

**PORTFOLIO  
BUDGET STATEMENTS  
2007-08**

**DEPARTMENT OF THE SENATE**

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

**BUDGET RELATED PAPER NO. 1.18 B**

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**USER GUIDE  
TO THE  
PORTFOLIO BUDGET  
STATEMENTS**



# USER GUIDE

## Purpose of the Portfolio Budget Statements

The 2007-08 Portfolio Budget Statements (PBS) provide information to the Senate about the planned outcome and outputs of the Department of the Senate (the department) and the funding proposed in the appropriation bills.

A key role of the department's PBS is to facilitate the understanding of Appropriation (Parliamentary Departments) Bill (No. 1) 2007-08. The PBS are 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*.

## How to read the PBS

The PBS 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 PBS, the structure of the document, and styles and conventions used.

### Departmental Overview

A brief overview of the department. Departmental outputs are depicted in a chart outlining the output structure.

### Departmental Budget Statements

#### Section 1: Resources

A reconciliation of agency resourcing information from the 2006-07 *Mid-Year Economic and Fiscal Outlook* to the 2007-08 Budget. Includes key changes to the department's estimates and a table of appropriations and other revenue sources for both administered and departmental appropriations.

#### Section 2: Outcome and outputs information

A brief description of the department's outcome and, where applicable, Budget measures in summary form. Details the contribution of the department's outputs to the outcome, performance information for the outcome and administered activities, and planned evaluations. Links the resources appropriated and their application to the department's outputs and to administered items.

#### Section 3: Budgeted financial statements

The department's budgeted financial statements in accrual format, covering the budget year, the previous year and three out-years.

#### Glossary

Explains key terms.



## 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
- 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 for 2006-07 for comparative purposes.

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

Statement/Schedule	Purpose
<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>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.

Statement/Schedule	Purpose
<b>Schedule of budgeted assets and liabilities administered on behalf of government</b>	Shows the assets and liabilities administered on behalf of government.
<b>Schedule of budgeted administered cash flows</b>	Shows cash flows administered on behalf of government.

## Abbreviations and conventions

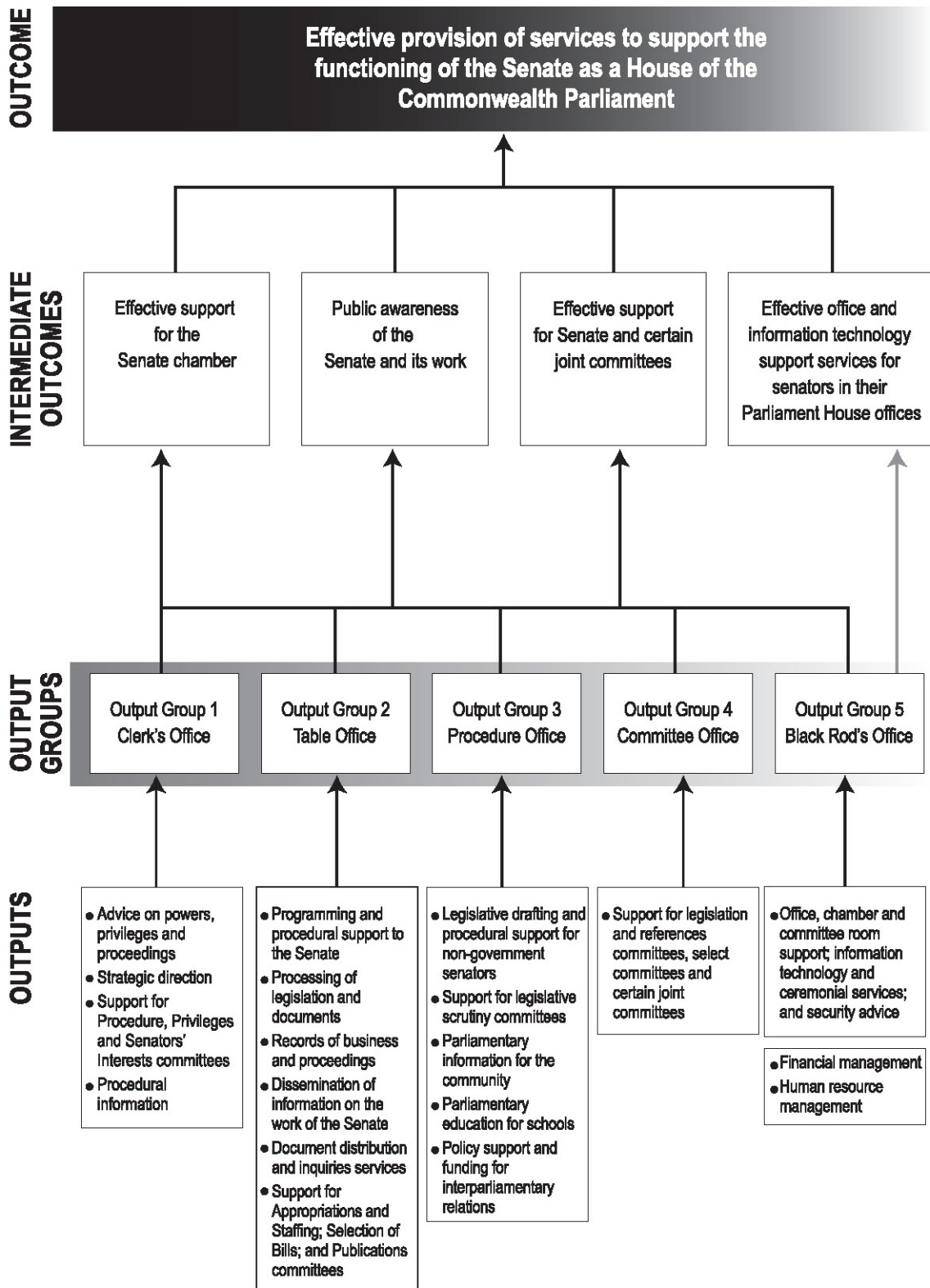
The following notation may be used:

DoFA	Department of Finance and Administration
NEC/nec	not elsewhere classified
-	nil
..	not zero, but rounded to zero
na	not applicable (unless otherwise specified)
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.



# DEPARTMENTAL OVERVIEW



## **DEPARTMENTAL OVERVIEW**

The department is one of the three parliamentary departments supporting the Australian Parliament.

The main responsibility of the department is the effective and efficient provision of services to support the functioning of the Senate, its committees and senators.

