



Parliament of Australia

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Department of Parliamentary Services

# **PORTFOLIO BUDGET STATEMENT 2007-08**

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

**BUDGET RELATED PAPER NO. 1.18C**

<b>2007-08 BUDGET PAPERS</b>	
<b>Budget Speech</b>	
No. 1	<p><b>Budget Strategy and Outlook 2007-08</b></p> <p>Contains information on the economic and financial outlook, together with information on the fiscal strategy.</p>
No. 2	<p><b>Budget Measures 2007-08</b></p> <p>Provides a comprehensive statement on the budget expense, revenue and capital measures in the 2006-07 Budget.</p>
No. 3	<p><b>Federal Financial Relations 2007-08</b></p> <p>Provides information on the Australian Government's financial relations with the states, territories and local government.</p>
No. 4	<p><b>Agency Resourcing 2007-08</b></p> <p>Contains information on resourcing for Australian Government agencies (including the Appropriation Bills Nos. 1 and 2 and the Appropriation (Parliamentary Departments) Bill No. 1).</p>

<b>2007-08 BUDGET RELATED PAPERS</b>	
No. 1	<p><b>Portfolio Budget Statements</b></p> <p>Detailed information on the expected financial position of each Australian Government agency for 2007-08.</p>



Parliament of Australia

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Department of Parliamentary Services

# **PORTFOLIO BUDGET STATEMENT 2007-08**

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Parliament of Australia  
Department of Parliamentary Services

DPS ref: 06/2072

2 May 2007

Senator the Hon Paul Calvert  
President of the Senate  
Parliament House  
CANBERRA ACT 2600

Hon David Hawker MP  
Speaker of the House of Representatives  
Parliament House  
CANBERRA ACT 2600

Dear Mr President and Mr Speaker

**Portfolio Budget Statement 2007-08**

1 I hereby submit the Portfolio Budget Statement in support of the 2007-08 Budget for the Department of Parliamentary Services.

2 The Portfolio Budget Statement sets out:

- (a) the Outcome and Outputs delivered by the department;
- (b) the department's administered items; and
- (c) the performance indicators to be used to assess performance against the department's Outcome.

Yours sincerely

Hilary Penfold QC  
Secretary

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## **User guide to the portfolio budget statements**

### **Purpose of the Portfolio Budget Statements**

The purpose of the 2007-08 Portfolio Budget Statements (**PB Statements**) is to inform Senators and Members of Parliament of the proposed allocation of resources to Government outcomes by agencies within the portfolio. Agencies receive resources from the annual appropriations bills, special appropriations, standing appropriations (including special accounts), and revenue from other sources.

A key role of the PB Statements is to facilitate the understanding of proposed annual appropriations in Appropriation Bills No. 1 and No. 2 2007-08, or Appropriation Bill (Parliamentary Departments) No. 1 2007-08 for the parliamentary departments. In this sense the PB Statements are officially Budget Related Papers and are declared by the Appropriation Bills to be "relevant documents" to the interpretation of the Bills according to section 15AB of the *Acts Interpretation Act 1901*.

The PB Statements provide information, explanation and justification to enable Parliament to understand the purpose of each outcome proposed in the Bills.

As required under section 12 of the *Charter of Budget Honesty Act 1998*, non-general government sector entities are not consolidated into the Commonwealth general government sector fiscal estimates; accordingly, these entities are not reported in the PB Statements.



## How to read the PB Statements

The PB Statements are presented in three sections, aligned in several ways to the Budget Papers, as outlined below.

### User Guide to the Portfolio Budget Statements

An introduction, explaining the purpose of the PB Statements, the structure of the document, and styles and conventions used.

### Portfolio Overview

A brief overview of the portfolio. Portfolio outcomes are depicted in a chart outlining the structure of the outcomes to which the portfolio contributes. This includes information about Australian Government Indigenous Expenditures for the portfolio.

### Agency Budget Statements

For each agency within the portfolio, a budget statement is presented in five sections:

<b>Section 1: Overview</b>	A brief overview of the agency.
<b>Section 2: Resources</b>	A reconciliation of agency resourcing information from the <i>2006-07 Mid-Year Economic and Fiscal Outlook</i> to the 2007-08 Budget. Includes key changes to the agency's estimates and a table of appropriations and other revenue sources for both Administered and Departmental appropriations.
<b>Section 3: Outcomes</b>	A brief description of the agency's outcomes and, where applicable, Budget measures in summary form. Details the contribution of the agency's outputs to the outcome, performance information for the outcome(s), outputs and administered activities, and planned evaluations. Notes upcoming competitive tendering and contracting that is of a material or sensitive nature. Links the resources appropriated and their application to the agency's outputs and to Administered items.
<b>Section 4: Other reporting requirements</b>	Includes purchaser-provider and cost recovery components.
<b>Section 5: Budgeted financial statements</b>	The agency's budgeted financial statements in accrual format, covering the Budget year, the preceding year and three out years.
<b>Glossary</b>	Explains key terms.
<b>Index</b>	Alphabetical guide to the PB Statements.

## PB Statements and Budget Papers

Comprehensive information on all government decisions announced in the Budget is in Budget Paper No. 2, *Budget Measures 2007-08*. The PB Statements include Budget appropriations for this Budget in each agency's Table 2.2, 2007-08 Budget Measures.

The following chart shows the parts of PB Statements which relate to specific Budget papers.

Budget Paper	PB Statements
<b>Budget Paper No. 1: Budget Strategy and Outlook</b>	
<b>Statement 1: Fiscal Strategy and Budget Priorities</b> Overview of the fiscal and economic outlook	Portfolio structure (Agency) Overview (Agency) Resources for 2007-08
<b>Statement 2: Fiscal Outlook</b> Budget aggregates and variations to the fiscal balance estimates	(Agency) Resources for 2007-08
<b>Statement 10: AAS Financial Statements</b>	
Accrual financial statements for the general government sector	(Agency) Budgeted financial statements
<b>Budget Paper No. 2: Budget Measures</b>	
Budget revenue, expense and capital measures	(Agency) Resources for 2007-08
<b>Budget Paper No. 3: Federal Financial Relations</b>	
Information on the Australian Government's relations with States, Territories and local government, in particular, Specific Purpose Payments (SPPs)	(Agency) Resources for 2007-08 (Agency) Outcomes
<b>Budget Paper No. 4: Agency Resourcing</b>	
Resourcing for Australian Government agencies, including Appropriation Bills	(Agency) Resources for 2007-08

## **Departmental and administered items**

Under the Australian Government's accrual-based budgeting framework, and consistent with Australian Accounting Standards, transactions that agencies decide (departmental transactions) are separately budgeted for and reported on from transactions agencies make on behalf of others (administered transactions). This ensures that the transactions decided by agencies are reported separately from other transactions in their accounts.

### **Departmental items**

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**

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.

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

In the 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 to agencies or payments from previous years' outputs;
- 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 Territories; 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). The appropriation framework is discussed further in the introduction to *Budget Paper No. 4: Agency Resourcing 2007-08*.

## **Components of agency financial statements**

Reporting requirements for budgeted financial statements differ between agencies (for example, according to whether the agency participates in administered transactions). Therefore, not all agencies are required to report against all schedules.

The budgeted financial statements contain the estimates prepared in accordance with the requirements of the government's financial budgeting and reporting framework, including the principles of the Australian Accounting Standards and Statements of Accounting Concepts, as well as specific guidelines issued by the Department of Finance and Administration. They show the planned financial performance for the 2007-08 Budget year and each of the forward years from 2008-09 to 2010-11. The statements also include the estimated actual expenditure for 2006-07 for comparative purposes.

