

ADMINISTRATIVE APPEALS TRIBUNAL

Section 1: Agency overview and resources

1.1 STRATEGIC DIRECTION

The strategic direction statement for the Administrative Appeals Tribunal can be found in the 2009–10 Portfolio Budget Statements. There has been no change to the Tribunal’s strategic direction as a result of additional estimates.

1.2 AGENCY RESOURCE STATEMENT

The agency resource statement details the resourcing for the Tribunal at Additional Estimates. Table 1.1 outlines the total resourcing available from all sources for the 2009–10 Budget year, including variations through Appropriation Bill No. 3.

Table 1.1: Agency resource statement—additional estimates for 2009–10 as at Additional Estimates, November 2009

| | Estimate as at Budget 2009–10 (\$'000) | + | Proposed Additional Estimates 2009–10 (\$'000) | = | Total estimate at Additional Estimates 2009–10 (\$'000) | Total available appropriation 2008–09 (\$'000) |
|---|---|---|--|---|--|--|
| ORDINARY ANNUAL SERVICES¹ | | | | | | |
| Departmental appropriation | | | | | | |
| Prior year departmental appropriation | 7,016 | | – | | 9,470 | 8,000 |
| Departmental appropriation | 32,451 | | 321 | | 32,772 | 32,267 |
| Section 31 relevant agency receipts | 1,085 | | – | | 1,085 | 1,073 |
| Total net resourcing for agency | 40,552 | | 321 | | 43,327 | 41,340 |

All figures are GST exclusive.

1. Appropriation Bill (Nos 1 & 3) 2009–10.

1.3 AGENCY MEASURES SINCE BUDGET

Table 1.2 summarises new government measures taken since the 2009–10 Budget.

Table 1.2: Agency measures since Budget

| | Program | 2009–10 (\$'000) | 2010–11 (\$'000) | 2011–12 (\$'000) | 2012–13 (\$'000) |
|---|---------|---------------------|---------------------|---------------------|---------------------|
| EXPENSE MEASURES | | | | | |
| Norfolk Island governance reform¹ | | | | | |
| Departmental expenses | 1.1 | 79 | 70 | 70 | 71 |
| Total expense measures | | 79 | 70 | 70 | 71 |

Prepared on a Government Finance Statistics (fiscal) basis.

1. The lead agency for this measure is the Attorney-General's Department. The full measure description and package details appear in the Mid-Year Economic and Fiscal Outlook under the Attorney-General's portfolio.

1.4 ADDITIONAL ESTIMATES AND VARIATIONS

The following tables detail the changes to the resourcing for the Tribunal at Additional Estimates by outcome. Table 1.3 details the additional estimates and variations resulting from new measures since the 2009–10 Budget in Appropriation Bill No. 3. Table 1.4 details additional estimates and variations from other adjustments.

Table 1.3: Additional estimates and variations to outcomes from measures since 2009–10 Budget

| | Program impacted | 2009–10 (\$'000) | 2010–11 (\$'000) | 2011–12 (\$'000) | 2012–13 (\$'000) |
|---|------------------|---------------------|---------------------|---------------------|---------------------|
| OUTCOME 1 | | | | | |
| Increase in estimates (departmental) | | | | | |
| Norfolk Island governance reform | 1.1 | 79 | 70 | 70 | 71 |
| Net impact on estimates for Outcome 1 (departmental) | | 79 | 70 | 70 | 71 |

Table 1.4: Additional estimates and variations to outcomes from other adjustments

| | Program impacted | 2009–10 (\$'000) | 2010–11 (\$'000) | 2011–12 (\$'000) | 2012–13 (\$'000) |
|--|------------------|---------------------|---------------------|---------------------|---------------------|
| OUTCOME 1 | | | | | |
| Increase in estimates (departmental) | | | | | |
| Supplementation for judicial and related offices salary increases (Remuneration Tribunal Determinations 2009/17 and 2009/21) | 1.1 | 242 | 263 | 261 | 258 |
| Net impact on estimates for Outcome 1 (departmental) | | 242 | 263 | 261 | 258 |

1.5 BREAKDOWN OF ADDITIONAL ESTIMATES BY APPROPRIATION BILL

Table 1.5 detail the additional estimates sought for the Tribunal through Appropriation Bill No. 3. The Tribunal has no additional estimates through Appropriation Bill No. 4.

