



**Parliament of Australia**

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**Department of Parliamentary Services**

# **PORTFOLIO BUDGET STATEMENT 2004-05**

BUDGET INITIATIVES AND EXPLANATIONS OF  
APPROPRIATIONS SPECIFIED BY OUTCOMES AND OUTPUTS BY AGENCY

**BUDGET RELATED PAPER NO. 1.17C**

## **2004-2005 BUDGET PAPERS**

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### **Budget Speech**

- No. 1                    **Budget Strategy and Outlook 2004-05**
- Contains information on the economic and financial outlook, together with information on the fiscal strategy.
- No. 2                    **Budget Measures 2004-05**
- Provides a comprehensive statement on the budget expense, revenue and capital measures in the 2004-05 Budget.
- No. 3                    **Federal Financial Relations 2004-05**
- Provides information on Commonwealth's financial relations with the States, Territories and local government.
- No. 4                    **Agency Resourcing 2004-05**
- Contains information on resourcing for Commonwealth agencies (including the Appropriation Bills Nos. 1 and 2 and the Appropriation (Parliamentary Departments) Bill No. 1).

## **2004-2005 BUDGET RELATED PAPERS**

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- No. 1                    **Portfolio Budget Statements**
- Detailed information on the expected financial position of each Commonwealth Government agency for 2004-05.

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**Parliament of Australia**  
**Department of Parliamentary Services**

DPS ref: 04/375

6 May 2004

Mr President  
Mr Speaker

I hereby submit the Portfolio Budget Statement in support of the 2004-05 Budget for the Department of Parliamentary Services.

The Portfolio Budget Statement sets out:

- a) the Outcome and Outputs delivered by the department;
- b) the department's administered items;
- c) information on Budget measures affecting the department's Outcome; and
- d) the performance indicators to be used to assess performance against the department's Outcome.

Hilary Penfold QC  
Secretary



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# **PART A:**

# **USER GUIDE**



# USER GUIDE

## Introduction

The purpose of the 2004-05 Portfolio Budget Statement (PBS) is to inform Senators and Members of Parliament of the proposed allocation of resources to Outcomes by the Department of Parliamentary Services (DPS).

A key role of the PBS is to facilitate the understanding of proposed annual appropriations in Appropriation (Parliamentary Departments) Bill 2004-05. In this sense the PBS is officially a Budget Related Paper and is declared by the Appropriation Bills to be a 'relevant document' to the interpretation of the Bills according to section 15AB of the *Acts Interpretation Act 1901*.

The PBS provides information, explanation and justification to enable Parliament to understand the purpose of the Outcome proposed in the Bill.

## Structure of the Portfolio Budget Statement

The PBS is presented in three parts as outlined below.

### **Part A: User Guide**

Provides an introduction explaining the purpose of the PBS as well as information in relation to the structure of the document and the styles and conventions used.

### **Part B: Departmental Overview**

Provides a brief overview of the department and includes the Outcome Statement.

## **Part C: Budget Statement**

The total appropriation for the department is presented in four sections as outlined below.

### **Section 1: Overview, appropriations, and budget measures summary**

Section 1 provides a brief overview of the department, details departmental appropriations and summarises, where applicable, Budget measures. This section describes the link between the resources appropriated and their application to the Outputs that contribute to the achievement of the Outcome. Similarly, there is a description of the link between resources appropriated and their application to the administered items that the department manages on behalf of government to contribute to the achievement of the specified Outcome.

### **Section 2: Outcomes and Outputs information**

Section 2 provides a brief description of the specified Outcome and, where applicable, Budget measures. The section also provides details of resourcing, outlining both administered and departmental appropriations, how the Outputs contribute to the Outcome, performance information for the Outcome, Outputs and administered items, and planned evaluations. Upcoming competitive tendering and contracting that is of a material or sensitive nature is noted here.

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

Section 3 contains the budgeted financial statements in accrual format covering budget year, previous year and the three out-years for the department.

### **Section 4: Purchaser-provider and cost recovery arrangements**

Section 4 is presented in two parts. The first part discloses, where relevant, purchaser/provider arrangements that the department has entered into with other agencies. The second part discloses, where relevant, cost recovery arrangements according to the Commonwealth Cost Recovery Policy, and a summary of the department's Cost Recovery Impact Statement, where applicable.

A glossary is provided at the end of the document.

## Styles and conventions used

(a) The following notation may be used:

NEC/nec	not elsewhere classified
AEST	Australian Eastern Standard Time
-	nil
..	not zero, but rounded to zero
na	not applicable (unless otherwise specified)
nfp	not for publication
\$m	\$ million
\$b	\$ billion

(b) Figures in tables and in the text may be rounded. Figures in text are generally rounded to one decimal place, whereas figures in tables are generally rounded to the nearest thousand. Discrepancies in tables between totals and sums of components are due to rounding.

## Enquiries

Should you have any enquiries regarding this publication please contact Mr J. Walsh, Assistant Secretary, Corporate and Strategic Development on (02) 6277 8822.

A copy of this document can be located on the Australian Government Budget website at: <http://www.budget.gov.au>



# **PART B:**

# **DEPARTMENTAL OVERVIEW**





## Departmental overview

By resolution of both Houses in August 2003 (the House of Representatives on 14 August and the Senate on 18 August), the Department of Parliamentary Services (DPS) was established from 1 February 2004. The new department fulfils the functions of the former Department of the Parliamentary Reporting Staff (DPRS), Department of the Parliamentary Library (DPL) and Joint House Department (JHD).

These resolutions were based on a report commissioned in April 2002 by the former President and the Speaker from the Parliamentary Service Commissioner, Mr Andrew Podger AO, to review aspects of the parliamentary administration. Principally, these included security arrangements, management and corporate functions, centralisation of purchasing and other organisational issues identified during the review. Mr Podger's report was tabled on 23 October 2002, recommending among other things that a single department replace the three service departments.

On 27 November 2003, the President announced the appointment of Ms Hilary Penfold QC to the position of Secretary, DPS. Ms Penfold was engaged temporarily from 19 January 2004 and was appointed Secretary, DPS from 1 February 2004.

