

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

**ENTITY 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: Entity overview and resources

### 1.1 STRATEGIC DIRECTION STATEMENT

The planned outcome for the Office of the Official Secretary to the Governor-General (OOSGG) is the facilitation of the performance of the Governor-General's role through the 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 OOSGG delivers its planned outcome through one program, being 'Support for the Governor-General and Official Functions.'

The OOSGG's role is to support the Governor-General to enable him 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.

## **1.2 ENTITY RESOURCE STATEMENT**

Table 1.1 shows the total funding from all sources available to OOSGG for its operations and to deliver programs and services on behalf of the government.

The table summarises how resources will be applied by outcome (government strategic policy objectives) and by administered (on behalf of the government or the public) 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 (i.e. appropriations/cash available) basis, whilst the 'Budgeted expenses for Outcome 1' table in Section 2 and the financial statements in Section 3 are presented on an accrual basis.

**Table 1.1: OOSGG resource statement — Budget estimates for 2017-18 as at Budget May 2017**

	<i>2016-17 Estimated actual \$'000</i>	<i>2017-18 Estimate \$'000</i>
<b>Departmental</b>		
Annual appropriations - ordinary annual services <sup>(a)</sup>		
Prior year appropriations available	2,950	2,934
Departmental appropriation <sup>(b)</sup>	11,076	10,932
Departmental capital budget <sup>(c)</sup>	395	391
<i>Total departmental annual appropriations</i>	<i>14,421</i>	<i>14,257</i>
<b>Total departmental resourcing</b>	<b>14,421</b>	<b>14,257</b>
<b>Administered</b>		
Annual appropriations - ordinary annual services		
Outcome 1	1,431	1,509
Administered capital budget <sup>(d)</sup>	2,936	3,214
<i>Total administered annual appropriations</i>	<i>4,367</i>	<i>4,723</i>
<i>Total administered special appropriations <sup>(e)</sup></i>	<i>425</i>	<i>425</i>
<b>Total administered resourcing</b>	<b>4,792</b>	<b>5,148</b>
<b>Total resourcing for entity OOSGG</b>	<b>19,213</b>	<b>19,405</b>
	<i>2016-17</i>	<i>2017-18</i>
<b>Average staffing level (number)</b>	<b>76</b>	<b>76</b>

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

Please note: All figures shown above are GST exclusive – these may not match figures in the cash flow statement.

(a) Appropriation Bill (No.1) 2017-18.

(b) Excludes departmental capital budget (DCB).

(c) Departmental capital budgets are not separately identified in Appropriation Bill (No.1) and form part of ordinary annual services items. Please refer to Table 3.5 for further details. For accounting purposes, this amount has been designated as a 'contribution by owner'.

(d) Administered capital budgets are not separately identified in Appropriation Bill (No.1) and form part of ordinary annual services items. Please refer to Table 3.10 for further.

(e) For further information on special appropriations and special accounts, please refer to Budget Paper No. 4 - Agency Resourcing. Please also see Table 2.1 for further information on outcome and program expenses broken down by various funding sources, e.g. annual appropriations, special appropriations and special accounts.

### **1.3 BUDGET MEASURES**

OOSGG has no budget measures in the 2017-18 Budget.



## Section 2: Outcomes and planned performance

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 entities achieve the intended results of their outcome statements. Entities are required to identify the programs which contribute to government outcomes over the Budget and forward years.

Each 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 enhanced 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 an entity's complete performance story.

The most recent corporate plan for OOSGG can be found at:  
<https://www.gg.gov.au/office-official-secretary-governor-general/corporate-plans>

The most recent annual performance statement can be found at:  
<https://www.gg.gov.au/office-official-secretary-governor-general/annual-reports>

## 2.1 BUDGETED EXPENSES AND PERFORMANCE FOR OUTCOME 1

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

This table shows how much the OOSGG 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: The performance of the Governor-General's role is facilitated through the organisation and management of official duties, management and maintenance of the official household and property and administration of the Australian Honours and Awards system.**