Table 1.5: Appropriation Bill (No. 3) 2009–10

| | 2008–09 Available (\$'000) ¹ | 2009–10 Budget (\$'000) | 2009–10 Revised (\$'000) | Additional Estimates (\$'000) | Reduced Estimates (\$'000) |
|---|---|-------------------------------|--------------------------------|-------------------------------------|----------------------------------|
| DEPARTMENTAL PROGRAMS | | | | | |
| Outcome 1 | | | | | |
| Access to a fair, just, economical, informal and quick review mechanism for applicants through reviews of government administrative decisions, including dispute resolution processes and independent formal hearings | 32,267 | 32,451 | 32,772 | 321 | – |
| Total | 32,267 | 32,451 | 32,772 | 321 | – |

1. Available appropriation for 2008–09 is included to allow a comparison of this year's appropriation with what was made available for use in the previous year.

Section 2: Revisions to agency resources and planned performance

2.1 OUTCOMES AND PERFORMANCE INFORMATION

There are no substantive changes to the Tribunal’s outcome and performance information as reported in the 2009–10 Portfolio Budget Statements. Adjustments to performance information reflect the change in resourcing for the outcome only.

Outcome 1

Outcome 1 strategy

There are no changes to the strategy for Outcome 1 as reported in the 2009–10 Portfolio Budget Statements.

Outcome 1 budgeted expenses and resources

Table 2.1 provides an overview of the revised total expenses for Outcome 1 by program.

Table 2.1: Budgeted expenses and resources for Outcome 1

| Outcome 1: Access to a fair, just, economical, informal and quick review mechanism for applicants through reviews of government administrative decisions, including dispute resolution processes and independent formal hearings | 2008–09 Actual expenses (\$'000) | 2009–10 Revised estimated expenses (\$'000) |
|---|---|--|
| Program 1.1: Completed reviews of decisions | | |
| Departmental expenses | | |
| Ordinary annual services (Appropriation Bill Nos 1 & 3) | 32,267 | 32,772 |
| Revenues from independent sources (section 31) | 1,029 | 1,085 |
| Expenses not requiring appropriation in the Budget year ¹ | 374 | 2,000 |
| Total expenses for Outcome 1 | 33,670 | 35,857 |
| | 2008–09 | 2009–10 |
| Average staffing level (number) | 165 | 165 |

1. Includes expenses funded from unspent prior year appropriations and resources received free of charge.

Program 1.1 key performance indicators

The only changes in the key performance indicators for Program 1.1 are to the price.

| Key performance indicators | 2008-09 Actuals | 2009-10 Revised budget target | 2010-11 Forward year 1 | 2011-12 Forward year 2 | 2012-13 Forward year 3 |
|--|--------------------|--|------------------------------|------------------------------|------------------------------|
| Applications finalised without a hearing | | | | | |
| Quality: Percentage of matters having their first conference within 13 weeks | 85% | 85% | 85% | 85% | 85% |
| Quantity: Number of matters finalised without a hearing each year | 5,838 | 5,218 | 5,218 | 5,218 | 5,218 |
| Price: Cost per completed application | \$2,533 | \$2,946 | \$2,801 | \$2,873 | \$2,879 |
| Applications finalised with a hearing | | | | | |
| Quality: Percentage of matters progressed to hearing within 40 weeks | 85% | 85% | 85% | 85% | 85% |
| Quantity: Number of matters finalised with a hearing each year | 1,393 | 1,476 | 1,476 | 1,476 | 1,476 |
| Price: Cost per completed application | \$13,291 | \$13,878 | \$13,194 | \$13,535 | \$13,564 |

Section 3: Explanatory tables and budgeted financial statements

3.1 EXPLANATORY TABLES

3.1.1 Estimates of special account flows

There are no changes to the estimates for the Tribunal’s special accounts as reported in the 2009-10 Portfolio Budget Statements.

3.2 BUDGETED FINANCIAL STATEMENTS

3.2.1 Analysis of budgeted financial statements

There are no substantive changes from the commentary presented in the 2009-10 Portfolio Budget Statements.

