

# **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

The planned outcome of the Office of the Official Secretary to the Governor-General (the Office) is:

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.

#### 1.1 STRATEGIC DIRECTION STATEMENT

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 the 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 Office of the Official Secretary to the Governor-General (the Office). Prior to that amendment, the Governor-General's Office was administered as part of the Department of the Prime Minister and Cabinet.

The Office delivers its planned outcome through one program:

##### **Program 1: Support for the Governor-General and Official Activities**

The Office's role is to support the Governor-General to enable her to perform her 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. A significant focus during the forward estimates period will be the continuation of the ten-year Vice-Regal Heritage Property Master Plan.

## 1.2 AGENCY RESOURCE STATEMENT

Table 1.1 shows the total resources from all sources. The table summarises how resources will be applied by outcome and by administered and departmental classification.

**Table 1.1: Office of the Official Secretary to the Governor-General resource statement—Budget estimates for 2010–11 as at Budget, May 2010**

	Estimate of prior + year amounts available in 2010–11 \$'000	Proposed at Budget = 2010–11 \$'000	Total estimate 2010–11 \$'000	Actual available appropriation 2009–10 \$'000
<b>Ordinary annual services<sup>1</sup></b>				
<b>Departmental appropriation</b>				
Prior year departmental appropriation <sup>2</sup>	4,386	-	4,386	3,715
Departmental appropriation <sup>3</sup>	-	11,589	11,589	11,668
s. 31 Relevant agency receipts <sup>4</sup>	-	-	-	32
<b>Total</b>	<b>4,386</b>	<b>11,589</b>	<b>15,975</b>	<b>15,415</b>
<b>Administered expenses</b>				
Outcome 1 <sup>1</sup>	-	1,669	1,669	1,516
<b>Total</b>	<b>-</b>	<b>1,669</b>	<b>1,669</b>	<b>1,516</b>
<b>Total ordinary annual services</b>	<b>A 4,386</b>	<b>13,258</b>	<b>17,644</b>	<b>16,931</b>
<b>Other services<sup>5</sup></b>				
<b>Departmental non-operating</b>				
Equity injections <sup>5</sup>	-	3,237	3,237	3,852
Previous years' programs	-	-	-	1,930
<b>Total</b>	<b>-</b>	<b>3,237</b>	<b>3,237</b>	<b>5,782</b>
<b>Administered non-operating</b>				
<b>Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total other services<sup>5</sup></b>	<b>B -</b>	<b>3,237</b>	<b>3,237</b>	<b>5,782</b>
<b>Total available annual appropriations</b>	<b>4,386</b>	<b>16,495</b>	<b>20,881</b>	<b>22,713</b>
<b>Special appropriations</b>				
<b>Special appropriations limited by criteria/entitlement</b>				
<i>Salary to the Governor-General: 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>4,386</b>	<b>16,889</b>	<b>21,275</b>	<b>23,107</b>

Continued on next page.

**Table 1.1: Office of the Official Secretary to the Governor-General resource statement—Budget estimates for 2010–11 as at Budget, May 2010 (continued)**

	Estimate of prior <sup>+</sup> year amounts available in 2010–11 \$'000	Proposed at Budget <sup>=</sup> 2010–11 \$'000	Total estimate 2010–11 \$'000	Actual available appropriation 2009–10 \$'000
<b>Special accounts</b>				
<b>Total special account</b>	<b>D</b>	-	-	-
<b>Total resourcing</b>				
A+B+C+D	<b>4,386</b>	<b>16,889</b>	<b>21,275</b>	<b>23,107</b>
Less appropriations drawn from annual or special appropriations above and credited to special accounts and/or CAC Act bodies through annual appropriations	-	-	-	-
<b>Total net resourcing for the Office of the Official Secretary to the Governor-General</b>	<b>4,386</b>	<b>16,889</b>	<b>21,275</b>	<b>23,107</b>

1 Appropriation Bill (No. 1) 2010–11.

2 Estimated adjusted balance carried from previous year for annual appropriations.

3 Includes an amount of \$0.461 million in 2010–11 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 s. 31 relevant agency receipts—estimate.