The schedules included in the budgeted financial statements for 2007-08 are as follows.

<b>Schedule</b>	<b>Purpose</b>
<b>Budgeted departmental income statement</b>	Shows the expected financial results for the agency. Identifies full accrual expenses and revenues, which highlights whether the agency is operating at a sustainable level.
<b>Budgeted departmental balance sheet</b>	The financial position of the agency. It helps decision makers to track the management of assets and liabilities.
<b>Budgeted departmental statement of cash flows</b>	Provides information on the extent and nature of cash flows by categorising them into expected cash flows from operating activities, investing activities and financing activities.
<b>Budgeted departmental statement of changes in equity – summary of movement</b>	Represents the movement of parent entity (the Commonwealth) interest in the agency. The statement has been prepared to reflect the net operating result, movements of capital return and additional capital injections from the Commonwealth.
<b>Departmental capital budget statement</b>	Shows all planned departmental capital expenditure (capital expenditure on non-financial assets), whether funded through capital appropriations for additional equity or borrowings, or from funds from internal sources.
<b>Departmental property, plant, equipment and intangibles – summary of movement</b>	Shows budgeted acquisitions and disposals of non-financial assets during the Budget year.
<b>Schedule of budgeted income and expenses administered on behalf of government</b>	Identifies the main revenues and expenses administered on behalf of government.
<b>Schedule of budgeted assets and liabilities</b>	Shows the assets and liabilities administered on behalf of

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<b>administered on behalf of government</b>	government.
<b>Schedule of budgeted administered cash flows</b>	Shows cash flows administered on behalf of government.
<b>Schedule of administered capital budget</b>	Shows details of planned administered capital expenditure.
<b>Schedule of administered property, plant, equipment and intangibles — summary of movement</b>	Discloses details of movements in administered non-financial assets.

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### **Abbreviations and conventions**

The following notation may be used:

NEC/nec	not elsewhere classified
-	nil
..	not zero, but rounded to zero
na	not applicable
nfp	not for publication
\$m	\$ million
\$b	\$ billion

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**

For further information about this publication please contact Ms Val Barrett, Assistant Secretary, Strategy and Business Services Branch, Department of Parliamentary Services, on (02) 6277 8812.

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

## **Departmental Overview**

### **Departmental responsibilities**

The Department of Parliamentary Services (**DPS**) provides direct support to the Australian Parliament. The department reports to the Presiding Officers of the Parliament (the President of the Senate, Senator the Hon Paul Calvert and the Speaker of the House of Representatives, the Hon David Hawker MP).

### **Departmental outcome statement**

The Presiding Officers have approved the following Outcome statement for the Department of Parliamentary Services:  
"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 services**

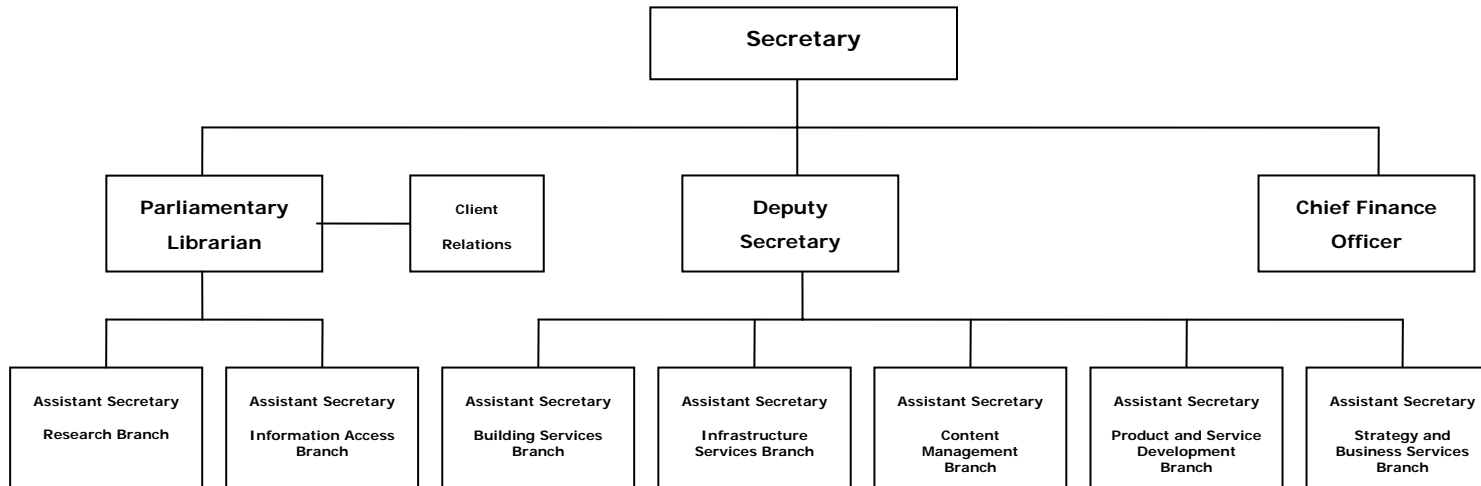
DPS provides a diverse range of services to Senators, Members, other building users and the general public, including:

- 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.

### **Departmental senior management structure**

The following chart shows the DPS senior management structure.

*Department of Parliamentary Services*





**Australian Government Indigenous Expenditures (AGIE)**

The Department of Parliamentary Services has no 2007-08 AGIE to report.

## **Budget Statement**

### **Section 1: Overview**

The Department of Parliamentary Services (**DPS**) provides a range of integrated services to support the operations of Parliament and occupants of Parliament House. DPS also facilitates access by the general public to the building and to the work of Parliament. These services are outlined in the Departmental Overview (page 1).

DPS also provides information technology services to electorate offices under a Memorandum of Understanding with the Department of Finance and Administration.

### **Section 2: Resources for 2007-08**

The total appropriation for the department in the 2007-08 Budget is \$134.553 million.

#### *2.1: Appropriations and other resources*

Table 2.1 shows the total resources from all origins for 2007-08, including appropriations. The table summarises how revenue will be applied by outcome, administered and departmental classification.

**Table 2.1: Appropriations and other resources 2007-08 ('000)**

<b>Department of Parliamentary Services</b>				
Agency Resourcing—2007-2008				
Departmental			Administered	Total
Appropriation (Parliamentary Departments)	Receipts <sup>2</sup>	Appropriation (Parliamentary Departments)		
Bill No. 1 \$'000	(a) \$'000	Bill No. 1 \$'000	\$'000	
<b>Parl-DPS01<sup>1</sup></b>				
Administered assets and liabilities	-	-	11,168	11,168
Appropriation	116,786	6,599	-	123,385
<b>TOTAL</b>	116,786	6,599	11,168	134,553

(a) Departmental receipts from other sources (ie other than appropriation amounts) that are available to be spent.

Notes:

1 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.

2 Refer to Table 2.2 for breakdown of significant items of revenue and the Budgeted Income Statement for application of revenue.

*Budget Statement—Resources—DPS*

*2.2: Other resources available to be used*

Table 2.2 provides details of resources obtained by the department for provision of goods and services. These resources are approved for use by the department and are included in Table 2.1.

