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PARLIAMENTARY SERVICES DEPARTMENT

29 August 2014

Hannah Moore

Committee Clerk

Estimates and Financial Operations Committee

Legislative Council

Parliament House

Perth WA 6000

LCEFOC@parliament.wa.gov.au

Attention: Ms Moore

RE: Questions taken on notice as "supplementary" from the Legislative Council Estimates and Financial Operations Committee hearing of 15 August 2014 between the Committee and the Department of the Legislative Council and the Parliamentary Services Department.

Please find below the answers to questions taken on notice:

Supplementary Information No A1: *List the \$11.5 million worth of outstanding unfunded capital work projects?*

The Parliament House Building is a Heritage Building that is over 110 years old (1904 section) and over 50 years old in the 1964 extension therefore building maintenance and preservation is both costly and always entails extensive work. The one million dollar capital funds received each year by the Parliamentary Services Department (PSD) is directed toward the highest priority works including IT systems. The PSD also receives \$250k per annum for maintenance. The extent of deterioration to the building fabric (stonework, timber, pillars, steps, driveways and car parks, plumbing, fountains, roof membrane, insulation) and age of plant (electrical equipment, compressors, lift motors, boilers and chillers, refrigeration, air-conditioning, gardening equipment) mean that these annual funds are insufficient to maintain the building to an appropriate standard; therefore the department is continually falling behind with the upkeep of the building resulting in a backlog of major works.

The following outstanding capital works projects are unfunded and relate to essential repairs and maintenance (excludes cost escalations):

- Air-conditioning replacement/upgrade over further 9 years. (Some air-conditioning was installed in the 1980's) **\$5.8M**
- Forecourt , main steps, eastern façade deterioration, windows restoration/replacement **\$1M**
- Structural assessments, travertine marble restoration and general builder's works **\$800k - \$1M**
- First floor kitchen servery upgrade **\$265k**
- Resurfacing of driveways and car park **\$400k**
- Roof membrane repairs to flat areas **\$250k**
- Roof sagging, re-tiling and structural repairs eastern roof **\$450k**
- Courtyard walls and repair and paint, and window replacement/repairs **\$400k**
- Bore equipment replacement **\$200k**
- Timber restoration, replacement and varnishing **\$300k**
- IT infrastructure (SAN, Security Appliances and network switches) **\$505k**
- Carpet replacement and timber floor joist repairs **\$250k**
- Chamber boiler/chiller replacement **\$50k**
- Walkway upgrade (OSH) for the Legislative Council Chamber roof space **\$30k**
- Upgrade Division Bell System **\$120k**
- Upgrade to electrical and transformer rooms **\$45k**
- Stained glass repairs **\$15k**
- Arch windows in Members Corridor **\$23k**

Total: **\$11.1M**

Unfortunately because of other priorities these projects are only addressed when the risk is significant, preventative maintenance is economical in the long run, they are dire, and/ or Occupational Safety and Health is compromised.

The restoration and/or modification to Fountain structure is excluded from the above projects as no current estimates have been obtained. It is thought that capital works to this area of the precinct would run into millions of dollars.

Supplementary Information No A2: *What was the \$1.986m spent on in relation to completed works-building refurbishments and the upgrade.*

The \$1.986 million that appears in the budget papers on page 61 under the heading *Estimated Expenditure to 30-6-14* is a cumulative estimate figure and refers to estimated spending expected to occur on "infrastructure maintenance backlog" from the creation of program (in the Treasury reporting SIMS system) in 2009/10 until its closure in June 2014. Included in the total of \$1.986m is \$504k of unspent projects funds which was carried forward from the 2012/13 year to 2013/14. The important matter to note is that the \$1.986m does not marry to projects completed in any one financial year and rather reflect parcels of spending over four financial periods. It is also important to understand that projects will be at varying stages of completion throughout the financial year, and for the department, capital works regularly commence in the month of June through August to take advantage of the parliamentary (winter) recess. Projects may also be reported to include elements

of "asset refurbishment and replacement" (WORK IN PROGRESS) funds and Infrastructure Maintenance Backlog (COMPLETED WORKS).

