

# **Parliamentary Workplace Support Service**

**Entity resources and planned  
performance**



# Parliamentary Workplace Support Service

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# Parliamentary Workplace Support Service

## Section 1: Entity overview and resources

### 1.1 Strategic direction statement

The Parliamentary Workplace Support Service (PWSS) was established as an independent statutory agency on 1 October 2023 through the *Parliamentary Workplace Support Service Act 2023*.

The PWSS' purpose is to be trusted advisors providing trauma aware human resource advice and support to Commonwealth Parliament Workplace (CPW) participants. It acts independently and confidentially to support all those who work or volunteer in CPWs to have a safe, respectful and inclusive workplace.

2024-25 will be a continuing establishment and consolidation year for the entity with a focus on key services to parliamentarians and their staff including:

- Provision of work health and safety services, including the development and implementation of policies, practices and management of safety risks to support a safe workplace; prevention and local resolution of workplace complaints; and advice on suspensions, terminations, and other general employment matters.
- Developing and delivering best practice policies and programs including professional development program guidance materials to support an uplift in workforce capability.
- Collecting, analysing and reporting information on Commonwealth Parliamentary Workplaces (CPW), including data on diversity characteristics of parliamentarians and their staff.

The PWSS provides trauma informed and confidential support services to the broader participants of CPWs and works closely with the Parliamentary Departments supporting a cohesive and consistent approach across CPWs in areas such as work health and safety and learning and development.

## **1.2 Entity resource statement**

Table 1.1 shows the total resourcing from all sources available to the entity for its operations and to deliver programs and services on behalf of the government.

The table summarises how resources will be applied by outcome (government strategic policy objectives) and by administered (on behalf of the government or the public) and departmental (for the entity's operations) classification.

For more detailed information on special accounts and special appropriations, please refer to the *Budget Paper No. 4 – Agency Resourcing*.

Information in this table is presented on a resourcing (that is, appropriations/cash available) basis, whilst the 'Budgeted expenses by Outcome 1' tables in Section 2 and the financial statements in Section 3 are presented on an accrual basis. Amounts presented below are consistent with amounts presented in the Appropriation Bills themselves.

**Table 1.1: Parliamentary Workplace Support Service resource statement – Budget estimates for 2024-25 as at Budget May 2024**

	2023-24 <i>Estimated actual</i> \$'000	2024-25 Estimate \$'000
<b>Departmental</b>		
Annual appropriations - ordinary annual services (a)		
Departmental appropriation	11,554	16,811
Departmental capital budget (b)	3,435	102
Total departmental annual appropriations	14,989	16,913
<b>Total departmental resourcing</b>	<b>14,989</b>	<b>16,913</b>
<b>Administered</b>		
Annual appropriations - other services - new administered expenses (c)	-	6,536
<b>Total administered resourcing</b>	<b>-</b>	<b>6,536</b>
<b>Total resourcing for Parliamentary Workplace Support Service</b>	<b>14,989</b>	<b>23,449</b>
	2023-24	2024-25
<b>Average staffing level (number)</b>	<b>1</b>	<b>59</b>

Prepared on a resourcing (i.e. appropriations available) basis.

All figures shown above are GST exclusive - these may not match figures in the cash flow statement.

(a) Appropriation Bill (No. 1) 2024-2025.

(b) Capital budgets are not separately identified in Appropriation Bill (No.1) and form part of ordinary annual services items. Please refer to Table 3.5 for further details on capital budgets. For accounting purposes, capital budget appropriations have been designated as a 'contribution by owner'.

(c) Appropriation Bill (No. 2) 2024-2025.

### 1.3 Budget measures

**Table 1.2: Parliamentary Workplace Support Service 2024-25 Budget measures**

**Part 1: Measures announced since the 2023-24 Mid-Year Economic and Fiscal Outlook (MYEFO)**

	Program	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000	2027-28 \$'000
<b>Payment measures</b>						
Initial funding for the Independent Parliamentary Standards Commission (a)						
	1.1					
	Departmental payment	-	3,793	-	-	-
Savings from external labour - extension (b)						
	1.1					
	Departmental payment	-	(52)	(43)	(45)	(328)
<b>Total payment measures</b>						
	Administered	-	-	-	-	-
	Departmental	-	3,741	(43)	(45)	(328)
<b>Total</b>		-	<b>3,741</b>	<b>(43)</b>	<b>(45)</b>	<b>(328)</b>

Prepared on a Government Finance Statistics (Underlying Cash) basis. Figures displayed as a negative (-) represent a decrease in funds and a positive (+) represent an increase in funds.

