

# **Office of the Official Secretary to the Governor-General**

## **Agency resources and planned performance**



# OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

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## OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

### Section 1: Agency overview and resources

#### 1.1 STRATEGIC DIRECTION STATEMENT

The planned outcome for the Office of the Official Secretary to the Governor-General (OOSGG) is that the performance of the Governor-General's role is facilitated through organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.

The Office of Governor-General was established by the Constitution of the Commonwealth of Australia. Under the Constitution, the executive power of the Commonwealth is exercisable by the Governor-General as Her Majesty, The Queen's representative in Australia, and extends to the execution and maintenance of the Constitution and laws of the Commonwealth.

The statutory office of the Official Secretary to the Governor-General was established in December 1984 by amendment to the *Governor-General Act 1974*. The Official Secretary and staff constitute the OOSGG. Prior to that amendment, the Governor-General's Office was administered as part of the Department of the Prime Minister and Cabinet.

The OOSGG's role is to support the Governor-General to enable her to perform official duties, including support in connection with official functions, the management and maintenance of Government House in Canberra and Admiralty House in Sydney, and the effective administration of the Australian Honours and Awards system. The continuation of the ten-year Vice-Regal Heritage Property Master Plan remains a priority during the forward estimates.

## 1.2 AGENCY RESOURCE STATEMENT

Table 1.1 summarises how resources will be applied by outcome and by administered and departmental classification.

**Table 1.1: OOSGG Resource Statement — Budget estimates for 2011–12 as at Budget May 2011**

	Estimate of prior + year amounts available in 2011-12 \$'000	Proposed at Budget = 2011-12 \$'000	Total estimate 2011-12 \$'000	Actual available appropriation 2010-11 \$'000
<b>Ordinary annual services<sup>1</sup></b>				
<b>Departmental appropriation</b>				
Prior year departmental appropriation <sup>2</sup>	4,360	-	4,360	4,172
Departmental appropriation <sup>3</sup>	-	11,417	11,417	11,589
s31 relevant agency receipts <sup>4</sup>	-	14	14	14
<b>Total</b>	<b>4,360</b>	<b>11,431</b>	<b>15,791</b>	<b>15,775</b>
<b>Administered expenses</b>				
Outcome 1	-	1,739	1,739	1,669
<b>Total</b>	<b>-</b>	<b>1,739</b>	<b>1,739</b>	<b>1,669</b>
<b>Total ordinary annual services</b>	<b>A 4,360</b>	<b>13,170</b>	<b>17,530</b>	<b>17,444</b>
<b>Other services<sup>5</sup></b>				
<b>Departmental non-operating</b>				
Equity injections	-	1,070	1,070	3,237
Previous years' programs	1,564	-	1,564	3,092
<b>Total</b>	<b>1,564</b>	<b>1,070</b>	<b>2,634</b>	<b>6,329</b>
<b>Administered non-operating</b>				
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total other services</b>	<b>B 1,564</b>	<b>1,070</b>	<b>2,634</b>	<b>6,329</b>
<b>Total available annual appropriations</b>	<b>5,924</b>	<b>14,240</b>	<b>20,164</b>	<b>23,773</b>
<b>Special appropriations</b>				
<b>Special appropriations limited by amount</b>				
Salary to the Governor-General: <i>Governor-General Act 1974</i>	-	394	394	394
<b>Total special appropriations</b>	<b>C -</b>	<b>394</b>	<b>394</b>	<b>394</b>
<b>Total appropriations excluding Special Accounts</b>	<b>5,924</b>	<b>14,634</b>	<b>20,558</b>	<b>24,167</b>
<b>Special Accounts</b>				
<b>Total Special Account</b>	<b>D -</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total resourcing</b>				
A+B+C+D	5,924	14,634	20,558	24,167
<b>Total net resourcing for agency</b>	<b>5,924</b>	<b>14,634</b>	<b>20,558</b>	<b>24,167</b>

1 Appropriation Bill (No.1) 2011-12.

2 Estimated adjusted balance carried forward from previous year.

3 Includes an amount of \$0.5m in 2011-12 for the Departmental Capital Budget (refer to table 3.2.5 for further details). For accounting purposes this amount has been designated as 'contributions by owners'.

4 s31 Relevant Agency receipts – estimate.