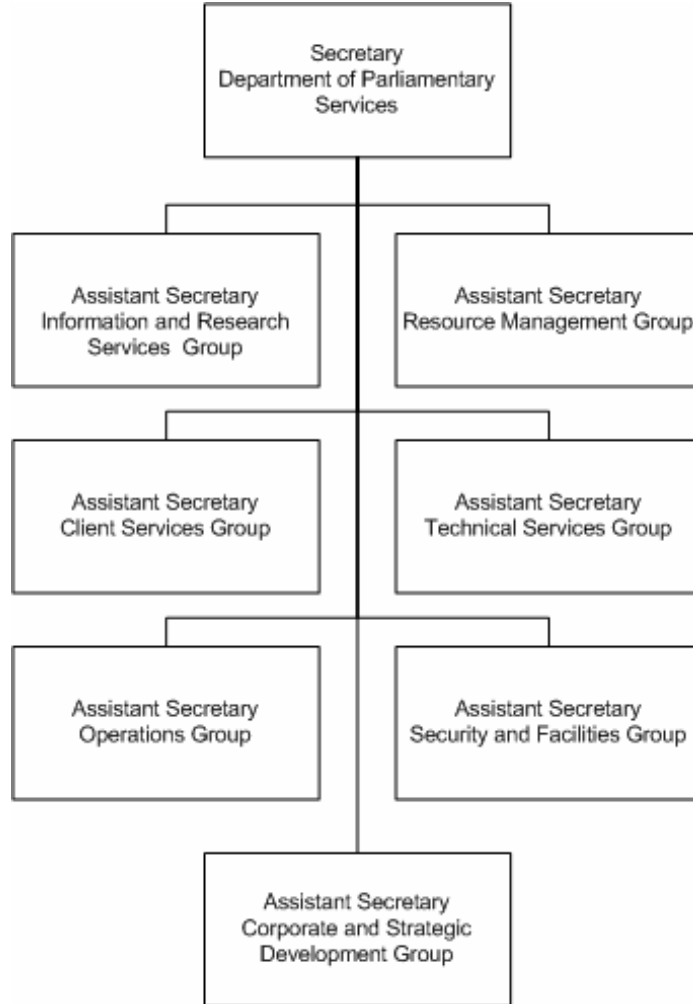
## Departmental outcome statement

The Presiding Officers have approved the following Outcome statement:

"Occupants of Parliament House are supported by integrated services and facilities, Parliament functions effectively and its work and building are accessible to the public."

## Departmental structure

The senior management structure of DPS is:



## Departmental services

DPS provides a diverse range of services to Senators, Members, other building users and the general public, including:

- information, access, analysis and advice services;
- integrated reporting, information technology, broadcasting and communication services;
- building, systems, landscape, artworks and furniture maintenance, engineering and other building support services;
- visitor services, including management of The Parliament Shop and the Guide Service;
- food, health and recreation, cleaning and other housekeeping services; and
- support services to DPS and other parliamentary departments.



# **PART C:**

# **BUDGET STATEMENT**



## Section 1: Overview, appropriations and budget measures summary

### **APPROPRIATIONS AND RESOURCING**

The total appropriation for the department in the 2004-05 Budget is \$132,331m.

Table 1.1 on the following page shows the total appropriations required by the department for 2004-05 to meet its Outcome, including Departmental and Administered expenses, price of Output appropriations and, where appropriate, Administered capital and Departmental equity injections and loans.

**DEPARTMENT OF PARLIAMENTARY SERVICES  
APPROPRIATIONS 2004-2005**

**Table 1.1: Appropriations and other revenue (\$'000)**

Outcome	Departmental (price of outputs) (\$'000)			Administered (\$'000)			Total appropriations (\$'000)		
	Revenue from Government (appropriations)			Revenue from other sources	Price of outputs	Annual appropriations		Special approps	Total administered appropriations
	Appropriation (Parliamentary Departments) Bill 2004-2005	Special approps	Total			Appropriation (Parliamentary Departments) Bill 2004-2005			
Parl-DPS01 <sup>1</sup>	93,224	Nil	93,224 85% <sup>3</sup>	16,807 <sup>2</sup>	110,031	10,600	Nil	10,600	120,631
<b>Departmental capital (equity injections and loans)</b>								Nil	
<b>Administered assets and liabilities</b>								11,700	
<b>TOTAL APPROPRIATIONS</b>								132,331	

<sup>1</sup> Outcome: Parl-DPS01- Occupants of Parliament House are supported by integrated services and facilities, Parliament functions effectively and its work and building are accessible to the public.

<sup>2</sup> Revenue from other sources includes other revenue from Government (resources free of charge) and receipts from independent sources. Receipts from independent sources is detailed in Table 1.3.

<sup>3</sup> Percentage figure indicates the percentage contribution of Revenue from Government (Departmental Appropriations) to the Total Price of Output, by outcome.



**Table 1.2: Summary of Measures disclosed in the 2004-05 Budget**

Measure	Outcome	Output groups affected	Appropriations budget 2004-05 (\$'000)			Appropriations forward estimate 2005-06 (\$'000)			Appropriations forward estimate 2006-07 (\$'000)			Appropriations forward estimate 2007-08 (\$'000)		
			Admin expenses	Dept outputs	Total	Admin expenses	Dept outputs	Total	Admin expenses	Dept outputs	Total	Admin expenses	Dept outputs	Total
Perimeter and other Security measures <sup>4</sup>	Parl-DPS01	Group 3	11,700	1,300	13,000	0	0	0	0	0	0	0	0	0
		Total	11,700	1,300	13,000	0	0	0	0	0	0	0	0	0

<sup>4</sup> Measure details: The Government will provide \$13 million in 2004-05 (including \$1.3 million in expense funding) to the Department of Parliamentary Services for the construction of a barrier system around the internal perimeter of Parliament Drive and for other security measures. The work is anticipated for completion by 31 March 2005.

The expense funding is for project management and other costs associated with security enhancements of Parliament House.

**Table 1.3: Receipts from independent sources**

	Estimated revenue 2003-04 \$'000	Estimated revenue 2004-05 \$'000
Electorate Office Support	1,409	1,448
Security	9,755	8,835
Sales Of Goods and Services	8,887	5,074
Sale of assets	10	22
Discount Received	100	81
Resources Received free of charge from other departments	4,976	1,347
<b>Total estimated revenue</b>	<b>25,137</b>	<b>16,807</b>

**Table 1.4: Estimates of Special Accounts Flows and Balances**

**Estimate - 2004-05, Heavy Figures**

*Estimated Actual - 2003-04. Light figures*

	Opening Balance <b>2004-05</b> <sup>(1)</sup> <i>2003-04</i> \$'000	Receipts <b>2004-05</b> <i>2003-04</i> \$'000	Payments <b>2004-05</b> <i>2003-04</i> \$'000	Closing Balance <b>2004-05</b> <i>2003-04</i> \$'000
<b>Special Accounts</b>				
Services for Other Governments and Non-Agency Bodies	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>	<b>Nil</b>
	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>	<i>Nil</i>
<b>Special Public Money</b>				
Comcare Trust Account	<b>20</b>	<b>111</b>	<b>121</b>	<b>10</b>
	<i>20</i>	<i>110</i>	<i>110</i>	<i>20</i>

Note 1 The Opening Balance for 2004-05 is the same as the closing balance for 2003-04

**ADMINISTERED CAPITAL AND DEPARTMENTAL EQUITY  
INJECTIONS AND LOANS**

The Government will provide funding of \$11.7m in 2004-2005 to DPS for the construction of a barrier system around the internal perimeter of Parliament Drive, and other security measures. The Government will also provide funding of \$1.3m in 2004-2005 to DPS for project management and other costs associated with security enhancements of Parliament House.

## Section 2: Outcomes and Outputs information

### **OUTCOMES AND OUTPUT GROUPS**

The chart below shows the relationship between the Outcome and Outputs for the department.