The department also runs education programs and prepares publications to promote an understanding of parliamentary processes.

These responsibilities are reflected in the intermediate outcomes shown in the diagram on the opposite page.

### **Organisational Structure**

The department is responsible to the Senate through the President of the Senate. The administrative head of the department is the Clerk of the Senate.

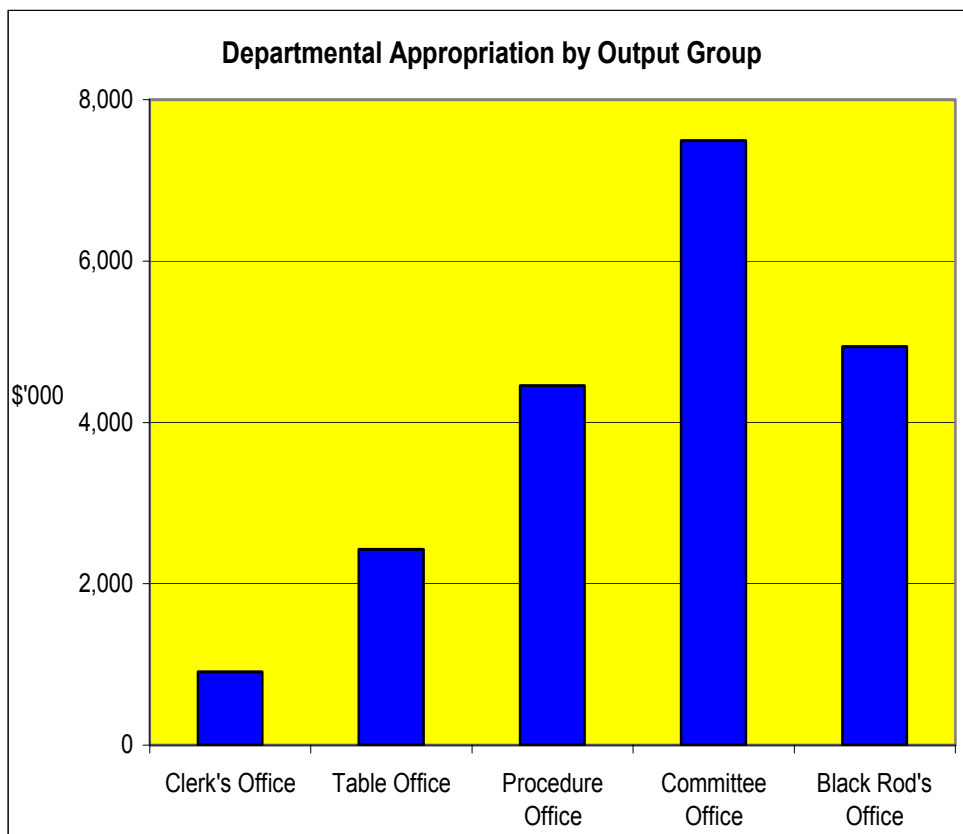
The department is organised into five offices which also equate to the department's output groups:

- Output Group 1 - Clerk's Office - provides procedural and constitutional advice in relation to the proceedings of the Senate and its committees; strategic direction for the department; secretariat support for the Procedure Committee, the Committee of Privileges and the Committee of Senators' Interests; and maintains the Register of Senators' Interests.
- Output Group 2 - Table Office - provides programming and procedural support to the Senate; processes legislation and documents, and archives records of the Senate; produces records of Senate business and proceedings, and disseminates information on the work of the Senate; provides document distribution and inquiries services; and provides secretariat support to a collection of domestic committees.
- Output Group 3 - Procedure Office - provides advisory and drafting services to non-government senators; secretariat support to the legislative scrutiny committees and policy support for interparliamentary relations; conducts parliamentary research and training including for Parliaments overseas; and promotes community awareness and knowledge of the Senate and the Parliament.
- Output Group 4 - Committee Office - provides secretariat support for most Senate and certain joint committees and strives to increase the public's awareness of the work of committees.
- Output Group 5 - Black Rod's Office - provides office, chamber and committee room support; information technology and ceremonial services; security advice; and corporate services to the Senate, senators and departmental staff.

## APPROPRIATIONS AND VARIATIONS

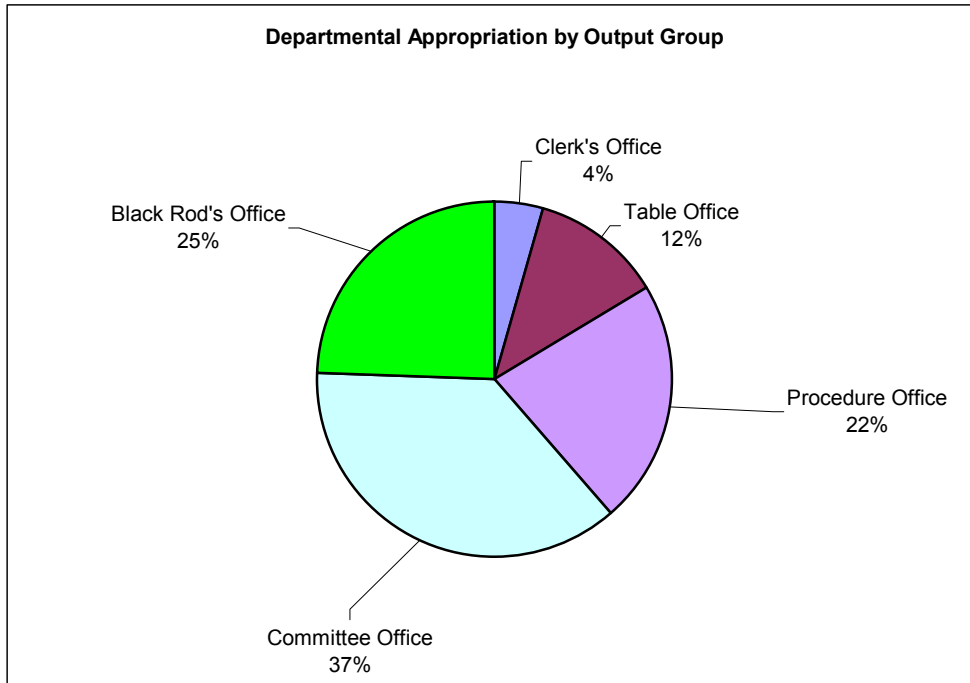
There were no major changes, variations or initiatives in relation to the departmental appropriation for the 2007-08 financial year.

