



Budget 2018-19

**Portfolio Budget Statements 2018-19
Budget Related Paper No. 1.17B**

Budget Initiatives and Explanations of
Appropriations Specified by Outcome

© Commonwealth of Australia 2018

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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 (unless otherwise specified)
nfp	not for publication
\$'000	\$ thousands
\$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

Should you have any enquiries regarding this publication please contact the Chief Finance Officer, on (02) 6277 3897.

Links to Portfolio Budget Statements can be located on the Australian Government Budget website at: www.budget.gov.au

**USER GUIDE
TO THE
PORTFOLIO BUDGET STATEMENTS**

USER GUIDE

The purpose of the 2018-19 Portfolio Budget Statements (PB Statements) is to inform the Senate of the proposed allocation of resources to the Department of the Senate (the department) and the funding proposed in the appropriation bills.

A key role of the PB Statements is to facilitate the understanding of proposed annual appropriations in the Appropriation (Parliamentary Departments) Bill (No. 1) 2018-19. In this sense the PB Statements are Budget related papers and are declared by the Appropriation Acts to be 'relevant documents' to the interpretation of the Acts according to section 15AB of the *Acts Interpretation Act 1901*.

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

The Enhanced Commonwealth Performance Framework

The following diagram outlines the key components of the enhanced Commonwealth performance framework. The diagram identifies the content of each of the publications and the relationship between them. Links to the publications can be found in the introduction to Section 2: Outcomes and planned performance.

Enhanced Commonwealth Performance Framework - key components of relevant publications

Portfolio Budget Statements (May) *Portfolio based*

Supports Annual Appropriations. Informs Senators and Members of Parliament of the proposed allocation of other resources to **government outcomes and programs**.

Provides links to **relevant programs** undertaken by other Commonwealth entities.

Provides high level performance information for current, ongoing programs, particularly a **forecast of performance for the current year**.

Provides **detailed** prospective performance information for proposed new budget measures that require a **new program** or **significantly change an existing program**.

Corporate Plan (August) *Entity based*

Primary planning document of a Commonwealth entity.

Sets out the **purposes** of the entity, the **activities** it will undertake to achieve its purposes and the **results** it expects to achieve over a minimum four year period.

Describes the **environment** in which the entity **operates**, the **capability** it requires to undertake **activities** and a discussion of **risk**.

Explains how the entity's **performance** will be **measured** and **assessed**.



Annual Performance Statement (October following year) *Entity based*

Included in the Commonwealth entity's Annual Report. Focuses on **recent performance**.

Reports on the **actual performance results** for the year against the **forecasts** made in the **corporate plan** and **Portfolio Budget Statements**, and provides other performance information relevant to the entity.

Provides an **analysis** of the factors that **contributed** to the **entity's performance results**.

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Department of the Senate

Resources and planned performance

Section 1 Departmental overview and resources

The Department of the Senate is the secretariat to the Australian Senate. All of its functions derive from this purpose and its work is substantially driven by the requirements of the Senate and senators. The department facilitates meetings of the Senate and its committees. It succeeds when the Senate and its committees meet in accordance with their decisions, and when senators and others receive the advice and support they need to participate in those meetings.

The department's outcome is delivered under a single program, comprising services and activities in the following areas:

- Advice about Senate and committee proceedings
- Secretariat support for the Senate
- Secretariat support for committees
- Administrative advice and support for senators
- Public information and parliamentary education
- Capability, governance and accountability.