In order to answer the specific question in "*What was the \$1.986m spent on in relation to completed works-building refurbishments and the upgrade*" the project list must include the previous four financial years and the source funding may have been derived from both WORK IN PROGRESS and COMPLETED WORKS. That list from 2009-10 is below:

- Catering Refrigeration
- Lighting and replacement electrical earthing
- Fire Hydrant and Mains infrastructure
- Electrical systems and lightening protection
- Solar hot water systems
- Gardeners wash-down area
- Security equipment replacement
- Broadcasting System upgrade
- MATV project stage 1
- Minor building refurbishments
- Computer Hardware
- IT System Upgrades and Application development
- Catering equipment replacement
- Reporting Services Equipment
- OHS and Sustainability Projects
- Air-conditioning replacement
- Furniture and flooring repairs and replacement
- Stonework repairs
- Universal Access toilet and wheelchair lift
- Kitchen cool-room refurbishment
- Roof repairs and handrails
- Reporting, Library and other IT system replacement

The heading of "COMPLETED WORKS" refers to the end of funding being applied to the specific program (within Treasury system) rather than the completion of actual works.

What may appear anomalous is where an amount exceeds the standard annual appropriation amount, as can be seen in the *2013-14 Estimated Expenditure* column. This is a result of funds being carried over from previous financial year, and/or a contribution from one or both of the other two parliamentary departments, to assist us with our refurbishment and replacement program.

Supplementary Information No A3: *How many times was the Aboriginal Peoples room booked and used in the last winter recess for functions?*

During the 2014 winter Recess the Aboriginal Peoples Room (APR) was used for two functions. Five meetings were booked in the APR during the winter recess. Patronage during Parliamentary recesses is significantly lower than during sittings.

Supplementary Information No A4: *How many functions do not happen because we do not have sufficient function space? What is the Parliament not able to do without the refurbishment in regards to the type and range of functions?*

No data is kept on what functions are declined. Booking requests are declined where the function size does not meet our criterion or where the function purpose does not satisfy our criterion (outlined in supplementary question #5 below). Many people attempting to book functions are aware of these limitations. Function bookings that exceed the APR capacity may be approved to overflow to include both the APR and the Aboriginal Peoples' Gallery (APG). This calendar year eleven enquires were taken for a function in the APR/APG, eight functions were held in the APR/APG area; three were redirected to the courtyard due to their size. Of the three courtyard bookings one was subsequently cancelled and another required a large marque to be hired due to bad weather. Marque hire costs are around \$4k-\$5k per occasion.

The types of functions held in the APR are those that meet the function criterion.

Supplementary Information No A5: *What are the policies and protocols on charging members for functions and how is that structured?*

The policy entitled 'Booking Information' is attached as **Appendix A**

The key components of the policy relevant to charging members for functions are as follows:

- Functions at Parliament House must be either Parliamentary or Executive Government in nature;
- The hosting of functions is limited to the Presiding Officers, the Premier, the Leader of the Opposition, and Ministers;
- Functions are not held for party fundraising purposes;
- Each political party is entitled to one function per year at Parliament House provided these are not used for fundraising, with all associated costs charged on a cost recovery basis;
- The cost incurred on a cost recovery basis for functions is based on the menu selected, the duration of the event and staffing requirements with functions outside of the hours of 8:00am-5:00pm incurring higher staffing costs due to overtime rates;
- 48 hours' notice of the cancellation of an event is required or a partial or full cost of the quoted function price is incurred; and
- Function costs are charged to an existing Parliamentary Refreshment Room account.

Supplementary Information No A6: *What is the percentage of members in shared offices?*

Currently 66 members out of 95 elected members of Parliament share a room. This equates to 69.47 per cent of members sharing an office.

Supplementary Information No A7: *What are Western Australian MPs entitled to in Federal Parliament in a reciprocal sense in relation to accessing facilities?*

Members of the Western Australian Parliament by prior arrangement with the Usher of the Black Rod or Sergeant-at-Arms of the Federal Parliament may access member and guest dining; the Parliamentary Library ground floor reading room; the Parliamentary Gymnasium (occasional visit rate charges apply); and public parking.