**Figure 2: Departmental appropriation by output group (\$'000)**





**Figure 3: Departmental appropriation by output group (% of total)**



**AUSTRALIAN GOVERNMENT INDIGENOUS EXPENDITURE**

The department has no 2007-08 Australian Government Indigenous Expenditure to report.



# **BUDGET STATEMENTS**



## DEPARTMENT OF THE SENATE – BUDGET STATEMENTS

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# DEPARTMENT OF THE SENATE

## Section 1: Resources for 2007-08

### 1.1 APPROPRIATIONS AND OTHER RESOURCES

The total appropriation for the department in the 2007-08 Budget is \$34.7m (compared with \$34.1m in 2006-07).

Table 1.1 on the following page shows total appropriations for the Department of the Senate. The department receives annual departmental and special administered appropriations.

The department draws on special appropriations for the payment of senators' salaries and allowances; superannuation; and postage and freight expenses. Annual departmental appropriations are received for the price of the department's outputs.

The department's total resources are \$40.0m, of which 87% (\$34.7m) is contributed by total appropriations. The balance of \$5.3m (13%) represents revenue from other sources and is mainly accounted for by:

- resources received free of charge (e.g. office space); and
- sales of goods and services (e.g. publications and training programs).

There have been no significant changes in the department's appropriation since the 2006-07 budget.

Table 1.2 summarises the department's other receipts available to be used for 2007-08. Table 1.3 summarises the department's special appropriations for 2007-08. Table 1.4 provides estimates of special account flows and balances. These tables can be found on pages 13 and 14.

**Table 1.1: Appropriations and other resources 2007-08 ('000)**

Outcome	Appropriations			Revenue from other sources <sup>4</sup>		Total resources <sup>6</sup> \$'000
	\$'000 Appropriation Departmental (Parliamentary Departments) Bill (No. 1) 2007-08	\$'000 Special Approp <sup>1</sup>	\$'000 Total Approp <sup>2</sup>	\$'000	% <sup>5</sup>	
<b>Outcome 1: Effective provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament.</b>						
Administered	-	14,463	14,463	-	-	14,463
Departmental	20,220	-	20,220	5,330	20.9%	25,550
<b>Total outcome 1</b>	<b>20,220</b>	<b>14,463</b>	<b>34,683</b>	<b>5,330</b>	<b>13.3%</b>	<b>40,013</b>
Departmental capital (equity injections)	-	-	-	-	-	-
Previous year's outputs	-	-	-	-	-	-
Administered assets and liabilities	-	-	-	-	-	-
<b>Total resources</b>	<b>20,220</b>	<b>14,463</b>	<b>34,683</b>	<b>5,330</b>	<b>13.3%</b>	<b>40,013</b>

<sup>1</sup> *Special appropriations* relate exclusively to senators' salaries, allowances and entitlements.

<sup>2</sup> *Total appropriations* include total departmental and administered appropriations.

<sup>3</sup> Percentage of appropriations to total resources.

<sup>4</sup> *Revenue from other sources* includes resources received free of charge and miscellaneous receipts.

<sup>5</sup> Percentage of revenue from other sources to total resources.

<sup>6</sup> *Total resources* derived from appropriations and other revenue, available to meet all necessary expenses for the year.



## 1.2 OTHER RESOURCES AVAILABLE TO BE USED

Table 1.2 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 1.1.

**Table 1.2: Other resources available to be used**

	Estimated resources 2006-07 \$'000	Budget estimate 2007-08 \$'000
<b>Outcome 1</b>		
<b>Departmental resources from other sources</b>		
Training programs	250	276
Other	31	55
<b>Total departmental other resources available to be used</b>	<b>281</b>	<b>331</b>

## 1.3 SPECIAL APPROPRIATIONS

**Table 1.3: Estimates of expenses from special appropriations**

	Estimated expenses 2006-07 \$'000	Budget estimate 2007-08 \$'000
<b>Estimated expenses</b>		
Senators' salaries, superannuation, allowances and entitlements:		
<i>Parliamentary Entitlements Act 1990 (s. 11)</i>	1,592	1,472
<i>Parliamentary Superannuation Act 2004 (s. 8)</i>	284	400
<i>Remuneration Tribunal Act 1973 (s. 7)</i>	12,251	12,591
<b>Total estimate expenses</b>	<b>14,127</b>	<b>14,463</b>

The legislation establishing these special appropriations is administered by Department of Finance and Administration and the Department of Employment and Workplace Relations. Arrangements have been entered into with these departments to allow the Department of the Senate to draw upon these appropriations.

## 1.4 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 2.6 shows the expected additions (credits) and reductions (debits) for each account used by the Department of the Senate.

**Table 1.4: Estimates of special account flows and balances**

Name of special account:	Opening balance	Credits	Debits	Adjustments	Closing balance
	<b>2007-08</b> 2006-07 \$'000	<b>2007-08</b> 2006-07 \$'000	<b>2007-08</b> 2006-07 \$'000	<b>2007-08</b> 2006-07 \$'000	<b>2007-08</b> 2006-07 \$'000
Other Trust Monies	-	21	21	-	-
<b>Total special accounts</b>					
<b>2007-08 Budget estimate</b>	-	21	21	-	-
Total Special Accounts					
2006-07 estimate actual	-	34	34	-	-

The cash inflows and outflows relating to this special account related exclusively to the department's Comcare Trust Account. The purpose of this account is to make compensation payments in accordance with the *Safety and Rehabilitation Act 1998*.

The department projects no transactions for its Services for other Governments and Non-Agency Bodies Special Account which currently has a nil balance.

## Section 2: Outcome and outputs information

### 2.1 SUMMARY OF OUTCOMES AND CONTRIBUTION TO OUTCOMES

The relationship between activities of the Department of the Senate and the planned outcome is summarised in Figure 5, on the following page. Financial details for the planned outcome by output groups appear in Table 2.1 (Total Resources for Outcome 1) while non-financial information appears in Table 2.2 (Performance Information for Outcome 1).

There has been no change to the department's outcome or output groups from the 2006-07 PBS.

#### Output cost attribution

The cost of corporate support and other corporate overheads is allocated across all output groups on the basis of average staffing levels.

#### Trends in Resourcing

Figure 4 shows the departmental appropriation at \$20.2m in 2007-08 (up from \$20.1m in 2006-07), and historical levels of departmental funding.