3.2.2 Budgeted financial statements tables

Departmental

Table 3.2.1: Budgeted departmental comprehensive income statement (showing net cost of services) for the period ended 30 June

| | Actual 2008–09 (\$'000) | Revised budget 2009–10 (\$'000) | Forward estimate 2010–11 (\$'000) | Forward estimate 2011–12 (\$'000) | Forward estimate 2012–13 (\$'000) |
|--|-------------------------------|--|--|--|--|
| EXPENSES | | | | | |
| Employee benefits | 20,350 | 21,580 | 19,989 | 20,555 | 20,657 |
| Suppliers | 11,512 | 12,640 | 12,462 | 12,751 | 12,724 |
| Depreciation and amortisation | 1,438 | 1,637 | 1,640 | 1,665 | 1,665 |
| Losses from asset sales | 2 | – | – | – | – |
| Total expenses | 33,302 | 35,857 | 34,091 | 34,971 | 35,046 |
| LESS: | | | | | |
| OWN-SOURCE INCOME | | | | | |
| Revenue | | | | | |
| Sale of goods and rendering of services | 1,029 | 1,085 | 1,085 | 1,085 | 1,085 |
| Other revenue | 374 | 300 | 226 | 226 | 226 |
| Total revenue | 1,403 | 1,385 | 1,311 | 1,311 | 1,311 |
| Total own-source income | 1,403 | 1,385 | 1,311 | 1,311 | 1,311 |
| Net cost of (contribution by) services | 31,899 | 34,472 | 32,780 | 33,660 | 33,735 |
| Appropriation revenue | 32,267 | 32,772 | 32,780 | 33,660 | 33,735 |
| Surplus (deficit) | 368 | (1,700) | – | – | – |
| Surplus (deficit) attributable to the Australian Government | 368 | (1,700) | – | – | – |

Prepared on Australian Accounting Standards basis.

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

| | Actual 2008–09 (\$'000) | Revised budget 2009–10 (\$'000) | Forward estimate 2010–11 (\$'000) | Forward estimate 2011–12 (\$'000) | Forward estimate 2012–13 (\$'000) |
|---|-------------------------------|--|--|--|--|
| ASSETS | | | | | |
| Financial assets | | | | | |
| Cash and cash equivalents | 500 | 500 | 500 | 500 | 500 |
| Trade and other receivables | 9,470 | 8,501 | 9,518 | 10,740 | 11,605 |
| Other | 238 | 238 | 238 | 238 | 238 |
| Total financial assets | 10,208 | 9,239 | 10,256 | 11,478 | 12,343 |
| Non-financial assets | | | | | |
| Land and buildings | 7,343 | 6,271 | 5,229 | 4,153 | 3,077 |
| Infrastructure, plant and equipment | 1,379 | 1,507 | 1,549 | 1,300 | 1,284 |
| Intangibles | 301 | 223 | 35 | 15 | 242 |
| Other | 1,933 | 1,933 | 1,933 | 1,933 | 1,933 |
| Total non-financial assets | 10,956 | 9,934 | 8,746 | 7,401 | 6,536 |
| Total assets | 21,164 | 19,173 | 19,002 | 18,879 | 18,879 |
| LIABILITIES | | | | | |
| Interest-bearing liabilities | | | | | |
| Other | 903 | 662 | 491 | 368 | 368 |
| Total interest-bearing liabilities | 903 | 662 | 491 | 368 | 368 |
| Provisions | | | | | |
| Employees | 5,863 | 5,813 | 5,813 | 5,813 | 5,813 |
| Total provisions | 5,863 | 5,813 | 5,813 | 5,813 | 5,813 |
| Payables | | | | | |
| Suppliers | 1,262 | 1,262 | 1,262 | 1,262 | 1,262 |
| Other | 385 | 385 | 385 | 385 | 385 |
| Total payables | 1,647 | 1,647 | 1,647 | 1,647 | 1,647 |
| Total liabilities | 8,413 | 8,122 | 7,951 | 7,828 | 7,828 |
| Net assets | 12,751 | 11,051 | 11,051 | 11,051 | 11,051 |
| EQUITY | | | | | |
| Parent entity interest | | | | | |
| Contributed equity | 2,568 | 2,568 | 2,568 | 2,568 | 2,568 |
| Reserves | 3,170 | 3,170 | 3,170 | 3,170 | 3,170 |
| Retained surpluses or accumulated deficits | 7,013 | 5,313 | 5,313 | 5,313 | 5,313 |
| Total parent entity interest | 12,751 | 11,051 | 11,051 | 11,051 | 11,051 |
| Total equity | 12,751 | 11,051 | 11,051 | 11,051 | 11,051 |
| Current assets | 12,141 | 11,172 | 12,189 | 13,411 | 14,276 |
| Non-current assets | 9,023 | 8,001 | 6,813 | 5,468 | 4,603 |
| Current liabilities | 6,808 | 6,494 | 6,494 | 6,494 | 6,494 |
| Non-current liabilities | 1,605 | 1,628 | 1,457 | 1,334 | 1,334 |

Prepared on Australian Accounting Standards basis.

