



Budget

2021–22

Portfolio Budget Statements 2021–22
Budget Related Paper No. 1.14A

Department of the
House of Representatives

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

2021–22 BUDGET PAPERS

Budget Speech

- No. 1 Budget Strategy and Outlook 2021–22
Contains information on the economic and fiscal outlook, together with information on the fiscal strategy.
- No. 2 Budget Measures 2021–22
Provides a comprehensive statement on the budget payment and receipt measures in the 2021–22 Budget.
- No. 3 Federal Financial Relations 2021–22
Provides information on the Australian Government’s financial relations with the states, territories and local government.
- No. 4 Agency Resourcing 2021–22
Contains information on resourcing for Australian Government agencies (including special appropriations, special accounts and a summary of agency resourcing).

2021–22 BUDGET RELATED PAPERS

- No. 1 Portfolio Budget Statements
Detailed information on the resources available and the planned performance of each Australian Government entity for 2021–22.



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PARLIAMENT HOUSE
CANBERRA 2600

Honourable Members

I hereby submit Portfolio Budget Statements in support of the 2021-22 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

6 May 2021

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nfp	not for publication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 *2021-22 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) 2021-22 (or Appropriation (Parliamentary Departments) Bill (No. 1) 2021-22 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 Commonwealth Performance Framework

The following diagram outlines the key components of the 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.

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

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:

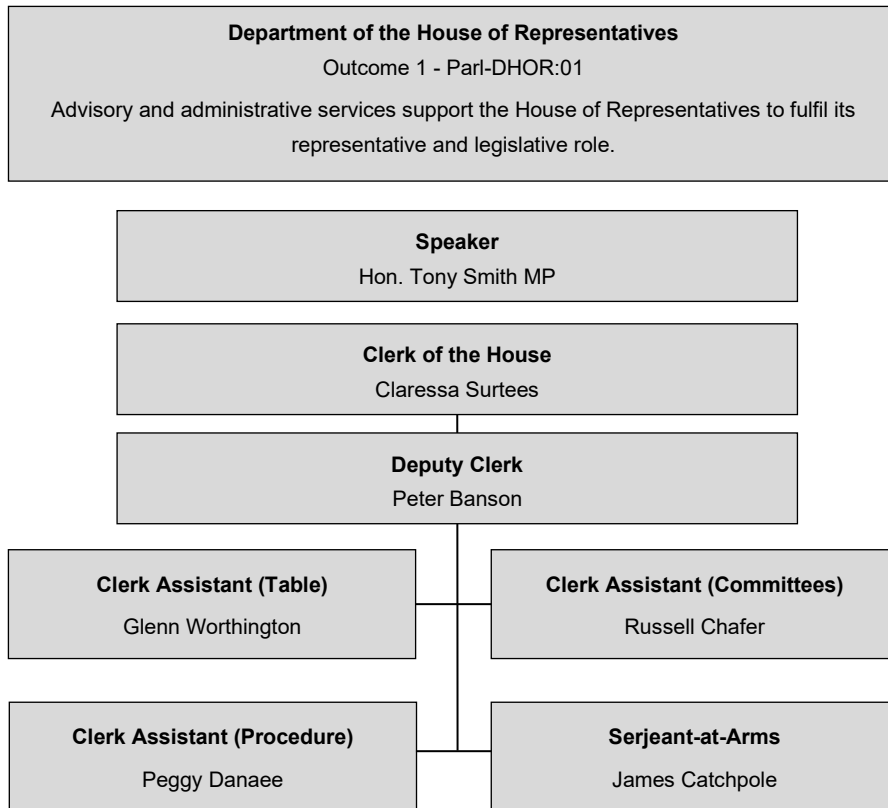
- the Chamber and Federation Chamber operate effectively;
- parliamentary committees operate effectively;
- Members receive appropriate services to fulfil their parliamentary duties;
- international and regional relationships with other parliaments, parliamentary bodies and organisations are maintained;
- 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, Ms Claressa Surtees, 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 structure and outcomes



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 2021-22 as at Budget May 2021