**Figure 4: Trends in departmental appropriation (\$'000)**

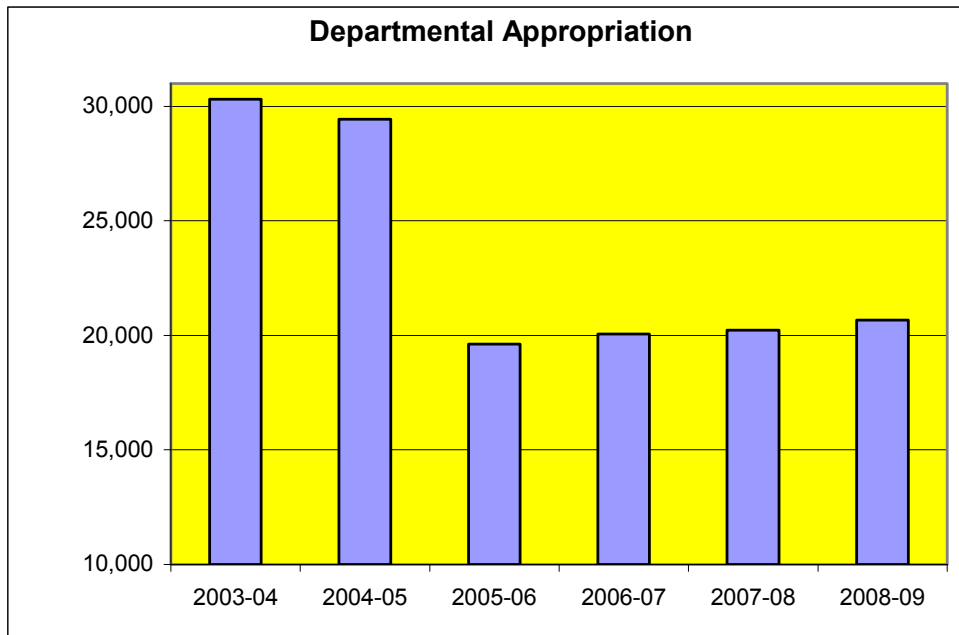
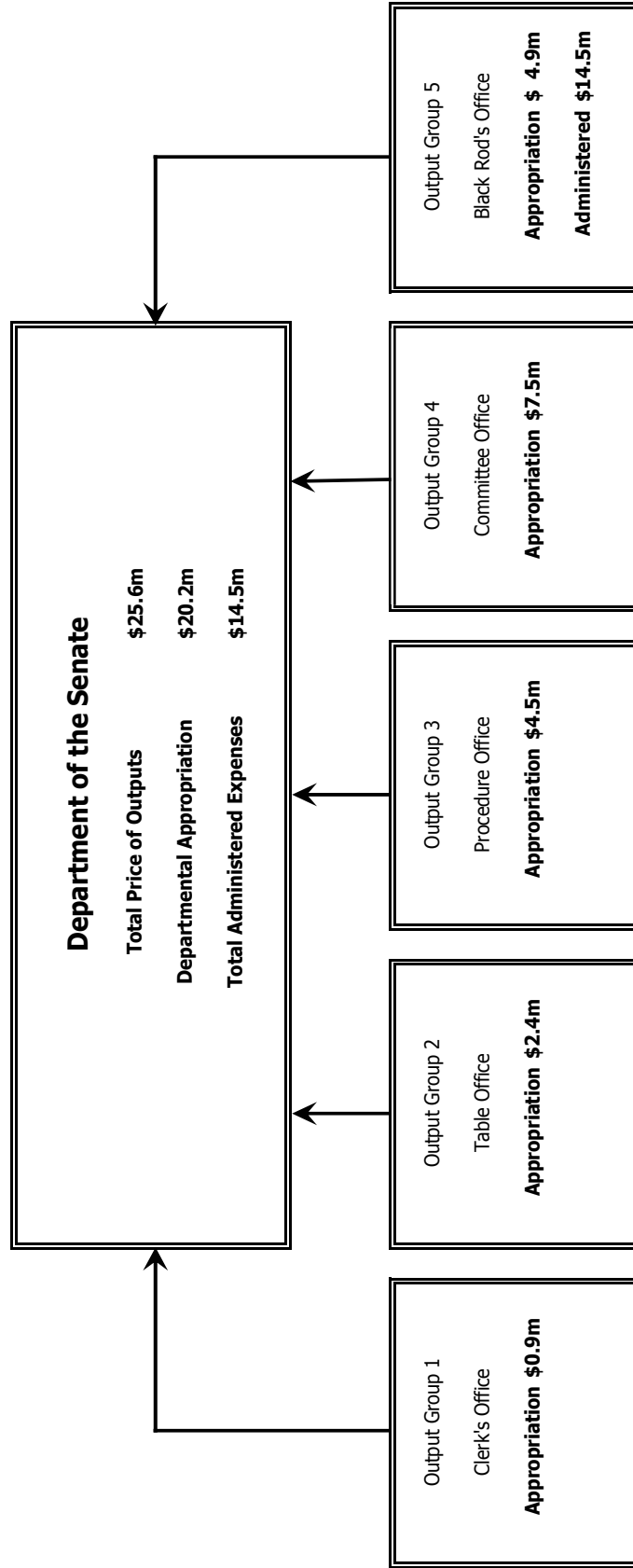


Figure 5: Outcomes and output groups – Contributions



## **2.2 OUTCOMES AND PERFORMANCE**

### **Outcome 1 – Effective provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament**

To achieve this outcome with the funds appropriated by the Parliament, the department provides the Senate, its committees, the President of the Senate and senators with a broad range of advisory and support services, and the public with information about the Senate and its work.

The work of the department is determined almost entirely by the Senate and its committees. The department is responsible to the Senate and all senators, and maintains complete impartiality in serving equally senators from all political parties and independent senators.

The department's four main areas of service provision are:

- **Senate support** – advice and secretariat support for the functioning of the Senate.
- **Committee support** – advice and secretariat support for the operation of Senate and some joint committees.
- **Senators' services** – advice and services relating to office services, information technology, ceremonial, security, and other support services for senators and Senate office-holders in Parliament House.
- **Public education and awareness** – promotion of public knowledge and awareness of the role and activities of the Senate and its committees.

These areas are reflected as intermediate outcomes in Figure 1 on page 2.

### **Outcome 1 – Resourcing**

Table 2.1 shows how the 2007-08 Budget appropriations translate to total resourcing for outcome 1, including administered expenses, revenue from government (appropriations), revenue from other sources and the total price of outputs.

