee; and
- payments arising from purchase and termination options reasonably certain to be exercised.

Subsequent measurement

The carrying amount of the lease liability will:

- increase to reflect interest on the lease liability;
- decrease by any lease repayments made; and
- increase/decrease by any reassessments or lease modifications (such as market reviews, exercise of term extensions).

When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right of use asset is already reduced to zero.

Short-term leases and leases of low value assets

These are accounted for using the practical expedients allowed under AASB 16. Instead of recognising a right-of-use asset and lease liability, the payments in relation to these are recognised as an expense in the comprehensive operating statement on a straight line basis over the lease term.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.1 Lease liabilities (cont)

The following table presents the future lease payments and maturity analysis for leases.

	(\$ thousand)			
	Minimum future lease payments ^(a)		Present value of minimum future lease payments	
	2024	2023	2024	2023
Motor vehicle leases				
Not longer than one year	1,557	1,629	1,472	1,600
Longer than one year and not longer than five years	2,858	1,749	2,770	1,731
Property leases				
Not longer than one year	8,267	7,918	7,988	7,773
Longer than one year and not longer than five years	11,956	11,856	11,553	11,638
Longer than five years	3,350	1,903	3,237	1,868
Minimum future lease payments	27,988	25,055	27,020	24,610
Less future finance charges ^(b)	(968)	(445)		
Present value of minimum lease payments	27,020	24,610	27,020	24,610
Included on the balance sheet in:				
Current borrowings lease liabilities			9,460	9,373
Non-current borrowings lease liabilities			17,560	15,237
Total			27,020	24,610

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

(b) Weighted average discount rate for motor vehicle leases is 4.11% (2022-23: 2.00%) and property leases is 3.71% (2022-23: 1.95%)

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.2 Cash flow information and balances

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.

For cash flow statement presentation purposes, cash and cash equivalents include bank overdrafts, which are included as a current liability on the balance sheet, as indicated in the reconciliation below.

	(\$ thousand)	
	2024	2023
Cash on hand		
Parliament of Victoria	1	1
Bank balance		
Parliament refreshment rooms	25	24
	26	25
Bank overdraft - unrepresented cheques	(1)	(13)
Balance as per cash flow statement	25	12

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 public account remits to the Parliament the cash required upon presentation of 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 unrepresented cheques at the end of the reporting period.

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.2 Cash flow information and balances (cont)

7.2.1 Reconciliation of net result for the period to cash flow from operating activities

	(\$ thousand)	
	2024	2023
Net result for the period	390	10,997
Non cash movements		
(Gain) / loss on sale or disposal of non-current assets	(313)	(387)
Depreciation and amortisation of non-current assets	32,102	31,394
Movements in assets and liabilities:		
(Increase) / decrease in receivables	(8,693)	(18,530)
(Increase) / decrease in inventories	(8)	323
(Increase) / decrease in prepayments	(330)	1,142
Increase / (decrease) in current payables	631	1,119
Increase / (decrease) in unearned income	(69)	99
Increase / (decrease) in provisions	34	(2,451)
Net cash flows from / (used in) operating activities	23,744	23,706

NOTE 7 – HOW WE FINANCED OUR OPERATIONS (cont)

7.3 Commitments for expenditure

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are recorded below at their nominal value and inclusive of GST. Where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised in the balance sheet.

The following commitments have not been recognised as liabilities in the financial statements:

	(\$ thousand)	
	2024	2023
Capital expenditure commitments		
Not longer than one year	7,181	5,859
Longer than one year and not longer than five years	83	-
Total capital expenditure commitments	7,264	5,859
Other commitments payable		
Not longer than one year	2,109	2,862
Longer than one year and not longer than five years	132	1,042
Total other commitments payable	2,241	3,904
Total commitments for expenditure (inclusive of GST)	9,505	9,763
Less GST recoverable from the Australian Taxation Office	(864)	(887)
Total commitments for expenditure (exclusive of GST)	8,641	8,876

Capital expenditure commitments primarily consist of committed works to upgrade or modify Parliament House, and refurbishments of electoral offices.