5 Appropriation Bill (No.2) 2011-12.

All figures are GST exclusive.

### 1.3 BUDGET MEASURES

Budget measures relating to OOSGG are detailed in Budget Paper No. 2 and are summarised below.

**Table 1.2 OOSGG 2011-12 Budget Measures**

	Program	2010-11 \$'000	2011-12 \$'000	2012-13 \$'000	2013-14 \$'000	2014-15 \$'000
<b>Expense measures</b>						
Efficiency dividend - temporary increase in the rate						
	all	-	(9)	(19)	(25)	(31)
	Administered expenses	-	(57)	(118)	(152)	(188)
	Departmental expenses	-	(66)	(137)	(177)	(219)
<b>Total</b>						
<b>Total expense measures</b>						
	Administered	-	(9)	(19)	(25)	(31)
	Departmental	-	(57)	(118)	(152)	(188)
	<b>Total</b>	-	<b>(66)</b>	<b>(137)</b>	<b>(177)</b>	<b>(219)</b>
<b>Capital measures</b>						
Efficiency dividend - temporary increase in the rate						
	all	-	(2)	(5)	(6)	(9)
	Departmental capital	-	(2)	(5)	(6)	(9)
	<b>Total</b>	-	<b>(2)</b>	<b>(5)</b>	<b>(6)</b>	<b>(9)</b>
<b>Total capital measures</b>						
	Departmental	-	(2)	(5)	(6)	(9)
	<b>Total</b>	-	<b>(2)</b>	<b>(5)</b>	<b>(6)</b>	<b>(9)</b>

Prepared on a Government Finance Statistics (fiscal) basis.

## Section 2: Outcomes and planned performance

### 2.1 OUTCOMES AND PERFORMANCE INFORMATION

Government outcomes are the intended results, impacts or consequences of actions by the Government on the Australian community. Commonwealth programs are the primary vehicle by which government agencies achieve the intended results of their outcome statements. Agencies are required to identify the programs that contribute to government outcomes over the Budget and forward years.

Each outcome is described below together with its related programs, specifying the performance indicators and targets used to assess and monitor the performance of the OOSGG in achieving government outcomes.

**Outcome 1: The performance of the Governor-General's role is facilitated through organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.**

#### Outcome 1 Strategy

The OOSGG will strive to continually improve its support for the Governor-General and the administration of the Australian Honours and Awards system during 2011-12, and the forward estimates period.

In particular the OOSGG will continue to:

- provide a high standard of policy advice and service delivery to the Governor-General and stakeholders
- deliver effective governance and management arrangements in support of the official duties of the Governor-General
- ensure efficient and effective stewardship of the properties in accordance with heritage requirements, approved capital works and maintenance programs
- educate and inform Australians about the role of the Governor-General
- deliver efficient and effective administration of the Australian Honours and Awards system.

## Outcome Expense Statement

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

**Table 2.1: Budgeted Expenses for Outcome 1**

<b>Outcome 1: The performance of the Governor-General's role is facilitated through organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system</b>	2010-11 Estimated actual expenses \$'000	2011-12 Estimated expenses \$'000
<b>Program 1.1: Support for the Governor-General</b>		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,669	1,739
Special appropriations	394	394
Departmental expenses		
Departmental appropriation <sup>1</sup>	11,234	11,066
Expenses not requiring appropriation in the Budget year <sup>2</sup>	369	414
<b>Total for Program 1.1</b>	<b>13,666</b>	<b>13,613</b>
<b>Outcome 1 Totals by appropriation type</b>		
Administered Expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,669	1,739
Special appropriations	394	394
Departmental expenses		
Departmental appropriation <sup>1</sup>	11,234	11,066
Expenses not requiring appropriation in the Budget year <sup>2</sup>	369	414
<b>Total expenses for Outcome 1</b>	<b>13,666</b>	<b>13,613</b>
	2010-11	2011-12
<b>Average Staffing Level (number)</b>	<b>88</b>	<b>86</b>

<sup>1</sup> Departmental appropriation combines "Ordinary annual services (Appropriation Bill No. 1)" and "Revenue from independent sources (s31)".

<sup>2</sup> Expenses not requiring appropriation in the Budget year is made up of depreciation expense, amortisation expense, makegood expense and audit fees.