The total annual appropriation for the department in the 2007-08 Budget is \$20.2 million.

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

	Estimated actual 2006-07 \$'000	Budget estimate 2007-08 \$'000
<b>Administered appropriations</b>		
<i>Parliamentary Entitlements Act 1990 (s. 11)</i>	1,592	1,472
<i>Parliamentary Superannuation Act 2004 (s. 8)</i>	284	400
<i>Remuneration Tribunal Act 1973 (s. 7)</i>	12,251	12,591
<b>Total administered appropriations</b>	<b>14,127</b>	<b>14,463</b>
<b>Departmental appropriations</b>		
Output Group 1 - Clerk's Office	883	907
<b>Subtotal Output Group 1</b>	<b>883</b>	<b>907</b>
<b>Departmental appropriations</b>		
Output Group 2 - Table Office	2,388	2,426
<b>Subtotal Output Group 2</b>	<b>2,388</b>	<b>2,426</b>
<b>Departmental appropriations</b>		
Output Group 3 - Procedure Office	4,408	4,457
<b>Subtotal Output Group 3</b>	<b>4,408</b>	<b>4,457</b>
<b>Departmental appropriations</b>		
Output Group 4 - Committee Office	7,455	7,492
<b>Subtotal Output Group 4</b>	<b>7,455</b>	<b>7,492</b>
<b>Departmental appropriations</b>		
Output Group 5 - Black Rod's Office	4,930	4,938
<b>Subtotal Output Group 5</b>	<b>4,930</b>	<b>4,938</b>
<b>Total revenue from government (appropriations)</b>	<b>20,064</b>	<b>20,220</b>
<b>Contributing to price of departmental outputs</b>	<b>79%</b>	<b>79%</b>
<b>Other resources available to be used</b>		
Resources received free of charge	4,999	4,999
Other revenue	281	331
<b>Total revenue from other sources</b>	<b>5,280</b>	<b>5,330</b>
<b>Total price from departmental outputs</b>		
(Total revenue from government and from other sources)	<b>25,344</b>	<b>25,550</b>
<b>Total estimated resourcing for Outcome 1</b>		
(Total price of outputs and administered appropriations)	<b>39,471</b>	<b>40,013</b>
	<b>2006-07</b>	<b>2007-08</b>
<b>Average staffing level (number)</b>	<b>158</b>	<b>157</b>

## Contributions to achievement of Outcome 1

The department's contribution to the achievement of Outcome 1 is assessed using indicators and processes which cover all of the department's output groups, as well as using indicators and processes which are specific to particular output groups. Indicators and assessment processes covering quality, timeliness, quantity and price are outlined in Table 2.2.

Achievement of planned performance will be reported in the Department of the Senate's 2007-08 annual report.

**Table 2.2: Performance information for Outcome 1**

Performance information across output groups
<p>For the department's output groups, performance is monitored on the basis of:</p> <p><b>Quality</b></p> <ul style="list-style-type: none"><li>• The degree of satisfaction of the President, Deputy President and senators, as expressed through formal and informal feedback mechanisms, with the accuracy, quality and timeliness of advice and support and the achievement of key tasks.</li></ul> <p><b>Timeliness</b></p> <ul style="list-style-type: none"><li>• Advice or material given on request of senator in time to be used for the purpose for which it was required.</li><li>• Key business documents for the Senate and its committees, including minutes, agendas, messages and schedules of amendments and reports, produced in accordance with predetermined requirements and the requirements of the Senate and its committees.</li></ul> <p><b>Quantity</b></p> <ul style="list-style-type: none"><li>• On the basis of recent experience, in 2007-08 the Department would expect to support the Senate on approximately 60 sitting days and committees in accordance with their requirements.</li></ul> <p><b>Price</b></p> <ul style="list-style-type: none"><li>• The total resourcing for the department in 2007-08 is estimated to be \$40.0m (\$25.6m departmental).</li></ul>



Performance Information for Individual Outputs	
<p>In addition to the foregoing performance indicators and assessments that apply to the department’s output groups, the following indicators and assessments apply to the individual outputs indicated.</p>	
Output Group 1: Clerk’s Office	
Output	Performance Information
<p>Provision of sound and timely advice on proceedings of the Senate and its committees and provision of leadership and strategic direction for the department.</p> <p>Provision of secretariat and advisory support to the Procedure Committee, the Committee of Privileges and the Committee of Senators’ Interests.</p> <p>Provision of procedural information and related services to senators and the Senate department.</p>	<p><i>Quality:</i> The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation, publications and draft reports are accurate and of a high standard.</p> <p><i>Timeliness:</i> Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p><i>Odgers’ Australian Senate Practice</i> updated each six months; new printed edition produced regularly.</p> <p><i>Procedural Information Bulletin</i> produced two days after end of sitting fortnights.</p> <p>Other procedural resources updated and augmented as required.</p> <p><i>Quantity:</i> As required, on request, or proactively, to facilitate proceedings.</p>

Output Group 2: Table Office	
Output	Performance Information
<p>Provision of programming and procedural support to the Senate.</p> <p>Processing of legislation.</p> <p>Processing of tabled documents and maintenance of safe custody of Senate records, and provision of a document distribution and inquiries service.</p> <p>Preparation of records of Senate business and proceedings.</p> <p>Dissemination of information on the work of the Senate.</p> <p>Provision of secretariat support to the Appropriations and Staffing, Selection of Bills and Publications Committees.</p>	<p><i>Quality:</i> The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Key business documents are accurate and of a high standard.</p> <p><i>Timeliness:</i> <i>Order of Business</i> finalised and distributed prior to sittings and advice prepared proactively or as required.</p> <p><i>Journals of the Senate</i> for the previous day and <i>Notice Paper</i> for the current day available prior to sittings; statistical and other documentation available as required or in accordance with predetermined requirements.</p> <p>Running sheets available as soon as practicable; proposed amendments distributed in accordance with requirements; schedules of amendments and prints of bills available in accordance with predetermined requirements.</p> <p>All inquiries answered and documents stored or distributed on a timely basis.</p> <p>Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p><i>Quantity:</i> As required to facilitate proceedings; quantities meet predetermined distribution requirements or are accessible electronically or both.</p>