Other commitments payable consist of agreements for the provision of services, such as IT that support the operation of the Parliament.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS

Introduction

Parliament is exposed to risk from its activities and outside factors. In addition, it is often necessary to make judgements and estimates associated with recognition and measurement of items in the financial statements. This section sets out financial instrument specific information, (including exposures to financial risks) as well as those items that are contingent in nature or require a higher level of judgement to be applied, which for Parliament related mainly to fair value determination.

Structure

8.1	Financial instruments specific disclosures	107
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8.3	Fair value determination	112

8.1 Financial instruments specific disclosures

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 (for example taxes, fines and penalties). Such assets and liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*.

Categories of financial assets

Financial assets at amortised cost: financial assets are measured at amortised cost if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the Parliament to collect the contractual cash flows, and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interest.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment. The Parliament recognises the following assets in this category:

- cash and deposits; and
- receivables (excluding statutory receivables).

Categories of financial liabilities

Financial liabilities at amortised cost 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.

The Parliament recognises the following liabilities in this category:

- payables (excluding statutory payables);
- bank overdrafts; and
- lease liabilities.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.1 Financial instruments specific disclosures (cont)

Derecognition of financial assets: A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when:

- the rights to receive cash flows from the asset have expired; or
- Parliament retains the right to receive cash flows from the asset, but has assumed an obligation to pay them in full without material delay to a third party under a ‘pass through’ arrangement; or
- Parliament has transferred its rights to receive cash flows from the asset and either:
 - has transferred substantially all the risks and rewards of the asset; or
 - has neither transferred nor retained substantially all the risks and rewards of the asset, but has transferred control of the asset.

Where the Parliament has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of Parliament’s continuing involvement in the asset.

Derecognition of financial liabilities: A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires.

Categorisation of financial instruments

			(\$ thousand)	
	Category	Notes	2024	2023
Contractual financial assets				
Cash and deposits	Financial assets at amortised cost	7.2	25	25
Receivables ^(a)	Financial assets at amortised cost	6.1	122	294
Total financial assets			147	319
Contractual financial liabilities				
Payables ^(b)	Financial liabilities at amortised cost	6.2	7,697	6,178
Bank overdraft	Financial liabilities at amortised cost	7.2	1	13
Lease liabilities	Financial liabilities at amortised cost	7.1	27,020	24,610
Total financial liabilities			34,718	30,801

(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 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.1 Financial instruments specific disclosures (cont)

8.1.1 Financial risk management objectives and policies

As a whole, the Parliament's financial risk management program seeks to manage financial risks and the associated volatility of its financial performance.

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 throughout the notes 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. Financial risks include credit risk, liquidity risk, foreign currency risk and interest rate risk. The Parliament manages these financial risks in accordance with its financial risk management policy. Parliament uses different methods to measure and manage the different risks to which it is exposed. Primary responsibility for the identification and management of financial risks rests with the Accountable Officers of the Parliament.

There has been no material change to the Parliament's financial risk profile in 2023-24.

Credit risk

Credit risk refers to the possibility that a borrower will default on its financial obligations as and when they fall due. 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.

The carrying amount of contractual financial assets recorded in the financial statements (Note 8.1) represents the Parliament's maximum exposure to credit risk.

Liquidity risk

Liquidity risk is the risk that the Parliament would be unable to meet its financial obligations as they fall due. The Parliament operates under the Government fair payments policy of settling financial obligations within 30 days. It also continuously manages risk through monitoring future cash flows.

The Parliament's maximum exposure to liquidity risk is the total balance of financial liabilities recorded in the financial statements (Note 8.1).

In conjunction with prior periods' data and current risk assessments, this exposure to liquidity risk is deemed insignificant.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.1 Financial instruments specific disclosures (cont)

8.1.1 Financial risk management objectives and policies (cont)

Market risk

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

Foreign currency risk

All foreign currency transactions during the financial year are brought to account using the exchange rate in effect at the date of the transaction.

The Parliament is exposed to insignificant foreign currency risk through its payables relating to purchases of supplies and consumables from overseas suppliers. This exposure is minimised because of a limited amount of purchases denominated in foreign currencies, a relatively short timeframe between commitment and settlement, and holding no foreign monetary items at the end of the reporting period.

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, and therefore has no 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 cash and deposits that are at a floating rate.