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>Program 1.1: Support of the Governor-General and Official Activities</b>					
Administered expenses					
Ordinary annual services (Appropriation Bill No. 1)	1,431	1,509	1,541	1,548	1,573
Special appropriations	425	425	425	425	425
Expenses not requiring appropriation in the Budget year <sup>(a)</sup>	1,570	1,717	1,218	1,499	1,513
<b>Administered total</b>	<b>3,426</b>	<b>3,651</b>	<b>3,184</b>	<b>3,472</b>	<b>3,511</b>
Departmental expenses					
Departmental appropriation	11,076	10,932	10,885	10,950	11,024
Expenses not requiring appropriation in the Budget year <sup>(b)</sup>	422	453	461	457	418
<b>Departmental total</b>	<b>11,498</b>	<b>11,385</b>	<b>11,346</b>	<b>11,407</b>	<b>11,442</b>
<b>Total expenses for program 1.1</b>	<b>14,924</b>	<b>15,036</b>	<b>14,530</b>	<b>14,879</b>	<b>14,953</b>

	2016-17	2017-18
<b>Average staffing level (number)</b>	76	76

(a) Expenses not requiring appropriation in the Budget year are made up of depreciation expenses and amortisation expenses.

(b) Expenses not requiring appropriation in the Budget year are made up of depreciation expenses, amortisation expenses and audit fees.

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: Performance criteria for Outcome 1**

Table 2.1.2 below details the performance criteria for each program associated with Outcome 1. It also summarises how each program is delivered and where 2017-18 Budget measures have created new programs or materially changed existing programs.

<b>Outcome 1 – The performance of the Governor-General’s role is facilitated through the 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>		
<b>Program 1.1</b> – The objective of this program is to support the Governor-General and Official Functions. It comprises two components: support for the Governor-General and administration of the Australian Honours and Awards system.		
<b>Delivery (component 1)</b>	The program component deliverables include: <ul style="list-style-type: none"> <li>• Executive support – providing 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</li> <li>• Personal support – providing support for Their Excellencies’ and hospitality services for official functions</li> <li>• Administrative services – providing governance advise and administrative services to OOSGG and managing the Governor-General’s official residences, including maintenance of property, equipment and grounds.</li> </ul>	
<b>Performance information (component 1)</b>		
<b>Year</b>	<b>Performance criteria</b>	<b>Targets</b>
2016-17	<ul style="list-style-type: none"> <li>• The Governor-General is satisfied with the level of advice and administrative support provided that enables him to successfully perform official duties</li> <li>• The Governor-General is satisfied with the management of the households</li> <li>• The properties are managed in accordance with the requirements of the Environment Protection and Biodiversity Conservation Act 1999 and government policies relating to heritage properties and with due consideration of advice provided by the National Capital Authority and other relevant authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• It is expected all performance criteria as outlined in the 2016-17 PBS will be met.</li> </ul>
2017-18 and beyond	As per 2016-17.	As per 2016-17.

*continued on next page.*

**Table 2.1.2: Performance criteria for Outcome 1 (continued)**

<b>Delivery (component 2)</b>	The program component will be delivered by administering, on behalf of the Governor-General, the Australian honours and awards system, including all civilian honours and awards for member of the Australian Defence force.	
<b>Performance information (component 2)</b>		
<b>Year</b>	<b>Performance criteria</b>	<b>Targets</b>
2016-17	<ul style="list-style-type: none"> <li>• Research and prepare nominations for consideration by the Council for the Order of Australia, the Australian Bravery Decorations Council and the National Emergency Medal Committee</li> <li>• Provide secretariat support to the Australian honours advisory bodies</li> <li>• Undertake the administrative tasks associated with the approval of recipients in the Australian honours system and subsequent announcement where applicable</li> <li>• Procure Australian honours insignia, warrants and investiture items</li> <li>• Facilitate the approval of, and changes to, governing instruments within the Australian honours system</li> <li>• Provide insignia to State/Territory Government Houses, service organisations and individuals for issue, and arrange local investitures.</li> </ul>	<ul style="list-style-type: none"> <li>• The Governor-General and other key stakeholders express satisfaction with the administration of the Australian Honours and Awards system and support provided</li> <li>• Activities comply with the governing instruments for honours and awards, including the Constitution for the Order of Australia</li> <li>• The medals and insignia meet design specifications, adequate stock levels are maintained and control processes are adhered to</li> <li>• Ensure the accurate and timely issue of insignia and other resources for investitures and honours list announcements</li> </ul>
2017-18 and beyond	As per 2016-17.	As per 2016-17.
<b>Purposes<sup>(a)</sup></b>	The OOSGG was established in 1984, by amendment to the Governor-General Act 1974, to support the Governor-General in the fulfilment of his/her responsibilities. It has one Outcome and one Program, which has two components as outlined above.	