## Contributions to Outcome 1

### Program 1.1: Support for the Governor-General and Official Functions

#### Program 1.1 objective

The program comprises two components:

- support of the Governor-General
- administration of the Australian Honours and Awards system.

The objectives of this program is to:

- provide a high level of policy advice and administrative support to the Governor-General in support of official duties
- effectively and efficiently manage and maintain the Governor-General's official residences in Canberra and Sydney, including capital improvements, building and grounds maintenance, and caretaker responsibilities
- administer, on behalf of the Governor-General as Chancellor of the Order of Australia, Australia's national honours system, including all civilian honours, and awards for meritorious action by members of the Australian Defence Force
- undertake research and prepare recommendations for consideration by the Council for the Order of Australia
- provide efficient and effective secretariat support to the Australian honours advisory bodies
- undertake the efficient procurement of Australian honours medals and insignia, warrants and investiture items.

**Program 1.1 expenses**

There are no significant changes in the level of activity or funding required for this program in 2011-12 or the forward years.

	2010-11 Revised budget \$'000	2011-12 Budget \$'000	2012-13 Forward year 1 \$'000	2013-14 Forward year 2 \$'000	2014-15 Forward year 3 \$'000
Annual administered expenses:					
Administered item	1,669	1,739	1,814	1,843	1,860
Special Appropriations:					
<i>Special Appropriation Act 1999</i>	394	394	394	394	394
<b>Total administered expenses</b>	<b>2,063</b>	<b>2,133</b>	<b>2,208</b>	<b>2,237</b>	<b>2,254</b>
Annual departmental expenses:					
Departmental item	11,234	11,066	11,114	11,287	11,357
Expenses not requiring appropriation in the Budget year <sup>1</sup>	369	414	439	404	435
<b>Total departmental expenses</b>	<b>11,603</b>	<b>11,480</b>	<b>11,553</b>	<b>11,691</b>	<b>11,792</b>

<sup>1</sup> Expenses not requiring appropriation in the Budget year is made up of depreciation expense, amortisation expense, makegood expense and audit fees.

**Program 1.1 components**

There are two primary components under this program.

	2010-11 Revised budget \$'000	2011-12 Budget \$'000	2012-13 Forward year 1 \$'000	2013-14 Forward year 2 \$'000	2014-15 Forward year 3 \$'000
<b><i>1.1.1 - Component 1 : Support of the Governor-General</i></b>					
Annual administered expenses:					
Administered item	708	866	1,084	1,224	1,284
Special appropriations:					
<i>Special Appropriation Act 1999</i>	394	394	394	394	394
Annual departmental expenses:					
Departmental item	6,179	6,086	6,113	6,208	6,246
<b>Total component expenses</b>	<b>7,281</b>	<b>7,346</b>	<b>7,591</b>	<b>7,826</b>	<b>7,924</b>
<b><i>1.1.2 - Component 2 : Administration of the Australian Honours and Awards System</i></b>					
Annual administered expenses:					
Administered item	961	873	730	619	576
Annual departmental expenses:					
Departmental item	5,055	4,980	5,001	5,079	5,111
<b>Total component expenses</b>	<b>6,016</b>	<b>5,853</b>	<b>5,731</b>	<b>5,698</b>	<b>5,687</b>
Expenses not requiring Appropriation in the Budget year	369	414	439	404	435
<b>Total program expenses</b>	<b>13,666</b>	<b>13,613</b>	<b>13,761</b>	<b>13,928</b>	<b>14,046</b>

**Program 1.1 deliverables**

The deliverables for the primary components of this program are listed below.

**Component 1: Support of the Governor-General**

- Policy and executive support – includes providing policy advice to the Governor-General, planning, implementing and managing Their Excellencies' forward program of engagements, and liaising with representatives of governments, related authorities, and community groups.
- Personal support – includes providing support for Their Excellencies and hospitality services for official functions.
- Administrative services – includes providing governance advice and administrative services to the OOSGG and managing the Governor-General's official residences, including maintenance of property, equipment and grounds.