Table 2.1 shows how the 2004-2005 appropriation translates to total resourcing for the department's Outcome, revenue from Government (appropriations) for Outputs and total price of departmental Outputs.

### **Output cost attribution**

The department runs an activity-based costing system and uses a monthly stepdown method to allocate overheads. All corporate overheads are initially allocated to operational cost-centres. The corporate overheads are then allocated to cost-centre activities along with other cost-centre-specific overheads.

## RELATIONSHIP BETWEEN OUTCOME AND OUTPUTS

### OUTCOME

**Occupants of Parliament House are supported by integrated services and facilities, Parliament functions effectively and its work and building are accessible to the public.**

OUTPUT 1	OUTPUT 2	OUTPUT 3	ADMINISTERED ITEM
<p><b>Information and Research Services</b></p> <p>An effective knowledge centre for the Parliament through the provision of information, analysis and advice.</p> <p>1.1 Information, analysis and advice services to meet clients' needs.</p> <p>1.2 Access to collection sources for the use of Parliament.</p>	<p><b>Client and Technical Services</b></p> <p>Provision of client support, broadcasting, Hansard, and information and communication technology services.</p> <p>2.1 Client support, broadcasting and Hansard services.</p> <p>2.2 Information and communication technology and broadcasting support.</p>	<p><b>Building and Occupant Services</b></p> <p>An efficiently functioning, safe and secure environment for Senators, Members, other building occupants and visitors.</p> <p>3.1 Occupant services.</p> <p>3.2 Visitor services.</p> <p>3.3 Asset management services.</p>	<p><b>Works Programmes</b></p> <p>Preservation of the heritage value of Parliament House and surrounds.</p> <ul style="list-style-type: none"> <li>• Building</li> <li>• Furniture</li> <li>• Artworks</li> <li>• Gardens and landscapes</li> </ul>

## **CHANGES TO OUTCOME AND OUTPUTS**

DPS was created with effect from 1 February 2004. An Outcomes and Outputs structure was agreed by the Presiding Officers on 27 April 2004. The Outputs of DPS generally reflect the responsibilities of the three former departments it replaced.

## **OUTCOME DESCRIPTION**

DPS supports the parliamentary process by providing a wide range of asset management and personal services to all building occupants in a safe and secure working environment. The department also facilitates access for all Australians to the work of the Parliament, and has an important role in preserving the heritage value of Parliament House and its surrounds.

## **OUTCOME — RESOURCING**

Table 2.1 shows how the 2004-05 Budget appropriations translate to total resourcing for the Outcome, including administered expenses, revenue from government (appropriation), revenue from other sources, and the total price of Outputs.

**Table 2.1: Total Resources for Outcome 1 (\$'000)**

<b>Outcome</b> – Occupants of Parliament House are supported by integrated services and facilities, Parliament functions effectively and its work and building are accessible to the public.	<b>Estimated Actual 2003-04 \$'000</b>	<b>Budget 2004-05 \$'000</b>
<b>Administered appropriations</b>		
Asset replacement by appropriation	10,670	10,600
Asset replacement by equity injection	0	11,700
<b>Total revenue from other sources</b>	16	0
<b>Total administered appropriations</b>	<b>10,686</b>	<b>22,300</b>
<b>Departmental appropriations</b>		
Output Group 1 Information and Research Services		
Output 1.1 Information, analysis and advice services to meet clients' needs	14,407	15,782
Output 1.2 Access to collection sources for the use of Parliament	4,340	4,711
<b>Subtotal Output Group 1</b>	<b>18,747</b>	<b>20,493</b>
Output Group 2 Client and Technical Services		
Output 2.1 Client support, broadcasting and Hansard services	22,264	23,270
Output 2.2 Information and communication technology and broadcasting support	16,086	15,832
<b>Subtotal Output Group 2</b>	<b>38,350</b>	<b>39,102</b>
Output Group 3 Building And Occupant Services		
Output 3.1 Occupant Services	8,277	8,055
Output 3.2 Visitor Services	2,960	2,891
Output 3.3 Asset Management	24,139	22,683
<b>Subtotal Output Group 3</b>	<b>35,376</b>	<b>33,629</b>
<b>Total revenue from government (appropriations)</b>		
<b>Contributing to price of departmental outputs</b>	<b>92,473</b>	<b>93,224</b>
<b>Revenue from other sources</b>		
Sales of goods and services	20,051	15,357
Sale of assets	10	22
Other revenue	100	81
Resources provided free	4,976	1,347
<b>Total revenue from other sources</b>	<b>25,137</b>	<b>16,807</b>
<b>Total price of departmental outputs</b>	<b>117,610</b>	<b>110,031</b>
(Total revenue from government and other sources)		
<b>Total estimated resourcing for Outcome 1</b> (Total price of outputs and administered appropriations)	<b>128,296</b>	<b>132,331</b>
	<b>2003-04</b>	<b>2004-05</b>
Average operational staffing level (number)	897	878
Average capitalised staffing level (number)	25	25
<b>Total average staffing level (number)</b>	<b>922</b>	<b>903</b>



## PERFORMANCE INFORMATION FOR THE OUTCOME

### Outcome

Occupants of Parliament House are supported by integrated services and facilities, Parliament functions effectively and its work and building are accessible to the public.

Success	Performance Indicators
<b>Effectiveness</b>	DPS is reviewing the performance management system used to determine progress towards achieving its departmental Outcome. The current performance information used for this purpose is listed below.
Element	Performance Indicators
<b>Environmental</b>	<p><b>As Built</b></p> <ul style="list-style-type: none"> <li>• Building Condition Index</li> <li>• Engineering Systems Index</li> <li>• Furniture Condition Index</li> </ul> <p><b>External</b></p> <ul style="list-style-type: none"> <li>• Environmental Management System Index</li> <li>• Landscape Condition Index</li> <li>• Energy Consumption</li> </ul>
<b>Social</b>	<p><b>Stakeholder Communications</b></p> <ul style="list-style-type: none"> <li>• DPS Service Charter</li> <li>• Clients/stakeholders' satisfaction</li> </ul> <p><b>Community Support</b></p> <ul style="list-style-type: none"> <li>• Community Access</li> <li>• Design Integrity Index</li> <li>• Security Index</li> </ul> <p><b>Human Development/Workplace/OHS</b></p> <ul style="list-style-type: none"> <li>• Corporate Health Index</li> </ul>

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**Financial and  
Business Processes**

**Financial**

- DPS manages its funds within an agreed profile that includes the following:
  - Maintaining spending with internal budget limits
  - Salary & salary on-costs
  - Energy cost per m<sup>2</sup>
  - Maintenance cost per m<sup>2</sup>
- The value of improvement initiatives implemented

**Business processes**

- Achievement against DPS business/group/unit business plans
  - Service Delivery Index
-

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## Output 1 – Information and Research Services

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### Success

### Performance Indicator

Assessment by Senators and Members

Confidential, qualitative and quantitative client survey conducted each Parliament

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## 1.1 – Information, analysis and advice services to meet clients needs

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### Quality

High level of client satisfaction with requests (including general distribution products (GDPs), and media services

Percentage and number of clients satisfied that services are tailored to meet their needs, confidential and impartial.

