

**PORTFOLIO  
BUDGET STATEMENTS  
2008-09**

**DEPARTMENT OF THE HOUSE OF REPRESENTATIVES**

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

**BUDGET RELATED PAPER NO. 1.18A**

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ISBN 978-0-642-79054-5

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Printed by the Department of the House of Representatives



Speaker of the House of Representatives

Harry Jenkins MP

**PARLIAMENT HOUSE  
CANBERRA 2600**

Honourable Members

I hereby submit Portfolio Budget Statements in support of the 2008-09 Budget for the Department of the House of Representatives.

These statements have been developed, and are submitted to the Parliament, as a statement on the outcomes for the department.

I present these statements to provide accountability to the House and, through it, the public.

Yours sincerely

A handwritten signature in black ink, appearing to read 'H. Jenkins'.

HARRY JENKINS  
Speaker

## Abbreviations and conventions

The following notation may be used:

NEC/nec	not elsewhere classified
..	nil
na	not zero, but rounded to zero
nfp	not applicable (unless otherwise specified)
\$m	not for publication
\$b	\$ million
	\$ 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 Mr Doug Pereira, Chief Finance Officer, Department of the House of Representatives on (02) 6277 4448.

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

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**USER GUIDE  
TO THE  
PORTFOLIO BUDGET  
STATEMENTS**



# USER GUIDE

The purpose of the 2008-09 Portfolio Budget Statements (PB Statements) is to inform Members of the House of Representatives of the proposed allocation of resources to the outcome and outputs of the department. The department receives resources from the annual appropriation act, special appropriations (including standing appropriations and special accounts), and revenue from other sources.

A key role of the department's PB Statements is to facilitate the understanding of the proposed annual appropriations in the Appropriation (Parliamentary Departments) Bill (No. 1) 2008-09. In this sense the PB Statements are Budget related papers and are declared by the appropriation bill to be 'relevant documents' to the interpretation of the bill 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 the outcome proposed in the bill.

## STRUCTURE OF THE PORTFOLIO BUDGET STATEMENTS

The Portfolio Budget Statements have been revised for the 2008-09 Budget, with significant changes made to reduce the work load on agencies and to provide Parliament with more targeted and comprehensive information on government expenditure.

Included below is a brief outline of each section of the revised document.

### Department overview

A brief overview of the department's role, structure and resources.

### Agency Resources and Planned Performance

#### Section 1: Agency overview and resources

- This section includes three components:
  - 1.1 Strategic Direction for 2008-09;
  - 1.2 Resource Statement; and
  - 1.3 Measures Table.
- The intention of section one is to provide readers with an overview of the functions and responsibilities of the agency, its contribution towards its outcomes for the budget year and the resources available.
- In the *Strategic Direction for 2008-09* agencies are to present a narrative approach rather than being restricted to a fixed number of headings. The key emphasis is on telling the agency 'story': the key strategies it is implementing to achieve its outcomes, what is involved and how success and progress are to be measured.
- The agency resource statement and measures table summarise resource information into two tables. Agencies are to use the new agency resource statement which details the source and nature of the all resources available to the agency. Budget Measures information is to reflect the information covered in Budget Paper 2, with the output group against which the measures are to be pursued included to improve cross-referencing.

## Agency Resources and Planned Performance (continued)

### Section 2: Outcomes and Planned Performance

- The outcomes section has undergone significant change to re-orientate agency reporting towards their results in contributing to outcomes and away from focusing on the activities and processes of agencies.
- The outcome resource statement provides lower level resourcing information for general users at the results level, grouped by output group rather than appropriation type as has been the case previously.
- Following the outcome resource statement agencies will use output groups for each outcome to group their intended contributions and the performance indicators used to assess the agency's effectiveness. By focusing on the results and impacts agencies are making towards outcomes, the revised PB Statements will be more focused on how agencies contribute to outcomes rather than detailing activities.

### Section 3: Explanatory tables and budgeted financial statements

- This section has been reworked to increase the readability of technical financial information. The section now includes:
  - an explanation of any differences at agency level between the information included in the Budget Papers and the PB Statements arising from the use of the GFS and AAS accounting methodologies; and
  - explanatory tables to provide supplementary information on the reconciliation between total available appropriation and outcome attribution, the re-phasing and use of appropriations, special account flows and Australian Government Indigenous Expenditure.
- It should also be noted that the capital budget statement and the property, plant, equipment and intangibles statements are no longer mandatory in the financial statements. This change has been made because for the majority of agencies the information provided was of little value. Agencies with significant investment programs and/or balance sheets may continue using the statements to better explain their overall position.



# DEPARTMENT OVERVIEW

# THE DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

## PORTFOLIO RESPONSIBILITIES

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

The Department's purpose, as set out in its Corporate Plan, is:

To support the House of Representatives and the Parliament by providing advice and services of the highest possible standard.

The Department provides services to ensure:

- the House of Representatives Chamber and Main Committee operate effectively;
- Parliamentary committees operate effectively;
- Members receive appropriate services to fulfil their parliamentary duties;
- international and regional relationships with other Parliaments, parliamentary bodies and organisations are maintained; and
- the community understands, and interacts with, the work of the House of Representatives and the Commonwealth Parliament.