Output Group 3: Procedure Office	
Output	Performance Information
<p>Provision of advisory and drafting services to non government senators.</p> <p>Provision of procedural advice and training to senators, staff, public servants and officials from other parliaments both within Australia and overseas.</p> <p>Provision of secretariat support to the Regulations and Ordinances Committee and Scrutiny of Bills Committee.</p> <p>Provision of parliamentary information services to the community.</p> <p>Provision of parliamentary education services to schools, teachers and students.</p> <p>Provision of policy advice and secretariat support for the maintenance and development of interparliamentary relations including the Inter-Parliamentary Union, overseas conferences and delegations program for senators.</p>	<p><i>Quality:</i> The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Procedural advice is accurate and covers all foreseeable eventualities.</p> <p>Amendments and bills are accurate and legally sound.</p> <p>Public information and parliamentary research is accurate, comprehensive and targeted for particular needs.</p> <p>Education Centre Teaching and other PEO projects accurately reflect the Parliament and its work.</p> <p><i>Timeliness:</i> Procedural advice is timely.</p> <p>Scrutiny committee meetings held, documentation provided and reports produced within timeframes set by the Senate or the committees, as relevant.</p> <p>During sitting periods, amendments drafted as soon as possible after receipt of instructions.</p> <p>Seminars and lectures held on time and in accordance with advertised schedule; public information projects delivered according to programmed schedule.</p> <p>PEO teaching programs held on time and in accordance with booking schedule.</p> <p>PEO projects delivered according to programmed schedule.</p> <p>Information available on the internet and in publications is up to date and available as soon as practicable.</p>

<b>Output Group 4: Committee Office</b>	
<b>Output</b>	<b>Performance Information</b>
<p>Provision of secretariat support to the Senate legislative and general purpose standing committees, select committees and certain joint committees.</p>	<p><i>Quality:</i> The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation, publications and draft reports are accurate and of a high standard.</p> <p><i>Timeliness:</i> Meetings held, documentation provided and reports produced within timeframes set by the Senate or the committee, as relevant.</p> <p>Tabling deadlines met in all but extraordinary circumstances.</p> <p><i>Quantity:</i> Documentation is sufficient for committee purposes and material available to the public is available promptly, electronically or in hard copy.</p>

<b>Output Group 5: Black Rod's Office</b>	
<b>Output</b>	<b>Performance Information</b>
<p><b>Senators' Services</b></p> <p>Provision of office, chamber and committee room support; information technology and ceremonial services; and security advice for senators and Senate office-holders in Parliament House.</p> <p>Provision of support services, in conjunction with the House of Representatives, to the Former Members' Association.</p> <p><b>Administered items:</b></p> <p>Payment of parliamentary salaries and allowances to senators and office-holders of the Senate.</p>	<p><i>Quality:</i> The degree of satisfaction of the President, Deputy President, committee members and senators, as expressed through formal and informal feedback mechanisms, with the quality and timeliness of advice and support and the achievement of key tasks.</p> <p>Advice, documentation and publications are accurate and of a high standard.</p> <p><i>Timeliness:</i> All support services delivered in a timely manner.</p> <p><i>Quantity:</i> All support services and supplies delivered in accordance with entitlements on request.</p>

## **Evaluations**

The department's activities are evaluated through both internal and external audits. The Audit and Evaluation Committee is an important part of the department's evaluation strategy. Reviews conducted throughout the year are tabled at each Audit and Evaluation Committee meeting and members consider the findings and recommendations. Agreed recommendations are incorporated in the department's practices and procedures.

The contract for the department's internal audit services expires in August 2007. Consideration for the competitive tendering of these services has commenced. The successful service provider will be required to develop a strategic internal audit plan that focuses on areas of highest risk and where management feels the greatest value can be added. The audit program will include a combination of compliance and comprehensive reviews.

For the 2007-08 financial year, the following areas within the department may be subject to an internal audit:

- corporate governance;
- domestic travel; and
- the administration of credit cards.

The planned internal audit program for 2007-08, designed in consultation with the executive and approved by the Audit and Evaluation Committee, will be finalised following selection of the successful internal audit service provider.

The department is also covered by the program of the Australian National Audit Office (ANAO) and may be involved in some cross-portfolio audits or benchmarking activities.

Senators are surveyed biennially on the quality of the full range of services provided by the department. The 2007 survey of senators' satisfaction with departmental services was completed in March 2007. Results will be reported in the department's 2006-07 Annual Report. The Appropriations and Staffing Committee and the Finance and Public Administration Standing Committee also play an important role in monitoring the performance of the department.

## **Competitive tendering and contracting**

Purchasing activities within the department are in accordance with the Commonwealth Procurement Guidelines. Major service providers are selected on the basis of value for money through competitive tendering processes as required.

## Section 3: Budgeted financial statements

### Analysis of budgeted financial statements

#### **Table 3.1: Budgeted Departmental Income Statement**

This statement identifies expenses and revenues and highlights whether the department is operating at a sustainable level. *Other revenues* refers to resources received free of charge.

#### **Table 3.2: Budgeted Departmental Balance Sheet**

This statement identifies assets and liabilities. *Receivables* include appropriations available to the department from prior years.

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

This statement identifies the department's cash flows, categorising them by operating, financing and investing activities.

#### **Table 3.4: Departmental Capital Budget Statement**

This statement summarises the department's proposed capital expenditure and the source of funding.

#### **Table 3.5: Summary of Asset Movements**

This statement summarises the planned movement in assets in 2007-08.

### Schedule of Administered Activity

#### **Table 3.6: Schedule of Budgeted Administered Income and Expenses**

This schedule identifies revenues and expenses which the department administers on behalf of the Commonwealth. *Personal benefits* relates solely to senators' salaries and allowances.

#### **Table 3.7: Schedule of Budgeted Administered Assets and Liabilities**

This schedule identifies assets and liabilities which the department administers on behalf of the Commonwealth.

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

This schedule identifies cash flows which the department administers on behalf of the Commonwealth.

