

PARLIAMENT OF VICTORIA

Public Accounts and Estimates Committee



2017-18 and 2018-19 Financial and Performance Outcomes General Questionnaire

Parliament of Victoria (Excluding VAGO and PBO)

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Introduction – Financial and Performance Outcomes Questionnaire

The Committee's inquiry into the 2017-18 and 2018-19 Financial and Performance Outcomes examines:

- the Government's actual expenditure and revenue compared to the budgeted expenditure and revenue
- the actual performance outcomes against the targeted performance outcomes at a departmental/agency level.

The inquiry aims to benefit the Parliament and the community by:

- promoting the accountability, transparency and integrity of the executive and the public sector
- encouraging the effective and efficient delivery of public services and assets.

This questionnaire seeks information on the departmental/agency financials for the 2017-18 and 2018-19 financial years, what was achieved during those years and how that compares to expectations.

Timeline and format

Responses to this questionnaire are due by **5.00pm on Thursday 12 December 2019**.

Please email the completed questionnaire (in word and pdf) to paec@parliament.vic.gov.au

Please also email a signed copy.

Consistency with the budget papers

Whenever referring to an initiative/program/project that is referred to in the budget papers, please use the same name as is used in the budget papers. This ensures that the Committee can correlate the information provided by the department with the information in the budget papers.

Basis of consolidation

For departments, please use the same basis of consolidation as was used in the budget papers and in the budget portfolio outcomes statement in the department's annual report.

Guidance

Please contact the secretariat should you require guidance in relation to any questions:

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Section A: Output variances and program outcomes

Question 1 (all departments) Completed initiatives from past budgets

For all initiatives that were due to be completed in 2017-18 and 2018-19, please provide details of the outcomes expected to be achieved in the community and the outcomes actually achieved to date. Please use initiatives names as specified in *Budget Paper No.3: Service Delivery* and link the initiative to the responsible output(s) and portfolio(s).

Not Applicable. Parliament and the parliamentary departments are not service delivery departments.

Question 2 (all departments) Program outcomes

Not Applicable. Parliament and the parliamentary departments are not service delivery departments.

Question 3 (all departments) Treasurer's advances and other budget supplementation

Please identify all output(s) and portfolio(s) (and relate them to departmental programs) for which the department received additional funding after the initial Budget in 2017-18 and 2018-19.

For each output, please quantify the additional funding, indicate the source of the additional funding (e.g. Treasurer's Advance, unused prior years appropriations under s32 of the *Financial Management Act 1994* (Vic), supplementation through a Temporary Advance under section 35 of the FMA, or any possible sources of funding as listed in the Resource Management Framework, section 4, pg. 55) and explain why additional funding was required after funding was allocated in the Budget.

2017-18 Response

Output(s) and portfolio(s)	Program	Funding allocated in 2017-18 Budget	Additional funding (\$ million) Amount Approved	Source of additional funding as per the Resource Management Framework	Reasons why additional funding was required
Legislative Council	N/A	\$3.688m			
			\$0.132m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2017-18 Budget.
			\$0.084m	Treasurer's advance <i>TA not utilised</i>	Additional staff for Presiding Officers
Legislative Assembly	N/A	\$4.801m			
			\$0.193m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2017-18 Budget.
Parliamentary Investigatory Committees	N/A	\$7.263m			
			\$0.292m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2017-18 Budget.
Parliamentary Services	N/A	\$104.645m			
			\$2.483m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2017-18 Budget.
			\$0.084m	Treasurer's advance <i>TA not utilised</i>	Additional staff for Presiding Officers. Funding for additional staff for the Speaker was initially approved for the Legislative Assembly. This funding was subsequently transferred to Parliamentary Services to support community engagement activities.
			\$0.014m	Grant income <i>Fully utilised</i>	Approval of \$85K from 1 January 2018 to 31 December 2020 under Strategic Partnerships Program (SPP) of Department of Education and Training

			\$0.571m	Treasurer's advance <i>TA not utilised</i>	Additional funding to implement electorate officer enterprise bargaining agreement
Total 2017-18		\$120.397m	\$3.853m		

** In addition to above, \$0.600m were once-off transferred in 2017-18 from Parliamentary Investigative Committees to Legislative Council under s31 of Financial Management Act 1994.