- (a) The lead entity for measure titled *Initial funding for the Independent Parliamentary Standards Commission* is Department of Finance. The full measure description and package details appear in Budget Paper No. 2 under the Finance portfolio.
- (b) The measure titled *Savings from external labour - extension* is Cross Portfolio. The full measure description and package details appear in Budget Paper No. 2 under Cross Portfolio.



## Section 2: Outcomes and planned performance

Government outcomes are the intended results, impacts or consequences of actions by the government on the Australian community. Commonwealth programs are the primary vehicle by which government entities achieve the intended results of their outcome statements. Entities are required to identify the programs which contribute to government outcomes over the Budget and forward years.

Each outcome is described below together with its related programs. The following provides detailed information on expenses for each outcome and program, further broken down by funding source.

**Note:**

Performance reporting requirements in the Portfolio Budget Statements are part of the Commonwealth performance framework established by the *Public Governance, Performance and Accountability Act 2013*. It is anticipated that the performance measure described in Portfolio Budget Statements will be read with broader information provided in an entity's corporate plans and annual performance statements – included in Annual Reports – to provide a complete picture of an entity's planned and actual performance.

The PWSS was established on 1 October 2023. The first Corporate Plan and annual performance statement for the entity will be available after the end of the 2023-24 financial year.

## 2.1 Budgeted expenses and performance for Outcome 1

**Outcome 1: Support Commonwealth Parliamentary Workplace Participants to build and maintain safe and respectful workplaces, including by supporting positive cultural change and providing human resource functions to parliamentarians and their staff.**

This table shows how the PWSS intends to spend (on an accrual basis) in order to achieve the outcome, broken down by program, as well as by Administered and Departmental funding sources.

**Table 2.1.1: Budgeted expenses for Outcome 1**

	2023-24 Estimated actual \$'000	2024-25 Budget \$'000	2025-26 Forw ard estimate \$'000	2026-27 Forw ard estimate \$'000	2027-28 Forw ard estimate \$'000
<b>Program 1.1: Parliamentary Workplace Support Service</b>					
Administered expenses					
Ordinary annual services (Appropriation Bill No. 1)	-	-	6,700	6,854	7,005
Other services (Appropriation Bill No. 2)	-	6,536	-	-	-
<b>Administered total</b>	<b>-</b>	<b>6,536</b>	<b>6,700</b>	<b>6,854</b>	<b>7,005</b>
Departmental expenses					
Departmental appropriation	11,554	16,811	11,850	12,725	12,425
<b>Departmental total</b>	<b>11,554</b>	<b>16,811</b>	<b>11,850</b>	<b>12,725</b>	<b>12,425</b>
<b>Total expenses for program 1.1</b>	<b>11,554</b>	<b>23,347</b>	<b>18,550</b>	<b>19,579</b>	<b>19,430</b>
<b>Outcome 1 Totals by appropriation type</b>					
Administered expenses					
Ordinary annual services (Appropriation Bill No. 1)	-	-	6,700	6,854	7,005
Other services (Appropriation Bill No. 2)	-	6,536	-	-	-
<b>Administered total</b>	<b>-</b>	<b>6,536</b>	<b>6,700</b>	<b>6,854</b>	<b>7,005</b>
Departmental expenses					
Departmental appropriation	11,554	16,811	11,850	12,725	12,425
<b>Departmental total</b>	<b>11,554</b>	<b>16,811</b>	<b>11,850</b>	<b>12,725</b>	<b>12,425</b>
<b>Total expenses for Outcome 1</b>	<b>11,554</b>	<b>23,347</b>	<b>18,550</b>	<b>19,579</b>	<b>19,430</b>
	2023-24	2024-25			
<b>Average staffing level (number)</b>	1	59			

**Table 2.1.2: Performance measures for Outcome 1**

Table 2.1.2 details the performance measures for each program associated with Outcome 1. It is used by entities to describe the results they plan to achieve and the related key activities, as detailed in the current corporate plan, the context in which these activities are delivered, and how the performance of these activities will be measured. Where relevant, details of the 2024-25 Budget measures that have created new programs or materially changed existing programs are provided.

