

Portfolio Budget Statements 2022–23 Budget Related Paper No. 1.14B

Department of the Senate

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

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Abbreviations and conventions

The following notation may be used:

NEC/nec not elsewhere classified

nil

.. not zero, but rounded to zero

na not applicable (unless otherwise specified)

nfp not for publication

\$m \$ million \$b \$ billion

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

Enquiries

Should you have any enquiries regarding this publication please contact the Chief Finance Officer, Department of the Senate, on (02) 6277 3897 or via email on senate.finance@aph.gov.au.

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 2022-23 Portfolio Budget Statements (PB Statements) is to inform Senators and Members of Parliament of the proposed allocation of resources to the Department of the Senate (the department) and the funding proposed in the appropriations bills.

A key role of the PB Statements is to facilitate the understanding of proposed annual appropriations in the Appropriation (Parliamentary Departments) Bill (No. 1) 2022-23. 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.

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 can be found in the introduction to Section 2: Outcomes and planned performance.

Commonwealth Performance Framework Key components of relevant publications

Portfolio Budget Statements (March) Portfolio based

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

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

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

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

Corporate Plan (August) Entity based

Primary planning document of a Commonwealth entity.

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

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

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

Annual Performance Statement (October following year) Entity based

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

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

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

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Department of the Senate

Resources and planned performance

Section 1: Departmental overview and resources

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

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

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

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

The total available appropriation for the department specified in Appropriation (Parliamentary Departments) Bill (No. 1) 2022-23 is \$24.2m, comprising a departmental appropriation of \$23.9m (\$25.8m in 2021-22) and capital funding of \$0.3m (\$0.2m in 2021-22). Figure 1 shows the trend in departmental appropriations in recent years.

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

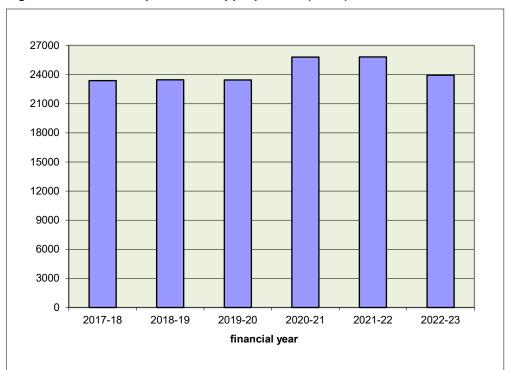


Figure 1: Trends in departmental appropriation (\$'000)

1.1 Resource statement

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

The table summarises how resources will be applied by outcome.

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: Department of the Senate resource statement — Budget estimates for 2022-23 as at Budget March 2022

·····		
	2021-22	2022-23
	Estimated	Estimate
	actual	
	\$'000	\$'000
Departmental		
Annual appropriations (a)		
Prior year appropriations available	14,952	14,952
Departmental appropriation	25,811	23,937
s74 External Revenue (b)	450	450
Departmental capital budget (c)	200	265
Total departmental annual appropriations	41,413	39,604
Total departmental resourcing	41,413	39,604
Total resourcing for Department of the Senate	41,413	39,604
	2021-22	2022-23
Average staffing level (number)	170	157

Third party payments from and on behalf of other entities

	2021-22	2022-23
	Estimated	Estimate
	actual	
	\$'000	\$'000
Payments made on behalf of another entity		
(as disclosed in the respective entity's resource statement)		
Department of Finance		
Parliamentary Business Resources Act 2017 s 59	21,972	21,972
Parliamentary Superannuation Act 2004 s 18	2,793	2,904
Australian Constitution s 66	1,454	1,454
	26,219	26,330

All figures shown above are GST exclusive - these may not match figures in the cash flow statement. Prepared on a resourcing (i.e. appropriations available) basis.

⁽a) Appropriation (Parliamentary Departments) Bill (No. 1).

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

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

Section 2: Outcomes and planned performance

The department's outcome is described below together with its related program. 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*. The performance measures described in Portfolio Budget Statements will be read with broader information provided in a department's corporate plans and annual performance statements – included in Annual Reports - to provide a complete picture of a department's planned and actual performance.