2018-19 Response

Output(s) and portfolio(s)	Program	Funding allocated in 2018-19 Budget	Additional funding (\$ million) Amount Approved	Source of additional funding as per the Resource Management Framework	Reasons why additional funding was required
Legislative Council	N/A	\$4.613m			
			\$0.132m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2018-19 Budget.
Legislative Assembly	N/A	\$4.981m			
			\$0.193m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2018-19 Budget.
Parliamentary Investigative Committees	N/A	\$7.451m			
			\$0.292m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2018-19 Budget.
Parliamentary Services	N/A	\$110.354m			
			\$2.483m	Treasurer's advance <i>TA not utilised</i>	Reversal of General Efficiency Dividend after the 2018-19 Budget.
			\$0.581m	unused prior years appropriations under s32 of the Financial Management Act 1994 (Vic) <i>Fully utilised</i>	Electorate office security upgrade works carried over from 2017-18

			\$2.032m	Treasurer's advance \$0.932m utilised	Additional funding to cover expenditure incurred for the 2018 State Election related costs
			\$0.817m	Treasurer's advance \$0.204m utilised	Additional funding to employ Parliamentary Advisers from December 2018 to June 2019
			\$1.120m	Treasurer's advance Fully utilised	Additional depreciation funding for new annex building
Total 2018-19		\$127.399m	\$7.650m		

Section B: Asset investment

Question 4 (all departments) Capital expenditure variances, completion date and scope changes – existing projects

Please provide details of all capital asset programs where:

- there was a variance between TEI at announcement compared to the revised TEI in the 2017-18 Budget and 2018-19 Budget of equal to or greater than $\pm 5\%$ or \$50 million and an explanation for the variance
- the estimated completion date at announcement is different to the completion date in the 2017-18 Budget and 2018-19 Budget and an explanation for the change
- the scope of the project at announcement is different to the scope of the project as it is presented in the 2017-18 Budget and 2018-19 Budget.

2017-18 Response

Capital expenditure - None

Completion date - None

Scope - None

2018-19 Response

Capital expenditure - None

Completion date

Project	Output(s) and portfolio(s) and/or agency responsible for the project	Estimated completion date at announcement	Revised completion date 2018-19 Budget	Explanation
Remediation of office accommodation	Parliament	Quarter 3, 2017-18	Quarter 4, 2017-18	The certificate of occupancy was issued on 27 April 2018 and the new building commenced operations in May 2018. However, some external landscaping works continued in 2018-19 and the project financially completed in 2018-19.

Scope - None

Question 5 (all departments) Details of actual capital expenditure – completed projects (or expected to be completed)

Please provide the following details about asset investment projects that were completed in 2017-18 and 2018-19:

- a) Project name and Department(s), Output(s) and Portfolio(s) and/or Agency/Agencies responsible for delivery of the project
- b) Total Estimated Investment (TEI) at announcement
- c) Actual cost of project
- d) Estimated completion date at announcement
- e) Actual completion date
- f) Explanations for any variance in capital expenditure and/or completion date.

2017-18 Response - *None*

2018-19 Response

Project	Responsible Department(s), Output(s) and Portfolio(s) and/or Agency/Agencies	TEI at announcement (\$ million)	Actual cost of project (\$ million)	Estimated completion date at announcement	Actual completed date	Variance explanation (\$ value variance and/or time variance)
Remediation of office accommodation	Parliament	\$45.464m	\$41.208m	Quarter 3, 2017-18	June 2019	The project actual cost was lower than initially estimated. The certificate of occupancy was issued on 27 April 2018 and the new building commenced operations in May 2018. However, some external landscaping works continued in 2018-19 and the project financially completed in 2018-19.
***Melbourne CBD Security measures published under Department of Justice and Regulation (Spring St Security Upgrade Project)	Department of Justice and Regulation	\$4.178m	\$3.083m	Quarter, 2018-19	June 2019	The project actual cost was lower than initially estimated.

