



Budget 2019-20

Portfolio Budget Statements 2019-20
Budget Related Paper No. 1.17A

Department of the
House of Representatives

Budget Initiatives and Explanations of
Appropriations Specified by Outcomes
and Programs by Entity

2019-20 BUDGET PAPERS

Budget Speech

- No. 1 Budget Strategy and Outlook 2019-20
Contains information on the economic and financial outlook, together with information on the fiscal strategy.
- No. 2 Budget Measures 2019-20
Provides a comprehensive statement on the budget expense, revenue and capital measures in the 2019-20 Budget.
- No. 3 Federal Financial Relations 2019-20
Provides information on the Australian Government's financial relations with the States, Territories and local government.
- No. 4 Agency Resourcing 2019-20
Contains information on resourcing for Australian Government agencies (including special appropriations, special accounts and a summary of agency resourcing).

2019-20 BUDGET RELATED PAPERS

- No. 1 Portfolio Budget Statements
Detailed information on the resources available and the planned performance of each Australian Government entity for 2019-20.



Budget

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and Programs by Entity

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ISBN 978-1-74366-991-4 Printed version

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PARLIAMENT HOUSE
CANBERRA 2600

Honourable Members

I hereby submit Portfolio Budget Statements in support of the 2019-20 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 Parliament and, through it, the public.

Yours sincerely

A handwritten signature in blue ink that reads 'Tony Smith'.

Hon. Tony Smith MP

Speaker

28 March 2019

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nfp	not for publication
\$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 Kate Moore, Chief Finance Officer, Department of the House of Representatives on (02) 6277 4448.

Links to Portfolio Budget Statements (including Portfolio Additional Estimates Statements and Portfolio Supplementary Additional 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 *2019-20 Portfolio Budget Statements* (PB Statements) is to inform Senators and Members of Parliament of the proposed allocation of resources to government outcomes by entities within the portfolio. Entities receive resources from the annual appropriations acts, special appropriations (including standing appropriations and special accounts), and revenue from other sources.

A key role of the PB Statements is to facilitate the understanding of proposed annual appropriations in Appropriation Bills (No. 1 and No. 2) 2019-20 (or Appropriation (Parliamentary Departments) Bill (No. 1) 2019-20 for the parliamentary departments). 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 Parliament to understand the purpose of each outcome proposed in the Bills.

As required under section 12 of the *Charter of Budget Honesty Act 1998*, only entities within the general government sector are included as part of the Commonwealth general government sector fiscal estimates and produce PB Statements where they receive funding (either directly or via portfolio departments) through the annual appropriation acts.

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 for each entity within the portfolio 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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DEPARTMENTAL OVERVIEW

THE DEPARTMENT OF THE HOUSE OF REPRESENTATIVES OVERVIEW

Departmental responsibilities

The Department is one of four 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 wider Parliament, in the role of a representative and legislative body primarily by providing advice and services, and through engaging with the community and other parliaments.

The Department provides facilities, support, advice and information to ensure that:

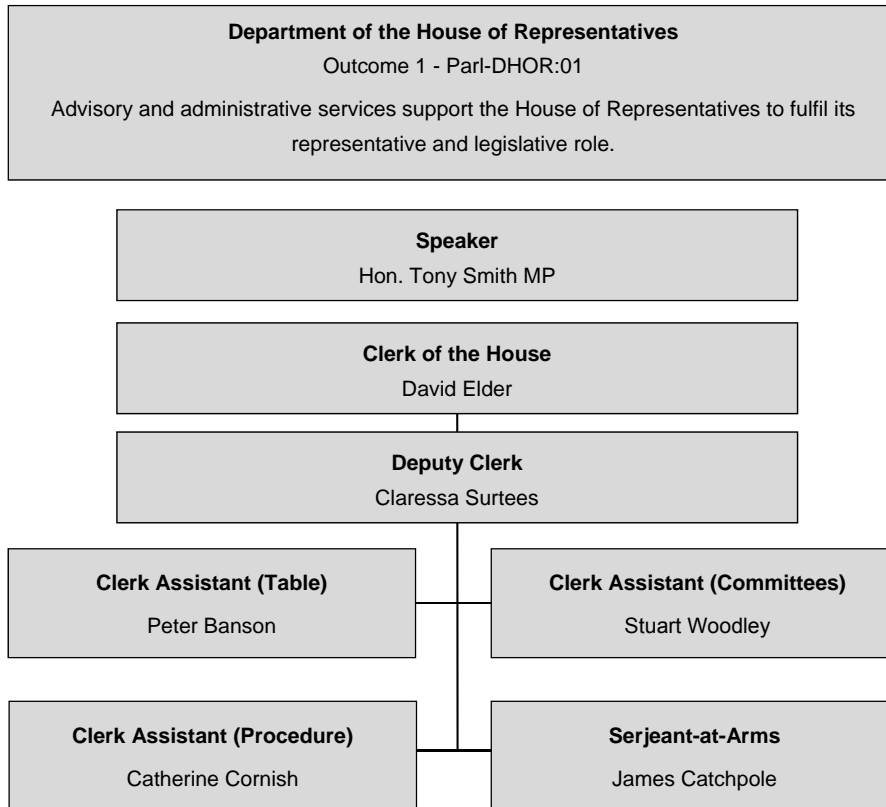
- the Chamber and Federation Chamber operate effectively;
- parliamentary committees operate effectively;
- Members receive appropriate services to fulfil their parliamentary duties;
- international and regional relationships with other parliaments, parliamentary bodies and organisations are maintained;
- the community understands, and interacts with, the work of the House of Representatives and the Australian Parliament; and
- the corporate offices fulfil their responsibilities for the management of people, finances, and office services.

The Speaker, Hon. Tony Smith MP, has accountability obligations to the House of Representatives for the Department. The Clerk of the House of Representatives, Mr David Elder, is responsible for leading the Department.

The Department works with the Department of the Senate, the Department of Parliamentary Services, 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.

For information on resourcing across the portfolio, please refer to Part 1: Agency Financial Resourcing in *Budget Paper No. 4: Agency Resourcing*.

Figure 1: Departmental outcome and structure



**DEPARTMENT OF THE HOUSE OF
REPRESENTATIVES**

**DEPARTMENTAL RESOURCES AND
PLANNED PERFORMANCE**

DEPARTMENT OF THE HOUSE OF REPRESENTATIVES

Section 1: Departmental overview and resources

1.1 STRATEGIC DIRECTION STATEMENT

The Department of the House of Representatives is one of four departments of the Australian Parliamentary Service established under the Parliamentary Service Act 1999. The department's purpose is to support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body primarily by providing advice and services, and through engaging with the community and other parliaments.

The department is committed to the delivery of high standards of service to the House of Representatives, committees and Members; to the wider Parliament; and to the public. We seek to work collaboratively with other parliamentary departments, and with other key people and organisations to ensure a seamless service delivery to our clients.

The strategic priority areas for the department are to:

- develop and maintain a capable and experienced workforce to ensure the department has sufficient and sustainable capability and capacity to undertake the range of activities required to achieve its purpose;
- identify ways to improve information management and processes, using a risk-based approach to identify and prioritise information management projects and initiatives;
- promote the work of the House and its committees through a range of publications and awareness activities, including digital publications, events, seminars and social media activities;
- manage assets to meet the evolving needs and expectations of stakeholders, and the business requirements of the House and the Parliament;
- uphold the institution of the Parliament, and of the House in particular, by building understanding of its history, traditions, procedures and operations; and
- collaborate with colleagues across the parliamentary service, and rely on their professional skills to provide services to members and others.

Further details on the performance criteria for each of the department's activity areas can be found in section 2 of this document.

1.2 DEPARTMENT RESOURCE STATEMENT

Table 1.1 shows the total funding from all sources available to the Department for its operations.

The table summarises how resources will be applied by outcome and by administered (on behalf of the Government) and departmental (for the entity's operations) classification.

For more detailed information on special accounts and special appropriations, please refer to *Budget Paper No. 4 – Agency Resourcing*.