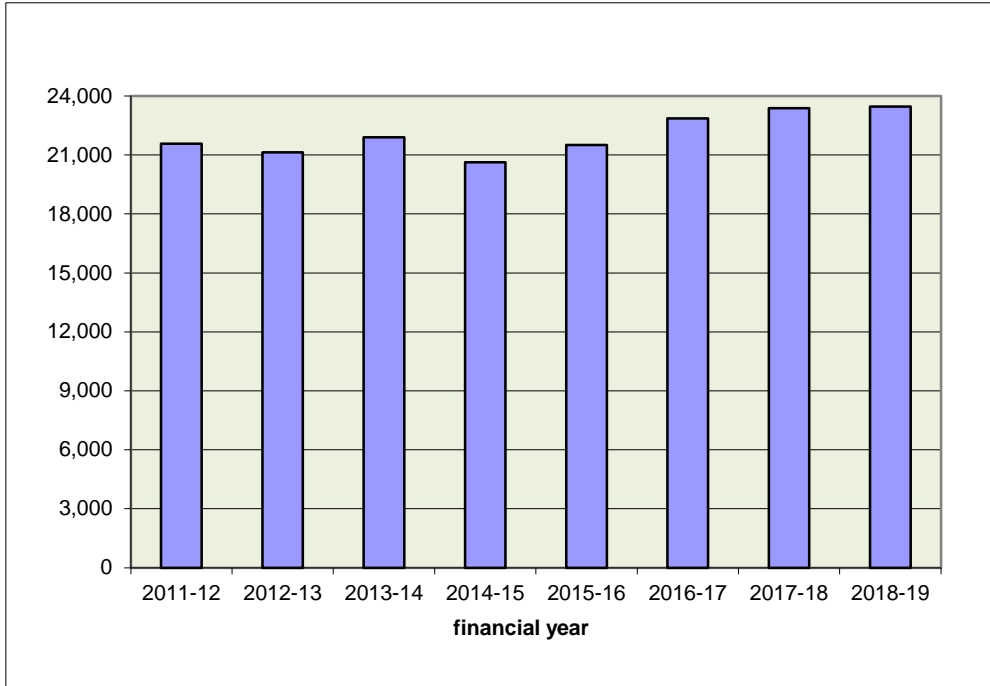
The department is one of the four parliamentary departments supporting the Australian Parliament. It is responsible to the Senate through the President of the Senate. Its administrative head is the Clerk of the Senate.

The total available appropriation for the department specified in Appropriation (Parliamentary Departments) Bill (No.1) 2018-2019 is \$24.3m, comprising a departmental appropriation of \$23.5m (\$23.4m in 2017-18) and capital funding of \$0.8m (\$0.9m in 2017-18). Figure 1 shows the trend in departmental appropriations in recent years.

In 2017-18, the department received an ongoing increase in departmental appropriation of \$3.7m per annum enabling it to support continuing elevated levels of committee and legislative activity.

The department has third party access to special appropriations to drawdown funds for the payment of senators' salaries and certain allowances, superannuation, and some postage and freight expenses. The resourcing of these special appropriations is detailed in the statements prepared by the Department of Finance.

Figure 1: Trends in departmental appropriation (\$'000)



1.1 RESOURCE STATEMENT

Table 1.1 shows the total funding from all sources available to the department for its operations and to deliver its programs and services.

The table summarises how resources will be applied by outcome.

Information in this table is presented on a resourcing (i.e. appropriations/cash available) basis, while the 'Budgeted expenses by Outcome 1' tables in Section 2 and the financial statements in Section 3 are presented on an accrual basis.

Table 1.1: Department of the Senate resource statement — Budget estimates for 2018-19 as at Budget May 2018

	2017-18 Estimated actual \$'000	2018-19 Estimate \$'000
Departmental		
Annual appropriations (a)		
Prior year appropriations available	10,062	9,062
Departmental appropriation	23,387	23,463
s 74 retained revenue receipts (b)	450	450
Departmental capital budget (c)	914	775
Total departmental annual appropriations	34,813	33,750
Total departmental resourcing	34,813	33,750
Total resourcing for Department of the Senate	34,813	33,750
	2017-18	2018-19
Average staffing level (number)	160	157

Please note: All figures shown above are GST exclusive – these may not match figures in the cash flow statement.

(a) Appropriation (Parliamentary Departments) Bill (No.1) 2018-19.

(b) Estimated retained revenue receipts under section 74 of the PGPA Act.

(c) Please refer to Table 3.5 for further details. For accounting purposes, this amount has been designated as a 'contribution by owner'.

Table 1.1: Department of the Senate resource statement — Budget estimates for 2018-19 as at Budget May 2018 (cont.)

Third party payments from and on behalf of other entities

	2017-18 Estimated actual \$'000	2018-19 Estimate \$'000
Payments made on behalf of another entity (as disclosed in the respective entity's resource statement)		
Department of Finance		
<i>Parliamentary Entitlements Act 1990 (s.11)</i>	83	-
<i>Parliamentary Business Resources Act 2017 (s.59)</i>	10,296	20,919
<i>Parliamentary Superannuation Act 2004 (s.8)</i>	2,379	2,564
Commonwealth of Australia		
<i>Constitution Act 1901 (s.66)</i>	1,637	1,500
Australian Public Service Commission		
<i>Remuneration Tribunal Act 1973 (s.7)</i>	9,605	-
	24,000	24,983

From 1 January 2018, following the commencement of the *Parliamentary Business Resources Act 2017*, the department ceased making payments on behalf of the Australian Public Service Commission.