	2020-21 Estimated actual \$'000	2021-22 Estimate \$'000
Departmental		
Annual appropriations (a)		
Prior year appropriations available (b)	21,114	22,479
Departmental appropriation (c)	24,211	25,024
s74 External Revenue (d)	95	95
Departmental capital budget (e)	639	640
Total departmental annual appropriations	46,059	48,238
Total departmental resourcing	46,059	48,238
Administered		
Annual appropriations (a)		
Outcome 1	323	327
Total administered annual appropriations	323	327
Total administered resourcing	323	327
Total resourcing for the Department of the House of Representatives	46,382	48,565
	2020-21	2021-22
Average staffing level (number)	159	169

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

Prepared on a resourcing (that is, appropriations available) basis.

- (a) Appropriation Bill (Parliamentary Departments (No. 1)) 2021-22.
- (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)) 2021-22. Please refer to Table 3.5 for further details. For accounting purposes, this amount has been designated as a 'contribution by owner'.

Third party payments from and on behalf of other entities

	<i>2020-21</i>	<i>2021-22</i>
	<i>Estimated</i>	<i>Estimate</i>
	<i>actual</i>	
	<i>\$'000</i>	<i>\$'000</i>
Payments made on behalf of the Department of Finance (as disclosed in the respective entity's resource statement)	53,195	54,025

Section 2: Outcomes and planned performance

Parliamentary outcomes are the intended results, impacts or consequences of actions by the Government 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 outcomes 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 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 a complete picture of an entity's planned and actual performance.

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

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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
Program 1: Other Departmental DHOR					
Departmental expenses					
Departmental appropriation	22,846	25,024	24,350	24,444	24,538
s74 External Revenue (a)	95	95	96	97	98
Expenses not requiring appropriation in the Budget year (b)	2,527	2,492	2,542	2,481	2,626
Departmental total	25,468	27,611	26,988	27,022	27,262
Total expenses for program 1	25,468	27,611	26,988	27,022	27,262
Program 2: Schools Hospitality					
Administered expenses					
Appropriation (Parliamentary Departments) Bill No. 1	323	327	333	337	342
Administered total	323	327	333	337	342
Total expenses for program 2	323	327	333	337	342
Outcome 1 Totals by appropriation type					
Administered expenses					
Appropriation (Parliamentary Departments) Bill No. 1	323	327	333	337	342
Administered total	323	327	333	337	342
Departmental expenses					
Departmental appropriation	22,846	25,024	24,350	24,444	24,538
s74 External Revenue (a)	95	95	96	97	98
Expenses not requiring appropriation in the Budget year (b)	2,527	2,492	2,542	2,481	2,626
Departmental total	25,468	27,611	26,988	27,022	27,262
Total expenses for Outcome 1	25,791	27,938	27,321	27,359	27,604

	2020-21	2021-22
Average staffing level (number)	159	169

(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 as government priorities change.

Table 2.1.2: Program components of Outcome 1

Program 1: Other Departmental DHOR					
	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
1.1 - Chamber and Federation Chamber					
Annual departmental expenses:					
Departmental item appropriations	3,959	4,344	4,218	4,235	4,253
s74 External Revenue (a)	7	7	7	7	7
Total component 1.1 expenses	3,966	4,351	4,225	4,242	4,260
1.2 - Committee Services					
Annual departmental expenses:					
Departmental item appropriations	9,018	9,844	9,610	9,647	9,684
s74 External Revenue (a)	-	-	-	-	-
Total component 1.2 expenses	9,018	9,844	9,610	9,647	9,684
1.3 - Inter - Parliamentary Relations and Capacity Building					
Annual departmental expenses:					
Departmental item appropriations	927	1,017	988	992	995
s74 External Revenue (a)	-	-	-	-	-
Total component 1.3 expenses	927	1,017	988	992	995
1.4 - Community Relations and Awareness					
Annual departmental expenses:					
Departmental item appropriations	748	814	790	788	791
s74 External Revenue (a)	26	35	35	40	40
Total component 1.4 expenses	774	849	825	828	831
1.5 - Members' and Corporate Support					
Annual departmental expenses:					
Departmental item appropriations	8,194	9,005	8,744	8,782	8,815
s74 External Revenue (a)	62	53	54	50	51
Total component 1.5 expenses	8,256	9,058	8,798	8,832	8,866
Expenses not requiring appropriation in the Budget year	2,527	2,492	2,542	2,481	2,626
Total program 1 expenses	25,468	27,611	26,988	27,022	27,262