****Note: Spring St Security Upgrade project was part of 'Melbourne CBD Security measures' initiative, published by DTF under Department of Justice and Regulations.*

Question 6 (all departments) High-value high-risk projects, gateway reviews and business cases

Not Applicable. Parliament has no High Value High Risk projects.

Question 7 (all departments) Public Private Partnership (PPP) expenditure – existing and completed

Not Applicable. Parliament has no PPP expenditure.

Section C: Revenue and appropriations

Question 8 (all departments and entities) Revenue – variances from previous year

Please explain any changes equal to or greater than $\pm 10\%$ or \$100 million between the actual result for 2017-18 and 2018-19 and the actual result for 2017-18 and 2018-19 for each revenue category detailed in your operating statement. Please also indicate what any additional revenue was used for or how any reduced amounts of revenue affected service delivery and then link it to the relevant output and portfolio.

Please also detail the outcomes in the community¹ achieved by any additional expenses or the impact on the community of reduced expenses (if there was no impact, please explain how that was achieved).

For departments, please provide data consolidated on the same basis as the budget portfolios outcomes statement in your annual reports.

If there were no revenue/income categories for the department/agency for which the 2017-18 and 2018-19 expenditure changed from the prior year's expenditure by more than $\pm 10\%$ or \$100 million, you do not need to answer this question. If this is the case, please indicate 'no relevant line items' in the table(s) below.

2017-18 Response **

¹That is, the impact of service delivery on the community rather than a description of the services delivered.

Revenue category	2016-17 actual (\$ million)	2017-18 actual (\$ million)	Explanations for changes $\pm 10\%$ or \$100 million	How the additional revenue was used/the impact of reduced revenue. If no impact, how was this achieved	Relevant output(s) and portfolio(s)
Output Appropriation	109.91	119.80	Not applicable		
Special Appropriation	37.76	38.85	Not applicable		
Grants	0.03	0.03	Not applicable		
Fair value of assets and services received free of charge for nominal consideration	0.00	-	Not applicable		
Parliament refreshment rooms and gift shop	1.86	1.81	Not applicable		

2018-19 Response **

Revenue category	2017-18 actual (\$ million)	2018-19 actual (\$ million)	Explanations for changes $\pm 10\%$ or \$100 million	How the additional revenue was used/the impact of reduced revenue. If no impact, how was this achieved	Relevant output(s) and portfolio(s)
Output Appropriation	119.80	127.42	Not applicable		
Special Appropriation	38.85	41.67	Not applicable		
Grants	0.03	0.03	Not applicable		
Fair value of assets and services received free of charge for nominal consideration	-	0.02	Existing paintings reclassified as assets in 2018-19.		Parliamentary Services
Parliament refreshment rooms and gift shop	1.81	1.53	The lower revenue in 2018-19 is due to disruptions from capital works in Parliament House that resulted in fewer revenue raising activities.	Lower activity in Parliament refreshment rooms	Not Applicable

** The above figures are for Parliamentary departments only (excluding VAGO and PBO).

Question 9 (all departments and entities) Revenue – variances from budget to actual

Please explain any variances equal to or greater than $\pm 10\%$ or \$100 million between the initial budget estimate (not the revised estimate) and the actual result for 2017-18 and 2018-19 for each revenue category detailed in your operating statement. Please also indicate what any additional revenue was used for or how any reduced amounts of revenue affected service delivery and then link it to the relevant output and portfolio.

For departments, please provide data consolidated on the same basis as the budget portfolios outcomes statement in your annual reports.