Overall, the Parliament has minimal exposure to interest rate risk as it holds minimal cash deposits and only has fixed rate financial lease liabilities relating to motor vehicle and property leases.

As a result, any changes to market interest rates in the next 12 months will have an insignificant impact on the Parliament's financial assets and liabilities.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.2 Contingent assets and liabilities

Contingent assets are not recognised in the balance sheet but are disclosed and, if quantifiable, are measured at nominal value.

Contingent assets are presented inclusive of GST receivable.

Contingent assets are possible assets that arise from past events, whose existence will be confirmed only by the occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the entity.

These are classified as either quantifiable, where the potential economic benefit is known, or non-quantifiable.

Quantifiable contingent assets

	(\$ thousand)	
	2024	2023
Bank guarantees from suppliers	1,550	2,271
Total contingent assets	1,550	2,271

There are no non-quantifiable contingent assets for the current or prior period.

There are no quantifiable or non-quantifiable contingent liabilities for the current or prior period.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination

Significant judgements and estimates

Fair value determination requires judgement and the use of assumptions. This section discloses the most significant assumptions used in determining fair values. Changes to assumptions could have a material impact on the results and financial position of Parliament.

This section sets out information on how Parliament determined fair value for financial reporting purposes. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

Land, buildings, cultural assets, plant and equipment and right-of-use assets are carried at fair value.

In addition, the fair values of other assets and liabilities that are carried at amortised cost, also need to be determined for disclosure purposes.

Parliament determines the policies and procedures for determining fair values for both financial and non-financial assets and liabilities as required.

Fair value hierarchy

In determining fair values a number of inputs are used. To increase consistency and comparability in the financial statements, these inputs are categorised into three levels, also known as the fair value hierarchy. The levels are as follows:

- Level 1 – quoted (unadjusted) market prices in active markets for identical assets or liabilities;
- Level 2 – valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable; and
- Level 3 – valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

Parliament determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

Parliament, in conjunction with Valuer General Victoria, monitors changes in the fair value of each asset and liability through relevant data sources to determine whether revaluation is required.

How this section is structured

For those assets and liabilities for which fair values are determined, the following disclosures are provided:

- carrying amount and the fair value (which would be the same for those assets measured at fair value);
- which level of the fair value hierarchy was used to determine the fair value; and
- in respect of those assets and liabilities subject to fair value determination using Level 3 inputs:
 - a reconciliation of the movements in fair values from the beginning of the year to the end; and
 - details of significant unobservable inputs used in the fair value determination.

This section is divided between disclosures in connection with fair value determination for financial instruments (refer to Note 8.3.1) and non-financial physical assets (refer to Note 8.3.2).

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.1 Fair value determination: Financial instruments

The Parliament currently holds a range of financial instruments that are recorded in the financial statements where the carrying amounts approximate to fair value, due to their nature or with the expectation that they will be paid in full by the end of the 2023-24 reporting period.

These financial instruments include:

Financial assets	Financial liabilities
<ul style="list-style-type: none"> • cash and deposits • receivables 	<ul style="list-style-type: none"> • payables • bank overdraft • lease liabilities

No financial instrument items have a fair value that is different from the carrying amount.

8.3.2 Fair value determination: Non-financial physical assets

Fair value measurement hierarchy

(\$ thousand)				
As at 30 June 2024	Carrying amount as at 30 June 2024	Fair value measurement at end of reporting period using:		
Description		Level 1	Level 2	Level 3
Land at fair value - specialised land	178,829	-	-	178,829
Buildings at fair value - specialised buildings	292,842	-	-	292,842
Plant, equipment & vehicles at fair value	10,072	-	-	10,072
Cultural assets at fair value	12,831	-	4,852	7,979
Right-of-use assets at fair value	26,162	-	22,039	4,123
Total	520,736	-	26,891	493,845

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

(\$ thousand)

As at 30 June 2023	Carrying amount as at 30 June 2023	Fair value measurement at end of reporting period using:		
		Level 1	Level 2	Level 3
Description				
Land at fair value - specialised land	200,256	-	-	200,256
Buildings at fair value - specialised buildings	289,427	-	-	289,427
Plant, equipment & vehicles at fair value	9,491	-	-	9,491
Cultural assets at fair value	12,287	-	4,852	7,435
Right-of-use assets at fair value	24,187	-	20,987	3,200
Total	535,648	-	25,839	509,809

Specialised land

The market approach is used for specialised land, although is adjusted for the community service obligation (CSO) to reflect the specialised nature of the land being valued.