**Table 2.2: Other resources available to be used**

	Estimated receipts 2006-07 \$'000	Budget estimate 2007-08 \$'000
<b>Departmental resources</b>		
Electorate office support (FMA Act s.31)	1,740	1,770
Parliament House shop sales (FMA Act s.31)	1,420	1,415
Rent (FMA Act s.31)	1,190	1,171
Other (FMA Act s.31)	2,218	2,236
Resources provided free of charge	178	179
<b>Total departmental other resources available to be used</b>	<b>6,746</b>	<b>6,771</b>

2.3 Movements in special accounts

Special accounts provide a means to set aside and record amounts used for specified purposes. Special Accounts can be created by a Finance Minister's Determination under the *Financial Management and Accountability Act 1997*. These Determinations may be disallowed by the Parliament. Special Accounts can also be established by the passage of separate legislation. Abolition of Special Accounts requires a Determination to be made by the Finance Minister or, for those Accounts established by legislation, by repeal of the legislation in whole or part. Table 2.3 shows the expected additions (credits) and reductions (debits) for each account used by DPS.

**Table 2.3: Estimates of special account flows and balances**

		Opening balance <b>2007-08</b> <i>2006-07</i>	Receipts <b>2007-08</b> <i>2006-07</i>	Payments <b>2007-08</b> <i>2006-07</i>	Adjustments <b>2007-08</b> <i>2006-07</i>	Closing balance <b>2007-08</b> <i>2006-07</i>
Outcome		\$'000	\$'000	\$'000	\$'000	\$'000
<b>Special accounts</b>						
Service for other Governments and Non-Agency Bodies (D)						
DPS01		<b>Nil</b> <i>Nil</i>	<b>Nil</b> <i>Nil</i>	<b>Nil</b> <i>Nil</i>	<b>Nil</b> <i>Nil</i>	<b>Nil</b> <i>Nil</i>
<b>Special public money</b>						
Comcare Trust Account (D)						
DPS01		<b>20</b> <i>58</i>	<b>220</b> <i>220</i>	<b>220</b> <i>258</i>	<b>-</b> <i>-</i>	<b>20</b> <i>20</i>
<b>Total special accounts and public money</b>						
<b>2007-08 Budget estimate</b>		<b>20</b>	<b>220</b>	<b>220</b>	<b>-</b>	<b>20</b>
Total special accounts and public money						
2006-07 estimate actual		<i>58</i>	<i>220</i>	<i>258</i>	<i>-</i>	<i>20</i>

(D) = Departmental

### **Section 3: Outcome**

This section explains how the resources identified in Section 2 will be used to deliver outputs and administered items to contribute to the outcome for the Department of Parliamentary Services.

#### *3.1: Summary of outcome, outputs and administered items*

##### **Output cost attribution**

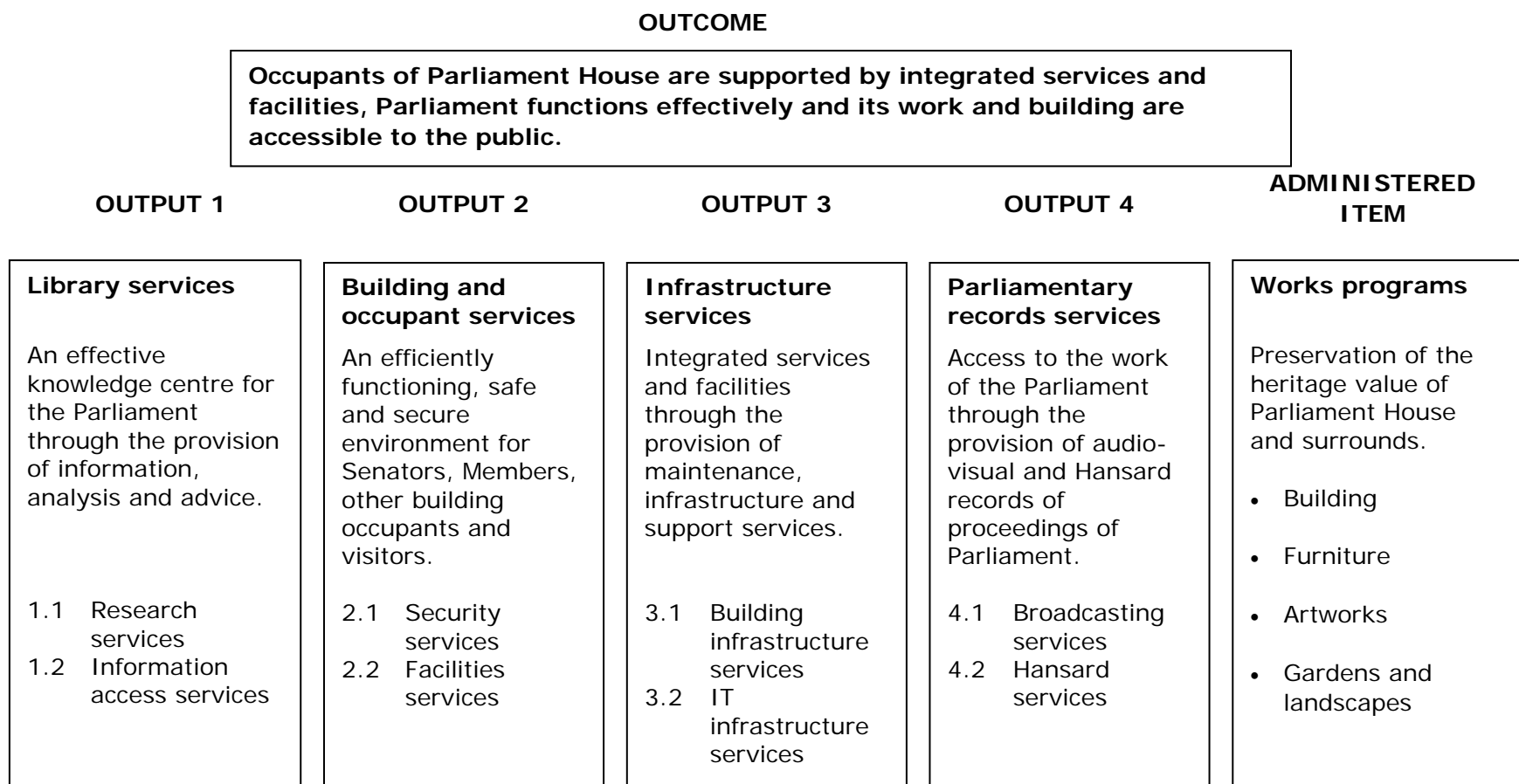
DPS manages with a branch structure that is aligned to the output structure. Each branch is made up of a number of cost centres that collect all direct operating costs, including depreciation, on an accrual basis. The internal overhead attribution process is completed in a number of steps. First, the costs of all corporate cost centres are allocated to sub-outputs. Then, the cost of providing internal services (ie IT, communications and accommodation) is attributed to those sub-outputs that receive the services. This methodology ensures the department reports the total cost of services provided to clients by each sub-output.

The relationship between activities of the Department of Parliamentary Services and the outcome is summarised in Figure 1.

#### *3.2: Outcome resourcing*

Table 3.1 shows how the 2007-08 Budget appropriations translate to total resourcing for the Outcome, including administered expenses, revenue from government (appropriation), revenue from other sources (Departmental) and the total price of outputs.