Information in this table is presented on a resourcing (that is, appropriations/cash available) basis, whilst 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: Departmental resource statement — Budget estimates for 2019-20 as at Budget April 2019

	<i>2018-19 Estimated actual \$'000</i>	<i>2019-20 Estimate \$'000</i>
Departmental		
Annual appropriations (a)		
Prior year appropriations available (b)	15,903	18,858
Departmental appropriation (c)	24,113	25,014
s74 External Revenue (d)	232	234
Departmental capital budget (e)	637	635
Total departmental annual appropriations	<u>40,885</u>	<u>44,741</u>
Total departmental resourcing	40,885	44,741
Administered		
Annual appropriations (a)		
Outcome 1	313	319
Total administered annual appropriations	<u>313</u>	<u>319</u>
Total administered resourcing	313	319
Total resourcing for the Department of the House of Representatives	41,198	45,060
Average staffing level (number)	<u>154.0</u>	<u>160.2</u>

Prepared on a resourcing (i.e. appropriations available) basis.

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

(a) Appropriation Bill (Parliamentary Departments (No. 1)) 2019-20.

(b) Excludes any amounts subject to administrative quarantine by Finance or withheld under section 51 of the Public Governance, Performance and Accountability Act 2013 (PGPA Act).

(c) Excludes departmental capital budget (DCB).

(d) Estimated External Revenue receipts under section 74 of the PGPA Act.

(e) Departmental capital budgets are not separately identified in Appropriation Bill (Parliamentary Departments (No. 1)) 2019-20. Please refer to Table 3.5 for further details. For accounting purposes, this amount has been designated as a 'contribution by owner'.

DHOR Budget Statements

Third party payments from and on behalf of other entities

	<i>2018-19 Estimated actual \$'000</i>	<i>2019-20 Estimate \$'000</i>
Payments made on behalf of the Department of Finance (as disclosed in the respective entity's resource statement)	51,717	51,918

1.3 BUDGET MEASURES

Budget measures in Part 1 relating to the Department of the House of Representatives are detailed in Budget Paper No. 2 and are summarised below.

**Table 1.2: Entity 2019-20 Budget measures
Part 1: Measures announced since the 2018-19 Mid-Year Economic and Fiscal Outlook (MYEFO)**

	Program	2018-19 \$'000	2019-20 \$'000	2020-21 \$'000	2021-22 \$'000	2022-23 \$'000
Expense measures						
Parliamentary Departments - additional funding (a)	1					
Departmental expenses		-	923	-	798	-
Total		-	923	-	798	-

Prepared on a Government Finance Statistics (fiscal) basis. Figures displayed as a negative (-) represent a decrease in funds and a positive (+) represent an increase in funds.

(a) The full measure description and package details appear in *Budget Paper No. 2* under the Parliament portfolio.

Section 2: Outcomes and planned performance

Parliamentary outcomes are the intended results, impacts or consequences of actions by the Parliament on the Australian community. Parliamentary departments deliver programs which are designed to achieve the intended results of their outcome statements. The department's programs contribute to its outcome over the Budget and forward years.

The department's 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*. It is anticipated that the performance criteria described in Portfolio Budget Statements will be read with broader information provided in an entity's corporate plans and annual performance statements – included in Annual Reports – to provide an entity's complete performance story.

The most recent corporate plan for Department of the House of Representatives can be found at: www.aph.gov.au/DHR/CorporatePlan.

The most recent annual performance statement can be found at: www.aph.gov.au/DHR/AnnualReport.

2.1 BUDGETED EXPENSES AND PERFORMANCE FOR OUTCOME 1

Outcome 1: Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.

Budgeted expenses for Outcome 1

This table shows how much the department intends to spend (on an accrual basis) on achieving the outcome, broken down by program, as well as by Administered and Departmental funding sources.

Table 2.1.1: Budgeted expenses for Outcome 1

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
Program 1: Other Departmental DHOR					
Departmental expenses					
Departmental appropriation	21,692	25,014	24,259	25,222	24,591
s74 External Revenue (a)	232	234	130	130	130
Expenses not requiring appropriation in the Budget year (b)	2,580	2,526	2,526	2,541	2,541
Departmental total	24,504	27,774	26,915	27,893	27,262
Total expenses for program 1	24,504	27,774	26,915	27,893	27,262
Program 2: Schools Hospitality					
Administered expenses					
Appropriation (Parliamentary Departments) Bill No. 1	313	319	324	330	336
Administered total	313	319	324	330	336
Total expenses for program 2	313	319	324	330	336
Outcome 1 Totals by appropriation type					
Administered expenses					
Appropriation (Parliamentary Departments) Bill No. 1	313	319	324	330	336
Administered total	313	319	324	330	336
Departmental expenses					
Departmental appropriation	21,692	25,014	24,259	25,222	24,591
s74 External Revenue (a)	232	234	130	130	130
Expenses not requiring appropriation in the Budget year (b)	2,580	2,526	2,526	2,541	2,541
Departmental total	24,504	27,774	26,915	27,893	27,262
Total expenses for Outcome 1	24,817	28,093	27,239	28,223	27,598
Average staffing level (number)					
	2018-19	2019-20			
	154.0	160.2			

(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 expenses, amortisation expenses and resources received free of charge.