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

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

| | Actual 2008–09 (\$'000) | Revised budget 2009–10 (\$'000) | Forward estimate 2010–11 (\$'000) | Forward estimate 2011–12 (\$'000) | Forward estimate 2012–13 (\$'000) |
|---|-------------------------------|--|--|--|--|
| OPERATING ACTIVITIES | | | | | |
| Cash received | | | | | |
| Goods and services | 992 | 1,085 | 1,085 | 1,085 | 1,085 |
| Appropriations | 30,797 | 33,741 | 31,763 | 32,438 | 32,870 |
| Other | 1,279 | 1,600 | 1,600 | 1,600 | 1,600 |
| Total cash received | 33,068 | 36,426 | 34,448 | 35,123 | 35,555 |
| Cash used | | | | | |
| Employees | 19,351 | 21,330 | 19,763 | 20,329 | 20,431 |
| Suppliers | 12,541 | 14,240 | 14,062 | 14,351 | 14,324 |
| Total cash used | 31,892 | 35,570 | 33,825 | 34,680 | 34,755 |
| Net cash from (used by) operating activities | 1,176 | 856 | 623 | 443 | 800 |
| INVESTING ACTIVITIES | | | | | |
| Cash used | | | | | |
| Purchase of property, plant and equipment | 1,134 | 515 | 452 | 220 | 400 |
| Other | 8 | 100 | – | 100 | 400 |
| Total cash used | 1,142 | 615 | 452 | 320 | 800 |
| Net cash from (used by) investing activities | 1,142 | 615 | 452 | 320 | 800 |
| FINANCING ACTIVITIES | | | | | |
| Cash used | | | | | |
| Incentives | – | 241 | 171 | 123 | – |
| Total cash used | – | 241 | 171 | 123 | – |
| Net cash from (used by) financing activities | – | 241 | 171 | 123 | – |
| Net increase (decrease) in cash held | 34 | – | – | – | – |
| Cash at the beginning of the reporting period | 466 | 500 | 500 | 500 | 500 |
| Cash at the end of the reporting period | 500 | 500 | 500 | 500 | 500 |

Prepared on Australian Accounting Standards basis.

Table 3.2.4: Departmental statement of changes in equity—summary of movement (Budget year 2009–10)

| | Retained earnings (\$'000) | Asset revaluation reserve (\$'000) | Contributed equity/capital (\$'000) | Total equity (\$'000) |
|---|-------------------------------|---------------------------------------|--|--------------------------|
| Opening balance as at 1 July 2009 | | | | |
| Balance carried forward from previous period | 7,013 | 3,170 | 2,568 | 12,751 |
| Income and expenses | | | | |
| Surplus (deficit) for the period | (1,700) | – | – | (1,700) |
| Total income and expenses | (1,700) | – | – | (1,700) |
| Estimated closing balance as at 30 June 2010 | 5,313 | 3,170 | 2,568 | 11,051 |

Prepared on Australian Accounting Standards basis.

Administered

There are no changes to the Tribunal's administered schedules as reported in the 2009–10 Portfolio Budget Statements.

3.2.3 Notes to the financial statements

Basis of accounting

The budgeted financial statements have been prepared on an accrual basis, in accordance with historical cost convention and consistent with Australian Accounting Standards.

Revenue from government

Appropriations for departmental outputs are recognised as revenue, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

Other revenue

The President and one Deputy President of the Tribunal have entitlements under the *Judges' Pensions Act 1968*, which are unfunded. The estimated cost of these entitlements is included in other revenue as resources received free of charge.

Employee expenses

Employee expenses consist of salaries, leave entitlements, redundancy expenses, superannuation and non-salary benefits.

Supplier expenses

Supplier expenses consist of administrative costs, consultants' fees, travel expenses and property operating expenses.

Cash

Cash includes notes and coins held and any deposits held at call with a bank or other financial institution.

Assets

Assets are made up of cash, receivables, leasehold improvements, and land and equipment. All assets are held at fair value.

Liabilities

Liabilities are made up of employee salary and leave entitlements, property lease make-good provisions and amounts owed to creditors.