Qualitative evaluation using:

- office visits;
  - comments in “bouquets and brickbats”;
  - peer review; and
  - focus groups with clients
- 

### Quantity

Client requests

Percentage change and number of:

- requests or transactions handled; and
- hours spent on requests, by type of request

GDPs

Percentage change and number of:

- requests or transactions handled; and
  - hours spent on requests, by type of request
- 

### Price

Cost-effective client requests

Cost:

- per request; and
- per hour

Cost-effective GDPs

Cost:

- per product; and
  - per hour
-

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## **1.2 – Access to collection sources for the use of Parliament**

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### **Quality**

High level of client satisfaction

Percentage and number of clients satisfied with the range of products, timeliness, relevant material (up to date and historic), accessibility and ability to find what they are looking for.

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### **Quantity**

Percentage change and number of client accesses to information, by type:

- borrowings, database searches and hits on electronic documents

Percentage change and number of resources:

- collection items acquired, database items added
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### **Price**

Cost-effective services    Price

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## **Output 2 – Client and Technical Services**

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### **2.1 – Client support, broadcasting and Hansard services**

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#### **Client Services**

##### **Quantity**

Client Services Output	Number of client services provided, by category: <ul style="list-style-type: none"><li>• Help desk calls</li><li>• Training services</li><li>• Client consultations</li></ul>
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##### **Client Services Price (cost)**

Cost-effective client services	Direct and full cost for client services, by category: <ul style="list-style-type: none"><li>• Help desk calls</li><li>• Training services</li><li>• Client consultations</li></ul>
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##### **Client Services Quality**

High level of client satisfaction	Number of clients satisfied or very satisfied with client services
Timely problem resolution	Number of service requests resolved within service standards

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##### **Broadcasting Quantity**

Broadcasting Output	Number of hours broadcast, by category: <ul style="list-style-type: none"><li>• Chambers</li><li>• Committees</li><li>• Client specific broadcast services</li></ul>
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**Broadcasting Price (cost)**

Cost-effective broadcasting	Direct and full cost per hour for broadcasting, by category: <ul style="list-style-type: none"><li>• Televised</li><li>• Audio only</li><li>• Client specific broadcast services</li></ul>
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**Broadcasting Quality**

High level of client satisfaction	Number of clients satisfied or very satisfied with broadcasting services
Community access to parliamentary proceedings	Number of access requests and hours broadcast, by category: <ul style="list-style-type: none"><li>• Internet access requests</li><li>• Hours broadcast</li></ul>

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**Transcription Quantity**

Transcription Output	Number of hours transcribed, by category: <ul style="list-style-type: none"><li>• Chambers</li><li>• Committees</li><li>• Client specific transcription services</li></ul>
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**Transcription Price (cost)**

Cost-effective transcription	Direct and full cost per hour for transcription, by category: <ul style="list-style-type: none"><li>• Chambers</li><li>• Committees</li><li>• Client specific transcription services</li></ul>
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**Transcription Quality**

High level of client satisfaction	Number of clients satisfied or very satisfied with transcription services
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Accurate transcription	Error rate by number of pages transcribed, as notified by clients, by category: <ul style="list-style-type: none"> <li>• Chambers</li> <li>• Committees</li> </ul>
Timely Transcription	Number of transcripts delivered within standard, by category: <ul style="list-style-type: none"> <li>• Chambers</li> <li>• Committees</li> </ul>
Community access to parliamentary proceedings	Number of access requests and transcripts disseminated, by category: <ul style="list-style-type: none"> <li>• Internet access requests</li> <li>• Transcripts disseminated</li> </ul>

## **2.2 – Information and communication technology and broadcasting support**

### **Quantity**

Reasonable Output	Number and percentage change in registered information technology users supported
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### **Price (cost)**

Cost-effective infrastructure	Full and average cost for: <ul style="list-style-type: none"> <li>• Information technology</li> <li>• Communications</li> </ul>
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### **Quality**

High level of system availability	Number and percentage of hours of system availability in: <ul style="list-style-type: none"> <li>• Information technology infrastructure (including servers and applications) during sitting days, non-sitting days and other times</li> <li>• Communications infrastructure (including telephones and facsimile) at all times</li> <li>• Broadcasting infrastructure (critical services including chamber and committee vision and audio services, division bells, general audio recording and the House Monitoring Service) on sitting days</li> </ul>
Projects meet quality standards and objectives	Projects are delivered on time, on budget, with clients satisfied with project deliverables Annual Quality Assurance certification

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## **Output 3 – Building and Occupant Services**

The former Joint House Department trialled measuring performance by a set of triple bottom line lead indicators that aggregate to the Outcome level and encompass Environmental, Social and Financial/Business Process considerations. These will be used again in 2004-2005 for this Output while the performance management system as a whole is being reviewed.

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### **3.1 – Occupant services**

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<b>Environmental</b>	<b>As built</b> <ul style="list-style-type: none"><li>• Percentage of planned Security asset replacement program achieved</li><li>• Percentage of Security systems planned maintenance achieved</li></ul>
<b>Social</b>	<b>Stakeholder communications</b> <ul style="list-style-type: none"><li>• Clients/stakeholders' satisfaction</li></ul> Community support: <ul style="list-style-type: none"><li>• Percentage of key actions achieved from Security Business Plan</li><li>• Percentage of Security validation program achieved</li></ul>
<b>Financial and Business Processes</b>	<b>Financial</b> <ul style="list-style-type: none"><li>• Relevant business unit contributions to managing DPS funds within an agreed profile that includes the following:<ul style="list-style-type: none"><li>○ Maintaining business unit spending with internal budget limits</li><li>○ Salary &amp; salary on-costs</li></ul></li><li>• The value of improvement initiatives implemented</li><li>• Return on Parliament Shop investment</li></ul> <b>Business processes</b> <ul style="list-style-type: none"><li>• Achievement against relevant business/group/unit business plans</li><li>• Achievement against general cleaning contractor's business plan</li><li>• Achievement against industrial cleaning contractor's business plan</li><li>• Achievement against catering contractor's business plan</li></ul>

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### 3.2 – Visitor services

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#### Social

#### Community support

- Number of visitors to Parliament House
- Number of school tours conducted

#### Stakeholder communications

- Clients/stakeholders' satisfaction
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#### Financial and Business Processes

#### Financial

- Contributions to managing DPS funds within an agreed profile that includes the following:
  - Maintaining business unit spending with internal budget limits
  - Salary & salary on-costs
- The value of improvement initiatives implemented
- Return on Parliament Shop investment

#### Business processes

- Achievement against Visitor Services business plan
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### 3.3 – Asset management services

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#### Environmental

#### As built:

- Condition/systems monitoring program
- Percentage of planned maintenance/conservation/replacement achieved
- Maintenance cost per m<sup>2</sup>
- All new work has a maintenance plan
- Achievement against contractor's cleaning business plan
- Works projects completed to required quality