5 Appropriation Bill (No. 2) 2010–11.

Note: All figures are GST exclusive.

### 1.3 BUDGET MEASURES

There are no Budget measures for the Office of the Official Secretary to the Governor-General in the 2010–11 Budget.

## **SECTION 2: OUTCOME AND PLANNED PERFORMANCE**

### **2.1 OUTCOME 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 which contribute to government outcomes over the Budget and forward years.

The outcome is described below together with its related programs, specifying the performance indicators and targets used to assess and monitor the performance of the Office of the Official Secretary to the Governor-General in achieving government outcomes.

**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.**

#### **Outcome 1 strategy**

The Office will focus on continually improving its support for the Governor-General and the administration of the Australian Honours and Awards system during 2010–11 and the forward estimates period. In particular the Office will:

- 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 effective stewardship of the properties in accordance with heritage requirements and approved capital works and maintenance programs
- better inform Australians about the role of the Governor-General
- provide effective administration of the Australian Honours and Awards system



## Outcome expense and resource statement

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

**Table 2.1: Budgeted expenses and resources for Outcome 1**

<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>	2009–10 Estimated actual expenses \$'000	2010–11 Estimated expenses \$'000
<b>Program 1.1: Support for the Governor-General</b>		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,516	1,669
Special appropriations	394	394
Departmental expenses		
Ordinary annual services (Appropriation Bill No. 1)	11,668	11,128
Revenue from independent sources (s. 31)	32	32
Expenses not requiring appropriation in the Budget year	45	506
<b>Total for Program 1.1</b>	<b>13,655</b>	<b>13,729</b>
<b>Outcome 1 Totals by appropriation type</b>		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,516	1,669
Special appropriations	394	394
Departmental expenses		
Ordinary annual services (Appropriation Bill No. 1)	11,668	11,128
Revenue from independent sources (s. 31)	32	32
Expenses not requiring appropriation in the Budget year	45	506
<b>Total expenses for Outcome 1</b>	<b>13,655</b>	<b>13,729</b>
	2009–10	2010–11
<b>Average staffing level (number)</b>	<b>88</b>	<b>87</b>

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

## 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 for the Governor-General
- Administration of the Australian Honours and Awards system.

The objective of this program is to:

- provide a high level of policy advice and administrative support to the Governor-General in support of her official duties
- manage and maintain the Governor-General's official residences in Canberra and Sydney, including capital improvements, building and grounds maintenance and caretaking
- 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 secretarial support to honours advisory bodies
- undertake the procurement of Australian honours medals/insignia, warrants and investiture items

which meet the expectations and requirements of the Governor-General in carrying out her role.

**Program 1.1 expenses**

There are no significant changes in the level of activity or funding required for this program in 2010-11 or the forward years.

Program expense (\$'000)	2009-10 Revised budget	2010-11 Budget	2011-12 Forward year 1	2012-13 Forward year 2	2013-14 Forward year 3
Annual administered expense					
Administered item	1,516	1,669	1,714	1,792	1,827
Administered item (incl. SPPs)	-	-	-	-	-
Special appropriations					
<i>Special Appropriation Act 1999</i>	394	394	394	394	394
Special account expenses					
Annual departmental expenses					
Departmental item	11,700	11,621	11,471	11,566	11,656
Program support	-	-	-	-	-
Expense not requiring appropriation in the Budget year	45	45	50	50	50
<b>Total program expense</b>	<b>13,655</b>	<b>13,729</b>	<b>13,629</b>	<b>13,802</b>	<b>13,927</b>

**Program 1.1 components**

There are two primary components under this program:

- Support of the Governor General
- Administration of the Australian Honours and Awards system.