**Figure 1: Outcome and output groups and administered items**



*Budget Statement—Outcome—DPS*

**Table 3.1: Total resources for Outcome**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000
<b>Administered appropriations</b>		
Asset replacement	13,885	11,168
<b>Total administered appropriations</b>	<b>13,885</b>	<b>11,168</b>
<b>Departmental appropriations</b>		
Output Group 1 - Library services		
Output 1.1 - Research services	10,946	10,936
Output 1.2 - Information access services	9,380	9,755
<b>Subtotal Output Group 1</b>	<b>20,326</b>	<b>20,691</b>
<b>Departmental appropriations</b>		
Output Group 2 - Building and occupant services		
Output 2.1 - Security services	26,859	27,394
Output 2.2 - Facilities services	8,751	9,012
<b>Subtotal Output Group 2</b>	<b>35,610</b>	<b>36,406</b>
<b>Departmental appropriations</b>		
Output Group 3 - Infrastructure services		
Output 3.1 - Building infrastructure services	21,716	22,117
Output 3.2 - IT infrastructure services	21,628	21,760
<b>Subtotal Output Group 3</b>	<b>43,344</b>	<b>43,877</b>
<b>Departmental appropriations</b>		
Output Group 4 - Parliamentary records service		
Output 4.1 - Broadcasting services	4,780	4,940
Output 4.2 - Hansard services	10,800	10,872
<b>Subtotal Output Group 4</b>	<b>15,580</b>	<b>15,812</b>
<b>Total revenue from government (appropriations) contributing to price of departmental outputs</b>	<b>114,860</b>	<b>116,786</b>



*Budget Statement — Outcome —DPS*

<b>Other resources available to be used</b>		
Output 2.1	510	520
Output 2.2	3,320	3,400
Output 3.1	240	250
Output 3.2	2,406	2,321
Output 4.1	270	280
<b>Total revenue from other sources</b>	<b>6,746</b>	<b>6,771</b>
<b>Total price of departmental outputs</b>	<b>121,606</b>	<b>123,557</b>
(Total revenue from government and from other sources)		
<b>Total estimated resourcing for Outcome 1</b>	<b>135,491</b>	<b>134,725</b>
(Total price of outputs and administered appropriations)		
	2006-07	2007-08
<b>Average staffing level (number)</b>	770	780

**Table 3.2: Performance information for Outcome**

<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>Effectiveness</b>	<b>Stakeholder feedback</b>
An assessment of various aspects of DPS services by Senators and Members and other building occupants	<p>A customer survey conducted each Parliament that includes feedback on:</p> <ul style="list-style-type: none"> <li>a) appropriateness of, and satisfaction with, existing services;</li> <li>b) problems with service delivery;</li> <li>c) identification of service gaps; and</li> <li>d) the extent to which services and facilities are appropriately and conveniently integrated and accessible.</li> </ul>
<b>Output 1 – Library Services</b>	
<b>1.1 – Research services</b>	
<b>Description</b>	
Research services provided to the Parliament include responding to requests from individual clients for information and research services, and the production of general distribution briefs and publications.	
<b>Quality</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Client satisfaction with requests and general briefs and publications (GBPs)	High level of client satisfaction (target: 90%).
	Client service delivered to timeliness service standard (target: 90%).
	Number of complaints from clients.

\*Targets are identified as such; all other items are measures.

<b>Quantity</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Individual client requests	Percentage of primary clients (Senators' and Members' offices, including Ministers' offices) using the service (target: 98%).  Number of individual client requests (target: 19,000, based on trends in requests since 2002-03).
Self-service requests	Number of online uses of the Parliamentary Library's publications, including the Parliamentary Handbook and General Briefs and Publications, through ParInfo and the Internet (target: 9,000,000).
General Briefs and Publications	Number of General Briefs and Publications produced (target: 220).
Client training and seminars	Attendance at training courses and events (eg Vital Issues seminars) (target: 600 attendees).
<b>Price</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Cost of research services	Average cost per individual client request.  Average cost per self-service client request.  Total cost of sub-output.

\*Targets are identified as such; all other items are measures.

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## 1.2 – Information access services

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### *Description*

The provision of information services to the Library's clients includes:

- acquiring and providing access to information resources in the collection and the Library catalogue;
- selecting, processing and indexing material for library and media databases in ParInfo; and
- publishing print and electronic works of DPS, including the web sites and the Library's catalogue.

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### **Quality**

<i>Indicator</i>	<i>Measure/Target*</i>
Client satisfaction with information access services	High level of client satisfaction (target: 90%).
	New resources added to the Library's collection within timeliness service standard (target: 85%).
	Percentage of titles in Library collection available to clients online in full text (target: 20%).
	Number of complaints from clients.

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### **Quantity**

<i>Indicator</i>	<i>Measure/Target*</i>
Material added to Library databases	Number of items added to databases created by the Library, including television and radio programs and transcripts in the Electronic Media Monitoring Service, and Library contributions to

\*Targets are identified as such; all other items are measures.

*Budget Statement—Outcome—DPS*

resources in ParInfo (target: 160,000).

Material added to Library collection	Number of new titles (monographs <sup>1</sup> and serials) added to the Library's collection (target: 4,000).
Use of the Library's collection and databases	Use of the collections and databases, including loans from the collection, use of electronic journals, Electronic Media Monitoring Service and Library contributions to resources in ParInfo (target: 2,100,000 searches).
<b>Price</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Cost of information access services	Average cost per item added to the Library's collection.
	Average cost per item added to the Library's databases.
	Average cost per use of the Library's databases and collection.
	Total cost of sub-output.

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<sup>1</sup> Monographs are non-journal publications complete in one volume or a finite number of volumes.

\*Targets are identified as such; all other items are measures.

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**Output 2 – Building and Occupant Services**

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**2.1 – Security services**

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*Description*

Provision of security and emergency services to occupants of, and visitors to, Parliament House.

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**Quality**

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<i>Indicator</i>	<i>Measure/Target*</i>
Extent to which security procedures are followed	Percentage of reported security incidents dealt with in accordance with agreed procedures (target: 100%).

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**Quantity**

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<i>Indicator</i>	<i>Measure/Target*</i>
Validation of security procedures	Percentage of security validation program achieved (target: 100%).
Security incidents	Number of reported security incidents.
Security services	Number of hours of internal guarding (PSS).  Number of hours of external guarding (AFP-PS).  Number of parliamentary functions (including official visits) requiring additional security resources.

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**Price**

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<i>Indicator</i>	<i>Measure/Target*</i>
Security services	Staff costs for:  a) internal guarding (PSS);

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\*Targets are identified as such; all other items are measures.

*Budget Statement—Outcome—DPS*

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- b) external guarding (AFP-PS);
- c) guarding for standard operations;
- d) additional guarding for parliamentary functions;  
and
- e) additional guarding for non-parliamentary  
functions.

Direct costs of Pass Office operations.

Total cost of sub-output.

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\*Targets are identified as such; all other items are measures.

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**2.2 – Facilities services**

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*Description*

Provision of facilities management, health and wellbeing services and visitor services to occupants of, and visitors to, Parliament House.

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**Quality**

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<i>Indicator</i>	<i>Measure/Target*</i>
Customer satisfaction	High level of building occupant and/or user satisfaction with facilities management services.  Number of complaints about facilities management services.
Visitor satisfaction	Visitor satisfaction measured through visitor surveys (target: 85% satisfaction).  Number of complaints about visitor services.

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**Quantity**

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<i>Indicator</i>	<i>Measure/Target*</i>
Nurses Centre	Number of requests for first aid.  Number of health promotion programs conducted.  Number of vaccinations delivered under influenza vaccination program.  Number of incidents and accidents reported.  Number of health support services delivered.
Health and Recreation Centre	Number of members, by category:  a) Senators and Members;  b) staff of Senators and Members; and  c) others.

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\*Targets are identified as such; all other items are measures.