<b>Outcome 1 – Support Commonwealth Parliamentary Workplace Participants to build and maintain safe and respectful workplaces, including by supporting positive cultural change and providing human resource functions to parliamentarians and their staff.</b>		
<b>Key Activities</b>	The key activities of the PWSS are: <ul style="list-style-type: none"> <li>• Providing work health and safety services, including the development and implementation of policies, practices and management of safety risks to support a safe workplace; prevention and local resolution of workplace complaints; and advice on suspensions, terminations, and other general employment matters.</li> <li>• Developing and delivering best practice policies and programs including professional development program guidance materials to support an uplift in workforce capability.</li> <li>• Collecting, analysing and reporting information on Commonwealth Parliamentary Workplaces (CPW), including data on diversity characteristics of parliamentarians and their staff.</li> <li>• Providing trauma informed and confidential support services to the broader participants of CPWs and works closely with the Parliamentary Departments supporting a cohesive and consistent approach across CPWs in areas such as work health and <i>safety and learning and development</i>.</li> </ul>	
<b>Year</b>	<b>Performance measures</b>	<b>Expected Performance Results</b>
Current Year 2023-24	N/A	N/A
<b>Year</b>	<b>Performance measures</b>	<b>Planned Performance Results</b>
Budget Year 2024-25	Delivery of Parliamentary Workplace Resources Review	Report to be provided to the Prime Minister and Special Minister of State
	Number of recommendations from the Set the Standard Report the PWSS is responsible for have been implemented relevant to the PWSS	70% completed – measured through percentage of completion for each recommendation and aggregated for overall implementation
	Ensure service delivery is targeted, useful and meets client’s needs.	70% satisfaction per stakeholder satisfaction survey
	All staff complete a conflict of interest declaration prior to an offer of employment	100%
Forward Estimates 2025-28	As per 2024-25	See Corporate Plan for any change in deliverable targets.
Material changes to resulting from 2024-25 Budget Measures: Nil		

## **Section 3: Budgeted financial statements**

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of entity finances for the 2024-25 budget year, including the impact of budget measures and resourcing on financial statements.

### **3.1 Budgeted financial statements**

#### **3.1.1 Differences between entity resourcing and financial statements**

There are no material differences between the entity resources table and the financial statements.

#### **3.1.2 Explanatory notes and analysis of budgeted financial statements**

PWSS' budget statements have been prepared on an accrual accounting basis, having regard to the Statement of Accounting concepts, and in accordance with:

- Finance Reporting Rules (FRR); and
- Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB).

PWSS' estimated actual, budgeted and forward estimate financial statements are expected to stabilise as the entity consolidates its operations.

PWSS received funding through annual appropriation for ongoing programs. Staffing costs to support Parliamentarians and their staff account for the majority of departmental expenses with entitlements under the Enterprise Agreement for Parliamentarians and their staff accounting for the majority of Administered expenses.

Differences between 2023-24 and 2024-25 were created by part year appropriations and expenses recognised by former entities. The figures for the 2023-24 financial year should be read in conjunction with the Australian Public Service Commission and the Department of Finance financial statements.

### 3.2. Budgeted financial statements tables

**Table 3.1: Comprehensive income statement (showing net cost of services) for the period ended 30 June**

	2023-24	2024-25	2025-26	2026-27	2027-28
	Estimated actual	Budget	Forw ard estimate	Forw ard estimate	Forw ard estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>EXPENSES</b>					
Employee benefits	3,349	4,567	5,577	6,242	6,247
Suppliers	8,205	12,244	6,273	6,483	6,178
<b>Total expenses</b>	<b>11,554</b>	<b>16,811</b>	<b>11,850</b>	<b>12,725</b>	<b>12,425</b>
<b>LESS:</b>					
<b>OWN-SOURCE INCOME</b>					
Own-source revenue					
<b>Total own-source income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net (cost of)/contribution by services</b>	<b>(11,554)</b>	<b>(16,811)</b>	<b>(11,850)</b>	<b>(12,725)</b>	<b>(12,425)</b>
Revenue from Government	11,554	16,811	11,850	12,725	12,425
<b>Surplus/(deficit) attributable to the Australian Government</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>OTHER COMPREHENSIVE INCOME</b>					
Total other comprehensive income	-	-	-	-	-
<b>Total comprehensive income/(loss)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income/(loss) attributable to the Australian Government</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2: Budgeted departmental balance sheet (as at 30 June)**