2017-18 Response **

Revenue category	2017-18 Budget estimate (\$ million)	2017-18 actual (\$ million)	Explanations for changes $\pm 10\%$ or \$100 million	How the additional revenue was used/the impact of reduced revenue. If no impact, explain why	Relevant output(s) and portfolio(s)
Output Appropriation	126.13	119.80	Not applicable		
Special Appropriation	48.63	38.85	The variance is mainly due to contributions for Members' superannuation defined benefit scheme, being stopped from April 2014. The member's defined benefit scheme was rolled into the Emergency Services and State Superannuation Scheme which was reassessed as at 30 June 2018. The recommended contribution rate was nil, as the assets transferred into the SSF covered the cost of both accrued and future benefits at that time. The next triennial review is due no later	No Impact. Special appropriation is billed based on actual spend.	

			than 30 June 2021, with annual reviews due at each 30 June in the interim.		
Grants	0.01	0.03	Approval of \$85K from 1 January 2018 to 31 December 2020 under Strategic Partnerships Program (SPP) of Department of Education and Training. The grant was approved after the 2017-18 Budget.	The education program continued from 1 January 2018.	Parliamentary Services
Fair value of assets and services received free of charge for nominal consideration	-	-	Not Applicable		
Parliament refreshment rooms and gift shop	-	1.81	No budget allocated for Parliament refreshment rooms		

2018-19 Response **

Revenue category	2018-19 Budget estimate (\$ million)	2018-19 actual (\$ million)	Explanations for changes $\pm 10\%$ or \$100 million	How the additional revenue was used/the impact of reduced revenue. If no impact, explain why	Relevant output(s) and portfolio(s)
Output Appropriation	133.61	127.42	Not applicable		
Special Appropriation	48.85	41.67	The variance is mainly due to contributions for Members' superannuation defined benefit scheme, being stopped from April 2014. The member's defined benefit scheme was rolled into the Emergency Services and State Superannuation Scheme which was reassessed as at 30 June 2018. The recommended contribution rate was nil, as the assets transferred into the SSF covered the cost of both accrued and future benefits at that time. The next triennial review is due no later than 30 June 2021, with annual reviews due at each 30 June in the interim.	No Impact. Special appropriation is billed based on actual spend.	
Grants	0.03	0.03	Not applicable		

Fair value of assets and services received free of charge for nominal consideration	-	0.02	Existing paintings reclassified as assets in 2018-19.		
Parliament refreshment rooms and gift shop	-	1.53	No budget allocated for Parliament refreshment rooms		

** The above figures are for Parliamentary departments only (excluding VAGO and PBO). Budget published in department's comprehensive operating statement in the Statement of Finances budget paper (Budget Paper No. 5) also includes VAGO and PBO.

Section D: Expenses

Question 10 (all departments and entities) Expenses changed from previous year

Please explain any changes equal to or greater than $\pm 10\%$ or \$100 million with regards to the actual result for 2016-17 and 2017-18 for each category of expenses detailed in your operating statement, the initial budget estimate (not the revised budget), and 2017-18 and 2018-19 actual results. Please also detail the outcomes in the community² achieved by any additional expenses or the impact on the community of reduced expenses (if there was no impact, please explain how that was achieved).

For departments, please provide data consolidated on the same basis as the budget portfolios outcomes statement in your annual reports.

2017-18 Response **

Expenses category	2016-17 Actual \$ million	2017-18 Budget estimate \$ million	2017-18 Actual \$ million	Explanations for variances $\pm 10\%$ or \$100 million (between 2016-17 and 2017-18 Actual)	Outcomes achieved by additional expenses/impact of reduced expenses. If no impact, how was this achieved
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²That is, the impact of service delivery on the community rather than a description of the services delivered.