The CSO adjustment reflects the valuer's assessment of the impact of restrictions associated with an asset to the extent that is also equally applicable to market participants. This approach is in light of the highest and best use consideration required for fair value measurement, and takes into account the use of the asset that is physically possible, legally permissible, and financially feasible. As adjustments of CSO are considered as significant unobservable inputs, specialised land would be classified as a Level 3 asset.

An independent valuation of the Parliament's specialised land was performed by the Valuer-General Victoria. The valuation was performed using the market approach adjusted for CSO. The effective date of the valuation is 30 June 2022.

FRD 103 requires Parliament to undertake annual fair value assessments of specialised land and also obligates Parliament to complete scheduled revaluations every five years to be undertaken by the Valuer General Victoria.

For the years ended 30 June 2023 and 30 June 2024, Parliament completed management assessments of the fair value of land which resulted in the following:

- 30 June 2023: a 5% decrease in the fair value of \$10,012,800
- 30 June 2024: an 11% decrease in the fair value of \$21,427,392

As the cumulative movement at 30 June 2024 was greater than 10% but less than 40% since the last scheduled revaluation, a managerial revaluation decrease of \$21,427,392 was required as at 30 June 2024.

Specialised buildings

For Parliament's specialised buildings, the current replacement cost method is used, adjusting for useful life and associated depreciation. The estimate of fair value has been completed based on replacement with a like structure. As useful life and depreciation adjustments are considered as significant, unobservable inputs in nature, specialised buildings are classified as Level 3 fair value measurements.

An independent valuation of the Parliament's specialised building was performed by the Valuer-General Victoria.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Specialised buildings (cont)

The valuation was performed using the current replacement cost method, with an effective date of 30 June 2022.

FRD 103 requires Parliament to undertake annual fair value assessments of specialised buildings and also obligates Parliament to complete scheduled revaluations every five years to be undertaken by the Valuer General Victoria.

For the years ended 30 June 2023 and 30 June 2024, Parliament completed management assessments of the fair value of buildings which resulted in the following:

- 30 June 2023: a 6% increase in the fair value of \$17,491,140
- 30 June 2024: a 9% increase in the fair value of \$27,070,454

As the cumulative movement at 30 June 2024 was less than 10% since the last scheduled revaluation, the managerial revaluation increment was not required as at 30 June 2024.

Plant, equipment and vehicles

Plant, equipment and vehicles are held at fair value and valued using the current replacement cost method, adjusting for associated depreciation. As depreciation adjustments are considered as significant, unobservable inputs in nature, plant, equipment and vehicles are classified as Level 3 fair value measurements.

Cultural assets

Cultural assets relating to the Parliament's rare book collection are measured at Level 2 fair value using the market approach. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets.

An independent valuation of the Parliament's rare book collection was performed using the market approach. The rare book collection was valued from physical inspection of items, either in full or through random sampling. Higher value rare books were valued individually, while lower value rare books were valued using statistical sampling methods. This approach included comparison against sales of identical or similar books sold both in Australia and overseas. This methodology does not contain significant, unobservable inputs, and these assets are classified as Level 2 under the market approach.

Cultural assets relating to artworks, heritage furniture and other items are measured at Level 3 fair value using the market approach, with an adjustment made to factor in the unique characteristics of these assets (e.g. origin, age, characteristics).

An independent valuation of artworks, heritage furniture and other items was performed using the market approach. This approach made a comparison against items of a similar nature, with a subsequent adjustment to reflect the valuer's assessment of how the assets belonging to the Parliament and being placed in Parliament House, impact the market value of such items. This adjustment is considered a significant unobservable input, hence the Level 3 fair value classification.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Cultural assets (cont)

All cultural assets were independently valued with an effective date of 30 June 2023. Parliament sourced the advice of independent valuation experts in determining the appropriate fair value of these cultural assets at 30 June 2024. This advice resulted in an increase of \$498,000 to the value of portfolio.