Program components (\$'000)	2009–10 Revised budget	2010–11 Budget	2011–12 Forward year 1	2012–13 Forward year 2	2013–14 Forward year 3
<i>1.1 – Component 1: Support of the Governor-General</i>					
Annual administered expense					
Administered item	750	900	920	965	995
Administered item (incl. SPPs)					
Special appropriations					
<i>Special Appropriation Act 1999</i>	394	394	394	394	394
Special account expense	-	-	-	-	-
Annual departmental expense					
Departmental item	6,435	6,392	6,309	6,361	6,411
<b>Total component expense</b>	<b>7,579</b>	<b>7,686</b>	<b>7,623</b>	<b>7,720</b>	<b>7,800</b>
<i>1.2 – Component 2: Administration of the Australian Honours and Awards System</i>					
Annual administered expense					
Administered item	766	769	794	827	831
Administered item (incl. SPPs)	-	-	-	-	-
Special appropriations	-	-	-	-	-
Special account expense	-	-	-	-	-
Annual departmental expense					
Departmental item	5,265	5,229	5,162	5,205	5,245
<b>Total component expense</b>	<b>6,031</b>	<b>5,998</b>	<b>5,956</b>	<b>6,032</b>	<b>6,076</b>
Program support					
Expenses not requiring appropriation in the Budget year	45	45	50	50	50
<b>Total program expense</b>	<b>13,655</b>	<b>13,729</b>	<b>13,629</b>	<b>13,802</b>	<b>13,926</b>

**Program 1.1 deliverables**

The deliverables for the primary components of this program are:

**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, and 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 Office 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**

- Includes the 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 and 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 (KPIs) for this program are primarily a qualitative measure of the effectiveness of the program in achieving the objective of the Outcome. The KPIs used focus on the level of satisfaction of the recipients of the services provided and key stakeholders under this program.

The key performance indicators are:

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

- The Governor-General is satisfied with the level of policy advice and administrative support provided to enable her to carry out her 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 and with 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/insignia meet design specifications
- 90% of nominations for awards are researched and presented to the Council for the Order Of Australia Council within 18 months
- 95% of researched nominations for bravery awards are presented to the Australian Bravery and Decorations Council within 6 months
- 95% of recommendations for long service and occupational awards are processed within 2 months
- 95% of recommendations for distinguished, conspicuous, gallantry and meritorious awards are processed and gazetted within 6 months

The Office has reviewed its KPIs and made minor changes to clarify the existing KPIs for Component 2 of Program 1 and added an additional KPI to cover additional elements of that component. No changes have been made to the manner in which performance against the existing KPIs is assessed.

## 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 2010–11 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 Office does not have any movement of administered funds between years in the 2010–11 budget context.

#### 3.1.2 Special accounts

The Office has access to one special account. No activity is anticipated in relation to that account in 2010–11 and the forward years.

		Opening balance <b>2010–11</b> <i>2009–10</i>	Receipts <b>2010–11</b> <i>2009–10</i>	Payments <b>2010–11</b> <i>2009–10</i>	Adjustments <b>2010–11</b> <i>2009–10</i>	Closing balance <b>2010–11</b> <i>2009–10</i>
	Outcome	\$'000	\$'000	\$'000	\$'000	\$'000
Other Trust Moneys Account (Special Public Money) (A)	1	-	-	-	-	-
		-	-	-	-	-
<b>Total special accounts</b>						
<b>2010–11 Budget estimate</b>		-	-	-	-	-
<i>Total special accounts</i>						
<i>2009–10 estimated actual</i>		-	-	-	-	-

#### 3.1.3 Australian Government Indigenous expenditure

The Office of the Official Secretary to the Governor-General 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 2010-11. 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 3.2.1) shows only the operating appropriation provided in 2010-11.

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

#### **Departmental**

##### **Income statement**

The office is budgeting for a break-even operating result, adjusted for depreciation and amortisation expense, in 2010-11 and the forward years.

In line with net cash appropriation arrangements 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 3.2.5.

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

##### **Balance sheet**

The change to net cash appropriation arrangements will potentially reduce the net asset balance and equity position depending upon the level of the departmental capital budget compared to the depreciation expense.

Accumulated depreciation cash reserves were extinguished in 2009-10 in the transition to the net cash arrangements.