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

Table 2.1.2: Program components of Outcome 1

Program 1.1: Other Departmental DHOR					
	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
1.1 - Chamber and Federation Chamber					
Annual administered expenses:					
Departmental item appropriation	2,752	3,056	3,077	3,098	3,120
s74 External Revenue (a)	10	10	10	10	10
Total component 1.1 expenses	2,762	3,066	3,087	3,108	3,130
1.2 - Committee Services					
Annual administered expenses:					
Departmental item appropriation	8,898	9,879	9,946	10,013	10,082
s74 External Revenue (a)	-	-	-	-	-
Total component 1.2 expenses	8,898	9,879	9,946	10,013	10,082
1.3 - Inter - Parliamentary Relations and Capacity Building					
Annual administered expenses:					
Departmental item appropriation	1,360	2,426	1,514	2,322	1,533
s74 External Revenue (a)	166	175	75	75	75
Total component 1.3 expenses	1,526	2,601	1,589	2,397	1,608
1.4 - Community Relations and Awareness					
Annual administered expenses:					
Departmental item appropriation	809	903	909	915	922
s74 External Revenue (a)	35	35	35	35	35
Total component 1.4 expenses	844	938	944	950	957
1.5 - Members' and Corporate Support					
Annual administered expenses:					
Departmental item appropriation	7,873	8,750	8,813	8,874	8,934
s74 External Revenue (a)	21	14	10	10	10
Total component 1.5 expenses	7,894	8,764	8,823	8,884	8,944
Expenses not requiring appropriation in the Budget year	2,580	2,526	2,526	2,541	2,541
Total program 1 expenses	24,504	27,774	26,915	27,893	27,262

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

Program 2: Administered					
	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
2.1 - Schools Hospitality					
Annual administered expenses:					
Appropriation (Parliamentary Departments) Bill No. 1	313	319	324	330	336
Total program 2 expenses	313	319	324	330	336

Table 2.1.3: Performance criteria for Outcome 1

Table 2.1.3 below details the performance criteria for each program associated with Outcome 1. It also summarises how each program is delivered and where 2019-20 Budget measures have created new programs or materially changed existing programs.

Outcome 1 – Advisory and administrative services support the House of Representatives to fulfil its representative and legislative role.	
Program 1 – <i>The Department of the House of Representatives undertakes five distinct activities to achieve its outcome.</i>	
<p>1. Chamber and Federation Chamber – <i>Provide advice and services to enable the House and Federation Chamber to meet and address business as scheduled and fulfil its role as a representative institution.</i></p> <p>2. Committee Support – <i>Provide procedural, research, analytical, drafting and administrative support to enable House of Representatives and certain joint committees to conduct and report on inquiries.</i></p> <p>3. Inter-parliamentary Relations and Capacity Building – <i>Provide advice and services to support the Parliament’s national, international and regional relationships. Assist and partner with developing parliaments, primarily within the Asia/Pacific region.</i></p> <p>4. Community Awareness – <i>Provide services to increase public knowledge and awareness of and intersection with, the work of the House of Representatives and the Australian Parliament through a wide range of media resources and other activities.</i></p> <p>5. Members and Corporate Support – <i>Provide high quality advice and services to Members and the department relating to accommodation, work, health and safety, salaries and allowances. Seek to obtain the resources needed to sustain the work of the House, Committees and wider department into the future.</i></p>	
Delivery	<p><i>The department’s approach to achieving its purpose in the long-term focuses on four key result areas.</i></p> <p>i. Service delivery and governance - adopting best practice in service delivery and corporate governance to enhance business effectiveness and efficiency and exploiting emerging technology opportunities</p> <p>ii. Engagement and stewardship - sustaining the institution of Parliament and strengthening the department's relationships with members and developing a 'Whole of Parliamentary Service' perspective through practicing sound stewardship and custodianship</p> <p>iii. Leadership - strengthening the department's leadership and developing the leaders of the future</p> <p>iv. People - embedding a culture of professionalism and enabling staff to work to their full potential</p>