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

Program 2: Administered					
	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
2.1 - Schools Hospitality					
Annual administered expenses:					
Appropriation (Parliamentary Departments) Bill No. 1	323	327	333	337	342
Total program 2 expenses	323	327	333	337	342

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 2021-22 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>	
<ol style="list-style-type: none"> 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> 2. Committee Services – <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> 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> 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> 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> 	
Delivery	<p><i>The department’s approach to achieving its purpose in the long-term focuses on four key result areas.</i></p> <ol style="list-style-type: none"> 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 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 iii. Leadership - strengthening the department's leadership and developing the leaders of the future iv. People - embedding a culture of professionalism and enabling staff to work to their full potential

Table 2.1.3: Performance criteria for Outcome 1 (continued)

2020-21 Performance information	
Performance criteria	Measures and Targets
<p>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.</p>	<p>Level of satisfaction among surveyed members with the quality and timeliness of chamber support, procedural and statistical publications, analysis and advisory services. Target: 90% satisfied.</p> <p>Chamber support service standards met for sittings of the House and meetings of the Federation Chamber and processing of bills, votes, messages, and other chamber documents with high degree of accuracy and within timeframes. Target: 100% satisfied.</p>
<p>2. Committee Services - 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.</p>	<p>Level of satisfaction among surveyed committee members with the standard of administrative and procedural support provided. Target: 90% satisfied.</p> <p>Level of satisfaction among surveyed committee members with the standard of research and drafting support provided. Target: 90% satisfied.</p>
<p>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.</p>	<p>Level of satisfaction of Presiding Officers and delegates with arrangements for official incoming delegations. Target: 90% satisfied.</p> <p>Level of satisfaction of Presiding Officers and delegates with arrangements for outgoing delegations. Target: 90% satisfied.</p> <p>Level of satisfaction among participants with capacity building activities. Target: 90% satisfied.</p>
<p>4. Community Awareness - published information about legislative processes meets community expectations. Clients are satisfied with seminars.</p>	<p>Community is aware of, and engages with, published information about legislative and other parliamentary processes. Target: Interaction with the work of the House increasing overtime (% change on prior year). Clients satisfied with seminars. Target: 90% satisfied.</p>
<p>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.</p>	<p>Speaker's level of satisfaction with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Target: Very satisfied.</p> <p>Level of satisfaction among members with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Target: 90% satisfied.</p>
<p>Purpose</p>	
<p>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.</p>	

Table 2.1.3: Performance criteria for Outcome 1 (continued)

2021-22 Performance information	
Performance criteria	Measures and Targets
<p>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.</p>	<p>Level of satisfaction among surveyed members with the quality and timeliness of chamber support, procedural and statistical publications, analysis and advisory services. Target: 90% satisfied.</p> <p>Chamber support service standards met for sittings of the House and meetings of the Federation Chamber and processing of bills, votes, messages, and other chamber documents with high degree of accuracy and within timeframes. Target: 100% satisfied.</p>
<p>2. Committee Services - 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.</p>	<p>Level of satisfaction among surveyed committee members with the standard of administrative and procedural support provided. Target: 90% satisfied.</p> <p>Level of satisfaction among surveyed committee members with the standard of research and drafting support provided. Target: 90% satisfied.</p>
<p>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.</p>	<p>Level of satisfaction of Presiding Officers and delegates with arrangements for official incoming delegations. Target: 90% satisfied.</p> <p>Level of satisfaction of Presiding Officers and delegates with arrangements for outgoing delegations. Target: 90% satisfied.</p> <p>Level of satisfaction among participants with capacity building activities. Target: 90% satisfied.</p>
<p>4. Community Awareness - published information about legislative processes meets community expectations. Clients are satisfied with seminars.</p>	<p>Community is aware of, and engages with, published information about legislative and other parliamentary processes. Target: Interaction with the work of the House increasing overtime (% change on prior year). Clients are satisfied with seminars. Target: 90% satisfied.</p>
<p>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.</p>	<p>Speaker's level of satisfaction with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Target: Very satisfied.</p> <p>Level of satisfaction among members with the overall quality of non-chamber support services provided, including accommodation, office support, transport coordination, salary processing and other members' support services. Target: 90% satisfied.</p>