Section 2: Outcomes and planned performance

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

Note:

Performance reporting requirements in the Portfolio Budget Statements are part of the enhanced Commonwealth performance framework established by the *Public Governance, Performance and Accountability Act 2013*. The performance criteria described in these Portfolio Budget Statements should be read with broader information provided in the department's corporate plan and annual performance statement – included in Annual Reports – to provide the department's complete performance story.

The most recent corporate plan for the department can be found [here](#).

The most recent annual performance statement can be found in the department's annual report which is available [here](#).

2.1 BUDGETED EXPENSES AND PERFORMANCE

Departmental activities contributing to the department's outcome are undertaken under a single program, 1 – Advice and support. Table 2.1 below details the performance criteria for that program and summarises how the program is delivered.

Performance criteria

Table 2.1: Performance criteria for Outcome 1

Purpose	<p>The department is the secretariat to the Australian Senate. All of its functions derive from this purpose and its work is substantially driven by the requirements of the Senate and senators.</p> <p>The department facilitates meetings of the Senate and its committees. It succeeds when the Senate and its committees meet in accordance with their decisions, and when senators and others receive the advice and support they need to participate in those meetings.</p>
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<ul style="list-style-type: none"> • Outcome 1 - Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties 		
<p>Program 1 - Advice and support - Secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings.</p>		
Delivery	<p>The department's outcome is delivered under a single program, comprising services and activities in the following areas:</p> <ul style="list-style-type: none"> • Advice about Senate and committee proceedings • Secretariat support for the Senate • Secretariat support for committees • Administrative advice and support for senators • Public information and parliamentary education • Capability, governance and accountability. 	
Performance information		
Year	Performance criteria	Targets
2017-18	<p>The department's activities enable the Senate and its committees to meet in accordance with their decisions.</p> <p>Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees.</p> <p>Senators are satisfied with the administrative advice and support that fall within the department's responsibilities.</p>	<p>Secretariat support is provided for all meetings.</p> <p>Advice and support are consistently sound and timely.</p> <p>All known governance and accountability obligations to the Senate and under statute are met.</p> <p><i>Expected result: all targets met.</i></p>
2018-19	<p>The department's activities enable the Senate and its committees to meet in accordance with their decisions.</p> <p>Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees.</p>	<p>Secretariat support is provided for all meetings.</p> <p>Advice and support are consistently sound and timely.</p> <p>All known governance and accountability</p>

Department of the Senate Budget Statements

<ul style="list-style-type: none"> • Outcome 1 - Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties 		
<p>Program 1 - Advice and support - Secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings.</p>		
	<p>Senators are satisfied with the administrative advice and support they receive from the department.</p> <p>Public information and parliamentary education programs are current and accessible to target audiences.</p>	<p>obligations to the Senate and under statute are met.</p> <p>Relevant public information is made available as soon as possible following activity and planned education programs are provided.</p>
2019-20 and beyond	As for 2018-19	As for 2018-19

Budgeted expenses

This table shows how much the department intends to spend (on an accrual basis) on achieving the outcome, through its single program.

Table 2.2: Budgeted expenses for Outcome 1

	2017-18 Estimated actual \$'000	2018-19 Budget \$'000	2019-20 Forw ard estimate \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000
Program: Department of the Senate					
Departmental expenses					
Departmental appropriation	23,387	23,463	23,475	23,638	23,776
s 74 Retained revenue receipts (a)	450	450	450	450	450
Expenses not requiring appropriation in the Budget year (b)	389	400	401	402	405
Departmental total	24,226	24,313	24,326	24,490	24,631
Total expenses for Program 1	24,226	24,313	24,326	24,490	24,631
	2017-18	2018-19			
Average staffing level (number)	160	157			

(a) Estimated expenses incurred in relation to receipts retained under section 74 of the PGPA Act.

(b) Expenses not requiring appropriation in the Budget year are made up of depreciation and amortisation expenses.