Former members of other Commonwealth Parliaments may access some House privileges similar to those applying to former members of the Western Australian Parliament. This includes the capacity to pre-book a table in the Members' Dining Room for the member and guests and the ability to accompany up to 5 guests to the Strangers' Lounge, on non-sitting days only and some access services of the Parliamentary Library. No gymnasium access is available.

Supplementary Information No A8: *What were the three artworks purchased by the art advisory committee in 2013-2014?*

There were four pieces of art (paintings) purchased by the Art Advisory Committee in 2013-2014.

These are listed below:

1. 'The Deep' by Ben Pushman. Cost: \$4,500.00 (located in the APR)
2. 'Healing Paths into the Evening' by Shane Pickett. Cost: \$13,000.00 (located in the APR)
3. 'Waterholes for Medicine' by Shane Pickett. Cost: \$13,000.00 (located in the APR)
4. 'Returned Soldiers' by Irwin Lewis. Cost: \$1,500.00 (located in the APG)

Total cost \$32,000.00

Supplementary Information No A9: *What proportion of what is currently displayed in terms of portraits across the Parliament are of women members of Parliament and in other leadership roles and what proportion are of men in leadership positions and other roles?*

Unfortunately, the metadata for the art database which contains reference to 727 pieces of art held in the Parliament does not identify the art work by portrait or gender.

The Parliamentary Education Tours as a standard highlight three male and seven female 'portraits'. These are: Sir John Forrest (first Premier) and Hon Colin Barnett, MLA (current Premier) and the Hon Barry House MLC (President of the Legislative Council). While the Speaker of the Legislative Assembly does not have a portrait in the public area, reference is made to the current Speaker who features in the panoramic group photo of the Legislative Assembly on level one. The seven Women of the Western Australian Parliament portraits; Edith Dircksey Cowan, Ruby Hutchison, Dr Carmen Lawrence, Mary Alice (May) Holman, Margaret McAleer, Dame Annie Florence Cardell-Oliver, and

Carol Martin are highlighted individually, and collectively form the Women in Parliament display located on level one. Additionally the Education Officers hand out a brochure to school groups summarising the achievements of the Women in Parliament and/or include the brochure in the school packs.

Although not a portrait, mention is also made of the Owen Garde painting (the first sitting of the Legislative Council) and the roles of the six males featured in the painting are highlighted.

Supplementary Information No A10: Why does a figure of \$19 000 appear continually on page 62 for Parliamentary Services relating to restricted cash.

In order to explain the \$19000, extracts of budget tables and numbered explanations are provided below to give context.

PARLIAMENTARY SERVICES DEPARTMENT

1 2012-13 BUDGET STATEMENTS: STATEMENT OF FINANCIAL POSITION

	2010-11 Actual \$'000	2011-12 Budget \$'000	2011-12 Estimated Actual \$'000	2012-13 Budget Estimate \$'000	2013-14 Forward Estimate \$'000	2014-15 Forward Estimate \$'000	2015-16 Forward Estimate \$'000
Restricted Cash	234	281	267	289	289	289	-

2 The 2012-13 Budget Statements correctly display a nil balance for 2015-16 year - the year in which the 27th Pay falls due.

3 At the end of the 2011-12 financial year, the Actuals for the 2011-12 year were entered into SIMS (Treasury system) via a Year End Financial Adjustment entry (YEFA).

The actual Restricted Cash balance as at 30 June 2012 is \$283,000 - an increase of \$16,000 over the Estimated Actual balance of \$267,000.

When the YEFA entry is entered in September 2012, it updates the Budget Statements by adding \$16,000 to the Restricted Cash balance sheet account for 2011-12 year and all forward estimates (see below).

The current year's budget (2012-13) is not adjusted by YEFA.

4 2013-14 BUDGET STATEMENTS: STATEMENT OF FINANCIAL POSITION

	2011-12 Actual \$'000	2012-13 Budget \$'000	2012-13 Estimated Actual \$'000	2013-14 Budget Estimate \$'000	2014-15 Forward Estimate \$'000	2015-16 Forward Estimate \$'000	2016-17 Forward Estimate \$'000
Restricted Cash	283	289	305	305	305	16	16

- 5 The 2013-14 Budget Statements incorrectly display a balance of \$16,000 for 2015-16 year.
- 6 At the end of the 2012-13 year, the Actuals for 2012-13 were entered into SIMS (Treasury system) via YEFA.