#### External:

- Energy consumption
  - Greenhouse gas emissions
  - Water use – landscape
  - Water use – building
  - Recycling
  - Bio Diversity
  - Environmental incidents
  - Hazardous chemicals
-

<b>Social</b>	<p><b>Community support</b></p> <ul style="list-style-type: none"> <li>• Design integrity monitoring program</li> </ul> <p><b>Stakeholder communications</b></p> <ul style="list-style-type: none"> <li>• Clients/stakeholders' satisfaction</li> </ul>
<b>Financial and Business Processes</b>	<p><b>Financial</b></p> <ul style="list-style-type: none"> <li>• Relevant business unit contributions to managing DPS funds within an agreed profile that includes the following: <ul style="list-style-type: none"> <li>○ Maintaining business unit spending with internal budget limits</li> <li>○ Salary &amp; salary on-costs</li> <li>○ Energy cost per m<sup>2</sup></li> <li>○ Maintenance cost per m<sup>2</sup></li> </ul> </li> <li>• The value of improvement initiatives implemented</li> </ul> <p><b>Business processes</b></p> <ul style="list-style-type: none"> <li>• Achievement against relevant business group/unit business plans</li> </ul>

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**Administered Item – Works Programmes**

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**Environmental****As built**

- Building Condition Index
- Engineering Systems Index
- Furniture Condition Index
- Landscape Condition Index

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**Social****Community support**

- Design integrity Index

**Stakeholder communications**

- Clients/stakeholders' satisfaction

---

**Financial and  
Business Processes****Financial**

- DPS manages its administered funds within an agreed rolling program
-



## Section 3: Budgeted financial statements

### **ANALYSIS OF BUDGETED FINANCIAL STATEMENTS**

#### **Estimated Actual 2003-04**

Following resolutions of both Houses of Parliament in August 2003 it was resolved that the Joint House Department (JHD), Department of the Parliamentary Library (DPL) and Department of the Parliamentary Reporting Staff (DPRS) be abolished with effect from 31 January 2004 and a new joint services department, to be called the Department of Parliamentary Services (DPS), be established from 1 February 2004 to fulfil all the functions of the former joint departments.

The figures shown in the Estimated Actual column are the combined figures for the former joint departments to 31 January 2004 and the expected result for DPS for the five months to 30 June 2004. This approach allows readers to compare a full year's results for 2003-04 with the budget figures for 2004-05.

#### **Budgeted Departmental Financial Statements**

In the 2003-04 Budget, over \$6m was provided to the chamber departments for increased security at Parliament House. This increase in funding was recovered, from the 2004-05 year on, by a cut of \$1.2m to each of the then five Parliamentary Departments. \$3.6m in cuts has been applied to the DPS budget and this is reflected in a decrease in the 2004-05 suppliers budget.

In the context of the 2004-05 budget, the Expenditure Review Committee (ERC) provided for an increase in expense funding of \$1.3m to offset DPS security costs.

The figures showing as revenue from sales of goods and services and resources free of charge have been adjusted in the 2004-05 budget to reflect the reduction from the elimination of inter-agency entries resulting from the amalgamation. There has been a corresponding reduction in expenses for suppliers and resources free of charge.

At 30 June 2004, the employee provisions reflect amounts owing to staff for their accrued entitlements. The effect of the 27<sup>th</sup> pay, which will be paid in cash in 2004-05 but fully provided for in 2003-04, is reflected in the decrease in the employee provisions and the increase in cash paid to employees between 2003-04 and 2004-05.

## **Budgeted Administered Schedules**

In December 2000 the Department of Finance and Administration (Finance) and the Joint House Department entered into an administered asset replacement and refurbishment funding agreement. The agreement was based on a rolling five year program of works which is presented annually to Finance. Administered funding is not based on the annual depreciation charge on the administered assets. The agreement provided that funding would not lapse at year end, to reflect the nature of major building works. This mechanism allows DPS to fund \$21m in cash purchases of property plant and equipment in 2003-04 from an administered annual appropriation of \$10.670m.

ERC has approved an administered equity injection of \$11.7m in 2004-05 for the construction of a barrier system around the internal perimeter of Parliament Drive and for other associated security measures.

## **DEPARTMENTAL FINANCIAL STATEMENTS**

The following budgeted financial statements for DPS are presented in this section. The budgeted financial statements will form the basis of the financial statements that will appear in the department's 2004-2005 Annual Report and will be included in the Whole of Government Accounts.

### **3.1 Budgeted Departmental Statement of Financial Performance**

This statement provides a picture of the expected financial results for the department by identifying full accrued expenses and revenues, which highlights whether the department is operating at a sustainable level.

### **3.2 Budgeted Departmental Statement of Financial Position**

This statement shows the financial position of the department. It helps decision-makers to track the management of the department's assets and liabilities.

### **3.3 Budgeted Departmental Statement of Cash Flows**

Budgeted cash flows, as reflected in the statement of cash flows, provides important information on the extent and nature of cash flows by categorising them into expected cash flows from operating activities, investing activities and financing activities.

### **3.4 Departmental Capital Budget Statement**

Shows all planned departmental capital expenditure (capital expenditure on non-financial assets), whether funded either through capital appropriations for additional equity or borrowings, or from funds from internal sources.

### **3.5 Departmental Non Financial Assets – Summary of Movement**

Shows budgeted acquisitions and disposals of non-financial assets during the budget year.

## **SCHEDULE OF ADMINISTERED ACTIVITY**

### **3.6 Schedule of Budgeted Revenues and Expenses Administered on behalf of Government**

### **3.7 Schedule of Budgeted Assets and Liabilities Administered on behalf of Government**

### **3.8 Schedule of Budgeted Administered Cash Flows**

### **3.9 Schedule of Administered Capital Budget**

### **3.10 Schedule of Administered Non-financial Assets – Summary of Movement**

**Table 3.1 Budgeted Departmental Statement of Financial Performance**

*for the period ended 30 June*

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>REVENUE</b>					
<b>Revenues From Ordinary Activities</b>					
Revenue from Government	92,473	93,224	92,211	93,403	95,153
Sales of goods and services	20,051	15,357	17,099	17,559	17,895
Revenue from sale of assets	10	22	22	22	22
Other	100	81	100	100	100
Resources free	4,976	1,347	1,358	1,369	1,391
<b>Revenues from ordinary activities</b>	<b>117,610</b>	<b>110,031</b>	<b>110,790</b>	<b>112,453</b>	<b>114,561</b>
<b>EXPENSES</b>					
<b>Expenses from Ordinary Activities (Excluding Borrowing Costs Expense)</b>					
Employees	59,023	60,101	60,930	62,649	63,790
Suppliers	38,383	32,705	32,192	32,333	32,987
Resources free	4,976	1,347	1,358	1,369	1,391
Depreciation and amortisation	15,732	15,878	16,310	16,102	16,393
Other	0	0	0	0	0
<b>Expenses from Ordinary Activities (Excluding Borrowing Cost Expense)</b>	<b>118,114</b>	<b>110,031</b>	<b>110,790</b>	<b>112,453</b>	<b>114,561</b>
Borrowing cost expense	0	0	0	0	0
<b>Operating Surplus or (Deficit) From Ordinary Activities</b>	<b>-504</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Gain or loss on extraordinary items	0	0	0	0	0
<b>Net Surplus or (Deficit)</b>	<b>-504</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