*Budget Statement—Outcome—DPS*

	<p>Number of casual visits by category of user:</p> <p>a) Senators and Members;</p> <p>b) staff of Senators and Members; and</p> <p>c) others.</p> <p>Classes conducted:</p> <p>a) total number of places in classes; and</p> <p>b) total number of attendees at classes.</p>
Community engagement with Parliament House	<p>Total number of visitors.</p> <p>Total number of general (public) tours conducted.</p> <p>Total number of school tours conducted.</p> <p>Total number of special tours conducted.</p> <p>School tours – total number of participants.</p> <p>Special tours – total number of participants.</p> <p>Open day – total number of visitors.</p> <p>Garden tours – total number of participants.</p>
Parliament Shop customers	Total number of customers.
<b>Price</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Facilities services	<p>Cleaning costs under contracts:</p> <p>a) internal cleaning costs; and</p> <p>b) external cleaning costs.</p> <p>Waste management costs under contracts.</p> <p>Gross revenue from non-catered functions.</p>

\*Targets are identified as such; all other items are measures.

*Budget Statement—Outcome—DPS*

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Gross revenue from:

- a) Press Gallery licensees;
- b) catering contractors; and
- c) other licensees.

Administration fee paid to catering contractors.

Nurses Centre: Direct costs.

Health and Recreation Centre: Net costs (direct costs less revenue).

Parliament House Guides services: Net costs (direct costs less revenue).

Parliament Shop: Revenue (target: \$1.3m).

Parliament Shop: Net profit (revenue less stock and direct staff costs) (target: 12% of revenue).

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Facilities services

Total cost of sub-output.

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\*Targets are identified as such; all other items are measures.

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### Output 3 – Infrastructure Services

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#### 3.1 – Building infrastructure services

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*Description*

The provision of building and security infrastructure, maintenance services and landscape services, and customer support for these services.

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#### Quality

<i>Indicator</i>	<i>Measure/Target*</i>
Extent to which the building condition is maintained	<i>Building Condition Index</i> – the current condition of the building fabric of Parliament House, expressed as a percentage of the original condition (target: 89-92%).
Extent to which the landscape condition is maintained	<i>Landscape Condition Index</i> – the current condition of the landscape surrounding Parliament House expressed as a percentage of the total possible condition (target: 90%).
Condition and ageing of engineering systems	<i>Engineering Systems Condition Index</i> – the current operation and condition of the engineering systems in Parliament House against the expected decline of those systems through their life cycles (target: 90%).
Performance of security systems	Scheduled availability of operational systems: <ul style="list-style-type: none"> <li>a) card management system (target: 100%);</li> <li>b) radio communications equipment (target: 100%);</li> <li>c) x-ray equipment/walk-through metal detection (target: 95%);</li> <li>d) CCTV (target: 98%);</li> <li>e) electronic door locks (target: 99.8%);</li> <li>f) satellite stations (target: 99.9%); and</li> </ul>

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\*Targets are identified as such; all other items are measures.

*Budget Statement—Outcome—DPS*

g) alarms (target: 99.9%).

<b>Quantity</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Managing the potential impact on the environment	Electricity consumption (target: 96,951 Gj).
	Gas consumption (target: 48,641 Gj).
	Greenhouse gas emissions (target: 28,845 tonnes CO <sup>2</sup> ).
	Water consumption (target: 240,000kL).
	Waste recycled as a percentage of total waste generated (target: 38%).
Maintenance of plant and building fabric	Percentage of planned maintenance achieved (target: 85%).
Maintenance help desk requests	Total number of calls.
<b>Price</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Maintenance	Target: Maintenance costs reduced by 1.25% from previous year.
Energy	Target: Energy cost reduced by 1.25% from previous year.
Water/sewage services	Target: Water/sewage cost reduced by 1.25% from previous year.
Building infrastructure services	Total cost of sub-output.

\*Targets are identified as such; all other items are measures.

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**3.2 – IT infrastructure services**

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*Description*

The provision and maintenance of information technology, broadcasting and telecommunications infrastructure, and customer support for these services.

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**Quality**

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<i>Indicator</i>	<i>Measure/Target*</i>
Customer satisfaction	High level of user satisfaction.  Number of user complaints.
High level of critical systems availability <sup>2</sup>	Number and percentage of hours that systems are unavailable during scheduled service hours:  a) information technology infrastructure (computing services) (target: 100% availability);  b) information technology infrastructure (network) (target: 100% availability);  c) broadcast support infrastructure (target: 100% availability); and  d) telecommunications infrastructure (target: 100% availability).  Critical systems are defined as: a) House of Representatives applications: <ul style="list-style-type: none"> <li>• Chamber applications; and</li> <li>• Table Office applications;</li> </ul> b) Senate applications: <ul style="list-style-type: none"> <li>• Table Office and Procedures Office;</li> </ul> c) Hansard applications;

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<sup>2</sup> Availability is defined as critical systems being operational and useable during scheduled service hours.

\*Targets are identified as such; all other items are measures.

*Budget Statement—Outcome—DPS*

	<ul style="list-style-type: none"> <li>d) OneOffice;</li> <li>e) Building Management System (BMS);</li> <li>f) Parliamentary Computing Network (PCN);</li> <li>g) home servers;</li> <li>h) printer servers;</li> <li>i) e-mail; and</li> <li>j) DPS applications: <ul style="list-style-type: none"> <li>• SAP; and</li> <li>• PeopleSoft.</li> </ul> </li> </ul>
Timeliness of problem resolution	<p>Percentage of support requests resolved within service standards as follows (target: 95%):</p> <ul style="list-style-type: none"> <li>a) immediate priority – response 15 minutes, resolution 2 hours;</li> <li>b) high priority – response 30 minutes, resolution 4 hours;</li> <li>c) medium priority – response 30 minutes, resolution 8 hours; and</li> <li>d) as agreed – response 60 minutes, resolution as agreed.</li> </ul>
<b>Quantity</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
Support services	<p>Number of support services, by category:</p> <ul style="list-style-type: none"> <li>a) support desk calls;</li> <li>b) training services;</li> <li>c) consultations;</li> <li>d) total number of registered users on Parliamentary Computing Network (PCN);</li> <li>e) amount of storage under management;</li> <li>f) emails transmitted across Internet;</li> </ul>

\*Targets are identified as such; all other items are measures.

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- g) external web accesses from PCN;
- h) number of telephone calls made; and
- i) number of facsimiles sent.

Volume of IT services required	Number and percentage change in registered users supported on the PCN.
<b>Price</b>	
<i>Indicator</i>	<i>Measure/Target*</i>
IT support infrastructure	Cost per registered user.
Broadcasting support infrastructure	Cost per broadcast hour.
Telecommunications infrastructure	Total costs.
IT infrastructure services	Total cost of sub-output.

\*Targets are identified as such; all other items are measures.

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**Output 4 – Parliamentary records services**

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**4.1 – Broadcasting services**

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*Description*

Production of an audio-visual record of proceedings of Parliament (including committees) available for broadcasting and archiving.

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**Quality**

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<i>Indicator</i>	<i>Measure/Target*</i>
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Customer satisfaction	High level of customer satisfaction.  Number of customer complaints.
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**Quantity**

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<i>Indicator</i>	<i>Measure/Target*</i>
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Broadcasting services	Hours of material captured on audio-visual record, by category:  a) chambers;  b) committees (ACT hearings);  c) committees (interstate hearings); and  d) client-specific.  Number of audio-visual services.  Number of master control services.
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**Price**

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<i>Indicator</i>	<i>Measure/Target*</i>
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Broadcasting services	Cost per hour of material captured on audio-visual record, by category:  a) chambers;
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\*Targets are identified as such; all other items are measures.