Table 2.1.3: Performance criteria for Outcome 1 (continued)

2018-19 Performance information	
Performance criteria	Targets
1. Chamber and Federation Chamber - proposed legislation and other business is processed within deadlines and in accordance with the Standing Orders and House practice. Maintain and publish comprehensive and accurate procedural and statistical data and analysis.	Legislation and business: 100% completion; accurate and timely. Client satisfaction target: 90%
2. Committee Support - advice and services provided to committees is thorough, accurate and timely to facilitate the work of committees and to enable the preparation of inquiry reports to a standard that meets Members' requirements.	Members surveyed are satisfied with the standard of support provided, and reports. Target: 90% satisfied.
3. Inter-parliamentary Relations and Capacity Building - arrangements for incoming and outgoing delegations meet the expectations of the Presiding Officers, delegates and diplomatic representatives. Facilitated study programs meet the needs of participants. Selected parliaments within the Asia/Pacific region are provided with capacity building activities and support that meets their identified needs.	Survey of delegates participating in incoming and outgoing delegations. Target: 90% satisfied. Survey of participants in capacity building activities. Target: 90% satisfied.
4. Community Awareness - published information about legislative processes meets community expectations. Clients are satisfied with seminars.	Interaction with the work of the House increasing over time. Seminar participants are 90% satisfied.
5. Members and Corporate Support - level of satisfaction of the Speaker's Office with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Level of satisfaction among members with the overall quality of support services provided, including accommodation, salary processing and other members' support services. Level of satisfaction among staff with the quality of corporate advice and services provided by the Department.	Level of satisfaction of the Speaker, target: very satisfied. Members survey results, target 90% satisfied. Annual Staff survey, target 90% satisfied with corporate advice and services.

Purpose
The purpose of the Department of the House of Representatives is to support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing advice and services, and through engaging with the community and other parliaments.

Table 2.1.3: Performance criteria for Outcome 1 (continued)

2019-20 Performance information	
Performance criteria	Targets
1. Chamber and Federation Chamber - proposed legislation and other business is processed within deadlines and in accordance with the Standing Orders and House practice. Maintain and publish comprehensive and accurate procedural information and statistical data and analysis.	Legislation and business: 100% completion; accurate and timely. Members surveyed are satisfied with the standard of service and advice provided: Target: 90% satisfied.
2. Committee Support - advice and services provided to committees is thorough, accurate and timely to facilitate the work of committees and to enable the preparation of inquiry reports to a standard that meets Members' requirements.	Members surveyed are satisfied with the standard of support provided, and reports. Target: 90% satisfied.
3. Inter-parliamentary Relations and Capacity Building - arrangements for incoming and outgoing delegations meet the expectations of the Presiding Officers, delegates and diplomatic representatives. Facilitated study programs meet the needs of participants. Selected parliaments within the Asia/Pacific region are provided with capacity building activities and support that meets their identified needs.	Survey of delegates participating in incoming and outgoing delegations. Target: 90% satisfied. Survey of participants in capacity building activities. Target: 90% satisfied.
4. Community Awareness - published information about legislative processes meets community expectations. Clients are satisfied with seminars.	Interaction with the work of the House increasing over time. Seminar participants are 90% satisfied.
5. Members and Corporate Support - level of satisfaction of the Speaker's Office with the overall quality of support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Level of satisfaction among members with the overall quality of support services provided, including accommodation, salary processing and other members' support services. Level of satisfaction among staff with the quality of corporate advice and services provided by the Department.	Level of satisfaction of the Speaker, target: very satisfied. Members survey results, target 90% satisfied. Annual Staff survey, target 90% satisfied with corporate advice and services.
2020-21 and beyond performance information	
Performance criteria	Targets
As per 2019-20	Targets as per 2019-20
Purpose	
The purpose of the Department of the House of Representatives is to support the House of Representatives, and the wider Parliament, in the role of a representative and legislative body by providing advice and services, and through engaging with the community and other parliaments.	