(a) Refers to the purposes reflected in the 2017-18 Corporate Plan.

## Section 3: Budgeted financial statements

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of entity finances for the 2017-18 budget year, including the impact of budget measures and resourcing on financial statements.

### **3.1 BUDGETED FINANCIAL STATEMENTS**

#### **3.1.1 Differences between entity resourcing and financial statements**

The OOSGG does not have any significant differences between entity resourcing and the financial statements.

#### **3.1.2 Explanatory notes and analysis of budgeted financial statements**

##### **Departmental**

###### *Comprehensive Income Statement*

The OOSGG is budgeting for a break-even operating result, adjusted for depreciation and amortisation expense, in 2017-18 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 Departmental Capital Budget detailed in Table 3.5.

The Comprehensive Income Statement (Table 3.1) 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 OOSGG's primary liability is accrued employee entitlements.

##### **Administered**

###### *Schedule of Budgeted Income and Expenses Administered on Behalf of Government*

In 2017-18, the OOSGG will receive administered appropriations of \$0.4 million for the Governor-General's salary, \$1.5 million for support of the Australian Honours and Awards System and \$3.2 million for the Administered Capital Budget to sustain the capability and the condition of its Heritage properties.

*OOSGG Budget Statements*

*Schedule of Budgeted Assets and Liabilities Administered on Behalf of Government*

The value of land and buildings is expected to increase in 2017-18 and the forward years due to the completion of projects developed under the Asset Management Strategy.

### 3.2 BUDGETED FINANCIAL STATEMENTS TABLES

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>EXPENSES</b>					
Employee benefits	7,659	7,583	7,491	7,657	7,555
Suppliers	3,486	3,418	3,463	3,362	3,538
Depreciation and amortisation	353	384	392	388	349
<b>Total expenses</b>	<b>11,498</b>	<b>11,385</b>	<b>11,346</b>	<b>11,407</b>	<b>11,442</b>
<b>LESS:</b>					
<b>OWN-SOURCE INCOME</b>					
<b>Gains</b>					
Other	69	69	69	69	69
<b>Total gains</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>
<b>Total own-source income</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>	<b>69</b>
<b>Net (cost of)/contribution by services</b>	<b>(11,429)</b>	<b>(11,316)</b>	<b>(11,277)</b>	<b>(11,338)</b>	<b>(11,373)</b>
Revenue from Government	11,076	10,932	10,885	10,950	11,024
<b>Surplus/(deficit) attributable to the Australian Government</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</b>	<b>(388)</b>	<b>(349)</b>
<b>Total comprehensive income/(loss)</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</b>	<b>(388)</b>	<b>(349)</b>
<b>Total comprehensive income/(loss) attributable to the Australian Government</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</b>	<b>(388)</b>	<b>(349)</b>

**Note: Impact of net cash appropriation arrangements**

	2016-17 \$'000	2017-18 \$'000	2018-19 \$'000	2019-20 \$'000	2020-21 \$'000
<b>Total comprehensive income/(loss) excluding depreciation/amortisation expenses previously funded through revenue appropriations</b>	-	-	-	-	-
less depreciation/amortisation expenses previously funded through revenue appropriations <sup>(a)</sup>	353	384	392	388	349
<b>Total comprehensive income/(loss) - as per the statement of comprehensive income</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</b>	<b>(388)</b>	<b>(349)</b>

(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.

Prepared on Australian Accounting Standards basis.