The Speaker, Mr. Harry Jenkins, MP, has accountability obligations to the House of Representatives for the Department. The Clerk of the House of Representatives, Mr. Ian Harris, is responsible for managing the Department.

The Department acts in partnership with the Department of the Senate, the Office of the Governor-General and relevant government agencies to ensure the outcomes of parliamentary proceedings are processed and recorded accurately and on time.

**FIGURE 1: DEPARTMENT STRUCTURE AND OUTCOMES**

OUTCOME
The House of Representatives fulfils its role as a representative and legislative body. <b>Speaker</b> Mr Harry Jenkins MP <b>Clerk of the House</b> Ian Harris <b>Deputy Clerk</b> Bernard Wright

Clerk Assistant (Table) Robyn McClelland		Clerk Assistant (Committees) Robyn Webber	
Output 1.1	Output 1.2	Output 1.3	Output 1.4
<b>Chamber and Main Committee</b> <i>Table Office</i> Chamber Support <i>Serjeant-at-Arms' Office</i> Chamber and Ceremonial duties <i>Chamber Research Office</i> Parliamentary and procedural research Provision of information and publications <i>Committees</i> Support for the House on petitions, publications, procedure, members' interests and privileges and Joint Committee on Broadcasting	<b>Community Awareness</b> <i>Serjeant-at-Arms Office</i> School visits <i>Parliamentary Education Office<sup>a</sup></i> Education and public awareness activities <i>Liaison and Projects Office<sup>b</sup></i> Promotion, information and publications	<b>Committee Services</b> <i>Committee secretariats</i> Support for 20 committees Liaison Committee for chairs and deputy chairs	<b>Inter-parliamentary Relations</b> <i>Parliamentary Relations Office<sup>c</sup></i> Support for parliamentary delegations and membership of inter-parliamentary associations
<p><sup>a</sup> Jointly funded by the department and the Department of the Senate and administered by the Department of the Senate</p> <p><sup>b</sup> Liaison and Projects Office reports to Clerk Assistant (Committees)</p> <p><sup>c</sup> Jointly funded by the department and the Department of the Senate</p> <p><sup>d</sup> Included in this output group for budgetary purposes</p>			

<b>Serjeant-at-Arms:</b> David Elder
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Output 1.5
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<b>Members Services</b> <i>Speaker's Office<sup>d</sup></i> <i>Serjeant-at-Arms' Office</i> Accommodation and support services House Committee Members' and office holders' stationery	<i>People Strategies Office</i> Salaries and allowances <i>Finance Office</i> Financial services and support <i>Information Systems and Publishing Office</i> Printing, publishing, information technology equipment
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**DEPARTMENTAL RESOURCES MADE AVAILABLE IN THE BUDGET YEAR**

**Table 1: Departmental resources made available in the Budget year**

	Appropriation			Receipts	Total
	Bill No. 1 \$'000	Bill No. 2 \$'000	Special \$'000	\$'000	\$'000
<b>Department of the House of Representatives</b>					
Administered appropriations	-	-	27,989	-	27,989
Departmental appropriations	21,935	-	-	176	22,111
<b>Total:</b>	<b>21,935</b>	<b>-</b>	<b>27,989</b>	<b>176</b>	<b>50,100</b>

**Resources available within Department: 50,100**

# **Department of the House of Representatives**

## **Agency resources and planned performance**



# **DEPARTMENT OF THE HOUSE OF REPRESENTATIVES**

## **Section 1: Agency overview and resources**

### **1.1 STRATEGIC DIRECTION**

The Department's strategic direction is centred on continued high standards of service delivery to the House of Representatives, its committees and Members; to the wider parliament; and to the public in the face of a changing parliamentary environment. Our priorities remain closely linked with improving our ability to serve clients, developing our people, sustaining our capability, and maintaining strong relationships within the department, the parliament and beyond. The Department must continue to innovate to keep pace with technological change and continuing development in information and communications technologies.

Activity levels tied to the parliamentary cycle impact on the Department's budget position. As the first full year of the new Parliament, 2008-09 will see increased activity in the core areas of the department's operations – supporting the Chamber and committees. These increased activity levels, and increasing input factor costs, will require continued careful financial management across the forward estimates years if service levels are to be maintained.

Recent changes put in place by the House, including changes to the standing orders and to the committee system in the 42<sup>nd</sup> Parliament, including formation of the Petitions Committee and related modifications to the petitions process, are examples of the need for innovation within the Department. In response to changing demands, the Department must be flexible enough to provide effective and efficient solutions (often taking advantage of improved web-based interfaces and database technology) while maintaining the fundamental integrity of the parliamentary process and the requirement for accountability to the House and to the public.

The Department will continue to cooperate with the other parliamentary departments (and Executive service delivery agencies) to maximise the efficiency and effectiveness of service delivery across the parliament. The Department will continue its focus on liaison with other parliaments, to facilitate the representative component of the agency Outcome (primarily in support of the parliamentary relations work of the Speaker and Members) and to share and seek innovative solutions with other parliaments and national and international parliamentary bodies.

## 1.2 AGENCY RESOURCE STATEMENT

Table 1.1 shows the total resources from all origins. The table summarises how resources will be applied by outcome and by administered and departmental classification.