**BUDGETED FINANCIAL STATEMENTS TABLES**

**Table 3.1: 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	20,064	20,220	20,664	20,855	21,028
Goods and services	250	300	400	500	600
Fees and fines	-	-	-	-	-
Interest	-	-	-	-	-
Dividends	-	-	-	-	-
Rents	-	-	-	-	-
Royalties	-	-	-	-	-
Other	4,999	4,999	4,999	4,999	4,999
<b>Total revenue</b>	<b>25,313</b>	<b>25,519</b>	<b>26,063</b>	<b>26,354</b>	<b>26,627</b>
<b>Gains</b>					
Foreign exchange gains	-	-	-	-	-
Reversals of previous asset write-downs	-	-	-	-	-
Sale of assets	31	31	31	31	-
Other	-	-	-	-	-
<b>Total gains</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>-</b>
<b>Total income</b>	<b>25,344</b>	<b>25,550</b>	<b>26,094</b>	<b>26,385</b>	<b>26,627</b>
<b>EXPENSE</b>					
Employees	13,981	14,187	14,517	14,644	14,817
Suppliers	4,819	4,819	5,043	5,197	5,266
Grants	-	-	-	-	-
Depreciation and amortisation	1,545	1,545	1,535	1,545	1,545
Finance costs	-	-	-	-	-
Write-down of assets and impairment of assets	-	-	-	-	-
Losses from sale of assets	-	-	-	-	-
Foreign exchange losses	-	-	-	-	-
Other	4,999	4,999	4,999	4,999	4,999
<b>Total expenses</b>	<b>25,344</b>	<b>25,550</b>	<b>26,094</b>	<b>26,385</b>	<b>26,627</b>
<b>Surplus (Deficit) before income tax</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Income tax expense</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Surplus (deficit) attributable   to the Australian Government</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>



**Table 3.2: 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	747	926	1,205	1,496	1,496
Trade and other Receivables	18,547	18,537	18,527	18,527	18,527
Investments	-	-	-	-	-
Other	-	-	-	-	-
<b>Total financial assets</b>	<b>19,294</b>	<b>19,463</b>	<b>19,732</b>	<b>20,023</b>	<b>20,023</b>
<b>Non-financial assets</b>					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	4,108	4,108	4,108	4,108	4,108
Inventories	46	46	46	46	46
Intangibles	179	182	185	188	188
Other	-	-	-	-	-
<b>Total non-financial assets</b>	<b>4,333</b>	<b>4,336</b>	<b>4,339</b>	<b>4,342</b>	<b>4,342</b>
Assets held for sale	-	-	-	-	-
<b>Total assets</b>	<b>23,627</b>	<b>23,799</b>	<b>24,071</b>	<b>24,365</b>	<b>24,365</b>
<b>LIABILITIES</b>					
<b>Interest bearing liabilities</b>					
Loans	-	-	-	-	-
Leases	-	-	-	-	-
Deposits	-	-	-	-	-
Other	-	-	-	-	-
<b>Total interest bearing liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Provisions</b>					
Employees	4,505	4,685	4,871	5,147	5,147
Other	-	-	-	-	-
<b>Total provisions</b>	<b>4,505</b>	<b>4,685</b>	<b>4,871</b>	<b>5,147</b>	<b>5,147</b>
<b>Payables</b>					
Suppliers	256	248	334	352	352
Grants	-	-	-	-	-
Dividends	-	-	-	-	-
Other	-	-	-	-	-
<b>Total payables</b>	<b>256</b>	<b>248</b>	<b>334</b>	<b>352</b>	<b>352</b>
<b>Total liabilities</b>	<b>4,761</b>	<b>4,933</b>	<b>5,205</b>	<b>5,499</b>	<b>5,499</b>
<b>Net assets</b>	<b>18,866</b>	<b>18,866</b>	<b>18,866</b>	<b>18,866</b>	<b>18,866</b>
<b>EQUITY*</b>					
<b>Parent entity interest</b>					
Contributed equity	(11,130)	(11,130)	(11,130)	(11,130)	(11,130)
Reserves	10,796	10,796	10,796	10,796	10,796
Retained surpluses or accumulated deficits	19,200	19,200	19,200	19,200	19,200
<b>Total parent entity interest</b>	<b>18,866</b>	<b>18,866</b>	<b>18,866</b>	<b>18,866</b>	<b>18,866</b>
<b>Current assets</b>	<b>19,340</b>	<b>19,509</b>	<b>19,778</b>	<b>20,069</b>	<b>20,069</b>
<b>Non-current assets</b>	<b>4,287</b>	<b>4,290</b>	<b>4,293</b>	<b>4,296</b>	<b>4,296</b>
<b>Current liabilities</b>	<b>1,713</b>	<b>1,775</b>	<b>1,873</b>	<b>1,979</b>	<b>1,979</b>
<b>Non-current liabilities</b>	<b>3,048</b>	<b>3,158</b>	<b>3,332</b>	<b>3,520</b>	<b>3,520</b>

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

**Table 3.3: 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	300	300	400	500	600
Appropriations	20,064	20,220	20,664	20,855	21,028
Interest	-	-	-	-	-
Other	700	700	700	700	700
<b>Total cash received</b>	<b>21,064</b>	<b>21,220</b>	<b>21,764</b>	<b>22,055</b>	<b>22,328</b>
<b>Cash used</b>					
Employees	13,807	14,015	14,377	14,522	14,821
Suppliers	4,861	4,884	4,976	5,031	5,162
Grants	-	-	-	-	-
Other	873	628	628	697	800
Income taxes paid	-	-	-	-	-
<b>Total cash used</b>	<b>19,541</b>	<b>19,527</b>	<b>19,981</b>	<b>20,250</b>	<b>20,783</b>
<b>Net cash from or (used by) operating activities</b>	<b>1,523</b>	<b>1,693</b>	<b>1,783</b>	<b>1,805</b>	<b>1,545</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	31	31	31	31	-
Investments	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>31</b>	<b>-</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	1,554	1,545	1,535	1,545	1,545
Purchase of financial instruments	-	-	-	-	-
Investments	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	<b>1,554</b>	<b>1,545</b>	<b>1,535</b>	<b>1,545</b>	<b>1,545</b>
<b>Net cash from or (used by) investing activities</b>	<b>(1,523)</b>	<b>(1,514)</b>	<b>(1,504)</b>	<b>(1,514)</b>	<b>(1,545)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations - contributed equity	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>					
Dividends paid	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash from or (used by) financing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase or (decrease) in cash held</b>	<b>-</b>	<b>179</b>	<b>279</b>	<b>291</b>	<b>-</b>
Cash at the beginning of the reporting period	747	747	926	1,205	1,496
<b>Cash at the end of the reporting period</b>	<b>747</b>	<b>926</b>	<b>1,205</b>	<b>1,496</b>	<b>1,496</b>

**Table 3.4: 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	-	-	-	-	-
Total loans	-	-	-	-	-
<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	1,554	1,545	1,535	1,545	1,545
<b>Total</b>	1,554	1,545	1,535	1,545	1,545