Figures displayed as a negative (-) represent a decrease in funds and a positive (+) represent an increase in funds.

Note: Departmental appropriation splits and totals are indicative estimates and may change in the course of the budget year as priorities change.

Section 3: Budgeted financial statements

This section presents budgeted financial statements which provide a comprehensive snapshot of the department's finances for the 2018-19 budget year, including the impact of budget measures and resourcing on financial statements.

3.1 BUDGETED FINANCIAL STATEMENTS

3.1.1 Explanatory notes and analysis of budgeted financial statements

Since the 42nd Parliament (2007-10), there has been a significant increase in demand for the department's services, in support of Senate committee and legislative activity. The additional funding of \$3.7 million per annum that commenced in 2017-18 has enabled the department to better align its resources to the level required to support that demand.

As shown in Table 3.1 the department is expecting a breakeven result for 2018-19 with the expectation that activity levels and expenditure will decrease during the election period.

The department received capital funding of \$0.4m in both 2016-17 and 2017-18 to develop a system to receive and publish digital copies of tabled documents, which will be integrated with other elements of the Parliament's website. The department has commenced a pilot for this project with the Departments of Parliamentary Services and the Prime Minister and Cabinet which will continue into 2018-19.

3.2 BUDGETED FINANCIAL STATEMENTS TABLES

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

	2017-18 Estimated actual \$'000	2018-19 Budget \$'000	2019-20 Forw ard estimate \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000
EXPENSES					
Employee benefits	20,695	20,926	21,069	21,196	21,319
Suppliers	3,142	2,987	2,856	2,892	2,907
Depreciation and amortisation	389	400	401	402	405
Total expenses	24,226	24,313	24,326	24,490	24,631
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Sale of goods and rendering of services	450	450	450	450	450
Total own-source income	450	450	450	450	450
Net (cost of)/contribution by services	(23,776)	(23,863)	(23,876)	(24,040)	(24,181)
Revenue from Government	23,387	23,463	23,475	23,638	23,776
Surplus/(deficit) attributable to the Commonwealth	(389)	(400)	(401)	(402)	(405)
OTHER COMPREHENSIVE INCOME					
Total other comprehensive income	-	-	-	-	-
Total comprehensive income/(loss)	(389)	(400)	(401)	(402)	(405)
Total comprehensive income/(loss) attributable to the Commonwealth	(389)	(400)	(401)	(402)	(405)

Note: Impact of net cash appropriation arrangements

	2017-18 \$'000	2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000
Total comprehensive income/(loss) excluding depreciation/amortisation expenses previously funded through revenue appropriations.	-	-	-	-	-
less depreciation/amortisation expenses previously funded through revenue appropriations	389	400	401	402	405
Total comprehensive income/(loss) - as per the statement of comprehensive income	(389)	(400)	(401)	(402)	(405)

Prepared on Australian Accounting Standards basis.

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

	2017-18 Estimated actual \$'000	2018-19 Budget \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000	2021-22 Forward estimate \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	157	157	157	157	157
Trade and other receivables	9,131	7,631	7,631	7,631	7,631
Total financial assets	9,288	7,788	7,788	7,788	7,788
Non-financial assets					
Property, plant and equipment	3,589	5,464	5,464	5,464	5,464
Intangibles	2,190	2,190	2,190	2,190	2,190
Inventories	67	67	67	67	67
Other non-financial assets	237	237	237	237	237
Total non-financial assets	6,083	7,958	7,958	7,958	7,958
Total assets	15,371	15,746	15,746	15,746	15,746
LIABILITIES					
Payables					
Suppliers	78	78	78	78	78
Total payables	78	78	78	78	78
Provisions					
Employee provisions	5,336	5,336	5,336	5,336	5,336
Total provisions	5,336	5,336	5,336	5,336	5,336
Total liabilities	5,414	5,414	5,414	5,414	5,414
Net assets	9,957	10,332	10,332	10,332	10,332
EQUITY*					
Parent entity interest					
Contributed equity	3,993	4,768	5,169	5,571	5,976
Reserves	11,376	11,376	11,376	11,376	11,376
Retained surplus (accumulated deficit)	(5,412)	(5,812)	(6,213)	(6,615)	(7,020)
Total parent entity interest	9,957	10,332	10,332	10,332	10,332
Total equity	9,957	10,332	10,332	10,332	10,332

Prepared on Australian Accounting Standards basis.