The department's corporate plans can be found at www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate/Corporate_Plans

The department's annual performance statements can be found at www.aph.gov.au/About_Parliament/Parliamentary_Departments/Department_of_the_Senate/Annual_Reports

2.1 Budgeted expenses and performance

Budgeted expenses

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

Table 2.1: Budgeted expenses for Outcome 1

Outcome 1: Advisory and administrative	e support se	rvices to e	enable the S	Senate and	
senators to fulfil their representative	and legislativ	e duties.			
	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimated	Budget	Forward	Forward	Forward
	actual		estimate	estimate	estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
Outcome 1: Department of the Senate					
Departmental expenses					
Departmental appropriation	25,811	23,937	24,058	24,246	24,412
s74 External Revenue (a)	450	450	450	450	450
Expenses not requiring appropriation in the Budget year (b)	2,426	2,474	2,523	2,526	2,526
Departmental total	28,687	26,861	27,031	27,222	27,388
Total expenses for Outcome 1	28,687	26,861	27,031	27,222	27,388
	2021-22	2022-23			
Average staffing level (number)	170	157			

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

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

⁽b) Expenses not requiring appropriation in the Budget year are made up of depreciation and amortisation expenses, audit fees and resources received free of charge where recognition of an expense is required.Figures displayed as a negative (-) represent a decrease in funds and a positive (+) represent an increase in funds.

Performance measures

Departmental activities contributing to the department's outcome are undertaken under a single program, 1 – Advice and support. Table 2.2 details the performance measures for that program and provides the related key activities as expressed in the current corporate plan where further detail is provided about the delivery and how the performance will be measured for these activities.

Table 2.2: Performance measures

	visory and administrative support fulfil their representative and legi				
0	Program 1 – Advice and support - Secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings.				
Key Activities ¹	The department's outcome is delivered under a single program, comprising key activities in the following areas: • Advice about Senate and committee proceedings • Secretariat support for the Senate • Secretariat support for committees • Administrative advice and support for senators • Public information and parliamentary education • Sustaining capability, governance and accountability.				
Year	Performance measures	Expected performance outcomes			
Current year 2021-22	The department's activities enable the Senate and its committees to meet in accordance with their decisions. Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees. Senators are satisfied with the administrative advice and support they receive from the department. Public information about the work and role of the Senate and its committees and parliamentary education programs are current and accessible to all.	Secretariat support has been provided for all meetings. Advice and support have been consistently sound and timely. Relevant public information has been made available as soon as possible following activity and planned education programs has been provided. All identified accountability obligations to the Senate have been met. Efficiencies in service delivery have been identified and implemented.			

Outcome 1 – Advisory and administrative support services to enable the Senate and senators to fulfil their representative and legislative duties.

Program 1 – Advice and support - Secretariat support for the Senate and its committees, and advice and support to enable senators and others to participate in their meetings.

Year	Performance measures	Planned performance outcomes
Budget year 2022-23	The department's activities enable the Senate and its committees to meet in accordance with their decisions. Senators (and others) have the advice and support they require to participate in meetings of the Senate and its committees. Senators are satisfied with the administrative advice and support they receive from the department. Public information about the work and role of the Senate and its committees and parliamentary education programs are current and accessible to all.	Secretariat support is provided for all meetings. Advice and support are consistently sound and timely. Relevant public information is made available as soon as possible following activity and planned education programs are provided. All identified accountability obligations to the Senate are met. Efficiencies in service delivery are actively sought and implemented.
Forward Estimates 2023-24 and beyond	As for 2022-23	As for 2022-23

¹As all the key activities of the department are ongoing; no expected dates of achievement have been included in the performance information.

Section 3: Budgeted financial statements

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of the department's finances for the 2022-23 budget year, including the impact of budget measures and resourcing on financial statements.

3.1 Explanatory notes and analysis of budgeted financial statements

Recent parliaments have seen a significant increase in the department's workload, particularly of Senate committees. Senate select and joint select committees stand outside of the Senate's standing committee system. The establishment and workload of select committees is determined by the Senate and, when small in number, the support is absorbed by the existing standing committee secretariats.