**Component 2: Administration of the Australian Honours and Awards system**

- Management of the honours and awards system.
- Providing secretariat support for the Council for the Order of Australia and the Australian Bravery Decorations Council.
- Undertaking research of nominations for awards and preparing recommendations for consideration by the Council for the Order of Australia.
- Contributing to the Australian Government's promotional campaigns to increase awareness of the Australian honours system.

**Program 1.1 key performance indicators**

The key performance indicators for this program are primarily a qualitative measure of the effectiveness of the program in achieving the objective of the Outcome. The key performance indicators focus on the level of the recipient and stakeholder satisfaction with services provided under this program. The key performance indicators are listed below.

**Component 1: Support of the Governor-General**

- The Governor-General is satisfied with the level of policy advice and administrative support provided that enables her to successfully perform official duties.
- The Governor-General is satisfied with the management of the households.
- The properties are managed in accordance with the requirements of the *Environment Protection and Biodiversity Conservation Act 1999*, government policies relating to heritage properties, with the standards and requirements of the Official Establishments Trust, and the National Capital Authority.

**Component 2: Administration of the Australian Honours and Awards system**

- The Order of Australia and Bravery Decorations Councils are satisfied with the quality of research and administrative support provided.
- The medals and insignia meet design specifications.
- 90 per cent of nominations for awards are researched and presented to the Council for the Order of Australia within 18 months.
- 95 per cent of researched nominations for bravery awards are presented to the Australian Bravery and Decorations Council within 6 months.
- 95 per cent of recommendations for long service and occupational awards are processed within 2 months.
- 95 per cent of recommendations for distinguished, conspicuous, gallantry and meritorious awards are processed and gazetted within 6 months.

## **Section 3: Explanatory tables and budgeted financial statements**

Section 3 presents explanatory tables and budgeted financial statements which provide a comprehensive snapshot of agency finances for the 2011-12 budget year. It explains how budget plans are incorporated into the financial statements and provides further details of the reconciliation between appropriations and program expenses, movements in administered funds, special accounts and government Indigenous expenditure.

### **3.1 EXPLANATORY TABLES**

#### **3.1.1 Movement of administered funds between years**

The OOSGG does not have any movement of administered funds between years.

#### **3.1.2 Special Accounts**

The 'Other Trust Moneys Account (Special Public Account)' administered by the OOSGG was abolished by the Minister for Finance and Deregulation under Determination 2010/13 on 19 October 2010. The OOSGG has no remaining Special Accounts.

#### **3.1.3 Australian Government Indigenous Expenditure**

The OOSGG does not have any Indigenous-specific expenses.

## **3.2 BUDGETED FINANCIAL STATEMENTS**

### **3.2.1 Differences in agency resourcing and financial statements**

The agency resource statement (Table 1.1) provides a consolidated view of all the resources available to the agency in 2011-12. This includes equity injections and appropriation receivable that is yet to be drawn down to cover payables and provisions on the balance sheet. The income statement (Table 3.1.1) shows only the operating appropriation provided in 2011-12.

### **3.2.2 Analysis of budgeted financial statements**

#### **Departmental**

##### **Income statement**

The OOSGG is budgeting for a break-even operating result, adjusted for depreciation and amortisation expense, in 2011-12 and the forward years.

In line with net cash appropriation arrangements that became effective from 2010-11, revenue from government has been reduced by an amount equal to depreciation and amortisation expense. Future asset replacements are funded through the DCB as detailed in Table 3.2.5.

The comprehensive income statement sets out the expected operating results for the ordinary annual services provided by the OOSGG, which are funded by departmental appropriations and other revenue.

##### **Balance sheet**

The movement in the OOSGG's net asset position is principally as a result of the procurement of replacement infrastructure, plant and equipment assets owned by the OOSGG. The value of buildings in the balance sheet represents the value of work in progress of assets being developed under the Vice-Regal Heritage Property Master Plan.

The OOSGG's primary liability is accrued employee entitlements.

*OOSGG Budget Statements*

**Administered**

**Income and expenses administered on behalf of government**

The OOSGG will receive administered appropriations of \$2.1 million in 2011-12 for the Governor-General's salary, for support of the Australian Honours and Awards system and for administered depreciation.

**Assets and liabilities administered on behalf of the government**

The value of land and buildings are expected to increase in 2011-12 and the forward years due to the completion of projects developed under the Vice-Regal Heritage Property Master Plan.