*Budget Statement—Outcome—DPS*

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b) committees (ACT hearings);

c) committees (interstate hearings); and

d) client-specific.

Total cost of sub-output.

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\*Targets are identified as such; all other items are measures.

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## 4.2 – Hansard services

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### *Description*

Provision of an accurate Hansard record of proceedings of Parliament (including committees).

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### **Quality**

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<i>Indicator</i>	<i>Measure/Target*</i>
Customer satisfaction	High level of customer satisfaction.  Number of customer complaints.
Accuracy of transcription	Error rate as notified by customers:  a) chambers; and  b) committees.  (target: maximum of 5 errors per 100 pages transcribed).
Timeliness of transcription	Percentage of transcripts delivered for chambers within the following standards: a) individual draft speeches – two hours after speech finishes; b) electronic proof Hansard reports – within three hours after House rises; c) hard copy proof Hansard reports – available in Parliament House by 8.30am the following sitting day; d) electronic official Hansard – 15 non sitting working days following the last sitting day in the week; and e) hard copy official Hansard – delivered to publisher within 15 non sitting working days following the last sitting day in the week.  (target: 95%)  Percentage of transcripts delivered for committees within the following standards:

\*Targets are identified as such; all other items are measures.

*Budget Statement—Outcome—DPS*

- 
- a) within 24 hours;
  - b) 1-3 days;
  - c) 3-5 days; and
  - d) over 5 days.

(target: 95%).

Committee transcripts for priority committees ((a) and (b) above) are negotiated with the Clerk Assistant, Committees.

---

**Quantity**

<i>Indicator</i>	<i>Measure/Target*</i>
Transcription services	Number of hours transcribed, by category: <ul style="list-style-type: none"> <li>a) chambers;</li> <li>b) committees (ACT hearings); and</li> <li>c) committees (interstate hearings).</li> </ul>

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**Price**

<i>Indicator</i>	<i>Measure/Target*</i>
Hansard services	Cost per hour transcribed, by category: <ul style="list-style-type: none"> <li>a) chambers;</li> <li>b) committees (ACT hearings); and</li> <li>c) committees (interstate hearings).</li> </ul> <p>Total cost of sub-output.</p>

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\*Targets are identified as such; all other items are measures.

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**Administered item – Works programs**

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*Description*

Plan, develop and deliver into service:

- a) a building works program; and
- b) an artworks conservation and development program.

These programs are to support the operation of Parliament into the future, while at the same time preserving the design integrity of the architecture, engineering systems, art and landscape that make up Parliament House.

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**Quality**

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<i>Indicator</i>	<i>Measure/Target*</i>
Extent to which design integrity is preserved	<i>Design Integrity Index</i> – the current design features of Parliament House and surrounds, expressed as a percentage of the original design intent (target: 90%).
Extent to which projects meet objectives	Client acknowledgement that project has delivered business objectives (target: 100% of projects).  Findings of post-implementation reviews.
Extent to which the art collection is preserved	Percentage of artworks conservation program achieved (target: 85%).

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**Quantity**

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<i>Indicator</i>	<i>Measure/Target*</i>
Extent to which projects are completed on time	Projects are delivered to agreed timetables (target: 100% of projects).

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\*Targets are identified as such; all other items are measures.

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**Price**

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<i>Indicator</i>	<i>Measure/Target*</i>
Extent to which projects are completed within budget	Total expenditure for each project is within the original approved total budget, subject to increases for latent conditions or change of scope (target: 100%).
Extent to which administered funds are expended	Percentage of available administered funds expended.

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\*Targets are identified as such; all other items are measures.

## **Section 4: Other reporting requirements**

### *4.1: Purchaser-provider arrangements*

#### **Cross agency overview**

DPS has a purchaser-provider arrangement with the Department of Finance and Administration (**Finance**) for the provision of information technology support to electorate offices.

#### **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. The original agreement covered the period from 1 July 2003 until 30 June 2006. It was extended until 30 June 2007. DPS and Finance are in the process of renegotiating the agreement for a further 3 years starting on 1 July 2007.

Under this agreement:

- (a) DPS and Finance are jointly responsible for information technology strategy and infrastructure for Parliament House, electorate offices and mobile use;
- (b) 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;
- (c) DPS will provide service desk and remote desktop support services; and
- (d) 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, are held at least monthly. In these meetings, DPS and Finance:

*Budget Statement—Other reporting requirements—DPS*

- (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 (Volante) on DPS's service delivery; and
- (c) review the impact of DPS on Volante'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 2007-08 financial year is subject to the renegotiation process and is estimated to be \$1.7 million, not including IT project costs.

*4.2: Cost recovery arrangements*

DPS charges for the provision of some goods and services. However, the Australian Government Cost Recovery Guidelines do not apply to DPS because the total costs recovered are less than \$5 million per year.

## **Section 5: Budgeted financial statements**

### *Section 5.1: Analysis*

#### **Departmental performance**

##### *Financial performance*

The 2007-08 budgeted revenue from government reflects the general application of the 1.25% efficiency dividend and the 2007-08 deflator (allowance for inflation).

DPS was able to manage within the allocated budget for 2005-06 and is expecting a surplus of \$4m for 2006-07. If the effect of the lower anticipated depreciation expense to the original budget is removed, the 2006-07 expected result on the controllable costs would be a deficit of \$1m. This figure includes payments for redundancies of \$2.1m.

DPS's capacity to manage within the allocated budget for 2007-08 and forward years depends on the savings generated from the continuous improvement reviews and the capacity of other areas within DPS to continue to supplement the security budget. There will be yearly increases in contract costs based on CPI for electricity, gas, cleaning and painting, and general, possibly substantial, increases in charges for water.

##### *Departmental cash flow*

The amount budgeted to purchase of property, plant and equipment and intangibles in 2006-07 is expected to be \$13.240m less than the original budgeted amount. DPS expects to catch up on this underspend over the next 3 years. \$5m has been added to expected asset purchases in 2007-08 and 2008-09 with the balance added to the expected asset purchases in 2009-10.

#### **Administered performance**

The 2007-08 funding for the asset replacement and refurbishment of Parliament House is provided as assets and liability funding. The funding for 2007-08 reflects the general application of the 2007-08 deflator (allowance for inflation), but the efficiency dividend is not applied to these funds. Funding of \$11.168m has been provided in 2007-08 (see Table 5.10).



The amount provided in 2006-07 for the asset replacement and refurbishment of Parliament House was for the first time indexed for CPI, and the Finance Minister also agreed to change the source of administered funding from lapsing operating to non-lapsing assets and liability funding. The latter more correctly reflects the requirements for the asset replacement and refurbishment works.

The funding provided in 2006-07 included \$3m rephased from 2005-06 into 2006-07 to ensure this amount did not lapse. The slow down in asset replacement in 2006-07 has extended to our administered projects and the anticipated purchase on administered assets has been reduced by \$8m. DPS expects to catch up on this underspend over the next 2 years and \$4m has been added to expected asset purchases in 2007-08 and 2008-09.