Right-of-use assets

Right-of-use properties are classified as Level 2 and valued using the market approach. Under this method, current lease payments are compared to market rentals for similar or equivalent properties. These assets are depreciated and management has not made any judgements over the useful life of these assets, as depreciation adjustments are made over contracted lease terms.

Right-of-use vehicles are valued using the current replacement cost method. Parliament manages the acquisition, use and disposal of these assets with a relevant depreciation rate set during use to reflect the consumption of the vehicles. As a result, the fair value of the vehicles does not differ materially from the carrying amount (depreciated cost).

For all assets measured at fair value, the current use is considered the highest and best use.

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Reconciliation of Level 3 fair value movements

Year ended 30 June 2024	(\$ thousand)				
	<i>Specialised land</i>	<i>Specialised buildings</i>	<i>Plant, equipment and vehicles</i>	<i>Right-of-use assets: motor vehicles</i>	<i>Cultural Assets</i>
Opening balance	200,257	289,427	9,491	3,200	7,435
Purchases (sales)	-	-	-	2,800	-
Transfer in/(out) of Level 3	-	18,520	4,477	-	46
Other transfers	-	-	-	-	-
Gains or losses recognised in net result					
Depreciation		(15,105)	(3,896)	(799)	-
Disposal of assets	-	-	-	(1,080)	-
Subtotal	200,257	292,842	10,072	4,121	7,481
Gains or losses recognised in other economic flows - other comprehensive income					
Revaluation	(21,427)	-	-	-	498
Closing balance	178,830	292,842	10,072	4,121	7,979

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Reconciliation of Level 3 fair value movements

	(\$ thousand)				
Year ended 30 June 2023	<i>Specialised land</i>	<i>Specialised buildings</i>	<i>Plant, equipment and vehicles</i>	<i>Right-of-use assets: motor vehicles</i>	<i>Cultural Assets</i>
Opening balance	200,257	304,487	11,443	2,917	10,211
Purchases (sales)				1,537	-
Transfer in/(out) of Level 3	-	8	2,730	-	-
Other transfers	-	-	-	-	-
Gains or losses recognised in net result					
Depreciation		(15,068)	(4,682)	(848)	-
Disposal of assets	-	-	-	(406)	-
Subtotal	200,257	289,427	9,491	3,200	10,211
Gains or losses recognised in other economic flows					
- other comprehensive income					
Revaluation	-	-	-	-	(2,776)
Closing balance	200,257	289,427	9,491	3,200	7,435

NOTE 8 – RISK, CONTINGENCIES AND VALUATION JUDGEMENTS (cont)

8.3 Fair value determination (cont)

8.3.2 Fair value determination: Non-financial physical assets (cont)

Description of significant unobservable inputs to Level 3 valuations

Asset class	Valuation technique	Significant unobservable input
Specialised land	Market approach	Community Service Obligation (CSO)
Specialised buildings	Current replacement cost	Direct cost per square metre, and Useful life of buildings
Plant, equipment and vehicles	Current replacement cost	Useful life of plant, equipment and vehicles
Right-of-use assets: motor vehicles	Current replacement cost	Useful life of leased motor vehicle
Cultural assets	Market approach	Assessment of asset's characteristics

NOTE 9 – OTHER DISCLOSURES

Introduction

This section includes additional material disclosures required by accounting standards or otherwise, for the understanding of this financial report.

Structure

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9.1 Responsible persons

In accordance with the Ministerial Directions issued by the Assistant Treasurer 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 the Presiding Officers and Accountable Officers in the Parliament for the reporting period are as follows:

Presiding Officers:

Maree Edwards - 1 July 2023 to 30 June 2024
Speaker of the Legislative Assembly

The Hon Shaun Leane MLC - 1 July 2023 to 30 June 2024
President of the Legislative Council

Accountable Officers:

Trish Burrows - 1 July 2023 to 30 June 2024
Secretary, Department of Parliamentary Services

Robert McDonald - 1 July 2023 to 30 June 2024
Clerk - Legislative Council

Bridget Noonan - 1 July 2023 to 30 June 2024
Clerk - Legislative Assembly

NOTE 9 – OTHER DISCLOSURES (cont)

9.1 Responsible persons (cont)

Remuneration of responsible persons

Remuneration received or receivable by the responsible persons in connection with the management of the Parliament during the reporting period was in the following ranges:

	2024	2023
Salary Band \$		
30,000 – 39,999	-	1
150,000 – 159,999	-	1
250,000 – 259,999	-	1
280,000 – 289,999	-	1
300,000 – 309,999	-	1
400,000 – 409,999	-	1
420,000 - 429,999	-	1
430,000 - 439,999	1	-
440,000 – 449,999	1	1
470,000 – 479,999	1	-
510,000 – 519,999	1	-
560,000 – 569,999	1	-
Total number of Officers	5	8
Total amount (\$ thousand)	2,439	2,333

Remuneration of ministers

The Department of Parliamentary Services is responsible for the payment of Ministers salaries and allowances. The disclosure of Ministerial remuneration is included in the State of Victoria's annual financial report.

NOTE 9 – OTHER DISCLOSURES (cont)

9.2 Remuneration of executives

The number of executive officers, other than Accountable Officers, and their total remuneration during the reporting period are shown in the table below. The total annualised employee equivalent provides a measure of full time equivalent executive officers over the reporting period.

Remuneration comprises employee benefits in all forms of consideration paid, payable or provided by Parliament or on behalf of the Parliament, in exchange for services rendered, and is disclosed in the following categories.

Short-term employee benefits include amounts such as wages, salaries, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Post-employment benefits include pensions and other retirement benefits paid or payable on a discrete basis when employment has ceased.

Other long-term benefits include long service leave, other long service benefits or deferred compensation.

Termination benefits include termination of employment payments, such as severance packages.

	(\$ thousand)	
	2024	2023
Short-term employee benefits	1,251	1,059
Post-employment benefits	103	85
Other long-term benefits	27	24
Termination benefits	-	-
Total remuneration	1,381	1,168
Total number of executives	4	5
Total annualised employee equivalents^(a)	4	5

(a) Annualised employee equivalent is based on the time fraction worked over the reporting period.

NOTE 9 – OTHER DISCLOSURES (cont)

9.3 Related parties

Related parties of the Parliament include:

- all key management personnel and their close family members and personal business interests (controlled entities, joint ventures and entities they have significant influence over); and
- all cabinet ministers and their close family members.

All related party transactions have been entered into on an arm's length basis.

Key management personnel (KMP) of Parliament includes the individuals listed as Responsible Persons in Note 9.1.

	(\$ thousand)	
	2024	2023
Compensation of KMPs		
Short-term employee benefits	2,207	2,045
Post-employment benefits	203	163
Other long-term benefits	30	29
Termination benefits	-	96
Total compensation	2,440	2,333

Transactions and balances with key management personnel and other related parties

Given the breadth and depth of State government activities, related parties transact with the Victorian public sector in a manner consistent with other members of the public e.g. stamp duty and other government fees and charges. Further employment processes within the Victorian public sector occur on terms and conditions consistent with the *Public Administration Act 2004* and Codes of Conduct and Standards issued by the Victorian Public Sector Commission. Procurement processes occur on terms and conditions consistent with the Victorian Government Procurement Board requirements.

Outside of normal citizen type transactions with Parliament, there were no related party transactions that involved key management personnel, their close family members and their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties.

9.4 Remuneration of auditors

	(\$ thousand)	
	2024	2023
Victorian Auditor-General's Office		
Audit of the financial statements	76	73
Total remuneration	76	73

NOTE 9 – OTHER DISCLOSURES (cont)

9.5 Subsequent events

The Parliament's policy for events that occur between the end of the reporting period and the date when the financial statements are authorised for issue is as follows:

- adjustments are made to amounts recognised in the financial statements where those events provide information about conditions that existed at the reporting date; and/or
- disclosure is made where the events relate to conditions that arose after the end of the reporting period that are considered to be of material interest.

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

9.6 Other accounting policies

Contributions by owners

Consistent with the requirements of AASB 1004 *Contributions*, contributions by owners (that is, contributed capital and its repayment) are treated as equity transactions and, therefore, do not form part of the income and expenses of Parliament.

Additions to net assets that have been designated as contributions by owners are recognised as contributed capital. Other transfers that are in the nature of contributions to or distributions by owners have also been designated as contributions by owners.