Table 2.1.3: Performance criteria for Outcome 1 (continued)

2022-23 and beyond performance information	
Performance criteria	Targets
As per 2021-22	Targets as per 2021-22
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 2021-22 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 2020–21 financial year with a total comprehensive income of \$0.8m. The department expects total employee benefits of \$21.1m to be in line with the budget estimate reported in the 2020–21 Portfolio Budget Statements (PBS). The resumption of sittings of the House as COVID-19 restrictions ease, has resulted in casual staff hours and overtime that normally occur in chamber facing offices returning to normal. In September 2020 after consultation with the department, the Clerk made a determination pursuant to subsection 24(1) of the *Parliamentary Service Act 1999* which provided for annual salary increases of 2% in May 2021, November 2021 and November 2022. These pay increases have been included in salary forecasts across the forward estimates.

Supplier expenses are forecasted to be \$1.4m lower than was budgeted in the 2020–21 PBS budget estimate (\$5.2m). Both committee office domestic travel in support of hearings and the incoming and outgoing official international delegation program have been affected by the COVID-19 travel restrictions. The department's expenditure on travel will continue to be affected while international travel restrictions remain in place. The department continues to make use of video conferencing in order to provide support to committee meetings and attend virtual conferences. The purchase of departmental laptops through capital expenditure will further assist the department's capability to work and deliver services to the Parliament. Technologies will continue to be investigated to enhance these capabilities using existing funding resources.

The department currently receives funds under agreements with the Department of Foreign Affairs and Trade for the delivery of activities within the Pacific Partnerships Linkages Program. The current agreement for work in Fiji is due to terminate on 30 June 2021. Following this termination, the department will not have any active agreements with the Department of Foreign Affairs and Trade in place. 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. The program was put on hold during the current budget year as visitors to Parliament House were restricted due to COVID-19. In March 2021 the program resumed as visitor restrictions eased. 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. 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. The department has completed major replacements of furniture and equipment over the preceding years and other non-financial assets will now only 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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
EXPENSES					
Employee benefits	21,077	22,200	21,958	22,046	22,113
Suppliers	3,812	4,881	4,450	4,458	4,586
Depreciation and amortisation (a)	578	579	579	517	562
Finance costs	1	1	1	1	1
Total expenses	25,468	27,661	26,988	27,022	27,262
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Sale of goods and rendering of services	50	50	50	50	50
Interest	40	40	41	42	43
Royalties	5	5	5	5	5
Total own-source revenue	95	95	96	97	98
Gains					
Other	1,985	2,000	2,000	2,000	2,100
Total gains	1,985	2,000	2,000	2,000	2,100
Total own-source income	2,080	2,095	2,096	2,097	2,198
Net (cost of)/contribution by services	(23,388)	(25,566)	(24,892)	(24,925)	(25,064)
Revenue from Government	24,211	25,024	24,350	24,444	24,538
Surplus/(deficit) attributable to the Australian Government	823	(542)	(542)	(481)	(526)
OTHER COMPREHENSIVE INCOME					
Changes in asset revaluation surplus	-	50	-	-	-
Total other comprehensive income	-	50	-	-	-
Total comprehensive income/(loss)	823	(492)	(542)	(481)	(526)
Total comprehensive income/(loss) attributable to the Australian Government	823	(492)	(542)	(481)	(526)

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**

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
Total comprehensive income/(loss) less depreciation/amortisation expenses previously funded through revenue appropriations	1,365	50	-	-	-
less: depreciation/amortisation expenses previously funded through revenue appropriations (a)	541	541	541	480	525
less: depreciation/amortisation expenses for ROU (b)	37	38	38	37	37
plus: principal repayments on leased assets (b)	36	37	37	36	36
Total comprehensive income/(loss) - as per the statement of comprehensive income	823	(492)	(542)	(481)	(526)

(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.