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and cash equivalents	148	148	148	148	148
Trade and other receivables	3,048	3,077	3,077	3,077	3,127
<b>Total financial assets</b>	<b>3,196</b>	<b>3,225</b>	<b>3,225</b>	<b>3,225</b>	<b>3,275</b>
<b>Non-financial assets</b>					
Property, plant and equipment	1,381	1,379	1,451	1,468	1,461
Intangibles	357	366	292	278	279
<b>Total non-financial assets</b>	<b>1,738</b>	<b>1,745</b>	<b>1,743</b>	<b>1,746</b>	<b>1,740</b>
<b>Total assets</b>	<b>4,934</b>	<b>4,970</b>	<b>4,968</b>	<b>4,971</b>	<b>5,015</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	262	262	262	262	262
Other payables	171	171	171	171	171
<b>Total payables</b>	<b>433</b>	<b>433</b>	<b>433</b>	<b>433</b>	<b>433</b>
<b>Provisions</b>					
Employee provisions	2,111	2,140	2,140	2,140	2,140
<b>Total provisions</b>	<b>2,111</b>	<b>2,140</b>	<b>2,140</b>	<b>2,140</b>	<b>2,140</b>
<b>Total liabilities</b>	<b>2,544</b>	<b>2,573</b>	<b>2,573</b>	<b>2,573</b>	<b>2,573</b>
<b>Net assets</b>	<b>2,390</b>	<b>2,397</b>	<b>2,395</b>	<b>2,398</b>	<b>2,442</b>
<b>EQUITY*</b>					
<b>Parent entity interest</b>					
Contributed equity	1,841	2,232	2,622	3,013	3,406
Reserves	558	558	558	558	558
Retained surplus (accumulated deficit)	(9)	(393)	(785)	(1,173)	(1,522)
<b>Total parent entity interest</b>	<b>2,390</b>	<b>2,397</b>	<b>2,395</b>	<b>2,398</b>	<b>2,442</b>
<b>Total equity</b>	<b>2,390</b>	<b>2,397</b>	<b>2,395</b>	<b>2,398</b>	<b>2,442</b>

\*'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 2017-18)**

	Retained earnings	Asset revaluation reserve	Contributed equity/capital	Total equity
	\$'000	\$'000	\$'000	\$'000
<b>Opening balance as at 1 July 2017</b>				
Balance carried forward from previous period	(9)	558	1,841	2,390
<b>Adjusted opening balance</b>	<b>(9)</b>	<b>558</b>	<b>1,841</b>	<b>2,390</b>
<b>Comprehensive income</b>				
Other comprehensive income				-
Surplus/(deficit) for the period	(384)	-	-	(384)
<b>Total comprehensive income</b>	<b>(384)</b>	<b>-</b>	<b>-</b>	<b>(384)</b>
of which:				
Attributable to the Australian Government	(384)	-	-	(384)
<b>Transactions with owners</b>				
<b>Contributions by owners</b>				
Departmental capital budget (DCB)	-	-	391	391
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>391</b>	<b>391</b>
<b>Estimated closing balance as at 30 June 2018</b>	<b>(393)</b>	<b>558</b>	<b>2,232</b>	<b>2,397</b>
<b>Closing balance attributable to the Australian Government</b>	<b>(393)</b>	<b>558</b>	<b>2,232</b>	<b>2,397</b>

Prepared on Australian Accounting Standards basis.

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations	11,362	11,278	10,885	10,950	11,024
<b>Total cash received</b>	<b>11,362</b>	<b>11,278</b>	<b>10,885</b>	<b>10,950</b>	<b>11,024</b>
<b>Cash used</b>					
Employees	7,630	7,554	7,491	7,657	7,555
Suppliers	3,732	3,724	3,394	3,293	3,469
<b>Total cash used</b>	<b>11,362</b>	<b>11,278</b>	<b>10,885</b>	<b>10,950</b>	<b>11,024</b>
<b>Net cash from/(used by) operating activities</b>	-	-	-	-	-
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Other	395	391	390	391	393
<b>Total cash received</b>	<b>395</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>393</b>
<b>Cash used</b>					
Purchase of property, plant and equipment and intangibles	395	391	390	391	393
<b>Total cash used</b>	<b>395</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>393</b>
<b>Net cash from/(used by) investing activities</b>	-	-	-	-	-
<b>Net increase/(decrease) in cash held</b>	-	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	148	148	148	148	148
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>148</b>	<b>148</b>	<b>148</b>	<b>148</b>	<b>148</b>

Prepared on Australian Accounting Standards basis.

