

## APPENDIX B

### LEGISLATIVE COUNCIL STANDING COMMITTEE ON ESTIMATES AND FINANCIAL OPERATIONS

#### FORMAT FOR ANSWERS

#### Estimates and Financial Operations Committee - Questions Prior to Hearings

Department of the Premier and the Cabinet  
Hon Tjorn Sibma MLC asked:

1. Page 58. Regarding the Administration of Parliamentary Support service expense line, I ask:
- (a) what proportion of these funds were allocated in 2017, 2018 and 2019 to "administrative support to Members of Parliament and their staff" referred to on page 17, and which individual sub-services are captured by this definition (e.g. HR, IT, PEO leases etc.); and

100% of expenses incurred for 2017, 2018 and 2019 relate to administrative support. Refer table at '1(b)' for breakdown of total costs allocated to this Service.

- (b) what was the funding breakdown of these subservices for 2017, 2018 and 2019?

The funding breakdown of total costs for 2017, 2018 and 2019 is as follows:

Subservice Expenditure	2016-17 \$	2017-18 \$	2018-19 \$
Employee benefits	24,236,801	21,892,047	23,283,321
Office accommodation	7,328,477	6,581,179	5,618,175
Travel	1,141,637	806,182	901,506
Depreciation	510,652	531,342	503,353
Other	395,730	662,190	1,157,926
IT and Communications	437,544	425,056	410,209
Utilities	345,674	315,361	307,702
Corporate overhead	6,720,681	7,650,362	8,074,808
<b>Total Administration of Parliamentary Support</b>	<b>41,117,198</b>	<b>38,863,719</b>	<b>40,257,000</b>

Subservice expenditure categories are directly attributed the Electoral Offices, apart from Corporate Overhead costs. The above subservice expenditure mainly includes the following types of expenditure;

- Employee benefits; represents costs for Electoral Office staff
- Travel costs - Electoral Travel for commercial air, rail or bus. Also includes Air Charter within electorates for remote locations where commercial air is not available or convenient
- Depreciation substantially is with respect to Electoral Office fit-outs.
- Other costs include minor office works, supplies and services, repairs and maintenance, cleaning, freight and other minor expenditure purchases at Electoral Offices.

- IT and Communications relates to ICT requirements at Electoral Offices.
- Utilities comprises of gas, electricity, water etc. for Electoral Offices.
- Corporate Overheads - reflects a 'notional allocation' for related departmental management, IT, HR, Finance etc. which is based on Electoral Officer FTE as a proportion of the overall departmental FTE.

2) Page 58. Regarding the allocation of funding to the Administration of Parliamentary Support, what proportion of funds were used in 2019 to provide "administrative policy advice in conjunction to Parliamentary obligations"(page 16), and:

a) what are the details of this administrative policy advice?

Administrative policy advice is advice regarding the operational application of corporate policies, procedures or processes through the Department's management of IT, HR, Finance on behalf of Parliamentary Electorate Offices. The proportion of costs incurred is as noted in answer 1(b).

3) Page 58. Regarding the allocation of funding to the Administration of Parliamentary Support, what proportion of funds were used in 2019 to deliver the "Administration of the Parliamentary and Electorate Staff (Employment) Act 1992 (page 16), and does this figure include the salaries of staff employed within parliamentary electorate offices?

100% of costs incurred relate to the delivery of subservices relating to the '*Administration of the Parliamentary and Electorate Staff (Employment) Act 1992*' which includes salaries, as indicated in answer 1(b).

Initialled by -----