**Table 1.1: Department of the House of Representatives resource statement — Budget estimates for 2008-09 as at Budget May 2008**

	Estimate of prior <sup>+</sup> year amounts available in 2008-09 \$'000	Proposed at Budget <sup>=</sup> 2008-09 \$'000	Total Estimate 2008-09 \$'000	Estimated Appropriation Available 2007-08 \$'000
<b>Ordinary Annual Services</b>				
<b>Departmental outputs</b>				
Departmental outputs	11,710 <sup>4</sup>	21,935 <sup>1</sup>	33,645 <sup>1</sup>	31,924
s31 agency receipts	-	170 <sup>3</sup>	170 <sup>3</sup>	170
<b>Total</b>	<b>11,710</b>	<b>22,105</b>	<b>33,815 <sup>5</sup></b>	<b>32,094</b>
<b>Administered expenses</b>				
Outcome 1: The House of Representatives fulfils its role as a representative and legislative body	-	-	-	922
<b>Total</b>	-	-	-	<b>922</b>
<b>Total ordinary annual services</b>	<b>A 11,710</b>	<b>22,105</b>	<b>33,815</b>	<b>33,016</b>
<b>Other services</b>				
<b>Administered expenses</b>				
<b>Total</b>	-	-	-	-
<b>Departmental non-operating</b>				
<b>Total</b>	-	-	-	-
<b>Administered non-operating</b>				
<b>Total</b>	-	-	-	-
<b>Total other services</b>	<b>B -</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Available Annual Appropriations</b>	<b>11,710</b>	<b>22,105</b>	<b>33,815</b>	<b>33,016</b>
<b>Special Appropriations</b>				
<b>Special Appropriations limited by criteria/entitlement</b>				
Members' Salaries - RAA Act 1990	-	20,019	20,019	18,921
Members' Allowances- RTA Act 1973	-	6,063	6,063	5,906
Members' Superannuation - PSA Act 2004	-	1,487	1,487	802
Transfer of bulk papers & postage - PEA Act 1990	-	420	420	400
<b>Total Special Appropriations</b>	<b>C -</b>	<b>27,989</b>	<b>27,989</b>	<b>26,029</b>
<b>Total Appropriations excluding Special Accounts</b>	<b>11,710</b>	<b>50,094</b>	<b>61,804</b>	<b>59,045</b>

Acts Glossary:

RAA Act 1990 - *Remuneration and Allowances Act 1990* - section 8

RTA Act 1973 - *Remuneration Tribunal Act 1973* - section 7 (13)

PSA Act 2004 - *Parliamentary Superannuation Act 2004* - section 18

PEA Act 1990 - *Parliamentary Entitlements Act 1990* - section 11

**Table 1.1: Department of the House of Representatives resource statement — Budget estimates for 2008-09 as at Budget May 2008 (continued)**

	Estimate of prior + year amounts available in 2008-09 \$'000	Proposed at Budget = 2008-09 \$'000	Total Estimate 2008-09 \$'000	Estimated Appropriation Available 2007-08 \$'000
<b>Special Accounts<sup>6</sup></b>				
Opening balance	2,805	-	2,805	2,932
Appropriation Receipts	-	141	141	141
Appropriation Receipts - other agencies	-	-	-	-
Non-Appropriation receipts to Special Accounts	-	6	6	6
<b>Total Special Account</b> D	<b>2,805</b>	<b>147</b>	<b>2,952</b>	<b>3,079</b>
<b>Total resourcing</b> A+B+C+D	<b>14,515</b>	<b>50,241</b>	<b>64,756</b>	<b>62,124</b>
Less appropriations drawn from annual or special appropriations above and credited to special accounts		141	141	141
<b>Total net resourcing for the Department of the House of Representatives</b>	<b>14,515</b>	<b>50,100</b>	<b>64,615</b>	<b>61,983</b>

1. Appropriation (Parliamentary Departments) Bill (No.1) 2008-09.
2. Appropriation (Parliamentary Departments) Bill (No.2) 2008-09.
3. s31 Agency receipts — estimate.
4. Estimated adjusted balance carried from previous year for Annual Appropriations.
5. The total available departmental operating appropriation (outputs) will not equal the total of all outputs in the Outcome Resource Statements as they budget for estimated appropriation attributable to outcomes and not the total available. For reconciliation see Table 3.1.1.
6. Estimated opening balance for special accounts. For further detail on special accounts see Table 3.1.2.

### Third Party Drawdowns from and on behalf of other agencies

	\$'000
Payments made on behalf of The Department of Finance and Deregulation	1,907
Payments made on behalf of The Department of Education, Employment and Workplace Relations (Third Party drawing rights)	26,082
(these amounts are disclosed above as Special Appropriations limited by criteria/entitlement)	

### **1.3 BUDGET MEASURES**

There are no budget measures relating to the Department.

## Section 2: Outcomes and planned performance

### 2.1 OUTCOMES AND PERFORMANCE INFORMATION

The department's outcome represents the results, impacts or consequences of actions by the department on the Australian community.

The department's outcome is described below by output groups, specifying the performance indicators and targets used to assess and monitor the performance of the Department in achieving government outcomes.