**Table 3.2 Budgeted Departmental Statement of Financial Position  
as at 30 June**

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash	2,610	2,610	2,610	2,610	2,610
Receivables	1,301	804	799	804	802
Accrued revenue	18,573	18,340	18,523	19,220	21,588
<b>Total Financial Assets</b>	<b>22,484</b>	<b>21,754</b>	<b>21,932</b>	<b>22,634</b>	<b>25,000</b>
<b>Non-financial assets</b>					
Infrastructure, plant & equipment	42,656	41,022	41,426	41,305	40,211
Inventories	234	187	187	187	187
Intangibles	13,162	13,898	13,547	13,914	13,454
Other non-financial assets	950	910	922	935	947
<b>Total Non-Financial assets</b>	<b>57,002</b>	<b>56,017</b>	<b>56,082</b>	<b>56,341</b>	<b>54,799</b>
<b>Total Assets</b>	<b>79,486</b>	<b>77,771</b>	<b>78,014</b>	<b>78,975</b>	<b>79,799</b>
<b>LIABILITIES</b>					
<b>Provisions</b>					
Employees	17,019	16,565	17,286	18,236	19,051
Other Provisions	1,522	450	0	0	0
<b>Total Provisions</b>	<b>18,541</b>	<b>17,015</b>	<b>17,286</b>	<b>18,236</b>	<b>19,051</b>
<b>Payables</b>					
Suppliers	2,771	2,582	2,554	2,565	2,574
<b>Total Liabilities</b>	<b>21,312</b>	<b>19,597</b>	<b>19,840</b>	<b>20,801</b>	<b>21,625</b>
<b>EQUITY</b>					
Contributed Equity	2,098	2,098	2,098	2,098	2,098
Reserves	49,411	49,411	49,411	49,411	49,411
Retained surpluses or accumulated deficits	6,665	6,665	6,665	6,665	6,665
<b>Total Equity</b>	<b>58,174</b>	<b>58,174</b>	<b>58,174</b>	<b>58,174</b>	<b>58,174</b>
<b>Total Equity and Liabilities</b>	<b>79,486</b>	<b>77,771</b>	<b>78,014</b>	<b>78,975</b>	<b>79,799</b>
<b>Total Assets and Liabilities by Maturity</b>					
<b>Current Assets</b>	<b>22,484</b>	<b>21,754</b>	<b>21,932</b>	<b>22,634</b>	<b>25,000</b>
<b>Non-Current Assets</b>	<b>57,002</b>	<b>56,017</b>	<b>56,082</b>	<b>56,341</b>	<b>54,799</b>
<b>Current Liabilities</b>	<b>14,055</b>	<b>12,971</b>	<b>12,926</b>	<b>13,507</b>	<b>14,005</b>
<b>Non-Current Liabilities</b>	<b>7,257</b>	<b>6,626</b>	<b>6,914</b>	<b>7,294</b>	<b>7,620</b>

**Table 3.3 Budgeted Departmental Statement of Cash Flows  
for the period ended 30 June**

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash Received</b>					
Appropriations	86,701	93,459	92,028	92,706	92,785
Sales of goods and services	21,597	16,224	18,315	19,311	19,692
GST Refunds	2,663	3,125	2,982	2,887	2,756
<b>Total cash received</b>	<b>110,961</b>	<b>112,808</b>	<b>113,325</b>	<b>114,904</b>	<b>115,233</b>
<b>Cash used</b>					
Employees	58,304	60,555	60,209	61,699	62,975
Suppliers	42,815	37,295	36,774	36,879	37,441
<b>Total cash used</b>	<b>101,119</b>	<b>97,850</b>	<b>96,983</b>	<b>98,578</b>	<b>100,416</b>
<b>Net cash from operating activities</b>	<b>9,842</b>	<b>14,958</b>	<b>16,342</b>	<b>16,326</b>	<b>14,817</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	10	22	22	22	22
<b>Total cash received</b>	<b>10</b>	<b>22</b>	<b>22</b>	<b>22</b>	<b>22</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	13,721	14,980	16,364	16,348	14,839
<b>Total cash used</b>	<b>13,721</b>	<b>14,980</b>	<b>16,364</b>	<b>16,348</b>	<b>14,839</b>
<b>Net cash used by investing activities</b>	<b>13,711</b>	<b>14,958</b>	<b>16,342</b>	<b>16,326</b>	<b>14,817</b>
<b>Net increase/decrease in cash held</b>	<b>-3,870</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Cash at the beginning of the reporting period	6,480	2,610	2,610	2,610	2,610
Cash at the end of the reporting period	2,610	2,610	2,610	2,610	2,610

**Table 3.4 Departmental Capital Budget Statement**

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Total equity injections	0	0	0	0	0
Total loans	0	0	0	0	0
<b>Represented by:</b>					
Purchase of non-financial assets	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	0	0	0	0	0
<b>PURCHASE OF NON- CURRENT ASSETS</b>					
Funded by capital appropriations	0	0	0	0	0
Funded internally by Departmental resources	13,721	14,980	16,364	16,348	14,839

**Table 3.5 Departmental Non-Financial Assets**  
**Summary of Movement (Budget year 2004-05)**

	Other infrastructure plant and equipment \$'000	Computer software \$'000	Total \$'000
Carrying amount at start of year	42,656	13,162	55,818
Additions	9,785	5,195	14,980
Disposals	0	0	0
Revaluations	0	0	0
Depreciation/amortisation expense	-11,419	-4,459	-15,878
Carrying amount at end of year	41,022	13,898	54,920
<b>Represented By:</b>			
Self funded	9,785	5,195	14,980
Appropriations	0	0	0
<b>Total Represented By:</b>	9,785	5,195	14,980

**Table 3.6 Schedule of Budgeted Revenues and Expenses  
Administered on Behalf of the Government**

*for the period ended 30 June*

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward Estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>REVENUE</b>					
<b>Non-Taxation (Revenues From Government)</b>					
Revenue from Government	10,670	10,600	8,930	8,930	8,930
Revenue from sale of assets	16	0	0	0	0
<b>Total Non-Taxation</b>	<b>10,686</b>	<b>10,600</b>	<b>8,930</b>	<b>8,930</b>	<b>8,930</b>
<b>EXPENSES</b>					
Depreciation and amortisation	36,718	37,390	37,681	37,918	38,205
Value of Assets Sold	0	0	0	0	0
Other	0	0	0	0	0
<b>Total Expenses Administered on Behalf of Government</b>	<b>36,718</b>	<b>37,390</b>	<b>37,681</b>	<b>37,918</b>	<b>38,205</b>