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>NEW CAPITAL APPROPRIATIONS</b>					
Capital budget - Bill 1 (DCB)	395	391	390	391	393
<b>Total new capital appropriations</b>	<b>395</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>393</b>
<i>Provided for:</i>					
Purchase of non-financial assets	395	391	390	391	393
<b>Total items</b>	<b>395</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>393</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation - DCB <sup>(a)</sup>	395	391	390	391	393
<b>TOTAL</b>	<b>395</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>393</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total purchases	395	391	390	391	393
<b>Total cash used to acquire assets</b>	<b>395</b>	<b>391</b>	<b>390</b>	<b>391</b>	<b>393</b>

(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 2017-18)**

	Other property, plant and equipment \$'000	Computer software and intangibles \$'000	Total \$'000
<b>As at 1 July 2017</b>			
Gross book value	2,561	1,098	3,659
Accumulated depreciation/ amortisation and impairment	(1,180)	(741)	(1,921)
<b>Opening net book balance</b>	<b>1,381</b>	<b>357</b>	<b>1,738</b>
<b>Capital asset additions</b>			
<b>Estimated expenditure on new or replacement assets</b>			
By purchase - appropriation ordinary annual services <sup>(a)</sup>	281	110	391
<b>Total additions</b>	<b>281</b>	<b>110</b>	<b>391</b>
<b>Other movements</b>			
Depreciation/amortisation expense	(283)	(101)	(384)
<b>Total other movements</b>	<b>(283)</b>	<b>(101)</b>	<b>(384)</b>
<b>As at 30 June 2018</b>			
Gross book value	2,842	1,208	4,050
Accumulated depreciation/ amortisation and impairment	(1,463)	(842)	(2,305)
<b>Closing net book balance</b>	<b>1,379</b>	<b>366</b>	<b>1,745</b>

(a) 'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No. 1) 2017-18 for depreciation/amortisation expenses, DCBs or other operational expenses.  
Prepared on Australian Accounting Standards basis.

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>EXPENSES</b>					
Suppliers	1,431	1,509	1,541	1,548	1,573
Personal benefits	425	425	425	425	425
Depreciation and amortisation	1,570	1,717	1,218	1,499	1,513
<b>Total expenses administered on behalf of Government</b>	<b>3,426</b>	<b>3,651</b>	<b>3,184</b>	<b>3,472</b>	<b>3,511</b>
<b>LESS:</b>					
<b>OWN-SOURCE INCOME</b>					
<b>Non-taxation revenue</b>					
Sale of goods and rendering of services	27	27	27	27	30
<b>Total non-taxation revenue</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>30</b>
<b>Total own-source revenue administered on behalf of Government</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>30</b>
<b>Total own-sourced income administered on behalf of Government</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>30</b>
<b>Net (cost of)/contribution by services</b>	<b>(3,399)</b>	<b>(3,624)</b>	<b>(3,157)</b>	<b>(3,445)</b>	<b>(3,481)</b>
<b>Total comprehensive income/(loss)</b>	<b>(3,399)</b>	<b>(3,624)</b>	<b>(3,157)</b>	<b>(3,445)</b>	<b>(3,481)</b>

Prepared on Australian Accounting Standards basis.

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and cash equivalents	1	1	1	1	1
Trade and other receivables	84	84	84	84	84
<b>Total financial assets</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>	<b>85</b>
<b>Non-financial assets</b>					
Land and buildings	127,081	128,023	128,757	129,897	131,047
Property, plant and equipment	2,102	2,657	2,982	3,152	3,315
Inventories	1,111	1,111	1,111	1,111	1,111
<b>Total non-financial assets</b>	<b>130,294</b>	<b>131,791</b>	<b>132,850</b>	<b>134,160</b>	<b>135,473</b>
<b>Total assets administered on behalf of Government</b>	<b>130,379</b>	<b>131,876</b>	<b>132,935</b>	<b>134,245</b>	<b>135,558</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	38	38	38	38	38
<b>Total payables</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>
<b>Total liabilities administered on behalf of Government</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>	<b>38</b>
<b>Net assets/(liabilities)</b>	<b>130,341</b>	<b>131,838</b>	<b>132,897</b>	<b>134,207</b>	<b>135,520</b>

Prepared on Australian Accounting Standards basis.