The movement in the Office's net asset position is principally as a result of the procurement of replacement infrastructure, plant and equipment assets owned by the Office. 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 Office's primary liability is accrued employee entitlements.



**Administered**

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

The Office will receive administered appropriations of \$2.1 million in 2010–11 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 2010–11 and the forward years due to the transfer of completed projects from the departmental account 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 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>EXPENSES</b>					
Employee benefits	7,831	7,961	8,137	8,290	8,440
Supplier expenses	3,443	3,199	2,888	2,826	2,766
Grants	-	-	-	-	-
Depreciation and amortisation	426	461	446	450	450
Other	45	45	50	50	50
<b>Total expenses</b>	<b>11,745</b>	<b>11,666</b>	<b>11,521</b>	<b>11,616</b>	<b>11,706</b>
<b>LESS:</b>					
<b>OWN-SOURCE INCOME</b>					
<b>Revenue</b>					
Sale of goods and rendering of services	22	22	22	22	22
Other	45	45	50	50	50
<b>Total revenue</b>	<b>67</b>	<b>67</b>	<b>72</b>	<b>72</b>	<b>72</b>
<b>Gains</b>					
Sale of assets	10	10	10	10	10
Other	-	-	-	-	-
<b>Total gains</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>Total own-source income</b>	<b>77</b>	<b>77</b>	<b>82</b>	<b>82</b>	<b>82</b>
<b>Net cost of (contribution by) services</b>	<b>11,668</b>	<b>11,589</b>	<b>11,439</b>	<b>11,534</b>	<b>11,624</b>
Revenue from government	11,668	11,128	10,993	11,084	11,174
<b>Surplus (Deficit)</b>	<b>-</b>	<b>(461)</b>	<b>(446)</b>	<b>(450)</b>	<b>(450)</b>
<b>Surplus (Deficit) attributable to the Australian Government</b>	<b>-</b>	<b>(461)</b>	<b>(446)</b>	<b>(450)</b>	<b>(450)</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 operating result attributable to the agency</b>					
	2009–10 \$'000	2010–11 \$'000	2011–12 \$'000	2012–13 \$'000	2012–13 \$'000
<b>Operating result attributable to the Australian Government</b>	<b>-</b>	<b>(461)</b>	<b>(446)</b>	<b>(450)</b>	<b>(450)</b>
plus non-appropriated expenses depreciation and amortisation expenses	-	461	446	450	450
<b>Operating result 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 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and equivalents	157	157	157	157	157
Trade and other receivables	7,259	8,517	6,698	3,750	3,373
<b>Total financial assets</b>	<b>7,416</b>	<b>8,674</b>	<b>6,855</b>	<b>3,907</b>	<b>3,530</b>
<b>Non-financial assets</b>					
Land and buildings	381	381	381	381	381
Property, plant and equipment	756	700	695	730	730
Intangibles	247	303	308	273	273
Inventories	40	40	40	40	40
Other	38	50	50	50	50
<b>Total non-financial assets</b>	<b>1,462</b>	<b>1,474</b>	<b>1,474</b>	<b>1,474</b>	<b>1,474</b>
Assets held for sale	-	-	-	-	-
<b>Total assets</b>	<b>8,878</b>	<b>10,148</b>	<b>8,329</b>	<b>5,381</b>	<b>5,004</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	565	575	585	595	655
<b>Total payables</b>	<b>565</b>	<b>575</b>	<b>585</b>	<b>595</b>	<b>655</b>
<b>Interest-bearing liabilities</b>					
<b>Total interest-bearing liabilities</b>	-	-	-	-	-
<b>Provisions</b>					
Employee provisions	2,115	2,180	2,190	2,255	2,280
<b>Total provisions</b>	<b>2,115</b>	<b>2,180</b>	<b>2,190</b>	<b>2,255</b>	<b>2,280</b>
<b>Total liabilities</b>	<b>2,680</b>	<b>2,755</b>	<b>2,775</b>	<b>2,850</b>	<b>2,935</b>
<b>Net assets</b>	<b>6,198</b>	<b>7,393</b>	<b>5,554</b>	<b>2,531</b>	<b>2,069</b>
<b>EQUITY</b>					
<b>Parent entity interest</b>					
Contributed equity	13,207	14,863	13,470	10,897	10,885
Reserves	76	76	76	76	76
Retained surplus or (accumulated deficit)	(7,085)	(7,546)	(7,992)	(8,442)	(8,892)
<b>Total parent entity interest</b>	<b>6,198</b>	<b>7,393</b>	<b>5,554</b>	<b>2,531</b>	<b>2,069</b>
<b>Attributed to non-controlling interest</b>					
Contributed equity	-	-	-	-	-
Reserves	-	-	-	-	-
Retained earnings	-	-	-	-	-
<b>Total minority interest</b>	-	-	-	-	-
<b>Total equity</b>	<b>6,198</b>	<b>7,393</b>	<b>5,554</b>	<b>2,531</b>	<b>2,069</b>

