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PART A

USER GUIDE

PART A: USER GUIDE

INTRODUCTION

The purpose of the Portfolio Additional Estimates Statements (PAES), like that of the Portfolio Budget Statements, is to inform Senators and Members of Parliament of the proposed allocation of resources to Government outcomes by agencies within the portfolio. They also facilitate understanding of the proposed appropriations in Appropriation Bills (Nos. 3 and 4) 2004-05.

This document includes only the Additional Estimates Statements for the Department of Human Services (DHS) and its agencies. The remaining elements of the Finance and Administration Portfolio are detailed in a separate PAES.

STRUCTURE OF THE PORTFOLIO ADDITIONAL ESTIMATES STATEMENTS

The Department of Human Services was created after the 2004-05 Budget had been handed down and, as such, no Portfolio Budget Statements have been published.

The PAES are presented in four parts with subsections.

Part A: User guide

The guide provides an introduction explaining the purpose of the PAES as well as information in relation to the styles and conventions used.

Part B: Overview

This part provides an overview of the department and its agencies and the outcome structure. A summary of additional estimates and a list of legislation administered by the department and its agencies is included.

Part C and D: Agency additional estimates statements

These are statements for the department and its agencies. Part C covers the Department of Human Services (the department or DHS) and includes the Child Support Agency (CSA) and CRS Australia. Part D covers Centrelink and Health Insurance Commission (HIC). There is no statement for Australian Hearing or Health Services Australia, because these agencies are not Budget funded and their revenues do not flow directly to the Budget.

Each statement contains the following sections:

Section 1: Department/Agency Overview

This section provides an overview of appropriations, staffing levels, outcomes and outputs, and a summary of additional estimates measures and variations. This section also reports changes to revenue from independent sources, changes to estimates of expenses from Special Appropriations, and changes to estimated Special Account flows where appropriate.

Section 2: Revisions to outcomes and outputs

This section details changes to planned outcomes and outputs. It includes detailed explanation of the additional funding sought through Appropriation Bills (No. 3 and No. 4) 2004-05 and revised performance information for affected outputs.

Section 3: Budgeted financial statements

This section contains the budgeted financial statements in accrual format covering budget year, previous year and the three out-years.

A glossary is provided at the end of the document.

STYLES AND CONVENTIONS USED

Amounts in the tables in this document have been rounded to the nearest thousand dollars. Figures in text are generally rounded to one decimal place. All totals are the rounded additions of unrounded figures and, therefore, may not be the strict sum of figures presented in the tables or text.

Standard rounding conventions were used. For example, where the end digit of a figure is less than five, the number would be rounded down, but would be rounded up where the end figure is greater or equal to five.

The following notations have been used:

-	nil
na	not applicable (unless otherwise specified)
\$m	\$ million