### 3.2.3 Budgeted financial statements tables

**Table 3.2.1 Comprehensive Income Statement (Showing Net Cost of Services)  
(for the period ended 30 June)**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>EXPENSES</b>					
Employee benefits	7,777	7,556	7,583	7,626	7,672
Supplier expenses	3,454	3,500	3,546	3,622	3,699
Depreciation and amortisation	331	376	401	366	397
<b>Total expenses</b>	<b>11,562</b>	<b>11,432</b>	<b>11,530</b>	<b>11,614</b>	<b>11,768</b>
<b>LESS:</b>					
<b>OWN-SOURCE INCOME</b>					
<b>Own-source revenue</b>					
Rental income	14	14	14	14	14
<b>Total own-source revenue</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>	<b>14</b>
<b>Gains</b>					
Sale of assets	51	36	4	12	30
Other	38	38	38	38	38
<b>Total gains</b>	<b>89</b>	<b>74</b>	<b>42</b>	<b>50</b>	<b>68</b>
<b>Total own-source income</b>	<b>103</b>	<b>88</b>	<b>56</b>	<b>64</b>	<b>82</b>
<b>Net cost of (contribution by) services</b>	<b>11,459</b>	<b>11,344</b>	<b>11,474</b>	<b>11,550</b>	<b>11,686</b>
Revenue from Government	11,128	10,968	11,073	11,184	11,289
<b>Surplus (Deficit)</b>	<b>(331)</b>	<b>(376)</b>	<b>(401)</b>	<b>(366)</b>	<b>(397)</b>
<b>Surplus (Deficit) attributable to the Australian Government</b>	<b>(331)</b>	<b>(376)</b>	<b>(401)</b>	<b>(366)</b>	<b>(397)</b>
<b>OTHER COMPREHENSIVE INCOME</b>					
<b>Total comprehensive income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total comprehensive income attributable to the Australian Government</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Note: Reconciliation of comprehensive income attributable to the agency</b>					
	2010-11 \$'000	2011-12 \$'000	2012-13 \$'000	2013-14 \$'000	2014-15 \$'000
<b>Operating result attributable to the Australian Government</b>	<b>(331)</b>	<b>(376)</b>	<b>(401)</b>	<b>(366)</b>	<b>(397)</b>
plus non-appropriated expenses depreciation and amortisation expenses	331	376	401	366	397
<b>Total Comprehensive Income (loss) Attributable to the agency</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and cash equivalents	145	145	145	145	145
Trade and other receivables	5,995	4,829	4,119	3,462	3,263
<b>Total financial assets</b>	<b>6,140</b>	<b>4,974</b>	<b>4,264</b>	<b>3,607</b>	<b>3,408</b>
<b>Non-financial assets</b>					
Land and buildings	3,690	2,746	886	627	727
Property, plant and equipment	1,052	1,134	1,156	1,197	1,312
Intangibles	251	215	227	206	180
Other	30	30	30	30	30
<b>Total non-financial assets</b>	<b>5,023</b>	<b>4,125</b>	<b>2,299</b>	<b>2,060</b>	<b>2,249</b>
<b>Total assets</b>	<b>11,163</b>	<b>9,099</b>	<b>6,563</b>	<b>5,667</b>	<b>5,657</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	301	459	495	520	535
Other	150	160	170	170	170
<b>Total payables</b>	<b>451</b>	<b>619</b>	<b>665</b>	<b>690</b>	<b>705</b>
<b>Provisions</b>					
Employee provisions	2,253	2,456	2,677	2,918	3,180
<b>Total provisions</b>	<b>2,253</b>	<b>2,456</b>	<b>2,677</b>	<b>2,918</b>	<b>3,180</b>
<b>Total liabilities</b>	<b>2,704</b>	<b>3,075</b>	<b>3,342</b>	<b>3,608</b>	<b>3,885</b>
<b>Net assets</b>	<b>8,459</b>	<b>6,024</b>	<b>3,221</b>	<b>2,059</b>	<b>1,772</b>
<b>EQUITY*</b>					
<b>Parent entity interest</b>					
Contributed equity	6,455	4,396	1,994	1,198	1,308
Reserves	107	107	107	107	107
Retained surplus	1,897	1,521	1,120	754	357
(accumulated deficit)	-	-	-	-	-
<b>Total parent entity interest</b>	<b>8,459</b>	<b>6,024</b>	<b>3,221</b>	<b>2,059</b>	<b>1,772</b>
<b>Total Equity</b>	<b>8,459</b>	<b>6,024</b>	<b>3,221</b>	<b>2,059</b>	<b>1,772</b>

\* 'Equity' is the residual interest in assets after deduction of liabilities.  
Prepared on Australian Accounting Standards basis.