(b) Applies to leases under AASB 16 Leases.

Prepared on Australian Accounting Standards basis.

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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	2,855	2,855	2,855	2,855	2,855
Trade and other receivables	22,619	22,619	22,619	22,619	22,619
Total financial assets	25,474	25,474	25,474	25,474	25,474
Non-financial assets					
Property, plant and equipment	4,955	4,938	4,874	5,028	5,143
Intangibles	385	550	715	728	738
Inventories	5	5	5	5	5
Other non-financial assets	216	216	216	216	216
Total non-financial assets	5,561	5,709	5,810	5,977	6,102
Total assets	31,035	31,183	31,284	31,451	31,576
LIABILITIES					
Payables					
Suppliers	418	418	418	418	418
Other payables	316	316	316	316	316
Total payables	734	734	734	734	734
Interest bearing liabilities					
Leases	28	28	28	29	30
Total interest bearing liabilities	28	28	28	29	30
Provisions					
Employee provisions	6,964	6,964	6,964	6,964	6,964
Total provisions	6,964	6,964	6,964	6,964	6,964
Total liabilities	7,726	7,726	7,726	7,727	7,728
Net assets	23,309	23,457	23,558	23,724	23,848
EQUITY*					
Parent entity interest					
Contributed equity	(11,526)	(10,886)	(10,243)	(9,596)	(8,946)
Reserves	13,843	13,893	13,893	13,893	13,893
Retained surplus (accumulated deficit)	20,992	20,450	19,908	19,427	18,901
Total parent entity interest	23,309	23,457	23,558	23,724	23,848
Total equity	23,309	23,457	23,558	23,724	23,848

*'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 2021-22)

	Retained earnings \$'000	Asset revaluation reserve \$'000	Other reserves \$'000	Contributed equity/ capital \$'000	Total equity \$'000
Opening balance as at 1 July 2021					
Balance carried forward from previous period	20,992	13,843	-	(11,526)	23,309
Adjusted opening balance	20,992	13,843	-	(11,526)	23,309
Comprehensive income					
Other comprehensive income	-	50	-	-	50
Surplus/(deficit) for the period	(542)	-	-	-	(542)
Total comprehensive income	(542)	50	-	-	(492)
Transactions with owners					
Contributions by owners					
Departmental Capital Budget (DCB)	-	-	-	640	640
Sub-total transactions with owners	-	-	-	640	640
Estimated closing balance as at 30 June 2022	20,450	13,893	-	(10,886)	23,457
Closing balance attributable to the Australian Government	20,450	13,893	-	(10,886)	23,457

Prepared on Australian Accounting Standards basis.

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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	22,846	25,024	24,350	24,444	24,538
Sale of goods and rendering of services	50	50	50	50	50
Interest	40	40	41	42	43
Net GST received	5	5	5	-	-
Other	5	5	5	5	5
Total cash received	22,946	25,124	24,451	24,541	24,636
Cash used					
Employees	21,077	22,200	21,958	22,046	22,113
Suppliers	1,827	2,881	2,450	2,458	2,486
Net GST paid	5	5	5	-	-
Interest payments on lease liability	1	1	1	1	1
Total cash used	22,910	25,087	24,414	24,505	24,600
Net cash from/(used by) operating activities	36	37	37	36	36
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	-	-	-	-	-
Total cash received	-	-	-	-	-
Cash used					
Purchase of property, plant and equipment and intangibles	639	640	643	647	650
Total cash used	639	640	643	647	650
Net cash from/(used by) investing activities	(639)	(640)	(643)	(647)	(650)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	639	640	643	647	650
Total cash received	639	640	643	647	650
Cash used					
Principal payments on lease liability	36	37	37	36	36
Total cash used	36	37	37	36	36
Net cash from/(used by) financing activities	603	603	606	611	614
Net increase/(decrease) in cash held					
	-	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	2,855	2,855	2,855	2,855	2,855
Cash and cash equivalents at the end of the reporting period	2,855	2,855	2,855	2,855	2,855

Prepared on Australian Accounting Standards basis.