Note: '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 2010–11)**

	Retained earnings	Asset revaluation reserve	Other reserves	Contributed equity/ capital	Total equity
	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Opening balance as at 1 July 2010</b>					
Balance carried forward from previous period	(7,085)	76	-	13,207	<b>6,198</b>
Adjustment for changes in accounting policies	-	-	-	-	-
<b>Adjusted opening balance</b>	<b>(7,085)</b>	<b>76</b>	<b>-</b>	<b>13,207</b>	<b>6,198</b>
<b>Comprehensive income</b>					
Comprehensive income recognised directly in equity:					
Gain/loss on revaluation of property	-	-	-	-	-
<b>Sub-total comprehensive income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Surplus (deficit) for the period	(461)	-	-	-	<b>(461)</b>
<b>Total comprehensive income recognised directly in equity</b>	<b>(461)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(461)</b>
<b>Transactions with owners</b>					
<i>Distributions to owners</i>					
Returns on capital					
Dividends	-	-	-	-	-
Returns of capital					
Restructuring <sup>1</sup>	-	-	-	(2,042)	<b>(2,042)</b>
Other	-	-	-	-	-
<i>Contributions by owners</i>					
Appropriation (equity injection)	-	-	-	3,237	<b>3,237</b>
Appropriation (departmental capital budget)	-	-	-	461	<b>461</b>
Other	-	-	-	-	-
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,656</b>	<b>1,656</b>
Transfers between equity components	-	-	-	-	-
<b>Estimated closing balance as at 30 June 2011</b>	<b>(7,546)</b>	<b>76</b>	<b>-</b>	<b>14,863</b>	<b>7,393</b>

1 Transfer of Administered assets.

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Goods and services	22	22	22	22	22
Appropriations	11,006	11,066	10,973	11,009	11,089
<b>Total cash received</b>	<b>11,028</b>	<b>11,088</b>	<b>10,995</b>	<b>11,031</b>	<b>11,111</b>
<b>Cash used</b>					
Employees	7,795	7,896	8,127	8,225	8,415
Suppliers	3,310	3,252	2,928	2,866	2,756
<b>Total cash used</b>	<b>11,105</b>	<b>11,148</b>	<b>11,055</b>	<b>11,091</b>	<b>11,171</b>
<b>Net cash from (used by) operating activities</b>	<b>(77)</b>	<b>(60)</b>	<b>(60)</b>	<b>(60)</b>	<b>(60)</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Proceeds from sales of property, plant and equipment	60	60	60	60	60
<b>Total cash received</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>	<b>60</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	3,218	2,503	3,355	3,473	912
<b>Total cash used</b>	<b>3,218</b>	<b>2,503</b>	<b>3,355</b>	<b>3,473</b>	<b>912</b>
<b>Net cash from (used by) investing activities</b>	<b>(3,158)</b>	<b>(2,443)</b>	<b>(3,295)</b>	<b>(3,413)</b>	<b>(852)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Contributed equity	3,218	2,503	3,355	3,473	912
<b>Total cash received</b>	<b>3,218</b>	<b>2,503</b>	<b>3,355</b>	<b>3,473</b>	<b>912</b>
<b>Cash used</b>					
<b>Total cash used</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net cash from (used by) financing activities</b>	<b>3,218</b>	<b>2,503</b>	<b>3,355</b>	<b>3,473</b>	<b>912</b>
<b>Net increase (decrease) in cash held</b>	<b>(17)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	174	157	157	157	157
Effect of exchange rate movements on cash and cash equivalents at the beginning of reporting period	-	-	-	-	-
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>157</b>	<b>157</b>	<b>157</b>	<b>157</b>	<b>157</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.5: Departmental capital budget statement**

