

# **PART A**

## **User Guide**

# User Guide

## Introduction

The purpose of the 2003-04 Portfolio Budget Statements (PBS) is to inform Members of the House of Representatives of the proposed allocation of resources to the outcome by the Department of the House of Representatives (the Department). The Department receives resources from the annual appropriation bills, special appropriations, standing appropriations (including special accounts), and revenue from other sources.

A key role of the PBS is to facilitate the understanding of proposed annual appropriations in the Appropriation (Parliamentary Departments) Bill (No.1) 2003-2004. In this sense the PBS is officially a Budget Related Paper and is declared by the Appropriation Bills to be a 'relevant document' to the interpretation of the Bills according to section 15AB of the *Acts Interpretation Act 1901*.

The PBS provides sufficient information, explanation and justification to enable Members to understand the purpose of each outcome proposed in the Bills.

## Structure of the Portfolio Budget Statements

The PBS is presented in three parts as outlined below.

### Part A: User Guide

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

### Part B: Department Overview

Provides a brief overview of the Department. The Department's outcome is depicted in a chart that outlines the structure of the outcome.

### Part C: Department Budget Statements

These are presented in four sections as outlined below.

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

This section provides a brief overview of the Department, details Departmental appropriations and summarises, where applicable, Budget measures. This section describes the link between the resources appropriated and their application to the outputs the Department delivers to contribute to the achievement of the outcome. Similarly, there is a description of the link between resources appropriated and their application to the administered items the Department administers to contribute to the achievement of specified outcomes.

## Section 2: Outcomes and outputs information

This section provides a brief description of the outcomes and, where applicable, Budget measures. The section also provides details of resourcing, outlining the administered and departmental appropriations, how the outputs contribute to the outcome, and performance information for the outcome.

## Section 3: Budgeted financial statements

This section contains the budgeted financial statements in accrual format covering budget year, previous year and the three out-years for the Department.

## Section 4: Purchaser/provider arrangements

This section is presented, where relevant, for those departments that have entered into purchaser/provider arrangements with other departments.

Glossaries are provided at the end of the document.

## Styles and conventions used

(a) The following notation may be used:

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

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

## Enquiries

Should you have any enquiries regarding this publication please contact: Mr Nick Adamson, Chief Financial Officer in the Department of the House of Representatives on (02) 6277 4448 or e-mail [nick.adamson.reps@aph.gov.au](mailto:nick.adamson.reps@aph.gov.au).

A copy of this document can be located on the Department of the House of Representatives website at: <http://www.aph.gov.au/house/dept/pbs2003/> or at the Budget website at: <http://www.budget.gov.au>.