The actual Restricted Cash balance as at 30 June 2012 is \$308,000 - an increase of \$3,000 over the Estimated Actual of \$305,000.

When the YEFA entry is entered in September 2013, it updates the Budget Statements by adding \$3,000 to the Restricted Cash balance sheet account for 2012-13 and all forward years (see below).

The current year's budget (2013-14) is not adjusted BY YEFA.

7 2014-15 BUDGET STATEMENTS: STATEMENT OF FINANCIAL POSITION

	2012-13 Actual \$'000	2013-14 Budget \$'000	2013-14 Estimated Actual \$'000	2014-15 Budget Estimate \$'000	2015-16 Forward Estimate \$'000	2016-17 Forward Estimate \$'000	2017-18 Forward Estimate \$'000
Restricted Cash	308	305	308	308	19	19	19

- 8 The 2013-14 Budget Statements incorrectly display a balance of \$19,000 for 2015-16 year and no increase for 2017-18 year.
- 9 At the end of the 2013-14 year, the Actuals for 2013-14 will be entered into SIMS (Treasury system) via YEFA.
- 10 After the YEFA entry is entered in September 2014, a further Budget Adjustment entry will be processed to amend the Restricted Cash balances for the 2015-16 Budget Estimate and following forward estimate years to reflect the anticipated Restricted Cash balances for the 27th Pay.

(Relating to the Department of Legislative Council)

Supplementary Information No A11: *What was the cost of the new LC notepads and was there an additional cost of these compared to the red ones?*

The cost of Chamber Pads with Legislative Council Crest is \$3.18 each excluding GST with the most recent order for 100 pads being filled in June 2014.


100 Chamber Pads are ordered per Parliament (4 years) with the total cost of the most recent order being \$318.18 excluding GST (\$350.00 with GST). The annual cost is therefore \$79.55 exclusive of GST (\$87.50 with GST) on the basis of previous rates of use.

Printing of Chamber Pads with Legislative Council Crest adds approximately 36 cents per pad or \$36.36 exclusive of GST (\$40.00 with GST) per 100 pad order.

The previous order of 100 Chamber Pads in 2010 was for the Red Card fronted pad at a cost of approximately \$282.00 exclusive of GST (\$310.00 with GST). The annual cost was therefore \$70.50 exclusive of GST (\$77.50 with GST).

The current cost of the Red Card which covered the previous Chamber Pads is 58 cents per sheet exclusive of GST (64 cents with GST).

Based on current costs, the Red Card Chamber Pad can be produced for approximately \$3.40 per pad or \$339.82 exclusive of GST (\$373.80 with GST) per 100 pad order.



29/8/14

Date

Accountable Officer
(For question A11)

Mr Nigel Pratt
Clerk of the Legislative Council
Department of the Legislative Council



29/8/14

Date

Accountable Officer
(All questions except A11)

Mr Rob Hunter
Acting Executive Manager
Parliamentary Services Department



Booking Information

1. Eligibility for a Function at Parliament House of Western Australia

Functions at Parliament House of Western Australia must be either Parliamentary or Executive Government nature. The Presiding Officers, the Premier, the Leader of the Opposition and Ministers have priority for functions; other functions must be hosted by a Minister.

Private functions are not held at the Parliament of Western Australia.

As facilities at Parliament House are limited, any functions on Parliamentary sitting days are further restricted to ensure neither sitting Chambers, nor members movements around Parliament House are restricted or interfered with. Any booking enquiry regarding the use of Parliament House is considered tentative until the Presiding Officers have approved the event.

The Presiding Officers may determine specific requirements and restrictions on a case-by-case basis.

2. After Hours Functions on Sitting & Non Sitting Days

On non-sitting weeks Parliament is open between the hours of 8:00am to 5:00pm, Monday to Friday. Functions or meetings held before 8:00am or after 5:00pm are after-hours events and incur additional staff costs to maintain building security and other staffing overheads such as penalty rates.