	Estimated actual 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>CAPITAL APPROPRIATIONS</b>					
Capital budget – Bill 1 (DCB)	-	461	446	450	450
Equity injections – Bill 1	-	3,237	1,070	-	-
Previous years' outputs – Bill 2	3,852	-	-	-	-
<b>Total capital appropriations</b>	<b>3,852</b>	<b>3,698</b>	<b>1,516</b>	<b>450</b>	<b>450</b>
<b>Total new capital appropriations</b>					
<b>Represented by:</b>					
Purchase of non-financial assets	3,852	3,698	1,516	450	450
<b>Total Items</b>	<b>3,852</b>	<b>3,698</b>	<b>1,516</b>	<b>450</b>	<b>450</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriations	2,564	2,042	2,909	3,023	462
Funded by capital appropriation – DCB <sup>1</sup>	-	461	446	450	450
departmental resources <sup>2</sup>	654	-	-	-	-
<b>TOTAL</b>	<b>3,218</b>	<b>2,503</b>	<b>3,355</b>	<b>3,473</b>	<b>912</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total purchases	3,218	2,503	3,355	3,473	912
<b>Total cash used to acquire assets</b>	<b>3,218</b>	<b>2,503</b>	<b>3,355</b>	<b>3,473</b>	<b>912</b>

1 Includes purchase from current and previous years departmental capital budgets.

2 Includes the following sources of funding: annual and prior year appropriations.

Prepared on Australian Accounting Standards basis.

**Table 3.2.6: Statement of asset movements (2010–11)**

	Buildings	Other property, plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2010</b>				
Gross book value	381	1,471	549	2,401
Accumulated depreciation/amortisation and impairment	-	715	302	1,017
<b>Opening net book balance</b>	<b>381</b>	<b>756</b>	<b>247</b>	<b>1,384</b>
<b>CAPITAL ASSET ADDITIONS</b>				
<b>Estimated expenditure on new or replacement assets</b>				
By purchase – appropriation equity	2,042	310	151	2,503
<b>Total additions</b>	<b>2,042</b>	<b>310</b>	<b>151</b>	<b>2,503</b>
<b>Other movements</b>				
Depreciation/amortisation expense	-	366	95	461
Disposals				
From disposal of entities or operations (including restructuring)	(2,042)		-	(2,042)
<b>As at 30 June 2011</b>				
Gross book value	381	1,781	700	2,862
Accumulated depreciation/amortisation and impairment	-	1,081	397	1,478
<b>Closing net book balance</b>	<b>381</b>	<b>700</b>	<b>303</b>	<b>1,384</b>