The establishment of select committees in the 46th Parliament has far exceeded the levels on which the department's funding was based. The increased level of activity is not sustainable without affecting the level of support available to legislation and references committees.

Should the number and duration of committees established by the Senate continue at this level, the department will seek additional resources over the forward estimates to ensure the requirements of the Senate and senators can continue to be met.

3.2 Budgeted financial statements tables

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

2021-22	2022-23	2023-24	2024-25	2025-26
Estimated	Budget	Forw ard	Forw ard	Forw ard
actual		estimate	estimate	estimate
\$'000	\$'000	\$'000	\$'000	\$'000
23,411	21,788	21,982	21,983	21,984
5,076	4,869	4,842	5,029	5,206
200	***************************************	207	210	198
28,687	26,857	27,031	27,222	27,388
450	450	450	450	450
450	450	450	450	450
2,247	2,292	2,337	2,337	2,337
2,247	2,292			2,337
	***************************************			2,787
			······	(24,601)
			24,246	24,412
(179)	(178)	(186)	(189)	(189)
				(189)
(179)	(178)	(186)	(189)	(189)
arrangemei	nts	***************************************	•	
2021-22	2022-23	2023-24	2024-25	2025-26
Estimated	Budget	Forw ard	Forw ard	Forw ard
actual		estimate	estimate	
actual \$'000		estimate \$'000	estimate \$'000	estimate
actual \$'000	\$'000	estimate \$'000	estimate \$'000	estimate
				estimate
\$'000	\$'000	\$'000	\$'000	estimate \$'000
				estimate
\$'000	\$'000	\$'000	\$'000	estimate \$'000
\$'000 (179)	\$'000 (178)	\$'000 (186)	\$'000 (189)	estimate \$'000 (189)
\$'000	\$'000	\$'000	\$'000	estimate \$'000
\$'000 (179)	\$'000 (178) 182	\$'000 (186)	\$'000 (189) 189	estimate \$'000 (189)
\$'000 (179)	\$'000 (178)	\$'000 (186)	\$'000 (189)	estimate \$'000 (189)
	Estimated actual \$'0000 23,411 5,076 200 28,687 450 450 2,247 2,697 (25,990) 25,811 (179) (179) arrangeme	Estimated actual \$'0000 \$'0000 23,411 21,788 5,076 4,869 200 2000 28,687 26,857 450 450 450 450 450 450 2,247 2,292 2,447 2,292 2,697 2,742 (25,990) (24,115) 25,811 23,937 (179) (178) (179) (178) (179) (178) arrangements 2021-22 2022-23	Estimated actual \$'000 \$'000 \$'000 \$'000 23,411 21,788 21,982 5,076 4,869 4,842 200 200 207 28,687 26,857 27,031 450 450 450 450 450 450 2,247 2,292 2,337 2,247 2,292 2,337 2,697 2,742 2,787 (25,990) (24,115) (24,244) 25,811 23,937 24,058 (179) (178) (186) (179) (178) (186) arrangements 2021-22 2022-23 2023-24	Estimated actual \$'000 \$

⁽a) Applies leases under AASB 16 Leases.