**Table 3.2.3: Departmental statement of changes in equity — summary of movement (Budget year 2011-12)**

	Retained earnings \$'000	Asset revaluation reserve \$'000	Other reserves \$'000	Contributed equity/ capital \$'000	<b>Total equity \$'000</b>
<b>Opening balance as at 1 July 2011</b>					
Balance carried forward from previous period	1,897	107	-	6,455	<b>8,459</b>
<b>Adjusted opening balance</b>	<b>1,897</b>	<b>107</b>	<b>-</b>	<b>6,455</b>	<b>8,459</b>
Surplus (deficit) for the period	(376)	-	-	-	<b>(376)</b>
<b>Total comprehensive income recognised directly in equity</b>	<b>(376)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(376)</b>
<b>Transactions with owners</b>					
<i>Distributions to owners</i>					
Returns on capital					
Restructuring	-	-	-	(3,578)	<b>(3,578)</b>
<i>Contributions by owners</i>					
Appropriation (equity injection)	-	-	-	1,070	<b>1,070</b>
Appropriation (departmental) capital budget	-	-	-	449	<b>449</b>
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,059)</b>	<b>(2,059)</b>
<b>Estimated closing balance as at 30 June 2012</b>	<b>1,521</b>	<b>107</b>	<b>-</b>	<b>4,396</b>	<b>6,024</b>
<b>Closing balance attributable to the Australian Government</b>	<b>1,521</b>	<b>107</b>	<b>-</b>	<b>4,396</b>	<b>6,024</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.4: Budgeted departmental statement of cash flows  
(for the period ended 30 June)**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Goods and services	14	14	14	14	14
Appropriations	10,939	10,542	11,771	11,840	11,484
Net GST received	452	448	328	306	263
<b>Total cash received</b>	<b>11,405</b>	<b>11,004</b>	<b>12,113</b>	<b>12,160</b>	<b>11,761</b>
<b>Cash used</b>					
Employees	7,452	7,343	7,352	7,385	7,410
Suppliers	3,444	3,291	3,472	3,559	3,646
Net GST paid	398	454	316	305	259
<b>Total cash used</b>	<b>11,294</b>	<b>11,088</b>	<b>11,140</b>	<b>11,249</b>	<b>11,315</b>
<b>Net cash from (used by) operating activities</b>	<b>111</b>	<b>(84)</b>	<b>973</b>	<b>911</b>	<b>446</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	92	84	27	89	54
<b>Total cash received</b>	<b>92</b>	<b>84</b>	<b>27</b>	<b>89</b>	<b>54</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	5,414	3,104	1,458	1,463	1,010
<b>Total cash used</b>	<b>5,414</b>	<b>3,104</b>	<b>1,458</b>	<b>1,463</b>	<b>1,010</b>
<b>Net cash from (used by) investing activities</b>	<b>(5,322)</b>	<b>(3,020)</b>	<b>(1,431)</b>	<b>(1,374)</b>	<b>(956)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Contributed equity	5,204	3,104	458	463	510
<b>Total cash received</b>	<b>5,204</b>	<b>3,104</b>	<b>458</b>	<b>463</b>	<b>510</b>
<b>Net cash from (used by) financing activities</b>	<b>5,204</b>	<b>3,104</b>	<b>458</b>	<b>463</b>	<b>510</b>
<b>Net increase (decrease) in cash held</b>	<b>(7)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	152	145	145	145	145
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>145</b>	<b>145</b>	<b>145</b>	<b>145</b>	<b>145</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.5: Departmental Capital Budget Statement**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Capital budget - Bill 1 (DCB)	461	449	458	463	510
Equity injections - Bill 2	3,237	1,070	-	-	-
<b>Total capital appropriations</b>	<b>3,698</b>	<b>1,519</b>	<b>458</b>	<b>463</b>	<b>510</b>
<b>Total new capital appropriations</b>					
<b>Represented by:</b>					
Purchase of non-financial assets	3,698	1,519	458	463	510
<b>Total Items</b>	<b>3,698</b>	<b>1,519</b>	<b>458</b>	<b>463</b>	<b>510</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriations	4,764	2,634	-	-	-
Funded by capital appropriation - DCB <sup>1</sup>	439	470	458	463	510
Funded internally from departmental resources <sup>2</sup>	211	-	1,000	1,000	500
<b>TOTAL</b>	<b>5,414</b>	<b>3,104</b>	<b>1,458</b>	<b>1,463</b>	<b>1,010</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total purchases	5,415	3,104	1,458	1,463	1,010
<b>Total cash used to acquire assets</b>	<b>5,415</b>	<b>3,104</b>	<b>1,458</b>	<b>1,463</b>	<b>1,010</b>