**Table 3.7 Schedule of Budgeted Assets and Liabilities  
Administered on Behalf of the Government**

*as at 30 June*

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward Estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Receivables	175	186	74	74	74
<b>Total Financial Assets</b>	175	186	74	74	74
<b>Non-financial assets</b>					
Land and Buildings	1,331,307	1,321,821	1,299,483	1,276,951	1,254,175
Infrastructure, plant & equipment	26,931	20,417	13,844	7,228	569
Heritage and cultural assets	84,967	85,877	86,037	86,197	86,357
<b>Total non-financial assets</b>	1,443,205	1,428,115	1,399,364	1,370,376	1,341,101
<b>Total Assets Administered on Behalf of the Government</b>	1,443,380	1,428,301	1,399,438	1,370,450	1,341,175
<b>LIABILITIES</b>					
<b>Provisions</b>					
Other Provisions	269	280	168	168	168
<b>Total Liabilities Administered on Behalf of the Government</b>	269	280	168	168	168

**Table 3.8 Schedule of Budgeted Administered Cash Flows  
for the period ended 30 June**

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash Received</b>					
GST Input Credits	1,971	2,219	1,005	893	893
Cash from Official Public Account - Appropriations	20,987	10,600	8,930	8,930	8,930
<b>Total cash received</b>	<b>22,958</b>	<b>12,819</b>	<b>9,935</b>	<b>9,823</b>	<b>9,823</b>
<b>Cash used</b>					
Cash to Official Public Account	0	0	0	0	0
Suppliers	2,099	2,230	893	893	893
<b>Total cash used</b>	<b>2,099</b>	<b>2,230</b>	<b>893</b>	<b>893</b>	<b>893</b>
<b>Net cash used by operating activities</b>	<b>20,859</b>	<b>10,589</b>	<b>9,042</b>	<b>8,930</b>	<b>8,930</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	0	0	0	0	0
<b>Total cash received</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	20,987	22,300	8,930	8,930	8,930
<b>Total cash used</b>	<b>20,987</b>	<b>22,300</b>	<b>8,930</b>	<b>8,930</b>	<b>8,930</b>
<b>Net cash used by investing activities</b>	<b>(20,987)</b>	<b>(22,300)</b>	<b>(8,930)</b>	<b>(8,930)</b>	<b>(8,930)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
GST Annotations from DoFA	2,096	2,230	893	893	893
Equity Injection	0	11,700	0	0	0
<b>Total cash received</b>	<b>2,096</b>	<b>13,930</b>	<b>893</b>	<b>893</b>	<b>893</b>
<b>Cash used</b>					
GST Refunds to DoFA	1,968	2,219	1,005	893	893
<b>Total cash used</b>	<b>1,968</b>	<b>2,219</b>	<b>1,005</b>	<b>893</b>	<b>893</b>
<b>Net cash used by financing activities</b>	<b>128</b>	<b>11,711</b>	<b>(112)</b>	<b>0</b>	<b>0</b>
<b>Net increase/decrease in cash held</b>					
Cash at the beginning of the reporting period	0	0	0	0	0
Cash at the end of the reporting period	0	0	0	0	0

**Table 3.9 Schedule of Administered Capital Budget**

	Estimated actual 2003/04 \$'000	Budget estimate 2004/05 \$'000	Forward Estimate 2005/06 \$'000	Forward estimate 2006/07 \$'000	Forward estimate 2007/08 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Administered Capital	0	11,700	0	0	0
<b>Represented by:</b>					
Purchase of non-financial assets	0	11,700	0	0	0
Other	0	0	0	0	0
<b>Total</b>	0	11,700	0	0	0
<b>PURCHASE OF NON- FINANCIAL ASSETS</b>					
Funded by capital appropriation	0	11,700	0	0	0
Funded internally by Departmental resources	20,987	10,600	8,930	8,930	8,930



**Table 3.10 Schedule of Administered Non-Financial Assets**

**Summary of Movement (Budget year 2004-05)**

	Land	Buildings	Infrastructure Plant and Equipment	Heritage Assets	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at start of year	22,500	1,308,807	26,931	84,967	1,443,205
Additions	0	21,152	238	910	22,300
Disposals	0	0	0	0	0
Depreciation/amortisation expense	0	(30,638)	(6,752)	0	(37,390)
Accumulated depreciation - disposals	0	0	0	0	0
Carrying amount at end of year	22,500	1,299,321	20,417	85,877	1,428,115
<b>Total additions</b>	0	21,152	238	910	22,300

## **NOTES TO THE FINANCIAL STATEMENTS**

### **Departmental Financial Statements and Schedule of Administered Activity**

Under the Australian Government's accrual-based budgeting framework, and consistent with Australian Accounting Standards, transactions that agencies control (departmental transactions) are separately budgeted for and reported on from transactions agencies do not have control over (Administered transactions). This ensures that agencies are only held fully accountable for the transactions over which they have control.

- Departmental items are those assets, liabilities, revenues and expenses in relation to an agency or authority that are controlled by the agency. Departmental expenses include employee and supplier expenses and other administrative costs, which are incurred by the agency in providing its goods and services.
- Administered items are revenues, expenses, assets and liabilities that are managed by an agency or authority on behalf of the Government according to set Government directions. Administered expenses include subsidies, grants and personal benefit payments and Administered revenues include taxes, fees, fines and excises.

### **Appropriations in the accrual budgeting framework**

Under the Australian Government's accrual budgeting framework, separate annual appropriations are provided for:

- Departmental price of outputs appropriations: representing the Government's funding for outputs from agencies,
- Departmental capital appropriations: for investments by the Government for either additional equity or loans in agencies,
- Administered expense appropriations: for the estimated Administered expenses relating to an existing outcome, a new outcome or a Specific Purpose Payment to the states; and
- Administered capital appropriations: for increases in Administered equity through funding non-expense Administered payments.

Special appropriations fund the majority of payments from the Consolidated Revenue Fund (especially those that are entitlement-driven or involve transfers to State governments).

### **Asset valuation**

From 1 July 2002 Commonwealth agencies and authorities are required to use either the cost basis or the fair value basis to measure Property, Plant and Equipment. The shift from the deprival method of valuation to fair value should occur gradually over a three-year period. Fair value essentially reflects the current market value of an asset.

## Section 4: Purchaser-provider and cost recovery arrangements

### **PURCHASER-PROVIDER ARRANGEMENTS**

#### **Cross agency overview**

DPS has purchaser-provider arrangements with the Chamber departments of the Parliament for the provision of security services, and with the Department of Finance and Administration (Finance) for the provision of information technology support to electorate offices.

#### **Security**

In their respective chambers on 11 November 2002, the Presiding Officers indicated their agreement in principle to a centralised security operation being created in the Joint House Department, as recommended by the Parliamentary Service Commissioner in his review. The Joint House Department was subsequently abolished along with the Department of the Parliamentary Library and the Department of the Parliamentary Reporting Staff and replaced with DPS.

All security staff previously employed by the Departments of the Senate and House of Representatives have been transferred to DPS, with funding being channelled through the Chamber departments. The purchaser/provider arrangement is governed by a Memorandum of Understanding between the Chamber departments and DPS.