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 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>INCOME ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Revenue</b>					
<b>Taxation revenue</b>					
<b>Total taxation revenue</b>	-	-	-	-	-
<b>Non-taxation revenue</b>					
Sale of goods and rendering of services	13	13	13	13	13
<b>Total non-taxation revenue</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Total revenues administered on behalf of government</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Gains</b>					
<b>Total gains administered on behalf of government</b>	-	-	-	-	-
<b>Total income administered on behalf of government</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
Supplier expenses	766	769	794	827	831
Personal benefits	394	394	394	394	394
Depreciation and amortisation	750	900	920	965	995
<b>Total expenses administered on behalf of government</b>	<b>1,910</b>	<b>2,063</b>	<b>2,108</b>	<b>2,186</b>	<b>2,220</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 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Financial assets</b>					
Cash and cash equivalents	1	1	1	1	1
Receivables	5	5	5	5	5
Other	1	1	1	1	1
<b>Total financial assets</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<b>Non-financial assets</b>					
Land and buildings	84,580	85,960	88,192	90,505	90,232
Property, plant and equipment	2,191	2,433	2,742	3,065	3,327
Inventories	1,576	1,576	1,576	1,576	1,576
<b>Total non-financial assets</b>	<b>88,347</b>	<b>89,969</b>	<b>92,510</b>	<b>95,146</b>	<b>95,135</b>
Assets held for sale	-	-	-	-	-
<b>Total assets administered on behalf of government</b>	<b>88,354</b>	<b>89,976</b>	<b>92,517</b>	<b>95,153</b>	<b>95,142</b>
<b>LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT</b>					
<b>Payables</b>					
Suppliers	2	2	2	2	2
<b>Total payables</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
<b>Interest-bearing liabilities</b>					
<b>Total interest-bearing liabilities</b>	-	-	-	-	-
<b>Provisions</b>					
<b>Total provisions</b>	-	-	-	-	-
Liabilities included in disposal groups held for sale	-	-	-	-	-
<b>Total liabilities administered on behalf of government</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</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 2009–10 \$'000	Budget estimate 2010–11 \$'000	Forward estimate 2011–12 \$'000	Forward estimate 2012–13 \$'000	Forward estimate 2013–14 \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Sales of goods and rendering of services	13	13	13	13	13
<b>Total cash received</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>
<b>Cash used</b>					
Personal benefits	394	394	394	394	394
Suppliers	766	769	794	827	831
<b>Total cash used</b>	<b>1,160</b>	<b>1,163</b>	<b>1,188</b>	<b>1,221</b>	<b>1,225</b>
<b>Net cash from (used by) operating activities</b>	<b>(1,147)</b>	<b>(1,150)</b>	<b>(1,175)</b>	<b>(1,208)</b>	<b>(1,212)</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from (used by) investing activities</b>	-	-	-	-	-
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
<b>Total cash received</b>	-	-	-	-	-
<b>Cash used</b>					
<b>Total cash used</b>	-	-	-	-	-
<b>Net cash from (used by) financing activities</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	1,160	1,163	1,188	1,221	1,225
	<b>1,160</b>	<b>1,163</b>	<b>1,188</b>	<b>1,221</b>	<b>1,225</b>
Cash to Official Public Account for:					
– Appropriations	(13)	(13)	(13)	(13)	(13)
	<b>(13)</b>	<b>(13)</b>	<b>(13)</b>	<b>(13)</b>	<b>(13)</b>
Effect of exchange rate movements on cash and cash equivalents at the beginning of reporting period	-	-	-	-	-
<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**

This table has not been included as the Office does not receive any administered capital appropriation. The ten-year Vice-Regal Heritage Property Master Plan is funded through departmental funding and the asset transferred to the administered accounts when completed.

**Table 3.2.11: Schedule of asset movements—administered**

	Land	Buildings	Other property, plant and equipment	Total
	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2010</b>				
Gross book value	62,000	23,279	2,442	87,721
Accumulated depreciation/amortisation and impairment	-	699	251	950
<b>Opening net book balance</b>	<b>62,000</b>	<b>22,580</b>	<b>2,191</b>	<b>86,771</b>
<b>CAPITAL ASSET ADDITIONS</b>				
<b>Estimated expenditure on new or replacement assets</b>				
From acquisition of entities or operations (including restructuring)	-	2,042	480	2,522
<b>Total additions</b>	<b>-</b>	<b>2,042</b>	<b>480</b>	<b>2,522</b>
<b>Other movements</b>				
Depreciation/amortisation expense	-	662	238	900
<b>As at 30 June 2011</b>				
Gross book value	62,000	25,321	2,922	90,243
Accumulated depreciation/amortisation and impairment	-	1,361	489	1,850
<b>Closing net book balance</b>	<b>62,000</b>	<b>23,960</b>	<b>2,433</b>	<b>88,393</b>

Prepared on Australian Accounting Standards basis.