1 Includes purchases from current and previous year's department capital budgets.

2 Includes the following sources of funding: annual and prior year appropriations, donations and contributions, gifts, internally developed assets, s31 relevant agency receipts, and proceeds from the sale of assets.

DCB = Departmental Capital Budget.

Prepared on Australian Accounting Standards basis

**Table 3.2.6: Statement of Asset Movements (2011-12)**

	Asset Category			Total
	Buildings	Other property, plant and equipment	Intangibles	
	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2011</b>				
Gross book value	3,690	1,251	632	<b>5,573</b>
Accumulated depreciation/amortisation and impairment	-	199	381	<b>580</b>
<b>Opening net book balance</b>	<b>3,690</b>	<b>1,052</b>	<b>251</b>	<b>4,993</b>
<b>CAPITAL ASSET ADDITIONS</b>				
<b>Estimated expenditure on new or replacement assets</b>				
By purchase - appropriation equity <sup>1</sup>	2,634	-	-	<b>2,634</b>
By purchase - appropriation ordinary annual services <sup>2</sup>	-	406	64	<b>470</b>
<b>Total additions</b>	<b>2,634</b>	<b>406</b>	<b>64</b>	<b>3,104</b>
<b>Other movements</b>				
Depreciation/amortisation expense	-	276	100	<b>376</b>
From disposal of entities or operations (including restructuring)	(3,578)	154	-	<b>(3,424)</b>
<b>As at 30 June 2012</b>				
Gross book value	2,746	1,503	696	<b>4,945</b>
Accumulated depreciation/amortisation and impairment	-	369	481	<b>850</b>
<b>Closing net book balance</b>	<b>2,746</b>	<b>1,134</b>	<b>215</b>	<b>4,095</b>

1 "Appropriation equity" refers to equity injections or Administered Assets and Liabilities appropriations provided through Appropriation Bill (No.2) 2011-12, including CDABs.

2 "Appropriation ordinary annual services" refers to funding provided through Appropriation Bill (No.1) 2011-12 for depreciation / amortisation expenses, DCBs / ACBs or other operational expenses.

Prepared on Australian Accounting Standards basis.