Budgeted financial statements—DPS

5.2: Budgeted financial statements tables

**Table 5.1: Budgeted departmental income statement (for the period ended 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>INCOME</b>					
<b>Revenue</b>					
Revenues from Government	114,860	116,786	118,668	120,194	121,892
Goods and services	5,357	5,381	5,411	5,410	5,410
Rents	1,171	1,171	1,174	1,190	1,190
Other	-	-	-	-	-
Resources received free	178	179	179	180	180
<b>Total revenue</b>	<b>121,566</b>	<b>123,517</b>	<b>125,432</b>	<b>126,974</b>	<b>128,672</b>
<b>Gains</b>					
Net gains from sale of assets	40	40	40	40	40
<b>Total gains</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>	<b>40</b>
<b>Total income</b>	<b>121,606</b>	<b>123,557</b>	<b>125,472</b>	<b>127,014</b>	<b>128,712</b>
<b>EXPENSE</b>					
Employees	61,355	61,394	63,073	63,791	64,666
Suppliers	40,898	41,775	42,177	42,270	42,565
Depreciation and amortisation	15,353	20,388	20,222	20,953	21,481
<b>Total expenses</b>	<b>117,606</b>	<b>123,557</b>	<b>125,472</b>	<b>127,014</b>	<b>128,712</b>
<b>Surplus (deficit) attributable to the Australian Government</b>	<b>4,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Table 5.2: Budgeted departmental balance sheet (as at 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and equivalents	1,087	1,087	1,087	1,087	1,087
Trade and other Receivables	803	800	800	800	800
Accrued revenues	56,040	48,934	47,375	44,706	43,127
<b>Total financial assets</b>	<b>57,930</b>	<b>50,821</b>	<b>49,262</b>	<b>46,593</b>	<b>45,014</b>
<b>Non-financial assets</b>					
Infrastructure, plant and equipment	41,944	50,487	54,255	59,602	63,126
Inventories	188	188	188	188	188
Intangibles	10,226	9,532	8,379	6,520	5,414
Other	935	947	947	947	947
<b>Total non-financial assets</b>	<b>53,293</b>	<b>61,154</b>	<b>63,769</b>	<b>67,257</b>	<b>69,675</b>
<b>Total assets</b>	<b>111,223</b>	<b>111,975</b>	<b>113,031</b>	<b>113,850</b>	<b>114,689</b>
<b>LIABILITIES</b>					
<b>Interest bearing liabilities</b>					
Leases	-	-	-	-	-
<b>Total interest bearing liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Provisions</b>					
Employees	17,791	18,534	19,584	20,383	21,224
Other	-	-	-	-	-
<b>Total provisions</b>	<b>17,791</b>	<b>18,534</b>	<b>19,584</b>	<b>20,383</b>	<b>21,224</b>
<b>Payables</b>					
Suppliers	2,565	2,574	2,580	2,600	2,598
<b>Total payables</b>	<b>2,565</b>	<b>2,574</b>	<b>2,580</b>	<b>2,600</b>	<b>2,598</b>
<b>Total liabilities</b>	<b>20,356</b>	<b>21,108</b>	<b>22,164</b>	<b>22,983</b>	<b>23,822</b>

*Budgeted financial statements—DPS*

<b>EQUITY*</b>					
<b>Parent entity interest</b>					
Contributed equity	85,507	85,507	85,507	85,507	85,507
Reserves	1,347	1,347	1,347	1,347	1,347
Retained surpluses or accumulated deficits	4,013	4,013	4,013	4,013	4,013
<b>Total parent equity interest</b>	<b>90,867</b>	<b>90,867</b>	<b>90,867</b>	<b>90,867</b>	<b>90,867</b>
<b>Current assets</b>	58,120	51,009	49,450	46,781	45,202
<b>Non-current assets</b>	53,103	60,966	63,581	67,069	69,487
<b>Current liabilities</b>	18,577	19,255	20,206	20,945	21,700
<b>Non-current liabilities</b>	1,779	1,853	1,958	2,038	2,122

\*Note: 'equity' is the residual interest in assets after deduction of liabilities.

**Table 5.3: Budgeted departmental statement of cash flows (for the period ended 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Goods and services	7,846	7,215	7,244	7,260	7,260
Appropriations	103,685	123,892	120,227	122,863	123,471
GST received	4,566	6,101	5,601	5,767	5,745
<b>Total cash received</b>	<b>116,097</b>	<b>137,208</b>	<b>133,072</b>	<b>135,890</b>	<b>136,476</b>
<b>Cash used</b>					
Employees	60,347	60,650	62,023	62,992	63,825
Suppliers	45,790	48,358	48,249	48,498	48,791
<b>Total cash used</b>	<b>106,137</b>	<b>109,008</b>	<b>110,272</b>	<b>111,490</b>	<b>112,616</b>
<b>Net cash from or (used by)</b>					
<b>operating activities</b>	<b>9,960</b>	<b>28,200</b>	<b>22,800</b>	<b>24,400</b>	<b>23,860</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	40	40	40	40	40
<b>Cash used</b>					
Purchase of property, plant equipment and intangibles	10,000	28,240	22,840	24,440	23,900
<b>Net cash from or (used by)</b>					
<b>investing activities</b>	<b>9,960</b>	<b>28,200</b>	<b>22,800</b>	<b>24,400</b>	<b>23,860</b>

*Budgeted financial statements—DPS*

<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations - contributed equity	-	-	-	-	-
<b>Net cash from or (used by) financing activities</b>	-	-	-	-	-
<b>Net increase or (decrease) in cash held</b>	-	-	-	-	-
Cash at the beginning of the reporting period	1,087	1,087	1,087	1,087	1,087
<b>Cash at the end of the reporting period</b>	1,087	1,087	1,087	1,087	1,087

**Table 5.4: Departmental statement of changes in equity — summary of movement (Budget year 2007-08)**

	Retained earnings	Asset revaluation reserve	Other reserves	Contributed equity/capital	Total equity
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance as at 1 July 2007</b>					
Balance carried forward from previous period	4,013	1,347	-	85,507	90,867
Adjustment for changes in accounting policies	-	-	-	-	-
<b>Adjusted opening balance</b>	<b>4,013</b>	<b>1,347</b>	<b>-</b>	<b>85,507</b>	<b>90,867</b>
<b>Income and expense</b>					
Income and expenses recognised					
directly in equity:					
Gain/loss on revaluation of property	-	-	-	-	-
<b>Sub-total income and expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Surplus (deficit) for the period	-	-	-	-	-
<b>Total income and expenses recognised directly in equity</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Transactions with owners</b>					
<i>Distribution to owners</i>					
Returns on capital					
Dividends	-	-	-	-	-
Returns of capital					
Restructuring	-	-	-	-	-
Other	-	-	-	-	-
<i>Contribution by owners</i>					
Appropriation (equity injection)	-	-	-	-	-
Other:					
Restructuring	-	-	-	-	-
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

*Budgeted financial statements—DPS*

Transfers between equity components	-	-	-	-	-
<b>Estimated closing balance</b>	<hr/>				
<b>as at 30 June 2008</b>	4,013	1,347	-	85,507	90,867
	<hr/>				



**Table 5.5: Departmental capital budget statement**

	Estimated Actual 2006-07 \$'000	Budget Estimate 2007-08 \$'000	Forward Estimate 2008-09 \$'000	Forward Estimate 2009-10 \$'000	Forward Estimate 2010-11 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Total equity injections	-	-	-	-	-
<b>Total capital appropriations</b>	-	-	-	-	-
<b>Represented by:</b>					
Purchase of non-financial assets	-	-	-	-	-
Other	-	-	-	-	-
<b>Total represented by</b>	-	-	-	-	-
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation	-	-	-	-	-
Funded internally by departmental resources	10,000	28,240	22,840	24,440	23,900
<b>Total</b>	10,000	28,240	22,840	24,440	23,900