#### 2.1.1 Outcome 1: The House of Representatives fulfils its role as a representative and legislative body

##### Outcome 1 Strategy

The department's purpose is:

To support the House of Representatives to fulfil its role as a representative and legislative body by providing effective advice and services of the highest possible standard.

The *Parliamentary Service Act 1999* sets out the legal framework for a non-partisan parliamentary service to serve the Australian Parliament and provides for the management, leadership and responsibilities of parliamentary service employees. The Act establishes this department, the Department of the Senate and the Department of Parliamentary Services. The other two parliamentary departments report to the Parliament separately each year.

During 2008–09, the department will continue its role as a service department for the Parliament, supporting the work of the House of Representatives, including its members in their parliamentary duties, its committees, and some joint committees. The department will continue its focus on assistance to the House and the Parliament in their relations within Australia and internationally.

There have been no changes to the Outcome or Outputs structure.

**Table 2.1: Total resources for Outcome 1**

	2008-09 Total estimate of available resources \$'000	2007-08 Estimated actual \$'000
<b>Outcome 1: The House of Representatives fulfils its role as a representative and legislative body</b>		
<b>Administered items</b>		
Holders of Public Office	-	922
<b>Special Appropriations</b>		
Members' Salaries - RAA Act 1990	20,019	18,921
Members' Allowances- RTA Act 1973	6,063	5,906
Members' Superannuation - PSA Act 2004	1,487	802
Transfer of bulk papers & postage - PEA Act 1990	420	400
<b>Departmental Outputs</b>		
Departmental Output 1.1 - Chamber & Main Committee	3,641	3,396
Departmental Output 1.2 - Community Awareness	1,535	1,432
Revenue from other sources (s.31)	170	170
Departmental Output 1.3 - Committee Services	11,166	10,413
Departmental Output 1.4 - Inter-parliamentary relations	1,855	1,721
Departmental Output 1.5 - Services and advice to Members	3,597	3,355
<b>Special Accounts</b>		
Inter-Parliamentary Relations Special Account		
Opening balance	2,672	2,801
Appropriation receipts	141	141
Non-Appropriation receipts to Special Accounts	-	-
Services for Other Government and Non-Departmental Bodies		
Opening balance	25	24
Appropriation receipts	-	-
Non-Appropriation receipts to Special Accounts	5	5
Other Trust Moneys Account - House of Representatives		
Opening balance	108	107
Appropriation receipts	-	-
Non-Appropriation receipts to Special Accounts	1	1
<b>Total resources for Outcome 1</b>	<b>52,905</b>	<b>50,517</b>
	2008-09	2007-08
<b>Average staffing level (number)</b>	<b>158</b>	<b>155</b>

Note: Departmental Appropriation splits and totals, by outcome and output, are indicative estimates and may change in the course of the budget year as priorities change.



## Contributions to Outcome 1

<b>Output 1.1: Chamber and Main Committee</b>	
<p>This output group reflects all resources supporting the effective operation of the Chamber and Main Committee of the House of Representatives.</p> <p>The focus will continue to be the provision of advice and services of the highest standard to support the Chamber and Main Committee, together with the ongoing development and maintenance of staff knowledge and skills, systems and processes.</p> <p>As mentioned, 2008-09 is the first full financial year of the new Parliament and it is anticipated that the level of direct support activity for the output group during the year will be at similar levels to the corresponding year in the parliamentary cycle – that is, relatively high. Nine sitting weeks are scheduled for the first half of the financial year and it is anticipated that a similar number of weeks will also be scheduled for the first half of 2009. The workload in supporting the Government’s legislative program is also likely to be at trend levels.</p> <p>In addition to the secretariat role, it is anticipated that several major IT projects will be finalised during the year, with workload and resource requirements. Working in conjunction with the other parliamentary departments, there will be an upgrade of the document production system for Microsoft Office 2007 and redevelopment of the Bills and ParlInfo systems. The Chamber Support area is heavily dependant on information technology.</p>	
Key Performance Indicators	2008-09 Target
<p>Advice and services to enable the Chamber and Main Committee to meet and address business as scheduled</p>	<p><i>Quality 1</i> – Members and others are highly satisfied with the advice and services provided by Clerks at the Table (Trends over time - measured through formal and informal feedback).</p> <p><i>Quality 2</i> – Members and others are highly satisfied with the quality and timeliness of the following support services:</p> <ul style="list-style-type: none"> <li>• provision of documents of the House (including bills);</li> <li>• programming and procedural advice;</li> <li>• questions in writing; and</li> <li>• presentation of petitions.</li> </ul> <p>(Trends over time - measured through formal and informal feedback)</p>

	<p><i>Quantity 1</i> – Hours sat by House and Main Committee (Trends over time taking into account the parliamentary cycle)</p>
<p>Processing and drafting of bills</p>	<p><i>Quality 3</i> – Processing deadlines met with no errors (Trends over time)</p> <p><i>Quality 4</i> – Members are satisfied that drafting meets their intentions in a timely way. (Trends over time - measured through formal and informal feedback)</p> <p><i>Quantity 2</i> – Number of bills processed to third reading/assent stage within deadlines (Trends over time, taking into account the parliamentary cycle)</p> <p><i>Quantity 3</i> – Number of bills/amendments drafted within timeframe required (Trends over time, taking into account the parliamentary cycle )</p>
<p>Creating and processing the records and papers of the Parliament</p>	<p><i>Quality 5</i>– Votes officer’s minutes for House and Main Committee accurate and current to within 5 minutes (Target is met)</p> <p><i>Quantity 4</i> - number of disallowable instruments and other documents processed (Trends over time, taking into account the parliamentary cycle)</p>
<p>Collection, analysis and publication of procedural and statistical information</p>	<p><i>Quality 6</i> – Accuracy and relevance of information; timeliness of information (Trends over time, measured through formal and informal feedback)</p> <p><i>Quality 7</i> – Quality of publications (Trends over time, measured through formal and informal feedback)</p>