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

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Sales of goods and rendering of services	27	27	27	27	30
<b>Total cash received</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>30</b>
<b>Cash used</b>					
Personal benefits	425	425	425	425	425
Suppliers	1,603	1,611	1,541	1,548	1,573
<b>Total cash used</b>	<b>2,028</b>	<b>2,036</b>	<b>1,966</b>	<b>1,973</b>	<b>1,998</b>
<b>Net cash from/(used by) operating activities</b>	<b>(2,001)</b>	<b>(2,009)</b>	<b>(1,939)</b>	<b>(1,946)</b>	<b>(1,968)</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Other	2,936	3,214	2,277	2,809	2,826
<b>Total cash received</b>	<b>2,936</b>	<b>3,214</b>	<b>2,277</b>	<b>2,809</b>	<b>2,826</b>
<b>Cash used</b>					
Purchase of property, plant and equipment and intangibles	2,936	3,214	2,277	2,809	2,826
<b>Total cash used</b>	<b>2,936</b>	<b>3,214</b>	<b>2,277</b>	<b>2,809</b>	<b>2,826</b>
<b>Net cash from/(used by) investing activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net increase/(decrease) in cash held</b>	<b>(2,001)</b>	<b>(2,009)</b>	<b>(1,939)</b>	<b>(1,946)</b>	<b>(1,968)</b>
Cash and cash equivalents at beginning of reporting period	1	1	1	1	1
Cash from Official Public Account for:					
- Appropriations	2,021	2,029	1,966	1,973	1,998
<b>Total cash from Official Public Account</b>	<b>2,021</b>	<b>2,029</b>	<b>1,966</b>	<b>1,973</b>	<b>1,998</b>
Cash to Official Public Account for:					
- Appropriations	(20)	(20)	(27)	(27)	(30)
<b>Total cash to Official Public Account</b>	<b>(20)</b>	<b>(20)</b>	<b>(27)</b>	<b>(27)</b>	<b>(30)</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 3.10: Administered capital budget statement (for the period ended 30 June)**

	2016-17 Estimated actual \$'000	2017-18 Budget \$'000	2018-19 Forward estimate \$'000	2019-20 Forward estimate \$'000	2020-21 Forward estimate \$'000
<b>NEW CAPITAL APPROPRIATIONS</b>					
Capital budget - Bill 1 (ACB)	2,936	3,214	2,277	2,809	2,826
<b>Total new capital appropriations</b>	<b>2,936</b>	<b>3,214</b>	<b>2,277</b>	<b>2,809</b>	<b>2,826</b>
<i>Provided for:</i>					
<i>Purchase of non-financial assets</i>	2,936	3,214	2,277	2,809	2,826
<b>Total items</b>	<b>2,936</b>	<b>3,214</b>	<b>2,277</b>	<b>2,809</b>	<b>2,826</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation - ACB <sup>(a)</sup>	2,936	3,214	2,277	2,809	2,826
<b>TOTAL</b>	<b>2,936</b>	<b>3,214</b>	<b>2,277</b>	<b>2,809</b>	<b>2,826</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total accrual purchases	2,936	3,214	2,277	2,809	2,826
<b>Total cash used to acquire assets</b>	<b>2,936</b>	<b>3,214</b>	<b>2,277</b>	<b>2,809</b>	<b>2,826</b>

(a) Includes purchases from current and previous years' Administered Capital Budgets (ACBs).  
Prepared on Australian Accounting Standards basis.



**Table 3.11: Statement of administered asset movements (Budget year 2017-18)**

	Land	Buildings	Other property, plant and equipment	Total
	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2017</b>				
Gross book value	94,660	35,880	2,350	132,890
Accumulated depreciation/amortisation and impairment	-	(3,459)	(248)	(3,707)
<b>Opening net book balance</b>	<b>94,660</b>	<b>32,421</b>	<b>2,102</b>	<b>129,183</b>
<b>CAPITAL ASSET ADDITIONS</b>				
<b>Estimated expenditure on new or replacement assets</b>				
By purchase - appropriation ordinary annual services <sup>(a)</sup>	-	2,602	612	3,214
<b>Total additions</b>	<b>-</b>	<b>2,602</b>	<b>612</b>	<b>3,214</b>
<b>Other movements</b>				
Depreciation/amortisation expense	-	(1,660)	(57)	(1,717)
<b>Total other movements</b>	<b>-</b>	<b>(1,660)</b>	<b>(57)</b>	<b>(1,717)</b>
<b>As at 30 June 2018</b>				
Gross book value	94,660	38,482	2,962	136,104
Accumulated depreciation/amortisation and impairment	-	(5,119)	(305)	(5,424)
<b>Closing net book balance</b>	<b>94,660</b>	<b>33,363</b>	<b>2,657</b>	<b>130,680</b>

(a) 'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No. 1) 2017-18 for depreciation/amortisation expenses or ACBs.

Prepared on Australian Accounting Standards basis.