3. Enquiries and Bookings

For function enquiries or bookings please contact the Catering Manager on +61 08 9222 7399 or functions@parliament.wa.gov.au.

On sitting days functions requesting to use a public area within Parliament House (i.e. courtyard or foyers) will be treated as tentative until the Presiding Officers approve the use of the area. All written approvals must be provided before the booking can be confirmed.

Once the event has been approved the organiser liaises with the Catering Manager regarding their requirements and the Catering Manager will liaise with the relevant Parliamentary personnel.

4. Quotations

When an event has been approved quotations for catering can be requested by contacting the Parliament House Catering Manager on 9222 7399 or at functions@parliament.wa.gov.au. Detailed quotations are only provided once approval is received.

5. Equipment Hire

If additional equipment, such as lighting, staging, sound and or entertainment is required this is to be arranged with the Catering Manager at least 48 hours prior to the function. Certain restrictions apply and further permission might have to be sought; these will be explained when booking the function.

Limited audio visual equipment is available for hire. Liaise with the Catering Manager for options and costs.

Any associated hire cost and any damage or loss of equipment is the responsibility of the client.

6. Food & Beverage Selection

The Parliamentary Refreshment Rooms can supply an extended selection of non-alcoholic and alcoholic beverages.

The menu and final beverage selection must be confirmed two weeks prior to the function. For short lead functions, please discuss timelines with the Catering Manager.

7. Confirmation of Arrangements

When function details including menus, room layouts and schedule of events are finalised a copy of the Parliament House terms and conditions is to be signed, scanned and emailed to the Parliament House Catering Manager at functions@parliament.wa.gov.au.

8. Final Attendance Numbers

Final guest numbers are required to be confirmed 48 hours prior to the function. This is the minimum number that will be charged on the day.

9. Cancellation of a Confirmed Booking

Cancellations or request to change dates is required at least 48 hours prior to the date of the function. Notice after this time will incur either a partial or full charge of the quoted function price.

10. Pricing and Surcharges

The pricing of functions is subject to the menu selected, duration of the event and staffing requirements. Please note that after-hour functions (see 2.) incur a higher staffing cost due to overtime rates.

11. Payment Terms

Function costs must be charged to an existing Parliamentary Refreshment Room (PRR) account.

If a full or partial payment is to be applied against this account then credit card details (MasterCard or VISA) are to be forwarded 48 hours prior to the date of the function.

Payment of the PRR account is due the following month otherwise the outstanding amount will incur late charges.

Event Protocols

1. Attendees List

The event organiser is to forward an attendees list to the Catering Manager one week prior to the event, with a final list to be forwarded when attendance numbers are confirmed preferably 48 hours before the start of the event.

2. Responsible Person

The event organiser is to nominate a responsible person who must be in attendance the entire function. This would either be a member or a staff member approved by the Parliament. The responsible person is required to sign in at the Parliament's security desk for a security access pass. This pass must be returned to the front security desk when exiting the building.

The responsible person must remain with the function guests until the last guest exits Parliament House.

3. Name Tags and Guest Registration

The event organiser is to supply name tags for each of the attendees.

The event organiser is to provide people to assist with the meet, greet and ushering of their guests. These people are responsible for the coordination of the event and are required to sign in with the Parliament's Security Department for a security access pass. This pass must be returned to the front security desk when exiting the building.

It is the event organiser's responsibility to register and hand out name tags or security passes to their guests prior to escorting the guest to the function area.

4. Dress Code

Guests attending events at Parliament House should observe an appropriate dress standard. The event organiser and/or nominated responsible person are responsible for ensuring that their guests are appropriately dressed;

Smart, neat, clean attire, with gentlemen wearing a collared shirt with tie and/or lounge suit or tailored jacket and fully closed shoes. Ladies are expected to dress to a similar standard.

5. Food Allergies

Please make the Catering unit aware of any food allergies and we will do our best to provide allergen free food, however we cannot guarantee that unwanted food items will be completely absent from the final product.

6. Leftover Food Items

Parliament House will remove and dispose of all foodstuffs after functions.