<b>Output 1.2: Community Awareness</b>	
<p>This output group reflects all resources supporting the provision of services to increase community understanding of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament.</p> <p>The Department's community outreach program including a magazine, television program, website, email alert service, advertising, media liaison, seminars and other presentations, will continue to be developed and maintained. Efforts will be directed to broadening the audience accessing the various components of the outreach program. With the resumption of Chamber and committee work following the opening of the new Parliament activity levels in 2008-09 will return to normal levels. Activity in 2007-08 was significantly reduced throughout the period of dissolution of the House and until committees were re-established and new inquiries commenced.</p> <p>The Department's support for the Parliamentary Education Office, which is jointly funded by the Department and the Department of the Senate and administered by the Department of the Senate, will continue at trend levels.</p>	
Key Performance Indicators	2008-09 Target
<p>Services to increase public knowledge and awareness of, and interaction with, the work of the House of Representatives and the Commonwealth Parliament</p>	<p><i>Quality 1</i> - 90% of participants completing seminar evaluations are satisfied with seminar program (Seminar evaluations - trends over time)</p> <p><i>Quality 2</i> - Quality of publications (About the House magazine survey - trends over time)</p> <p><i>Quantity 1</i> - Number of people subscribing to email alert service (Trends over time)</p> <p><i>Quantity 2</i> - Number of student visitors (Trends over time)</p>

<b>Output 1.3: Committee Services</b>	
<p>This output group supports House of Representatives and some joint committees in fulfilling their role in the parliamentary consideration of policy and legislation and the scrutiny of government.</p> <p>With the reestablishment of committees in the last half of 2007-08 demand for support services recommenced after activity ceased with the dissolution of committees in September 2007. Indications are that 2008-09 will be a year of relatively high committee activity with a consequent demand for high levels of support. This reflects both the place in the normal parliamentary cycle and an increased focus on committees from the incoming government and committee members.</p>	
Key Performance Indicators	2008-09 Target
<p>Procedural, research, analytical and administrative support for the conduct of inquiries and other activities of committees and the publication of the final report</p>	<p><i>Quality:</i> Rate of satisfaction of committee members with advice and services provided, through discussions with and surveys of key clients (Trends over time - measured through formal and informal feedback)</p> <p><i>Quantity:</i> Number of full year inquiries completed per year (Trends over time, taking into account the Parliamentary cycle)</p>

<b>Output 1.4: Inter-parliamentary Relations</b>	
<p>This output group provides advice and support to facilitate the conduct of the Parliament's international and regional affairs. Incoming and outgoing delegations will return to levels normal for this stage in the parliamentary cycle following the cessation of delegation activity in 2007-08 during the period in which the House was dissolved. Assistance to other Parliaments and the Asia/Pacific region through the education trust fund and other capacity building projects is expected to continue at trend levels.</p>	
Key Performance Indicators	2008-09 Target
<p>Advice and support to facilitate the conduct of the Parliament's international and regional affairs</p>	<p><i>Quality 1</i> – Rate of satisfaction of delegates with arrangements for overseas visits by Australian parliamentary delegations (Trends over time and surveys from debriefing meetings with delegates and other stakeholders)</p> <p><i>Quality 2</i> – Rate of satisfaction of Presiding Officers with arrangements for incoming parliamentary delegations, participation in parliamentary organisations and quality of policy advice (Feedback from Presiding Officers)</p> <p><i>Quality 3</i> – Rate of satisfaction of delegates with arrangements for incoming parliamentary delegations (Feedback and surveys from diplomatic representatives in Australia and Australian diplomatic missions overseas)</p> <p><i>Quality 4</i> – Timeliness of provision of passport and visa services (Trends over time)</p>

<b>Output 1.5: Members' Services</b>	
<p>The resources to provide advice, services and support to Members in Parliament House are included in this group. These include the provision of advice and services relating to salary and allowances; accommodation; computing and communication facilities; office services and printing.</p> <p>As noted earlier, this will be the first full financial year of the 42<sup>nd</sup> Parliament. While Members have settled into their Parliament House accommodation, the solid pattern of sittings is expected to generate a consistent demand for services from this output group. There is expected to be significant asset replacement activity during the year including the purchase of television sets and desktop computers.</p>	
Key Performance Indicators	2008-09 Target
<p>Services and advice to the Speaker, Members and others in accordance with legislation and administrative decisions</p>	<p><i>Quality 1</i> – High level of client satisfaction – number of clients satisfied or very satisfied with services and advice received – measured through surveys or by direct feedback (Trends over time - measured through formal and informal feedback)</p> <p><i>Quantity 1</i> – Number of accommodation related services provided to Members (Trends over time, taking into account the parliamentary cycle)</p>
<p>Members' salaries and allowances.</p>	<p><i>Quality 2</i> : All variations and salary increases are processed with an accuracy rate of at least 99% (Target is met)</p> <p><i>Quantity 2</i>: 150 payments processed monthly with an annual budget of \$27.569 million the parliamentary cycle (Target is met)</p>

## Section 3: Explanatory tables and budgeted financial statements

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of agency finances for the budget year 2008-09. It explains how budget plans are incorporated into the financial statements and provides further details of the reconciliation between the agency and outcome resource statements, movements in administered funds, special accounts and government indigenous expenditure.