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

	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimated	Budget	Forw ard	Forw ard	Forw ard
	actual	Buagot	estimate	estimate	estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
ASSETS	Ψ 000	Ψ 0 0 0	ΨΟΟΟ	Ψ 000	Ψ 0 0 0
Financial assets					
Cash and cash equivalents	147	147	147	147	147
Trade and other receivables	14,848	14,848	14,848	14,848	14,848
Total financial assets	14,995	14,995	14,995	14,995	14,995
Non-financial assets	,000	1 1,000	. 1,000	1 1,000	1 1,000
Property, plant and equipment	1,968	2,091	2,222	2,352	2,469
Right of use	11	54	32	11	_,
Intangibles	128	88	58	28	15
Inventories	120	120	120	120	120
Other non-financial assets	239	239	239	239	239
Total non-financial assets	2,466	2,592	2,671	2,750	2,843
Total assets	17,461	17,587	17,666	17,745	17,838
LIABILITIES					
Payables					
Suppliers	312	312	312	312	312
Other payables	549	549	549	549	549
Total payables	861	861	861	861	861
Interest bearing liabilities	***************************************				
Leases	12	51	30	9	_
Total interest bearing liabilities	12	51	30	9	-
Provisions	***************************************			••••••	
Employee provisions	7,853	7,853	7,853	7,853	7,853
Total provisions	7,853	7,853	7,853	7,853	7,853
Total liabilities	8,726	8,765	8,744	8,723	8,714
Net assets	8,735	8,822	8,922	9,022	9,124
EQUITY*					
Parent entity interest					
Contributed equity	2,803	3,068	3,354	3,643	3,934
Reserves	11,494	11,494	11,494	11,494	11,494
Accumulated deficit	(5,562)	(5,740)	(5,926)	(6,115)	(6,304)
Total parent entity interest	8,735	8,822	8,922	9,022	9,124
Total equity	8,735	8,822	8,922	9,022	9,124

^{*}Equity is the residual interest in assets after the deduction of liabilities.

Table 3.3: Departmental statement of changes in equity — summary of movement (Budget year 2022-23)

	Retained	Asset	Contributed	Total
	earnings	revaluation	equity/	equity
		reserve	capital	
	\$'000	\$'000	\$'000	\$'000
Opening balance as at 1 July 2022	•••••			
Balance carried forw ard from previous period	(5,562)	11,494	2,803	8,735
Adjusted opening balance	(5,562)	11,494	2,803	8,735
Comprehensive income				
Deficit for the period	(178)	-	-	(178)
Total comprehensive income of w hich:	(178)	-	=	(178)
Attributable to the Australian Government	(178)	-	-	(178)
Transactions with owners				
Contributions by owners				
Departmental Capital Budget (DCB)	-	-	265	265
Sub-total transactions with owners	-	-	265	265
Estimated closing balance as at 30 June 2023	(5,740)	11,494	3,068	8,822
Closing balance attributable to				
the Australian Government	(5,740)	11,494	3,068	8,822

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

· · · · · · · · · · · · · · · · ·					
	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimated	Budget	Forw ard	Forw ard	Forw ard
	actual		estimate	estimate	estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	25,811	23,937	24,058	24,246	24,412
Sale of goods and rendering of	450	450	450	450	450
services	450	450	430	430	430
Net GST received	263	245	233	269	287
Total cash received	26,524	24,632	24,741	24,965	25,149
Cash used					
Employees	23,411	21,788	21,982	21,983	21,984
Suppliers	3,092	2,822	2,738	2,961	3,156
Total cash used	26,503	24,610	24,720	24,944	25,140
Net cash from operating activities	21	22	21	21	9
INVESTING ACTIVITIES					
Cash used					
Purchase of property, plant and	200	265	286	289	291
equipment and intangibles	200	200	200	203	231
Total cash used	200	265	286	289	291
Net cash used by investing activities	(200)	(265)	(286)	(289)	(291)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	200	265	286	289	291
Total cash received	200	265	286	289	291
Cash used					
Principal payments on lease liability	21	22	21	21	9
Total cash used	21	22	21	21	9
Net cash from financing activities	179	243	265	268	282
Net increase/(decrease) in cash held	-	-	-	-	-
Cash and cash equivalents at the	147	147	147	147	147
beginning of the reporting period	17/	177	17/	17/	1+1
Cash and cash equivalents at					
the end of the reporting period	147	147	147	147	147

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

	2021-22	2022-23	2023-24	2024-25	2025-26
	Estimated	Budget	Forw ard	Forw ard	Forw ard
	actual		estimate	estimate	estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget (DCB)	200	265	286	289	291
Total new capital appropriations	200	265	286	289	291
Provided for:					
Purchase of non-financial assets	200	265	286	289	291
Total items	200	265	286	289	291
PURCHASE OF NON-FINANCIAL	***************************************				
ASSETS					
Funded by capital appropriation - DCB (a)	200	265	286	289	291
TOTAL	200	265	286	289	291
RECONCILIATION OF CASH USED					
TO ACQUIRE ASSETS TO ASSET					
MOVEMENT TABLE					
Total purchases	200	265	286	289	291
Total cash used to acquire assets	200	265	286	289	291

⁽a) Includes purchases from current and previous years' Departmental Capital Budgets (DCBs).