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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget - Bill 1 (DCB)	639	640	643	647	650
Total new capital appropriations	639	640	643	647	650
<i>Provided for:</i>					
<i>Purchase of non-financial assets</i>	639	640	643	647	650
Total items	639	640	643	647	650
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriation - DCB (a)	639	640	643	647	650
TOTAL	639	640	643	647	650
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	639	640	643	647	650
Total cash used to acquire assets	639	640	643	647	650

(a) Includes purchases from current and previous years' Departmental capital budgets (DCBs).

Prepared on Australian Accounting Standards basis.

Table 3.6: Statement of departmental asset movements (Budget year 2021-22)

	Other property, plant and equipment \$'000	Heritage and cultural \$'000	Computer software and intangibles \$'000	Total \$'000
As at 1 July 2021				
Gross book value	5,341	454	1,035	6,830
Gross book value - ROU assets	89	-	-	89
Accumulated depreciation/ amortisation and impairment	(867)	-	(650)	(1,517)
Accumulated depreciation/amortisation and impairment - ROU assets	(62)	-	-	(62)
Opening net book balance	4,501	454	385	5,340
Capital asset additions				
Estimated expenditure on new or replacement assets				
By purchase - appropriation (a)	390	-	250	640
By purchase - appropriation - ROU assets	37	-	-	37
Total additions	427	-	250	677
Other movements				
Depreciation/amortisation expense	(456)	-	(85)	(541)
Depreciation/amortisation on ROU assets	(38)	-	-	(38)
Other	50	-	-	50
Other - ROU assets	-	-	-	-
Total other movements	(444)	-	(85)	(529)
As at 30 June 2022				
Gross book value	5,781	454	1,285	7,520
Gross book value - ROU assets	126	-	-	126
Accumulated depreciation/ amortisation and impairment	(1,323)	-	(735)	(2,058)
Accumulated depreciation/amortisation and impairment - ROU assets	(100)	-	-	(100)
Closing net book balance	4,484	454	550	5,488

(a) 'Appropriation' refers to funding provided through Appropriation (Parliamentary Departments) Bill (No. 1) 2021-22 for depreciation/amortisation expenses, DCBs or other operational expenses.

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)

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
EXPENSES					
Suppliers	323	327	333	337	342
Total expenses administered on behalf of Government	323	327	333	337	342
Net (cost of)/contribution by services	(323)	(327)	(333)	(337)	(342)
Surplus/(deficit) before income tax	(323)	(327)	(333)	(337)	(342)
Total comprehensive income/(loss)	(323)	(327)	(333)	(337)	(342)

Prepared on Australian Accounting Standards basis.

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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
ASSETS					
Financial assets					
Trade and other receivables	-	-	-	-	-
Total financial assets	-	-	-	-	-
Total assets administered on behalf of Government	-	-	-	-	-
LIABILITIES					
Payables					
Suppliers	1	1	1	1	1
Total payables	1	1	1	1	1
Total liabilities administered on behalf of Government	1	1	1	1	1
Net assets/(liabilities)	(1)	(1)	(1)	(1)	(1)

Prepared on Australian Accounting Standards basis.

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

	2020-21 Estimated actual \$'000	2021-22 Budget \$'000	2022-23 Forw ard estimate \$'000	2023-24 Forw ard estimate \$'000	2024-25 Forw ard estimate \$'000
OPERATING ACTIVITIES					
Cash used					
Suppliers	323	327	333	337	342
Total cash used	323	327	333	337	342
Net cash from/(used by) operating activities	(323)	(327)	(333)	(337)	(342)
Net increase/(decrease) in cash held	(323)	(327)	(333)	(337)	(342)
Cash and cash equivalents at beginning of reporting period	-	-	-	-	-
Cash from Official Public Account for:					
- Appropriations	323	327	333	337	342
Total cash from Official Public Account	323	327	333	337	342
Cash and cash equivalents at end of reporting period	-	-	-	-	-

Prepared on Australian Accounting Standards basis.

Budget

Portfolio Budget Statements 2021–22
Budget Related Paper No. 1.14A
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House of Representatives