### 3.1 EXPLANATORY TABLES

#### 3.1.1 Reconciliation of total available appropriation and outcomes

The Agency Resource Statement (Table 1.1) details the total appropriation available to an agency from all sources. For departmental operating appropriations (outputs) this includes carry-forward amounts as well as amounts appropriated at Budget. As agencies incur and are funded for future liabilities, generally depreciation and employee entitlements, the total amount of departmental operating appropriation available to an agency may not be fully utilised in the Budget year. Outcome resource statements include details of the expected use of available resources in contributing towards outcomes in the Budget year. The difference between the agency level resource statement and the sum of all outcome resource statements is the expected carry-forward amount of resources for the 2009-10 Budget year, including amounts related to meeting future obligations to maintain the agency's asset base and to meet employee entitlement liabilities. Table 3.1.1 reconciles the total available appropriation and amounts attributable to all outcomes.

**Table 3.1.1: Reconciliation of total available appropriation and outcomes**

	\$'000
<b>Total available departmental operating appropriation (outputs)</b>	33,815
Less total attributed in outcome resource statements	(22,105)
<b>Estimated departmental operating appropriation carry-forward for 2009-10 (outputs)</b>	11,710

#### 3.1.2 Movement of administered funds between years

The Department has no movements of administered funds to report.

### 3.1.3 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* or under separate enabling legislation. Table 3.1.2 shows the expected additions (receipts) and reductions (payments) for each account used by the Department.

**Table 3.1.2: Estimates of Special Account cash flows and balances**

		Opening balance <b>2008-09</b> 2007-08	Receipts <b>2008-09</b> 2007-08	Payments <b>2008-09</b> 2007-08	Adjustments <b>2008-09</b> 2007-08	Closing balance <b>2008-09</b> 2007-08
	Outcome	\$'000	\$'000	\$'000	\$'000	\$'000
Inter-Parliamentary Relations Special Account - FMA Act 1997 (D)	1	<b>2,672</b>	<b>141</b>	<b>141</b>	-	<b>2,672</b>
		2,672	141	141	-	2,672
Services for Other Government and Non-Departmental Bodies - FMA Act 1997 (D)	1	<b>25</b>	<b>5</b>	<b>5</b>	-	<b>25</b>
		25	5	5	-	25
Other Trust Moneys Account - House of Representatives - FMA Act 1997 (D)	1	<b>108</b>	<b>1</b>	<b>1</b>	-	<b>108</b>
		108	1	1	-	108
<b>Total special accounts</b>						
<b>2008-09 Budget estimate</b>		<b>2,805</b>	<b>147</b>	<b>147</b>	-	<b>2,805</b>
Total special accounts 2007-08 estimate actual		2,805	147	147	-	2,805

(A) = Administered  
(D) = Departmental

### 3.1.4 Australian Government Indigenous Expenditure

The Department has no 2008-09 AGIE to report.

## **3.2 BUDGETED FINANCIAL STATEMENTS**

### **3.2.1 Analysis of budgeted financial statements**

#### Departmental Income Statement

The decrease in revenue for 2008-09, when compared to 2007-08, reflects the decision by government to apply a one-off 2% increase to the efficiency dividend. Departmental funding is not expected to return to 2007-08 levels before 2010-11.

Expense trends reflect the parliamentary cycle, with employees and suppliers expenses increasing in 2008-09, as activity levels increase in the first full year of the new Parliament. Expenses will increase across the forward estimates years as input cost factors rise (salaries in particular with the negotiation of the new collective agreement this year) and activity levels are maintained.

The combination of reduced income and pressure on expenses is expected to result in a very tight budgetary situation for the Department from next financial year onwards. While the Department will endeavour to maintain its levels of service to the Chamber, committees and Members, the budgetary pressure may mean the Department has to reassess service levels.

Depreciation expense estimates reflect increasing investment in IT assets in accordance with the normal asset replacement cycle. However, future asset replacement decisions will be carefully managed in light of the decreased funding position.

#### Departmental Balance Sheet and Cash Flow Statement

The balance sheet is budgeted to remain in a healthy position across the forward estimates years. The profit to be reported for 2007-08, reflecting decreased operating activities in a federal election year, will increase cash reserves (budgeted as receivables from the Official Public Account). This level of financial assets should be maintained if costs can be contained.

Non-financial assets will be maintained via the normal asset replacement cycle for IT assets and the replacement of furniture items where necessary.

Liabilities consist mainly of provisions for employee entitlements. These amounts are forecast to increase in line with salary increases.

#### Administered Statements

Payments reflect estimates of salary and allowance entitlements for members.