Employee expenses	88.44	108.60	97.22	Variance mainly due to additional funding approved in 2017-18 and future years to employ additional 64 electorate officers	2017-18 ERSC approved increase in electorate officer staff from 2.0FTE to 2.5FTE for each member
Depreciation	15.50	14.55	14.12	Not applicable	
Capital asset charge	2.90	6.49	6.49	Additional capital asset charge for new Parliament House annex building	No impact
Interest expense	0.06	0.09	0.05	Not applicable	
Computer, communications, rental and other costs	20.68	N/A*	21.76	Not applicable	
Supplies and services	14.99		15.87	Not applicable	
Parliament refreshment rooms and gift shop	2.27	N/A	2.29	Not applicable	

2018-19 Response **

Expenses category	2017-18 Actual \$ million	2018-19 Budget estimate \$ million	2018-19 Actual \$ million	Explanations for variances $\pm 10\%$ or \$100 million (between 2017-18 and 2018-19 Actual)	Outcomes achieved by additional expenses/impact of reduced expenses. If no impact, how was this achieved
Employee expenses	97.22	110.65	104.20	Not applicable	
Depreciation	14.12	15.12	16.89	Higher depreciation due to completion of new Parliament House annex building. Additional \$1.7m (\$1.12m as Treasurer's Advance) depreciation funding was approved in 2018-19 for new Parliament House annex building.	

Capital asset charge	6.49	6.73	6.73	Not applicable	
Interest expense	0.05	0.09	0.08	Not applicable	
Computer, communications, rental and other costs *	21.76	N/A*	22.32	Not applicable	
Supplies and services *	15.87		14.72	Not applicable	
Parliament refreshment rooms and gift shop *	2.29	N/A	2.04	The lower expense in 2018-19 is in line with decreased revenue as a result of disruptions from capital works in Parliament House that resulted in fewer revenue raising activities.	No impact. Reduction in expenses in line with reduced revenue in 2018-19

** The above figures are for Parliamentary departments only (excluding VAGO and PBO). Budget published in department's comprehensive operating statement in the Statement of Finances budget paper (Budget Paper No. 5) also includes VAGO and PBO.

* 2017-18 and 2018-19 Budget estimates for 'Computer, communications, rental and other costs' and 'Supplies and services' are not available. These are included in the 'Other operating expenses' in Department's comprehensive operating statement in the Statement of Finances budget paper (Budget Papers No. 5). 2017-18 Budget estimate and 2018-19 Budget estimate for 'Other operating expenses' was \$45.06m and 49.90m respectively.

* 'Parliament refreshment rooms and gift shop' is not a budgeted item.

Question 11 (all departments and entities) Changes to service delivery from savings initiatives

Not Applicable. Parliament is not subject to savings initiatives.

Question 12 (all departments) Achievement of reprioritisation of existing resources

Not Applicable.

Question 13 (all departments) Contractors, Consultants and Labour Hire Arrangements

Please indicate how much the department spent on contractors, consultants and labour hire arrangements during 2016-17, 2017-18 and 2018-19. Labour hire arrangements include the cost of engaging the labour recruiting firm, plus additional costs paid to the labour recruiting firm for the provision of the services of the contractor. Please also explain variances equal to or greater than $\pm 10\%$ between years and list the business areas impacted and how.

	2016-17 Actual \$ million	2017-18 Actual \$ million	2018-19 Actual \$ million	Explanation for variances (year on year) $\pm 10\%$	Which business areas were impacted/benefitted and how?	Please link your response to relevant output(s) and portfolio(s)
Consultants	0.032	0.061	0.245	The consultants are engaged as needed for specialist services or experiences not available within the organisation. The increase consultancy cost in 2018-19 relates to service reviews for two business units in DPS.	Consultants are engaged for specialist strategic services or experience not available within the organisation. The periodic service reviews for each business unit are conducted to optimise staff establishment and service delivery.	All parliamentary departments
Temporary and Contract Staff	0.491	0.462	0.206	Higher cost in 2016-17 and 2017-18 to backfill vacant positions.	Temporary and contract staff are used by various parliamentary departments to backfill vacant positions or to complete any project work.	All parliamentary departments
Contractors	1.903	2.006	1.954	Not applicable	Contractors are engaged for specialist services or experience not available within the organisation. They provide a range of activities that include internal audit services, research in areas where experience and knowledge in a specific field is required (e.g. committee work) and specific legal advice or technical advice etc.	All parliamentary departments

*** Contractors used for once-off project implementation are not included.*

Question 14 (PNFC and PFC entities only) Dividends and other amounts paid to the general government sector

Not Applicable.