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

Table 3.3: Departmental statement of changes in equity — summary of movement (Budget year 2018-19)

	Retained earnings	Asset revaluation reserve	Other reserves	Contributed equity/capital	Total equity
	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance as at 1 July 2018					
Balance carried forward from previous period	(5,412)	11,376	-	3,993	9,957
Adjustment for changes in accounting policies	-	-	-	-	-
Adjusted opening balance	-	-	-	-	-
Comprehensive income					
Other comprehensive income	-	-	-	-	-
Surplus/(deficit) for the period	(400)	-	-	-	(400)
Total comprehensive income	(400)	-	-	-	(400)
of which:					
Attributable to the Commonwealth	(400)	-	-	-	(400)
Transactions with owners					
Contributions by owners					
Departmental capital budget (DCB)	-	-	-	775	775
Sub-total transactions with owners	-	-	-	775	775
Estimated closing balance as at 30 June 2019	(5,812)	11,376	-	4,768	10,332
Closing balance attributable to the Commonwealth	(5,812)	11,376	-	4,768	10,332

Prepared on Australian Accounting Standards basis.

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

	2017-18 Estimated actual \$'000	2018-19 Budget \$'000	2019-20 Forw ard estimate \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	24,387	24,963	23,475	23,638	23,776
Sale of goods and rendering of services	450	450	450	450	450
Total cash received	24,837	25,413	23,925	24,088	24,226
Cash used					
Employees	20,695	20,926	21,069	21,196	21,319
Suppliers	3,142	2,987	2,856	2,892	2,907
Total cash used	23,837	23,913	23,925	24,088	24,226
Net cash from/(used by) operating activities	1,000	1,500	-	-	-
INVESTING ACTIVITIES					
Cash used					
Purchase of property, plant and equipment and intangibles	1,914	2,275	401	402	405
Total cash used	1,914	2,275	401	402	405
Net cash from/(used by) investing activities	(1,914)	(2,275)	(401)	(402)	(405)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	914	775	401	402	405
Total cash received	914	775	401	402	405
Net cash from/(used by) financing activities	914	775	401	402	405
Net increase/(decrease) in cash held	-	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	157	157	157	157	157
Cash and cash equivalents at the end of the reporting period	157	157	157	157	157

Prepared on Australian Accounting Standards basis.

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

	2017-18 Estimated actual \$'000	2018-19 Budget \$'000	2019-20 Forw ard estimate \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget (DCB)	914	775	401	402	405
Total new capital appropriations	914	775	401	402	405
Provided for:					
Purchase of non-financial assets	914	775	401	402	405
Total items	914	775	401	402	405
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriation - DCB (a)	914	775	401	402	405
Funded internally from departmental resources (b)	1,000	1,500	-	-	-
TOTAL	1,914	2,275	401	402	405
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	1,914	2,275	401	402	405
Total cash used to acquire assets	1,914	2,275	401	402	405

Prepared on Australian Accounting Standards basis.

- (a) Does not include annual finance lease costs. Includes purchases from current and previous years' Departmental capital budgets (DCBs).
- (b) Includes the following sources of funding:
- current and prior year appropriations,
 - s 74 Retained revenue receipts, and
 - proceeds from the sale of 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.
Additional estimates	Where amounts appropriated at Budget time are insufficient, Parliament may appropriate more funds to portfolios through the Additional (Parliamentary Departments) Appropriation Acts.
Annual appropriation	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.
Appropriation	An authorisation by Parliament to spend moneys from the Consolidated Revenue Fund for a particular purpose.
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.

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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.
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.
Equity or net assets	Residual interest in the assets of an entity after deduction of its liabilities.
Measure	A new policy or savings decision of the Government with financial impacts.
Operating result	Equals revenue less expense.
Outcome	An outcome is the intended result, consequence or impact of government actions on the Australian community.
PGPA Act	Public Governance, Performance and Accountability Act 2013.
Program	Activity that delivers benefits, services or transfer payment to individuals, industry and/or the community as a whole, with the aim of achieving the intended result specified in an outcome statement.
Revenue	Total value of resources earned or received to cover the production of goods and services.

Department of the Senate Budget Statements

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.