7. Responsible Service of Alcohol

Catering staff reserves the right to refuse the service of alcoholic beverages if and when required.

8. Maximum Capacity of Function Areas

Parliament House's preventative Occupational Safety and Health procedures are managed by the in house Security Unit. In accordance with these procedures, all function space maximum guest capacity must be adhered to.

• Courtyard	seated 150 guests,	reception style 400 guests;
• Aboriginal Peoples' Foyer	2 nd Floor Foyer	reception style 60 guests;
• Lee Steere Foyer	1 st Floor Foyer	reception style 60 guests;
• Members' Dining Room	seated 100 guests,	reception style 150 guests;
• Members' Dining Room & Centenary Room	seated 130 guests,	reception style 200 guests;
• Centenary Room	seated 32 guests;	reception style 50 guests.
• Swan Mace Room	seated 12 guests;	reception style 20 guests.

9. Acknowledgement

Introductory remarks by the M.C. at the function should acknowledge the joint Presiding Officers support in allowing the use of Parliament House for the function.



General Information & Conditions

- 1. Deliveries**

Any delivery will need to be coordinated with the Catering Manager. Security delivery procedures must be adhered to.
- 2. Car Parking**

Guest parking is available around Parliament House, in Parliament Place and along sections of Harvest Terrace. Please note that some areas of Harvest Terrace are restricted and incur fines from Perth City Council.
- 3. Disabled Access**

A ramp at the front of Parliament House facilitates wheelchair access.

Toilet facilities for people with disabilities are on the first floor, in the eastern corridor (front of the building) on both sides of the Lee Steere foyer.

Parliament House has two lifts that connect its three floors. These are accessible from the Forrest foyer (ground floor), Lee Steere foyer (1st floor) and Aboriginal Peoples' Gallery foyer (2nd floor).
- 4. Security Scanners**

All guests of Parliament are required to enter the building via the security post at the Main Entrance of Parliament House.
- 5. Restricted Areas**

Function organisers are responsible for their guests and should advise guests to remain in proximity to the function; the Presiding Officers corridors, Chambers and corridors adjacent to each Chamber are restricted access areas and are not to be accessed by guests.

It is not appropriate for guests to wander unaccompanied through other areas of the Parliament and, as with all Parliament House functions, the hosting Member is required to accompany their guests at all times within Parliament House.
- 6. Mobile Phones**

Mobile phones should be switched to silent while in Parliament House, and must not be used in the dining room or chambers.
- 7. Smoking Policy**

Parliament House is a non-smoking building. Any person wanting to smoke must exit the building and move more than ten meters from Parliament House.
- 8. Photography**

Photography outside Parliament House is permitted, including the steps of Parliament House and the Sunken Garden.

Photography or filming within Parliament House is not permitted. If limited photography or media coverage is desired, the hosting Member will need to seek permission from the Presiding Officers in advance of the function.
- 9. Photography Guidelines**

Photography is not permitted in Parliament House, Committee Offices or annexes. This includes all foyers, the Chambers, corridors, galleries, Members or Strangers Lounge, Members' corridor, Members' Dining room or courtyard without the express approval of the Presiding Officers.

A Presiding Officer needs to specifically approve the taking of photos in their respective Chamber. A Presiding Officer may, at their discretion, allow photographs to be taken under specific conditions. Generally these conditions will include the requirement that:

 - *No background shots are taken;*
 - *Only close-up photographs of the hosting Minister or Member and their guests will be taken;*
 - *Photographs will not be used for commercial or party political promotional purposes.*

Members are permitted to have photographs taken in their office, their party room, or in a meeting room without seeking permission.
- 10. Culturally Sensitive Materials**

Within Parliament House are works of art and photographs containing images and names of deceased Aboriginal and Torres Strait Islander people. These items may cause sadness and distress to some viewers, particularly the relatives of these people.
- 11. Emergency Procedures / Evacuations**

Parliament House's emergency procedures are managed by the in house Security Unit. All guests at Parliament House are required to follow direction from the Parliament House security team and services team in the event of an emergency.
- 12. Liability and Damage**

Any damage to Parliament House fixtures and fittings by function guests will be charged to the function organiser.