2007-08 estimates include payments made in relation to the Speaker's staff. Responsibility for payments relating to the Speaker's staff will be transferred to the Department of Finance and Deregulation from 2008-09.

### 3.2.2 Budgeted financial statements tables

**Table 3.2.1: Budgeted departmental income statement  
(for the period ended 30 June)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>INCOME</b>					
<b>Revenue</b>					
Revenues from Government	22,210	21,935	22,106	22,246	22,542
Goods and services	170	176	176	176	176
Other	-	-	-	-	-
<b>Total revenue</b>	<b>22,380</b>	<b>22,111</b>	<b>22,282</b>	<b>22,422</b>	<b>22,718</b>
<b>Gains</b>					
Other	3,769	3,845	3,922	3,900	4,000
<b>Total gains</b>	<b>3,769</b>	<b>3,845</b>	<b>3,922</b>	<b>3,900</b>	<b>4,000</b>
<b>Total income</b>	<b>26,149</b>	<b>25,956</b>	<b>26,204</b>	<b>26,322</b>	<b>26,718</b>
<b>EXPENSE</b>					
Employees	14,172	15,016	15,223	15,836	16,043
Suppliers	8,795	9,560	9,551	8,956	9,015
Depreciation and amortisation	1,300	1,250	1,300	1,400	1,530
Write-down of assets and impairment of assets	100	100	100	100	100
Losses from sale of assets	30	30	30	30	30
Other	-	-	-	-	-
<b>Total expenses</b>	<b>24,397</b>	<b>25,956</b>	<b>26,204</b>	<b>26,322</b>	<b>26,718</b>
<b>Surplus (deficit) attributable to the Australian Government</b>	<b>1,752</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.2: Budgeted departmental balance sheet  
(as at 30 June)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and equivalents	3,388	3,462	3,924	3,925	3,808
Trade and other Receivables	11,407	11,407	11,407	11,407	11,407
Tax assets	57	57	57	57	57
Other	30	30	5	5	5
<b>Total financial assets</b>	<b>14,882</b>	<b>14,956</b>	<b>15,393</b>	<b>15,394</b>	<b>15,277</b>
<b>Non-financial assets</b>					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	3,300	3,544	3,209	3,110	3,110
Heritage and cultural	198	198	198	198	198
Inventories	-	-	-	-	-
Intangibles	249	249	249	249	249
Other	260	260	260	260	260
<b>Total non-financial assets</b>	<b>4,007</b>	<b>4,251</b>	<b>3,916</b>	<b>3,817</b>	<b>3,817</b>
Assets held for sale	-	-	-	-	-
<b>Total assets</b>	<b>18,889</b>	<b>19,207</b>	<b>19,309</b>	<b>19,211</b>	<b>19,094</b>
<b>LIABILITIES</b>					
<b>Provisions</b>					
Employees	3,933	4,130	4,308	4,400	4,308
Other	-	-	-	-	-
<b>Total provisions</b>	<b>3,933</b>	<b>4,130</b>	<b>4,308</b>	<b>4,400</b>	<b>4,308</b>
<b>Payables</b>					
Suppliers	261	311	321	111	171
Grants	-	-	-	-	-
Dividends	-	-	-	-	-
Other	458	529	443	463	378
<b>Total payables</b>	<b>719</b>	<b>840</b>	<b>764</b>	<b>574</b>	<b>549</b>
Liabilities included in disposal groups held for sale	-	-	-	-	-
<b>Total liabilities</b>	<b>4,652</b>	<b>4,970</b>	<b>5,072</b>	<b>4,974</b>	<b>4,857</b>
<b>Net assets</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>

**Table 3.2.2: Budgeted departmental balance sheet  
(as at 30 June) (continued)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>EQUITY*</b>					
<b>Parent entity interest</b>					
Contributed equity	-12,500	-12,500	-12,500	-12,500	-12,500
Reserves	11,646	11,646	11,646	11,646	11,646
Retained surpluses or accumulated deficits	15,091	15,091	15,091	15,091	15,091
<b>Total parent entity interest</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>
<b>Total equity</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>	<b>14,237</b>
<b>Current assets</b>	15,142	15,216	15,653	15,654	15,537
<b>Non-current assets</b>	3,747	3,991	3,656	3,557	3,557
<b>Current liabilities</b>	3,428	3,593	3,803	3,705	3,588
<b>Non-current liabilities</b>	1,224	1,377	1,269	1,269	1,269

\* 'Equity' is the residual interest in assets after deduction of liabilities.  
Prepared on Australian Accounting Standards basis.