Section 3: Budgeted financial statements

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of entity finances for the 2019-20 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

The department expects to finish the 2018-19 financial year with a total comprehensive income of \$1.875m. This surplus is attributable to lower than budgeted staffing levels within the department combined with expected downturn in departmental activity in the lead up to and during the 2019 federal election. It is forecast that staffing and spending will return to normal levels across the forward estimates.

In the 2019-20 budget round the department sought and has been allocated the following additional funding amounts:

1. \$0.923m to support the Parliament to host the Asia Pacific Parliamentary Forum (APPF) in January 2020; and
2. \$0.798m to support the Parliament to host the Conference of Speakers and Presiding Officers of the Commonwealth (CSPOC) in January 2022.

Both amounts will enable the department to support the Australian Parliament's national, international and regional relationships through engagement with other Parliaments.

In 2018-19 and 2019-20 the department continues to receive funds under agreements with the Department of Foreign Affairs for the delivery of activities within the Pacific Partnerships Linkages Program. In May 2018, the agreement for work in Fiji was extended and is now due to terminate in January 2020. The Department also receives modest own source income amounts from its seminar program and the sale of parliamentary publications.

The department continues to provide a booking service and hospitality for school groups visiting Parliament House. Funds are provided through administered funding and expenditure is shown at table 3.7.

The department's balance sheet remains in a strong position with sufficient cash reserves to cover its liabilities. Over the past five years the department has progressively been replacing general use office furniture as part of its furniture replacement project. This project was completed in July 2018. In November 2018 the department entered into a memorandum of understanding with the Department of

Parliamentary Services (DPS) for the management of Status B global furniture within Parliament House. Under the agreement the department transferred ownership of 1,897 items of furniture with a written down value of \$2.519m to DPS. Transfer of this amount is recorded through the equity statement. The resultant decrease in depreciation of property, plant and equipment can be seen in the budget year and across the forward estimates. Depreciation and amortisation expenses are not funded as part of operating revenue as the department receives a contribution through equity for its departmental capital budget. This is shown at table 3.5.

From 2019-20 onwards other non-financial assets will be replaced, redeveloped or maintained where necessary. Funding for these items will come from the departmental capital budget.

3.2. BUDGETED FINANCIAL STATEMENTS TABLES

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

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
EXPENSES					
Employee benefits	19,480	20,918	21,118	22,370	22,167
Suppliers	4,416	6,315	5,256	4,982	4,554
Depreciation and amortisation (a)	595	541	541	541	541
Losses from asset sales	13	-	-	-	-
Total expenses	24,504	27,774	26,915	27,893	27,262
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Sale of goods and rendering of services	61	54	50	50	50
Interest	75	75	75	75	75
Royalties	5	5	5	5	5
Other	91	100	-	-	-
Total own-source revenue	232	234	130	130	130
Gains					
Sale of assets					
Other	1,985	1,985	1,985	2,000	2,000
Total gains	1,985	1,985	1,985	2,000	2,000
Total own-source income	2,217	2,219	2,115	2,130	2,130
Net (cost of)/contribution by services	(22,287)	(25,555)	(24,800)	(25,763)	(25,132)
Revenue from Government	24,113	25,014	24,259	25,222	24,591
Surplus/(deficit) attributable to the Australian Government	1,826	(541)	(541)	(541)	(541)
OTHER COMPREHENSIVE INCOME					
Changes in asset revaluation surplus	49	-	-	50	-
Total other comprehensive income	49	-	-	50	-
Total comprehensive income/(loss)	1,875	(541)	(541)	(491)	(541)
Total comprehensive income/(loss) attributable to the Australian Government	1,875	(541)	(541)	(491)	(541)

Table 3.1: Comprehensive income statement (showing net cost of services) for the period ended 30 June (continued)**Note: Impact of net cash appropriation arrangements**

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
Total comprehensive income/(loss) excluding depreciation/ amortisation expenses previously funded through revenue appropriations	2,470	-	-	50	-
less depreciation/amortisation expenses previously funded through revenue appropriations (a)	595	541	541	541	541
Total comprehensive income/(loss) - as per the statement of comprehensive income	1,875	(541)	(541)	(491)	(541)

(a) From 2010-11, the Government introduced net cash appropriation arrangements where Bill 1 revenue appropriations for the depreciation/amortisation expenses of non-corporate Commonwealth entities (and select corporate Commonwealth entities) were replaced with a separate capital budget (the Departmental Capital Budget, or DCB) provided through Bill 1 equity appropriations. For information regarding DCBs, please refer to Table 3.5 Departmental Capital Budget Statement.