The estimated revenue for security services for the 2004-2005 financial year is estimated at \$8.835m.

#### **Electorate Office support**

The Presiding Officers and the Special Minister of State signed an agreement on 14 May 2003 in respect of IT support to Senators and Members and their staff in electorate offices on behalf of Finance, who will meet agreed costs to provide this support.

Under this agreement:

- DPS and Finance will be jointly responsible for information technology strategy and infrastructure for Parliament House, electorate offices and mobile use;

- DPS (in consultation with Finance) will develop and maintain the Standard Operating Environment which will be used in Parliament House and electorate offices, and for mobile use;
- DPS will provide service desk and remote desktop support services; and
- Finance will engage external contractors to supply, maintain and support on-site hardware in electorate offices, to maintain communication links to Parliament House from electorate offices and to provide training services for electorate office staff.

Management Meetings, between Finance, DPS and the external contractor (Volante) responsible for managing the Services, will be held at least monthly. In these meetings, DPS and Finance:

- a. review procedures and processes and determine what improvements should be made to improve service delivery;
- b. review the impact of the On-site Provider on DPS's service delivery; and
- c. review the impact of the DPS on the On-site Provider's service delivery.

Six-monthly Executive Service Review Meetings are held between senior executive staff from Finance and DPS. The purpose of these meetings is to:

- a. review the previous six months service provision;
- b. review charges for the previous six months;
- c. verify whether objectives are being met;
- d. agree plans for the coming six months;
- e. address any significant procedural or operational issues; and
- f. review the level of DPS resourcing and service quality and performance to agree whether or not resource levels need to be adjusted up or down.

The cost of providing this service for the 2004-2005 financial year is estimated at \$1.448m.

## **COST RECOVERY ARRANGEMENTS**

DPS does not have any cost recovery arrangements.



## **GLOSSARY**

Accrual Accounting	System of accounting where items are brought to account and included in the financial statements as they are earned or incurred, rather than as they are received or paid.
Accumulated Depreciation	The aggregate depreciation recorded for a particular depreciating asset.
Administered Items	Expenses, revenues, assets or liabilities managed by agencies on behalf of the Commonwealth. Agencies do not control administered items. Administered expenses include grants, subsidies and benefits. In many cases, administered expenses fund the delivery of third party Outputs.
Additional estimates	Where amounts appropriated at Budget time are insufficient, Parliament may appropriate more funds to portfolios through the Additional Estimates Acts.
Additional Estimates Bills or Acts	These are Appropriation Bills 3 and 4, and a separate Bill for the Parliamentary Departments (Appropriations (Parliamentary Departments) Bill (No 2)). These Bills are introduced into Parliament after the Budget Bills.
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
Annual Appropriation	Two appropriation Bills are introduced into Parliament in May and comprise the Budget for the financial year beginning 1 July. Further Bills are introduced later in the financial year as part of the additional estimates. Parliamentary departments have their own appropriations.
Assets	Future economic benefits controlled by an entity as a result of past transactions or other past events.

Capital expenditure	Expenditure by an agency on capital projects, for example purchasing a building.
Consolidated Revenue Fund	Section 81 of the Constitution stipulates that all revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (CRF). The CRF is not a bank account. The Official Public Account reflects most of the operations of the CRF.
Departmental items	Assets, liabilities, revenues and expenses that are controlled by the agency in providing its Outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services and most employee expenses, supplier costs and other administrative expenses incurred.
Depreciation	Apportionment of an asset's capital value as an expense over its estimated useful life to take account of normal usage, obsolescence, or the passage of time.
Effectiveness indicators	Measures the joint or independent contribution of Outputs and administered items to the achievement of their specified Outcome.
Efficiency indicators	Measures the adequacy of an agency's management of its Outputs (and where applicable, administered items). Includes Price, Quality and Quantity indicators. The interrelationship between the three efficiency indicators of any one Output should be considered when judging efficiency.
Equity or Net Assets	Residual interest in the assets of an entity after deduction of its liabilities.
Expense	Total value of all of the resources consumed in producing goods and services or the loss of future economic benefits in the form of reductions in assets or increases in liabilities of an entity.



Fair value	Valuation methodology: The amount for which an asset could be exchanged, or a liability settled, between knowledgeable and willing parties in an arm's length transaction. The fair value can be affected by the conditions of the sale, market conditions and the intentions of the asset holder.
Intermediate Outcomes	More specific medium-term impacts (eg. trend data, targets or milestones) below the level of the planned Outcomes specified in the Budget. A combination of several intermediate Outcomes can at times be considered as a proxy for determining the achievement of Outcomes or progress towards Outcomes. (see <i>Outcomes</i> )
Liabilities	Future sacrifices of economic benefits that an entity is presently obliged to make to other entities as a result of past transactions or other past events.
Measure	A decision by the Cabinet or Ministers that has been finalised since the 2001-02 Budget and has resulted in a change in expenditure in the years 2002-03 to 2005-06.
Operating result	Equals revenue less expense.
Outcomes	The Government's objectives in each portfolio area. Outcomes are desired results, impacts or consequences for the Australian community as influenced by the actions of the Australian Government. Actual Outcomes are assessments of the end-results or impacts actually achieved.
Output Groups	A logical aggregation of agency Outputs, where useful, and based either on homogeneity, type of product, business line or beneficiary target group. Aggregation of Outputs may also be needed for the provision of adequate information for performance monitoring, or based on a materiality test.

Outputs	The goods and services produced by agencies on behalf of government for external organisations or individuals. Outputs also include goods and services for other areas of government external to the agency.
Price	One of the three key efficiency indicators. The amount the government or the community pays for the delivery of agreed Outputs.
Quality	One of the three key efficiency indicators. Relates to the characteristics by which customers or stakeholders judge an organisation, product or service. Assessment of quality involves use of information gathered from interested parties to identify differences between user's expectations and experiences.
Quantity	One of the three key efficiency indicators. Examples include: the size of an Output; count or volume measures; how many or how much.
Revenue	Total value of resources earned or received to cover the production of goods and services.
Special Account	Balances existing within the Consolidated Revenue Fund (CRF), that are supported by standing appropriations ( <i>Financial Management and Accountability (FMA) Act 1997, ss.20 and 21</i> ). Special accounts allow money in the CRF to be acknowledged as set aside (hypothecated) for a particular purpose. Amounts credited to a Special Account may only be spent for the purposes of the Special Account. Special Accounts can only be established by a written determination of the Finance Minister (s.20 FMA Act) or through an Act of Parliament (referred to in s.21 of the FMA Act).

Special Appropriations  
(including Standing  
Appropriations)

An amount of money appropriated by a particular Act of Parliament for a specific purpose and number of years. For special appropriations the authority to withdraw funds from the Consolidated Revenue Fund does not generally cease at the end of the financial year.

Standing appropriations are a sub-category consisting of ongoing special appropriations – the amount appropriated will depend on circumstances specified in the legislation.