Section E: Public sector workforce

Question 15 (all departments and entities) Full Time Equivalent (FTE) staff by level and category

See Attachment 1

Please fully complete the table below, providing actual FTE staff numbers at 30 June 2016, at 30 June 2017 and 30 June 2018 (broken down by the categories listed below) for the department. Please include specific categories as relevant to the department/entity and where relevant, provide a description of what categories constitute 'other'. Please provide figures consolidated on the same basis as the expenditure for the department in the budget papers and detail which, if any, entities are included in the FTE numbers provided.

Category	30 June 2017 Actual FTE number	30 June 2018 Actual FTE number	30 June 2019 Actual FTE number
Secretary			
EO-1			
EO-2			
EO-3			
VPS Grade 7 (STS)			
VPS Grade 6			
VPS Grade 5			
VPS Grade 4			
VPS Grade 3			
VPS Grade 2			
VPS Grade 1			
Government Teaching Service			
Health services			
Police			
Nurses/Midwives			
Allied health professionals			
Child protection			
Disability development and support			
*Youth custodial officers			
*Custodial officers			

**Other			
Total			

*Please provide a breakdown for Youth custodial and Custodial officers by level (for example, YW1, YW2, YW3, YW4, YW5 and YW6).

**Other includes:

Numbers include FTE for the following entities:

Question 16 (all departments and entities) Salary by employment category

In the table below, please detail the salary costs for 2016-17, 2017-18 and 2018-19, broken down by ongoing, fixed-term and casual, and explain any variances equal to or greater than ±10% or \$100 million between the years for each category.

Employment category	Gross salary 2016-17 (\$ million)	Gross salary 2017-18 (\$ million)	Gross salary 2018-19 (\$ million)	Explanation for any year-on-year variances ±10% or \$100 million
Ongoing	67.312	75.577	86.466	Additional Election Costs (Redundancy & termination Payments etc.) of \$4.766mil
Fixed-term	3.37	4.094	3.157	The increase in fixed term staff in 2017-18 was due to replacement of a number of staff on long term and an increase in short term roles in the lead into 2018 election.
Casual	4.203	4.058	4.153	
Total	74.885	83.730	93.777	

Question 17 (all departments and entities) Executive salary increases

Please detail the number of executives who received increases in their base remuneration in 2017-18 and 2018-19, breaking that information down according to what proportion of their salary the increase was, and explaining the reasons for executives' salaries increasing in each bracket.

2017-18 Response

Increase in base remuneration	Number of executives receiving increases in their base rate of remuneration of this amount in 2017-18, apart from normal increases due to employment agreements	Reasons for these increases
0-3%	8	2% salary increase
3-5%	0	
5-10%	0	
10-15%	0	
greater than 15%	1	Promotion

2018-19 Response

Increase in base remuneration	Number of executives receiving increases in their base rate of remuneration of this amount in 2018-19, apart from normal increases due to employment agreements	Reasons for these increases
0-3%	10	0-2% salary increase
3-5%	0	
5-10%	0	
10-15%	0	
greater than 15%	1	Promotion

Question 18 (all departments and entities) Enterprise Bargaining Agreement (EBAs)

Not Applicable

Please list the Enterprise Bargaining Agreement (EBAs) concluded in 2017-18 and 2018-19 that had an impact for the department/agency. For each EBA, please show the number of employees affected and the growth in employee expenses attributable to the EBA.

2017-18 Response

Enterprise Bargaining Agreement	Number of employees affected	Number of employees as a % of department/entity	Growth in employee expenses attributable to the EBA (\$ million)	Growth in employee expenses attributable to the EBA (\$ million) as a % of total employee expenses

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2018-19 Response

Enterprise Bargaining Agreement	Number of employees affected	Number of employees as a % of department/entity	Growth in employee expenses attributable to the EBA (\$ million)	Growth in employee expenses attributable to the EBA (\$ million) as a % of total employee expenses

Section F: Government decisions impacting on the finances

Question 19 (all departments and entities) Commonwealth Government decisions

Not Applicable.