Prepared on Australian Accounting Standards basis.

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

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	410	410	410	410	410
Trade and other receivables	19,052	19,156	19,156	19,156	19,156
Other investments	2,546	2,546	2,546	2,546	2,546
Total financial assets	22,008	22,112	22,112	22,112	22,112
Non-financial assets					
Property, plant and equipment	5,731	5,410	5,344	5,333	5,276
Intangibles	268	683	848	1,013	1,178
Inventories	11	21	21	21	21
Other non-financial assets	197	197	197	197	197
Total non-financial assets	6,207	6,311	6,410	6,564	6,672
Assets held for sale					
Total assets	28,215	28,423	28,522	28,676	28,784
LIABILITIES					
Payables					
Suppliers	340	340	340	340	340
Other payables	465	468	468	468	468
Total payables	805	808	808	808	808
Provisions					
Employee provisions	6,159	6,270	6,270	6,270	6,270
Total provisions	6,159	6,270	6,270	6,270	6,270
Liabilities included in disposal groups held for sale					
Total liabilities	6,964	7,078	7,078	7,078	7,078
Net assets	21,251	21,345	21,444	21,598	21,706
EQUITY*					
Parent entity interest					
Contributed equity	(10,281)	(9,646)	(9,006)	(8,361)	(7,712)
Reserves	14,241	14,241	14,241	14,291	14,291
Retained surplus (accumulated deficit)	17,291	16,750	16,209	15,668	15,127
Total parent entity interest	21,251	21,345	21,444	21,598	21,706
Total equity	21,251	21,345	21,444	21,598	21,706

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

Prepared on Australian Accounting Standards basis.

Table 3.3: Departmental statement of changes in equity — summary of movement (Budget year 2019-20)

	Retained earnings	Asset revaluation reserve	Other reserves	Contributed equity/capital	Total equity
	\$'000	\$'000	\$'000	\$'000	\$'000
Opening balance as at 1 July 2019					
Balance carried forward from previous period	17,291	14,241	-	(10,281)	21,251
Adjusted opening balance	17,291	14,241	-	(10,281)	21,251
Comprehensive income					
Surplus/(deficit) for the period	(541)	-	-	-	(541)
Total comprehensive income	(541)	-	-	-	(541)
of which:					
Attributable to the Australian Government	-	-	-	-	-
Transactions with owners					
Contributions by owners					
Departmental Capital Budget (DCB)	-	-	-	635	635
Sub-total transactions with owners	-	-	-	635	635
Estimated closing balance as at 30 June 2020	16,750	14,241	-	(9,646)	21,345
Less: non-controlling interests	-	-	-	-	-
Closing balance attributable to the Australian Government	16,750	14,241	-	(9,646)	21,345

Prepared on Australian Accounting Standards basis.

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

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	21,158	24,910	24,259	25,222	24,591
Sale of goods and rendering of services	61	54	50	50	50
Interest	75	75	75	75	75
Net GST received	105	5	5	5	5
Other	96	105	5	5	5
Total cash received	21,495	25,149	24,394	25,357	24,726
Cash used					
Employees	19,368	20,804	21,118	22,370	22,167
Suppliers	2,428	4,340	3,271	2,982	2,554
Net GST paid	105	5	5	5	5
Total cash used	21,901	25,149	24,394	25,357	24,726
Net cash from/(used by) operating activities	(406)	-	-	-	-
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	(12)	-	-	-	-
Total cash received	(12)	-	-	-	-
Cash used					
Purchase of property, plant and equipment and intangibles	219	635	640	645	649
Total cash used	219	635	640	645	649
Net cash from/(used by) investing activities	(231)	(635)	(640)	(645)	(649)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	637	635	640	645	649
Total cash received	637	635	640	645	649
Net cash from/(used by) financing activities	637	635	640	645	649
Net increase/(decrease) in cash held	-	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	410	410	410	410	410
Cash and cash equivalents at the end of the reporting period	410	410	410	410	410

Prepared on Australian Accounting Standards basis.