**Table 3.5: Departmental property, plant, equipment and intangibles — summary of movement (Budget year 2007-08)**

	Land	Investment	Buildings	Specialist	Other	Heritage	Computer	Other	Total
	\$'000	\$'000	\$'000	\$'000	infrastructure	and cultural	software	intangibles	\$'000
		property		military	plant and	assets			
				equipment	equipment				\$'000
<b>As at 1 July 2007</b>									
Gross book value	-	-	-	-	5,318	-	1,268	-	6,586
Accumulated depreciation	-	-	-	-	(1,010)	-	(1,186)	-	(2,196)
<b>Opening net book value</b>	-	-	-	-	4,308	-	82	-	4,390
Additions:									
by purchase	-	-	-	-	1,365	-	180	-	1,545
by finance lease	-	-	-	-	-	-	-	-	-
internally developed	-	-	-	-	-	-	-	-	-
from acquisitions of entities or	-	-	-	-	-	-	-	-	-
operations (including restructuring)	-	-	-	-	-	-	-	-	-
Revaluations and impairment through									
equity	-	-	-	-	-	-	-	-	-
Reclassifications	-	-	-	-	-	-	-	-	-
Depreciation/amortisation expense	-	-	-	-	(1,465)	-	(80)	-	(1,545)
Impairments recognised in operating									
result	-	-	-	-	-	-	-	-	-
Other movements	-	-	-	-	-	-	-	-	-
Disposals:									
from disposal of entities or									
operations (including restructuring)	-	-	-	-	-	-	-	-	-
other disposals	-	-	-	-	(100)	-	-	-	(100)
<b>As at 30 June 2008</b>									
Gross book value	-	-	-	-	6,583	-	1,448	-	8,031
Accumulated depreciation	-	-	-	-	(2,475)	-	(1,266)	-	(3,741)
<b>Estimated closing net book value</b>	-	-	-	-	4,108	-	182	-	4,290

**Table 3.6: 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>Revenue</b>					
<b>Taxation</b>					
Income tax	-	-	-	-	-
Indirect tax	-	-	-	-	-
Other taxes, fees and fines	-	-	-	-	-
<b>Total taxation</b>	-	-	-	-	-
<b>Non-taxation</b>					
Goods and services	-	-	-	-	-
Fees and fines	-	-	-	-	-
Interest	-	-	-	-	-
Dividends	-	-	-	-	-
Other sources of non-taxation revenues	-	-	-	-	-
Rents	-	-	-	-	-
Royalties	-	-	-	-	-
<b>Total non-taxation</b>	-	-	-	-	-
<b>Total revenues administered on behalf of Government</b>	-	-	-	-	-
<b>Gains</b>					
Foreign exchange	-	-	-	-	-
Sale of assets	-	-	-	-	-
Other gains	-	-	-	-	-
Reversal of previous asset writedowns	-	-	-	-	-
<b>Total gains administered on behalf of Government</b>	-	-	-	-	-
<b>Total income administered on behalf of Government</b>	-	-	-	-	-
<b>EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
Grants	-	-	-	-	-
Subsidies	-	-	-	-	-
Personal benefits	12,502	12,991	13,603	14,193	14,193
Employees	-	-	-	-	-
Suppliers	1,592	1,472	1,472	1,472	1,472
Depreciation and amortisation	-	-	-	-	-
Write down and impairment of assets	-	-	-	-	-
Other	-	-	-	-	-
Asset sales	-	-	-	-	-
<b>Total expenses administered on behalf of Government</b>	14,094	14,463	15,075	15,665	15,665

**Table 3.7: 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>					
Cash and cash equivalents	-	-	-	-	-
Receivables	-	-	-	-	-
Investments	-	-	-	-	-
Other financial assets	-	-	-	-	-
<b>Total financial assets</b>	-	-	-	-	-
<b>Non-financial assets</b>					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	-	-	-	-	-
Inventories	-	-	-	-	-
Intangibles	-	-	-	-	-
Other	-	-	-	-	-
<b>Total non-financial assets</b>	-	-	-	-	-
<b>Total assets administered on behalf of Government</b>	-	-	-	-	-
<b>LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Interest bearing liabilities</b>					
Australian Government securities	-	-	-	-	-
Loans	-	-	-	-	-
Leases	-	-	-	-	-
Deposits	-	-	-	-	-
Other	-	-	-	-	-
<b>Total interest bearing liabilities</b>	-	-	-	-	-
<b>Provisions</b>					
Employees	-	-	-	-	-
Other provisions	-	-	-	-	-
<b>Total provisions</b>	-	-	-	-	-
<b>Payables</b>					
Suppliers	-	-	-	-	-
Subsidies	-	-	-	-	-
Grants	-	-	-	-	-
Other payables	-	-	-	-	-
<b>Total payables</b>	-	-	-	-	-
<b>Total liabilities administered on behalf of Government</b>	-	-	-	-	-

**Table 3.8: 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>					
Taxes	-	-	-	-	-
Interest	-	-	-	-	-
Dividends	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
Employees	12,502	12,991	13,603	14,193	14,193
Grant payments	-	-	-	-	-
Personal benefits	-	-	-	-	-
Suppliers	1,592	1,472	1,472	1,472	1,472
Other	-	-	-	-	-
<b>Total cash used</b>	14,094	14,463	15,075	15,665	15,665
<b>Net cash from or (used by) operating activities</b>	(14,094)	(14,463)	(15,075)	(15,665)	(15,665)
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Transfers from other entities	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
Transfers to other entities	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from or (used by) investing activities</b>	-	-	-	-	-
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Cash from Official Public Account	14,094	14,463	15,075	15,665	15,665
Other	-	-	-	-	-
<b>Total cash received</b>	14,094	14,463	15,075	15,665	15,665
<b>Cash used</b>					
Cash to Official Public Account	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from or (used by) financing activities</b>	-	-	-	-	-
<b>Net increase or (decrease) in cash held</b>					
Cash at beginning of reporting period	-	-	-	-	-
<b>Cash at end of reporting period</b>	-	-	-	-	-





## 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.
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.
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.

## *Glossary*

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.
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.
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 outcomes)
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.
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 (Financial Management and Accountability (FMA) Act 1997, ss.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 (s.20 FMA Act) or through an Act of Parliament (referred to in s.21 of the FMA Act).

## *Glossary*

### Special 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.