Question 20 (all departments and entities) Council of Australian Governments (COAG) decisions

Not Applicable.

Section G: General

Question 21 (all departments and entities) Key audit matters

Please list any Key Audit Matters (KAMs) identified by the Victorian Auditor General in the department/entities 2017-18 and 2018-19 annual reports and provide information about the associated actions taken by the department/entity to benefit future disclosures or manage associated risks, since the KAMs were identified.

None

Question 22 (all departments and entities) Reviews/studies undertaken

Not Applicable. Parliament and the parliamentary departments are not service delivery departments. As clarified with PAEC, in the context of this question, no external review or study was undertaken.

Question 23 (all departments and entities) Annual reports – performance measure targets and objective indicators

a) Please provide the following information on performance measures that did not meet their 2017-18 and 2018-19 targets

2017-18 Response

All targets were met in 2017-18

2018-19 Response

All targets were met in 2018-19

b) Please provide the following information for objective indicators where data was not available at publication of the annual report

Parliament does not have objective indicators, as output-funding model is not appropriate for Parliament. Parliament and the parliamentary departments are not service delivery department in the context of the Public Administration Act. Output measures reflected in BP3 are agreed as an administrative accommodation with Executive government processes and are not an output purchased by the Executive from the Legislature.

Question 24 (all departments and entities) Challenges experienced by department/agency

Please list a minimum of five main challenges faced by the department/agency in 2017-18 and 2018-19.

A significant challenge may be any matter or strategy that impacted the department/agency, whether it arose externally or internally or as a result of new policy or legislation.

2017-18 Response

	Challenge experienced	Internal/ External	Causes of the challenge
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1.	Increased electorate office rentals at a rate higher than the funding increase and backlog of relocations/refurbishments.	External	<ul style="list-style-type: none"> Market rental pressure and members' need to be located in locations easily accessible to their constituents. Electorate boundary redistributions and the results of State elections in 2014.
2.	Increased information and communication technology costs	Internal and External	<ul style="list-style-type: none"> Growing data usage. Continued increase in cyber security activity and expenditure.
3.	Improved physical security at Parliamentary precinct and electorate offices	Internal	<ul style="list-style-type: none"> Parliamentary sitting weeks. Physical location of electorate office throughout the State. Electorate office staff welfare and protection.
4.	Parliament House upgrade works. New Parliament House annex building works.	Internal	<ul style="list-style-type: none"> Parliamentary sitting weeks. Heritage nature of the Parliament House building. OH&S issues. Decades of under investment in infrastructure in Parliament House.

2018-19 Response

	Challenge experienced	Internal/ External	Causes of the challenge
1.	Smooth transition from the 58th Parliament to the 59th Parliament after election in Nov 2018	Internal	<ul style="list-style-type: none"> Monitoring of communication expense and budgets after issue of writs. Opening of new Parliament. Delays in office relocations and refurbishments until after the election. Electorate Officer redundancies and recruitment, induction and training. Security passes issued. IT user account set up and provision of IT equipment. Rekeying and security of EOs. Allocation of motor vehicles to MPs. Budget allocation for balance of the financial year. Changes to Parliamentary Committee systems

2.	Increased electorate office rentals at a rate higher than the funding increase and significant backlog of relocations/refurbishments.	External	<ul style="list-style-type: none"> Market rental pressure and members' need to be located in locations easily accessible to their constituents. Electorate boundary redistributions and the results of two State elections in 2014 and 2018.
3.	Increased information and communication technology costs	Internal and External	<ul style="list-style-type: none"> Growing data usage. Continued increase in cyber security activity and expenditure.
4.	Improved physical security at Parliamentary precinct and electorate offices	Internal	<ul style="list-style-type: none"> Parliamentary sitting weeks. Physical location of electorate office throughout the State. Electorate office staff welfare and protection.
5.	Parliament House upgrade works. Completion of new Parliament House annex building works	Internal	<ul style="list-style-type: none"> Parliamentary sitting weeks. Heritage nature of the Parliament House building. OH&S issues. Decades of under investment in infrastructure in Parliament House.