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

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget - Bill 1 (DCB)	637	635	640	645	649
Total new capital appropriations	637	635	640	645	649
<i>Provided for:</i>					
<i>Purchase of non-financial assets</i>	637	635	640	645	649
Total items	637	635	640	645	649
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriation - DCB (a)	219	635	640	645	649
Funded internally from departmental resources (b)	-	-	-	-	-
TOTAL	219	635	640	645	649
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	219	635	640	645	649
Total cash used to acquire assets	219	635	640	645	649

(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 Bill 1 and prior year Act 1/3/5 appropriations (excluding amounts from the DCB);
- donations and contributions;
- gifts;
- internally developed assets;
- s74 External Revenue; and
- proceeds from the sale of assets.

Prepared on Australian Accounting Standards basis.

Table 3.6: Statement of asset movements (Budget year 2019-20)

	Other property, plant and equipment \$'000	Heritage and cultural \$'000	Computer software and intangibles \$'000	Total \$'000
As at 1 July 2019				
Gross book value	5,262	469	1,100	6,831
Accumulated depreciation/ amortisation and impairment	-	-	(832)	(832)
Opening net book balance	5,262	469	268	5,999
Capital asset additions				
Estimated expenditure on new or replacement assets				
By purchase - appropriation (a)	135	-	500	635
Total additions	135	-	500	635
Other movements				
Depreciation/amortisation expense	(456)	-	(85)	(541)
Disposals (b)	-	-	-	-
Other	-	-	-	-
Total other movements	(456)	-	(85)	(541)
As at 30 June 2020				
Gross book value	5,397	469	1,600	7,466
Accumulated depreciation/ amortisation and impairment	(456)	-	(917)	(1,373)
Closing net book balance	4,941	469	683	6,093

(a) 'Appropriation' refers to funding provided through Appropriation (Parliamentary Departments) Bill (No. 1) 2019-20 for depreciation/amortisation expenses, DCBs or other operational expenses.

(b) Net proceeds may be returned to the OPA

Prepared on Australian Accounting Standards basis.

Table 3.7: Schedule of budgeted income and expenses administered on behalf of Government (for the period ended 30 June)

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
EXPENSES					
Suppliers	313	319	324	330	336
Total expenses administered on behalf of Government	313	319	324	330	336
Net (cost of)/contribution by services	(313)	(319)	(324)	(330)	(336)
Surplus/(deficit)	(313)	(319)	(324)	(330)	(336)
Total comprehensive income/(loss)	(313)	(319)	(324)	(330)	(336)

Prepared on Australian Accounting Standards basis.

Table 3.8: Schedule of budgeted assets and liabilities administered on behalf of Government (as at 30 June)

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
ASSETS					
Financial assets					
Trade and other receivables	2	2	2	2	2
Total financial assets	2	2	2	2	2
Total assets administered on behalf of Government	2	2	2	2	2
LIABILITIES					
Payables					
Suppliers	27	27	27	27	27
Other payables	2	2	2	2	2
Total payables	29	29	29	29	29
Total liabilities administered on behalf of Government	29	29	29	29	29
Net assets/(liabilities)	(27)	(27)	(27)	(27)	(27)

Prepared on Australian Accounting Standards basis.

Table 3.9: Schedule of budgeted administered cash flows (for the period ended 30 June)

	2018-19 Estimated actual \$'000	2019-20 Budget \$'000	2020-21 Forw ard estimate \$'000	2021-22 Forw ard estimate \$'000	2022-23 Forw ard estimate \$'000
OPERATING ACTIVITIES					
Cash used					
Suppliers	313	319	324	330	336
Total cash used	313	319	324	330	336
Net cash from/(used by) operating activities	(313)	(319)	(324)	(330)	(336)
Net increase/(decrease) in cash held	(313)	(319)	(324)	(330)	(336)
Cash and cash equivalents at beginning of reporting period					
Cash from Official Public Account for:					
- Appropriations	313	319	324	330	336
<i>Total cash from Official Public Account</i>	<i>313</i>	<i>319</i>	<i>324</i>	<i>330</i>	<i>336</i>
Cash and cash equivalents at end of reporting period	-	-	-	-	-

Prepared on Australian Accounting Standards basis.

Budget

Portfolio Budget Statements 2019-20
Budget Related Paper No. 1.17A
Department of the
House of Representatives