**Table 5.6: Departmental property, plant, equipment and intangibles  
— summary of movement (Budget year 2007-08)**

	Other infrastructure plant and equipment \$'000	Computer software \$'000	Total \$'000
<b>As at 1 July 2007</b>			
Gross book value	180,447	30,447	210,894
Accumulated depreciation	138,505	20,221	158,726
<b>Opening net book value</b>	<b>41,942</b>	<b>10,226</b>	<b>52,168</b>
Additions:			
by purchase	24,240	4,000	28,240
Reclassifications			
Depreciation/amortisation expense	(15,694)	(4,364)	(20,058)
Other movements	-	-	-
Disposals:			
other disposals	-	-	-
<b>As at 30 June 2008</b>			
Gross book value	189,787	30,447	220,234
Accumulated depreciation	139,299	20,915	160,214
<b>Estimated closing net book value</b>	<b>50,488</b>	<b>9,532</b>	<b>60,020</b>

**Table 5.7: Schedule of budgeted income and expenses administered on behalf of Government (for the period ended 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>INCOME ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Gains</b>					
Sale of assets	1	1	1	1	1
<b>Total income administered on behalf of Government</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
<b>EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
Depreciation and amortisation	42,014	42,199	42,535	42,852	43,105
Write down and impairment of assets					
Asset sales	-	-	-	-	-
<b>Total expenses administered on behalf of Government</b>	<b>42,014</b>	<b>42,199</b>	<b>42,535</b>	<b>42,852</b>	<b>43,105</b>

**Table 5.8: Schedule of budgeted assets and liabilities administered on behalf of Government (as at 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Financial assets</b>					
Receivables	8,056	4,126	128	97	99
<b>Total financial assets</b>	8,056	4,126	128	97	99
<b>Non-financial assets</b>					
Land and buildings	1,607,303	1,581,445	1,555,499	1,525,622	1,495,755
Infrastructure, plant and equipment	25,824	23,741	21,644	19,412	17,173
Heritage and cultural assets	59,534	60,444	61,354	62,264	63,174
<b>Total non-financial assets</b>	1,692,661	1,665,630	1,638,497	1,607,298	1,576,102
<b>Total assets administered on behalf of Government</b>	1,700,717	1,669,756	1,638,625	1,607,395	1,576,201
<b>LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Provisions</b>					
Other provisions					
<b>Total provisions</b>	-	-	-	-	-
<b>Payables</b>					
Suppliers	82	152	154	123	125
<b>Total payables</b>	82	152	154	123	125
<b>Total liabilities administered on behalf of Government</b>	82	152	154	123	125

**Table 5.9: Schedule of budgeted administered cash flows (for the period ended 30 June)**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Net GST received	752	1,517	1,540	1,165	1,191
<b>Total cash received</b>	752	1,517	1,540	1,165	1,191
<b>Cash used</b>					
Suppliers	671	1,517	1,540	1,165	1,191
<b>Total cash used</b>	671	1,517	1,540	1,165	1,191
<b>Net cash from or (used by) operating activities</b>	81	-	-	-	-
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from Sales of Fixed Assets	1	1	1	1	1
<b>Total cash received</b>	1	1	1	1	1
<b>Cash used</b>					
Purchase of property, plant and equipment and intangibles	6,710	15,168	15,402	11,653	11,909
<b>Total cash used</b>	6,710	15,168	15,402	11,653	11,909
<b>Net cash from or (used by) investing activities</b>	(6,709)	(15,167)	(15,401)	(11,652)	(11,908)
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
	-	-	-	-	-
<b>Cash used</b>					
	-	-	-	-	-
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from or (used by) financing activities</b>	-	-	-	-	-
<b>Net increase or (decrease) in cash held</b>	(6,628)	(15,167)	(15,401)	(11,652)	(11,908)

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<b>Cash at beginning of reporting period</b>	-	-	-	-	-
Cash from Official Public Account for:					
- Operating appropriations	457	-	-	-	-
- Assets & Liabilities appropriations	6,253	15,168	15,402	11,653	11,909
Cash to Official Public Account for:					
- GST Returned	(81)				
- Administered Revenues to OPA	(1)	(1)	(1)	(1)	(1)
<b>Cash at end of reporting period</b>	-	-	-	-	-

**Table 5.10: Schedule of administered capital budget**

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000	Forward estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Administered capital	13,885	11,168	11,402	11,653	11,909
<b>Total capital appropriations</b>	<b>13,885</b>	<b>11,168</b>	<b>11,402</b>	<b>11,653</b>	<b>11,909</b>
<b>Represented by:</b>					
Purchase of non-financial assets	6,710	15,168	15,402	11,653	11,909
<b>Total represented by</b>	<b>6,710</b>	<b>15,168</b>	<b>15,402</b>	<b>11,653</b>	<b>11,909</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation	6,253	11,168	11,402	11,653	11,909
Funded internally by Administered operating resources	457	4,000	4,000	-	-
<b>Total</b>	<b>6,710</b>	<b>15,168</b>	<b>15,402</b>	<b>11,653</b>	<b>11,909</b>

**Table 5.11: Schedule of administered property, plant, equipment and intangibles – summary of movement (Budget Year 2007-08)**

	Land	Buildings	Other infrastructure plant and equipment	Heritage and cultural assets	Total
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2007</b>					
Gross book value	25,000	1,743,890	56,055	59,534	1,884,479
Accumulated depreciation		(161,587)	(30,231)		(191,818)
<b>Opening net book value</b>	<b>25,000</b>	<b>1,582,303</b>	<b>25,824</b>	<b>59,534</b>	<b>1,692,661</b>
Additions:					
by purchase		13,814	444	910	15,168
Depreciation/amortisation expense		(39,672)	(2,527)		(42,199)
<b>As at 30 June 2008</b>					
Gross book value	25,000	1,757,704	56,499	60,444	1,899,647
Accumulated depreciation	-	(201,259)	(32,758)	-	(234,017)
<b>Estimated closing net book value</b>	<b>25,000</b>	<b>1,556,445</b>	<b>23,741</b>	<b>60,444</b>	<b>1,665,630</b>



*5.3: Notes to the financial statements*

**Departmental financial statements and schedule of administered activity**

The financial reports are prepared under the Australian Government's accrual-based budgeting framework in accordance with Australian Equivalents to the International Accounting Standards (AEIFRS), the Finance Minister's Orders and Finance Briefs issued by Finance.

Departmental financial statements report on the performance of the departmental activities of the agency or authority. Departmental activities and items are those assets, liabilities, revenues and expenses that an agency or authority has managerial control over, and include employee and supplier expenses and other administrative costs, which are incurred by the agency in providing its goods and services.

The schedule of administered activity reports on the performance of the administered activities of the agency or authority. Administered activities and 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:

- (a) Departmental price of outputs appropriations, representing the Government's funding for outputs from agencies;
- (b) Departmental capital appropriations for investments by the Government for either additional equity or loans in agencies;
- (c) 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 Territories; and

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- (d) Administered capital appropriations, for increases in administered equity through funding non-expense administered payments.

**Asset valuation**

Following initial recognition at cost, property, plant and equipment and heritage and cultural assets are carried at fair value less accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets.

## 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 Nos 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.

## *Glossary*

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 ( <i>see 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.
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.

## Glossary

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 Act 1997 (the FMA Act)</i> , sections 20 and 21). 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 (section 20 of the FMA Act) or through an Act of Parliament (referred to in section 21 of the FMA Act).
Special Appropriations (including Standing Appropriations)	<p>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.</p> <p>Standing appropriations are a sub-category consisting of ongoing special appropriations—the amount appropriated will depend on circumstances specified in the legislation.</p>