Question 25 (all departments) Newly created bodies

Not Applicable.

Section H: Implementation of previous recommendations

Question 26 (relevant departments only)

Not Applicable.

Section I: Department of Treasury and Finance only

Not Applicable.

Section J: Treasury Corporation of Victoria only

Not Applicable.

Attachment 1 - Question 15 (all departments and entities) Full Time Equivalent (FTE) staff by level and category

Please fully complete the table below, providing actual FTE staff numbers at 30 June 2016, at 30 June 2017 and 30 June 2018 (broken down by the categories listed below) for the department. Please include specific categories as relevant to the department/entity and where relevant, provide a description of what categories constitute 'other'. Please provide figures consolidated on the same basis as the expenditure for the department in the budget papers and detail which, if any, entities are included in the FTE numbers provided.

Grade	30-Jun-17	30-Jun-18	30-Jun-19
	(Actual FTE number)	(Actual FTE number)	(Actual FTE number)
Legislative Assembly			
EO-1	-	2.00	1.00
EO-2	1.00	-	-
EO-3	1.00	1.00	1.00
VPS Grade 7 (STS)	-	-	-
VPS Grade 6	3.00	2.00	4.80
VPS Grade 5	4.00	4.00	7.00
VPS Grade 4	2.00	2.00	2.00
VPS Grade 3	5.60	8.60	11.40
VPS Grade 2	11.80	12.80	10.20
VPS Grade 1	-	-	-
Total Legislative Assembly	28.40	32.40	37.40
Legislative Council			
EO-1	-	1.00	1.00
EO-2	1.00	-	-
EO-3	1.00	1.00	1.00
VPS Grade 7 (STS)	-	-	-
VPS Grade 6	5.00	6.00	6.00
VPS Grade 5	4.61	5.40	5.60
VPS Grade 4	3.00	5.00	3.00
VPS Grade 3	6.00	3.50	3.80
VPS Grade 2	6.00	6.00	6.00
VPS Grade 1	-	-	-
Total Legislative Council	26.61	27.90	26.40
Parliamentary Services			
EO-1	-	1.00	1.00
EO-2	1.00	-	1.00
EO-3	2.90	2.90	3.90
VPS Grade 7 (STS)	-	1.00	1.00
VPS Grade 6	20.03	18.70	18.70
VPS Grade 5	38.05	34.90	38.98
VPS Grade 4	24.74	29.02	29.60
VPS Grade 3	38.60	40.86	45.39
VPS Grade 2	10.44	5.00	6.00
VPS Grade 1	-	-	-
Total Parliamentary Services	135.76	133.38	145.57
Joint Investigatory Committees			

EO-1	-	-	-
EO-2	-	-	-
EO-3	-	-	-
VPS Grade 7 (STS)	-	-	-
VPS Grade 6	8.80	8.60	6.00
VPS Grade 5	13.12	14.00	9.80
VPS Grade 4	1.00	-	2.00
VPS Grade 3	12.80	11.80	6.00
VPS Grade 2	-	-	-
VPS Grade 1	-	-	-
Total Joint Investigatory Committees	35.72	34.40	23.80
Members of Parliament			
Legislative Assembly	88.00	88.00	88.00
Legislative Council	40.00	40.00	39.00
Total Members of Parliament	128.00	128.00	127.00
Electorate Officers			
Legislative Assembly	192.39	214.42	199.84
Legislative Council	95.31	95.63	103.52
ALP Pool	-	-	-
Party Support	5.52	1.66	0.70
Total Electorate Officers	293.22	311.71	304.06