**Table 3.2.7: Schedule of budgeted income and expenses administered on behalf of Government (for the period ended 30 June)**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>INCOME ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Revenue</b>					
<b>Non-taxation revenue</b>					
Sale of goods and rendering of services	18	20	20	20	20
<b>Total non-taxation revenue</b>	<b>18</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Total revenues administered on behalf of Government</b>	<b>18</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Total income administered on behalf of Government</b>	<b>18</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
Supplier expenses	961	873	730	619	576
Personal benefits	394	394	394	394	394
Depreciation and amortisation	708	866	1,084	1,224	1,284
<b>Total expenses administered on behalf of Government</b>	<b>2,063</b>	<b>2,133</b>	<b>2,208</b>	<b>2,237</b>	<b>2,254</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.8: Schedule of budgeted assets and liabilities administered on behalf of Government (as at 30 June)**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Financial assets</b>					
Cash and cash equivalents	1	1	1	1	1
Taxation receivables	5	5	5	5	5
<b>Total financial assets</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6</b>
<b>Non-financial assets</b>					
Land and buildings	85,063	87,815	89,602	89,655	88,798
Property, plant and equipment	1,803	1,763	1,752	1,734	1,707
Inventories	1,402	1,402	1,402	1,402	1,402
<b>Total non-financial assets</b>	<b>88,268</b>	<b>90,980</b>	<b>92,756</b>	<b>92,791</b>	<b>91,907</b>
<b>Total assets administered on behalf of Government</b>	<b>88,274</b>	<b>90,986</b>	<b>92,762</b>	<b>92,797</b>	<b>91,913</b>
<b>LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Payables</b>					
Suppliers	10	10	10	10	10
<b>Total payables</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Total liabilities administered on behalf of Government</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.9: Schedule of budgeted administered cash flows  
(for the period ended 30 June)**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Sales of goods and rendering of services	18	20	20	20	20
Net GST received	2	-	-	-	-
<b>Total cash received</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>	<b>20</b>
<b>Cash used</b>					
Personal benefits	394	394	394	394	394
Suppliers	958	873	730	619	576
<b>Total cash used</b>	<b>1,352</b>	<b>1,267</b>	<b>1,124</b>	<b>1,013</b>	<b>970</b>
<b>Net cash from (used by) operating activities</b>	<b>(1,332)</b>	<b>(1,247)</b>	<b>(1,104)</b>	<b>(993)</b>	<b>(950)</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sale of property, plant and equipment	40	-	-	-	-
<b>Total cash received</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	5	-	-	-	-
<b>Total cash used</b>	<b>5</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash from (used by) investing activities</b>	<b>35</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>FINANCING ACTIVITIES</b>					
<b>Net cash from (used by) financing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase (decrease) in cash held</b>					
Cash and cash equivalents at beginning of reporting period	1	1	1	1	1
Cash from Official Public Account for:					
- Appropriations	1,355	1,267	1,124	1,013	970
	<b>1,356</b>	<b>1,268</b>	<b>1,125</b>	<b>1,014</b>	<b>971</b>
Cash to Official Public Account for:					
- Appropriations	(58)	(20)	(20)	(20)	(20)
	<b>(58)</b>	<b>(20)</b>	<b>(20)</b>	<b>(20)</b>	<b>(20)</b>
<b>Cash and cash equivalents at end of reporting period</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.10: Schedule of Administered Capital Budget**

	Estimated actual 2010-11 \$'000	Budget estimate 2011-12 \$'000	Forward estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded internally from departmental resources <sup>1</sup>	1,244	3,578	2,860	1,259	400
<b>TOTAL</b>	<b>1,244</b>	<b>3,578</b>	<b>2,860</b>	<b>1,259</b>	<b>400</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total purchases	1,244	3,578	2,860	1,259	400
less s32 / restructuring	1,244	3,578	2,860	1,259	400
<b>Total cash used to acquire assets</b>	-	-	-	-	-

1 Includes the following sources of funding: annual and prior year appropriations, donations and contributions, gifts, internally developed assets, s31 relevant agency receipts, and proceeds from the sale of assets.

Prepared on Australian Accounting Standards basis.

**Table 3.2.11: Schedule of Asset Movements — Administered**

	Asset Category			Total
	Land	Buildings	Other property, plant and equipment	
	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2011</b>				
Gross book value	62,000	24,367	1,888	<b>88,255</b>
Accumulated depreciation/amortisation and impairment	-	1,304	85	<b>1,389</b>
<b>Opening net book balance</b>	<b>62,000</b>	<b>23,063</b>	<b>1,803</b>	<b>86,866</b>
<b>CAPITAL ASSET ADDITIONS</b>				
<b>Estimated expenditure on new or replacement assets</b>				
From acquisition of entities or operations (including restructuring)	-	3,528	50	<b>3,578</b>
<b>Total additions</b>	<b>-</b>	<b>3,528</b>	<b>50</b>	<b>3,578</b>
<b>Other movements</b>				
Depreciation/amortisation expense	-	776	90	<b>866</b>
<b>As at 30 June 2012</b>				
Gross book value	62,000	27,895	1,938	<b>91,833</b>
Accumulated depreciation/amortisation and impairment	-	2,080	175	<b>2,255</b>
<b>Closing net book balance</b>	<b>62,000</b>	<b>25,815</b>	<b>1,763</b>	<b>89,578</b>

Prepared on Australian Accounting Standards basis.