Table 3.6: Statement of departmental asset movements (Budget year 2022-23)

Closing net book balance	2,145	88	2,233
Accumulated depreciation and impairment - ROU assets	(74)		(74)
Accumulated depreciation/amortisation and impairment	(278)	(513)	(791)
Gross book value - ROU assets	125	-	125
Gross book value	2,372	601	2,973
As at 30 June 2023			
Total other movements	(160)	(40)	(200)
Depreciation/amortisation on ROU assets	(22)	-	(22)
Depreciation/amortisation expense	(138)	(40)	(178)
Other movements			
Total additions	326	-	326
By purchase - other - ROU assets	61	-	61
By purchase - capital budget (DCB)	265	-	265
or replacement assets			
Estimated expenditure on new			
Capital asset additions			
Opening net book balance	1,979	128	2,107
Accumulated depreciation and impairment - ROU assets	(52)	-	(52)
Accumulated depreciation/amortisation and impairment	(140)	(473)	(613)
Gross book value - ROU assets	64	-	64
Gross book value	2,107	601	2,708
As at 1 July 2022	Ψοσο	Ψοσο	Ψοσο
	\$'000	\$'000	\$'000
	equipment	intangibles	
	plant and	and	
	property,	software	
	Other	Computer	Total

Glossary

Accrual accounting System of accounting where items are brought to

account and included in the financial statements as they are earned or incurred, rather than as they

are received or paid.

Accumulated depreciation The aggregate depreciation recorded for a

particular depreciating asset.

Additional estimates Where amounts appropriated at Budget time are

insufficient, Parliament may appropriate more funds to portfolios through the Additional (Parliamentary Departments) Appropriation

Acts.

Annual appropriation Appropriation Bills are introduced into

Parliament and comprise the Budget for the financial year beginning 1 July. Further Bills are introduced later in the financial year as part of the additional estimates. Parliamentary departments

have their own appropriations.

Appropriation An authorisation by Parliament to spend moneys

from the Consolidated Revenue Fund for a

particular purpose.

Capital expenditure Expenditure by an agency on capital projects, for

example purchasing a building.

Consolidated Revenue Fund Section 81 of the Constitution stipulates that all

revenue raised or money received by the Commonwealth forms the one consolidated revenue fund (CRF). The CRF is not a bank account. The Official Public Account reflects most

of the operations of the CRF.

Departmental items Assets, liabilities, revenues and expenses that are

controlled by the agency in providing its outputs. Departmental items would generally include computers, plant and equipment assets used by agencies in providing goods and services and most employee expenses, supplier costs and

other administrative expenses incurred.

Equity or net assets

Special appropriations

Depreciation Apportionment of an asset's capital value as an

> expense over its estimated useful life to take account of normal usage, obsolescence, or the

passage of time.

Expense Total value of all of the resources consumed in

producing goods and services or the loss of future economic benefits in the form of reductions in assets or increases in liabilities of an entity.

Residual interest in the assets of an entity after

deduction of its liabilities.

Measure A new policy or savings decision of the

Government with financial impacts.

Operating result Equals revenue less expense.

Outcome An outcome is the intended result, consequence

or impact of government actions on the

Australian community.

PGPA Act Public Governance, Performance and Accountability

Act 2013.

Program Activity that delivers benefits, services or transfer

> payment to individuals, industry and/or the community as a whole, with the aim of achieving the intended result specified in an outcome

statement.

Revenue Total value of resources earned or received to

cover the production of goods and services.

An amount of money appropriated by a particular Act of Parliament for a specific purpose and number of years. For special appropriations the authority to withdraw funds from the Consolidated Revenue Fund does not generally

cease at the end of the financial year.

Standing appropriations are a sub-category consisting of ongoing special appropriations the amount appropriated will depend on

circumstances specified in the legislation.