**Table 3.2.3: Budgeted departmental statement of cash flows  
(for the period ended 30 June)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Goods and services	170	126	126	126	126
Appropriations	22,210	21,935	22,106	22,246	22,542
Other	-	-	-	-	-
<b>Total cash received</b>	<b>22,380</b>	<b>22,061</b>	<b>22,232</b>	<b>22,372</b>	<b>22,668</b>
<b>Cash used</b>					
Employees	13,938	14,859	15,207	15,613	15,972
Suppliers	5,518	6,178	5,863	5,808	6,113
<b>Total cash used</b>	<b>19,456</b>	<b>21,037</b>	<b>21,070</b>	<b>21,421</b>	<b>22,085</b>
<b>Net cash from or (used by) operating activities</b>	<b>2,924</b>	<b>1,024</b>	<b>1,162</b>	<b>951</b>	<b>583</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	100	50	50	50	50
Other	-	-	-	-	-
<b>Total cash received</b>	<b>100</b>	<b>50</b>	<b>50</b>	<b>50</b>	<b>50</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	928	1,000	750	1,000	750
Other	1,752	-	-	-	-
<b>Total cash used</b>	<b>2,680</b>	<b>1,000</b>	<b>750</b>	<b>1,000</b>	<b>750</b>
<b>Net cash from or (used by) investing activities</b>	<b>(2,580)</b>	<b>(950)</b>	<b>(700)</b>	<b>(950)</b>	<b>(700)</b>

**Table 3.2.3: Budgeted departmental statement of cash flows  
(for the period ended 30 June) (continued)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations - contributed equity	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
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>	344	74	462	1	(117)
Cash at the beginning of the reporting period	3,044	3,388	3,462	3,924	3,925
Effect of exchange rate movements on cash at the beginning of reporting period					
<b>Cash at the end of the reporting period</b>	3,388	3,462	3,924	3,925	3,808

Prepared on Australian Accounting Standards basis.

**Table 3.2.4: Departmental statement of changes in equity — summary of movement (Budget year 2008-09)**

	Retained earnings	Asset revaluation reserve	Other reserves	Contributed equity/capital	Total equity
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance as at 1 July 2008</b>					
Balance carried forward from previous period	15,091	11,646	-	(12,500)	<b>14,237</b>
Adjustment for changes in accounting policies	-	-	-	-	-
<b>Adjusted opening balance</b>	<b>15,091</b>	<b>11,646</b>	<b>-</b>	<b>(12,500)</b>	<b>14,237</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>
Transfers between equity components	-	-	-	-	-
<b>Estimated closing balance as at 30 June 2009</b>	<b>15,091</b>	<b>11,646</b>	<b>0</b>	<b>(12,500)</b>	<b>14,237</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.5: Schedule of budgeted income and expenses administered on behalf of Government (for the period ended 30 June)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'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>Total income administered on behalf of Government</b>	-	-	-	-	-
<b>EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
Employees	26,551	27,569	28,947	30,395	31,915
Suppliers	400	420	450	450	450
Other	-	-	-	-	-
<b>Total expenses administered on behalf of Government</b>	26,951	27,989	29,397	30,845	32,365

**Table 3.2.6: Schedule of budgeted assets and liabilities administered on behalf of Government (as at 30 June)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Financial assets</b>					
Cash and cash equivalents	-	-	-	-	-
Receivables	-	-	-	-	-
Other financial assets	-	-	-	-	-
<b>Total financial assets</b>	-	-	-	-	-
<b>Non-financial assets</b>					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	-	-	-	-	-
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>					
Loans	-	-	-	-	-
Leases	-	-	-	-	-
<b>Total interest bearing liabilities</b>	-	-	-	-	-
<b>Provisions</b>					
Employees	-	-	-	-	-
Other provisions	-	-	-	-	-
<b>Total provisions</b>	-	-	-	-	-
<b>Payables</b>					
Suppliers	-	-	-	-	-
Other payables	-	-	-	-	-
<b>Total payables</b>	-	-	-	-	-
Liabilities included in disposal groups held for sale	-	-	-	-	-
<b>Total liabilities administered on behalf of Government</b>	-	-	-	-	-

**Table 3.2.7: Schedule of budgeted administered cash flows  
(for the period ended 30 June)**

	Estimated actual 2007-08 \$'000	Budget estimate 2008-09 \$'000	Forward estimate 2009-10 \$'000	Forward estimate 2010-11 \$'000	Forward estimate 2011-12 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Taxes	-	-	-	-	-
Interest	-	-	-	-	-
Dividends	-	-	-	-	-
Other	-	-	-	-	-
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
Employees	26,551	27,569	28,947	30,395	31,915
Grant payments	-	-	-	-	-
Personal benefits	-	-	-	-	-
Suppliers	400	420	450	450	450
Other	-	-	-	-	-
<b>Total cash used</b>	26,951	27,989	29,397	30,845	32,365
<b>Net cash from or (used by) operating activities</b>	(26,951)	(27,989)	(29,397)	(30,845)	(32,365)
<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	26,809	27,989	29,397	30,845	32,365
Other	-	-	-	-	-
<b>Total cash received</b>	26,809	27,989	29,397	30,845	32,365
<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>	26,809	27,989	29,397	30,845	32,365
<b>Net increase or (decrease) in cash held</b>					
Cash at beginning of reporting period	142	-	-	-	-
<b>Cash at end of reporting period</b>	-	-	-	-	-

Prepared on Australian Accounting Standards basis.

### **3.2.3 Notes to the financial statements**

#### **BASIS OF ACCOUNTING**

The preceding budgeted financial statements tables represent estimates by the Department of results that will be reported in year-end annual financial statements for the current year, budget year and forward estimates years. The basis of accounting for the year-end reports is that required under the *Finance Minister's Orders (Reporting requirements)* and Accounting Standards.

This basis of accounting has been applied in general terms to the estimates contained in the above budgeted financial statements tables.