9.7 Issued but not yet effective Australian accounting and reporting pronouncements

Certain new and revised accounting standards have been issued but are not effective for the 2023-24 reporting period. These accounting standards have not been applied to the Parliament's Financial Statements.

The Parliament is reviewing its existing policies and assessing the potential implications of these accounting standards which includes:

- *AASB 13 Amendments to Australian Accounting Standards – Fair Value Measurement of Non-Financial Assets of Not-for Profit Public Sector entities* (effective for reporting periods beginning on or after 1 January 2024): AASB 2022-10 amends AASB 13 Fair Value Measurement by adding authoritative implementation guidance and illustrative examples for fair value measurements of non-financial assets of not-for-profit public sector entities not held primarily for their ability to generate net cash inflows.

A number of other standards and amendments have also been issued that apply to future reporting periods, however they are not expected to have any significant impact on the financial statements in the period of initial application.

Appendix A: Budget Portfolio Outcomes

The budget portfolio outcomes provide comparisons between the actual financial information and the published 2023-24 budget in the 2023-24 Budget Paper No. 5: Statement of Finances for parliamentary departments (Legislative Council, Legislative Assembly and Department of Parliamentary Services)*.

This statement is prepared on the basis of comprehensive operating statement published in Budget Paper No. 5: Statement of Finances.

This statement is not subject to audit by the Victorian Auditor-General's Office.

	2023-24 Actual (\$ million)	2023-24 Published Budget (\$ million)	Variation (\$ million)	Variation %
Income from transactions				
Output appropriations ^a	161.7	165.0	(3.3)	(2) %
Special appropriations ^b	47.3	51.6	(4.3)	(8) %
Sale of goods and services	1.5	0.0	1.5	100 %
Grants	0.0	0.0	0.0	100 %
Other income	0.0	0.0	(0.0)	4 %
Total income from transactions	210.5	216.6	(6.1)	(3) %
Expenses from transactions				
Employee benefits ^c	(141.2)	(135.1)	(6.1)	4 %
Depreciation	(32.1)	(32.4)	0.3	(1) %
Interest expense	(0.8)	(1.4)	0.6	(43) %
Other operating expenses ^d	(36.5)	(49.4)	12.9	(26) %
Total expenses from transactions	(210.5)	(218.3)	7.8	(4) %
Net result from transactions (net operating balance)	0.0	(1.7)	1.7	(101) %
Other economic flows included in net result				
Net gain/(loss) on non-financial assets	0.3	0.0	0.3	100 %
Other gains/(losses) from economic flows	0.1	0.0	0.1	100 %
Total other economic flows included in net result	0.4	0.0	0.4	100 %
Net result	0.4	(1.7)	2.1	(123) %
Other economic flows – other comprehensive income				
Changes in physical assets revaluation surplus ^e	(20.9)	0.0	(20.9)	100 %
Total other economic flows – other comprehensive income	(20.9)	0.0	(20.9)	100 %
Comprehensive result	(20.5)	(1.7)	(18.8)	1,113 %

* Budget Paper No. 5: Statement of Finances includes consolidated figures for parliamentary departments, Victorian Auditor-General's Office, Victorian Inspectorate, Victorian Ombudsman, Parliamentary Budget Office and Independent Broad-based Anti-corruption Commission.

- Lower output appropriations mainly relate to carryover of Members Electorate Office and Communications budget from 2023-24 to 2024-25, partly offset by additional funding approved after the publication of 2023-24 Budget.
- Lower special appropriations mainly due to reclassification of Members on-costs that were funded through a Treasurer's Advance, partly offset by increase in Members salary and allowances as per Tribunal determination.
- Higher employee benefits expense mainly due to EBA increases, and increase in payroll tax due to COVID Debt and Mental Health levies and increase in Parliamentary Advisers for which additional funding was approved after the publication of 2023-24 Budget.
- Lower other operating expenses due to carryover of budget from 2023-24 to 2024-25 and lower parliamentary departments' non-employee expenditure.
- Changes in physical assets revaluation surplus due to reduction in fair value in land partly offset by increase in fair value in cultural assets.



Department of Parliamentary Services

Parliament of Victoria

Spring Street, Melbourne, Victoria, 3002, Australia

+61 3 8682 2661

www.parliament.vic.gov.au