	2023-24 Estimated actual \$'000	2024-25 Budget \$'000	2025-26 Forw ard estimate \$'000	2026-27 Forw ard estimate \$'000	2027-28 Forw ard estimate \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
<i>Total financial assets</i>	-	-	-	-	-
<b>Non-financial assets</b>					
Land and buildings	2,800	2,800	2,800	2,800	2,800
Property, plant and equipment	635	737	839	942	1,047
<i>Total non-financial assets</i>	<b>3,435</b>	<b>3,537</b>	<b>3,639</b>	<b>3,742</b>	<b>3,847</b>
<b>Total assets</b>	<b>3,435</b>	<b>3,537</b>	<b>3,639</b>	<b>3,742</b>	<b>3,847</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
<i>Total payables</i>	-	-	-	-	-
<b>Interest bearing liabilities</b>					
<i>Total interest bearing liabilities</i>	-	-	-	-	-
<b>Provisions</b>					
<i>Total provisions</i>	-	-	-	-	-
<b>Total liabilities</b>	-	-	-	-	-
<b>Net assets</b>	<b>3,435</b>	<b>3,537</b>	<b>3,639</b>	<b>3,742</b>	<b>3,847</b>
<b>EQUITY*</b>					
<b>Parent entity interest</b>					
Contributed equity	3,435	3,537	3,639	3,742	3,847
<i>Total parent entity interest</i>	<b>3,435</b>	<b>3,537</b>	<b>3,639</b>	<b>3,742</b>	<b>3,847</b>
<b>Attributed to non-controlling interest</b>					
<i>Total non-controlling interest</i>	-	-	-	-	-
<b>Total equity</b>	<b>3,435</b>	<b>3,537</b>	<b>3,639</b>	<b>3,742</b>	<b>3,847</b>

Prepared on Australian Accounting Standards basis.

\*Equity is the residual interest in assets after the deduction of liabilities.

**Table 3.3: Departmental statement of changes in equity – summary of movement (Budget year 2024-25)**

	Retained earnings	Asset revaluation reserve	Other reserves	Contributed equity/capital	Total equity
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance as at 1 July 2024</b>					
Balance carried forward from previous period	-	-	-	3,435	3,435
<b>Adjusted opening balance</b>	-	-	-	<b>3,435</b>	<b>3,435</b>
<b>Transactions with owners</b>					
<b>Contributions by owners</b>					
Departmental Capital Budget (DCB)	-	-	-	102	102
<b>Sub-total transactions with owners</b>	-	-	-	<b>102</b>	<b>102</b>
<b>Estimated closing balance as at 30 June 2025</b>	-	-	-	<b>3,537</b>	<b>3,537</b>
Less: non-controlling interests	-	-	-	-	-
<b>Closing balance attributable to the Australian Government</b>	-	-	-	<b>3,537</b>	<b>3,537</b>

Prepared on Australian Accounting Standards basis.

**Table 3.4: Budgeted departmental statement of cash flows (for the period ended 30 June)**

	2023-24 Estimated actual \$'000	2024-25 Budget \$'000	2025-26 Forw ard estimate \$'000	2026-27 Forw ard estimate \$'000	2027-28 Forw ard estimate \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations	11,554	16,811	11,850	12,725	12,425
<b>Total cash received</b>	<b>11,554</b>	<b>16,811</b>	<b>11,850</b>	<b>12,725</b>	<b>12,425</b>
<b>Cash used</b>					
Employees	3,349	4,567	5,577	6,242	6,247
Suppliers	8,205	12,244	6,273	6,483	6,178
<b>Total cash used</b>	<b>11,554</b>	<b>16,811</b>	<b>11,850</b>	<b>12,725</b>	<b>12,425</b>
<b>Net cash from/(used by) operating activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash used</b>					
Purchase of property, plant and equipment and intangibles	3,435	102	102	103	105
<b>Total cash used</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>
<b>Net cash from/(used by) investing activities</b>	<b>(3,435)</b>	<b>(102)</b>	<b>(102)</b>	<b>(103)</b>	<b>(105)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Contributed equity	3,435	102	102	103	105
<b>Total cash received</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>
<b>Net cash from/(used by) financing activities</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>
<b>Net increase/(decrease) in cash held</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	-	-	-	-	-
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared on Australian Accounting Standards basis.



**Table 3.5: Departmental capital budget statement (for the period ended 30 June)**

	2023-24 Estimated actual \$'000	2024-25 Budget \$'000	2025-26 Forw ard estimate \$'000	2026-27 Forw ard estimate \$'000	2027-28 Forw ard estimate \$'000
<b>NEW CAPITAL APPROPRIATIONS</b>					
Capital budget - Bill 1 (DCB)	3,435	102	102	103	105
<b>Total new capital appropriations</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>
<i>Provided for:</i>					
<i>Purchase of non-financial assets</i>	3,435	102	102	103	105
<b>Total items</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation - DCB (a)	3,435	102	102	103	105
<b>TOTAL</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total purchases	3,435	102	102	103	105
<b>Total cash used to acquire assets</b>	<b>3,435</b>	<b>102</b>	<b>102</b>	<b>103</b>	<b>105</b>

Prepared on Australian Accounting Standards basis.

(a) Includes purchases from current and previous years' Departmental Capital Budgets (DCBs).

**Table 3.6: Statement of departmental asset movements (Budget year 2024-25)**

	Buildings	Other property, plant and equipment	Total
	\$'000	\$'000	\$'000
<b>As at 1 July 2024</b>			
Gross book value	2,800	635	3,435
<b>Opening net book balance</b>	<b>2,800</b>	<b>635</b>	<b>3,435</b>
<b>Capital asset additions</b>			
<b>Estimated expenditure on new or replacement assets</b>			
By purchase - appropriation equity (a)	-	102	102
<b>Total additions</b>	<b>-</b>	<b>102</b>	<b>102</b>
<b>As at 30 June 2025</b>			
Gross book value	2,800	737	3,537
<b>Closing net book balance</b>	<b>2,800</b>	<b>737</b>	<b>3,537</b>

Prepared on Australian Accounting Standards basis.

(a) 'Appropriation equity' refers to equity injections appropriations provided through Appropriation Bill (No. 2) 2024-2025, including Collection Development Acquisition Budgets (CDABs).

**Table 3.7: Schedule of budgeted income and expenses administered on behalf of Government (for the period ended 30 June)**

	2023-24 Estimated actual \$'000	2024-25 Budget \$'000	2025-26 Forw ard estimate \$'000	2026-27 Forw ard estimate \$'000	2027-28 Forw ard estimate \$'000
<b>EXPENSES</b>					
Employee benefits		2,139	2,193	2,243	2,293
Suppliers		4,397	4,507	4,611	4,712
<b>Total expenses administered on behalf of Government</b>	-	<b>6,536</b>	<b>6,700</b>	<b>6,854</b>	<b>7,005</b>
<b>Net (cost of)/contribution by services</b>	-	<b>(6,536)</b>	<b>(6,700)</b>	<b>(6,854)</b>	<b>(7,005)</b>
<b>Total comprehensive income (loss) attributable to the Australian</b>	-	<b>(6,536)</b>	<b>(6,700)</b>	<b>(6,854)</b>	<b>(7,005)</b>

Prepared on Australian Accounting Standards basis.

**Table 3.8: Schedule of budgeted assets and liabilities administered on behalf of Government (as at 30 June)**

PWSS has no budgeted assets and liabilities administered on behalf of government.

**Table 3.9: Schedule of budgeted administered cash flows (for the period ended 30 June)**

	2023-24 Estimated actual \$'000	2024-25 Budget \$'000	2025-26 Forw ard estimate \$'000	2026-27 Forw ard estimate \$'000	2027-28 Forw ard estimate \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>	-	-	-	-	-
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
Suppliers	-	4,397	4,507	4,611	4,712
Employees	-	2,139	2,193	2,243	2,293
<b>Total cash used</b>	-	<b>6,536</b>	<b>6,700</b>	<b>6,854</b>	<b>7,005</b>
<b>Net cash from/(used by) operating activities</b>	-	<b>(6,536)</b>	<b>(6,700)</b>	<b>(6,854)</b>	<b>(7,005)</b>
<b>Net increase/(decrease) in cash held</b>	-	<b>(6,536)</b>	<b>(6,700)</b>	<b>(6,854)</b>	<b>(7,005)</b>
Cash and cash equivalents at beginning of reporting period	-	-	-	-	-
Cash from Official Public Account for:					
- Appropriations	-	6,536	6,700	6,854	7,005
<b>Total cash from Official Public Account</b>	-	<b>6,536</b>	<b>6,700</b>	<b>6,854</b>	<b>7,005</b>
<b>Cash and cash equivalents at end of reporting period</b>	-	<b>(6,536)</b>	<b>(6,700)</b>	<b>(6,854)</b>	<b>(7,005)</b>

Prepared on Australian Accounting Standards basis.

**Table 3.10: Schedule of administered capital budget statement (for the period ended 30 June) – Nil**

PWSS has no budgeted capital administered on behalf of government.

**Table 3.11: Statement of administered asset movements (Budget year 2024-25)**

PWSS has no budgeted non-financial asset administered on behalf of government.