

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 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 the 'Support for the Governor-General and Official Functions'.

The OOSGG's role is to support the Governor-General to enable them 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 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: OOSGG Resource Statement — Budget Estimates for 2012-13 as at Budget May 2012

	Estimate of prior year amounts available in 2012-13 \$'000	Proposed at Budget 2012-13 \$'000	Total estimate 2012-13 \$'000	Actual available appropriation 2011-12 \$'000
Ordinary annual services¹				
Departmental appropriation				
Prior year departmental appropriation ²	7,074	-	7,074	4,180
Departmental appropriation ³	-	11,600	11,600	11,884
s31 relevant agency receipts ⁴	-	14	14	98
Total	7,074	11,614	18,688	16,162
Administered expenses				
Outcome 1	-	1,976	1,976	1,897
Total	-	1,976	1,976	1,897
Total ordinary annual services	A 7,074	13,590	20,664	18,059
Other services				
Departmental non-operating				
Equity injections	-	-	-	1,070
Previous years' programs	6,042	-	6,042	5,268
Total	6,042	-	6,042	6,338
Total other services	B 6,042	-	6,042	6,338
Total available annual appropriations	13,116	13,590	26,706	24,397
Special appropriations				
Special appropriations limited by amount				
<i>Governor-General Act 1974</i>	-	394	394	394
Total special appropriations	C -	394	394	394
Total appropriations excluding Special Accounts	13,116	13,984	27,100	24,791
Special Accounts				
Total Special Account	D -	-	-	-
Total resourcing				
A+B+C+D	13,116	13,984	27,100	24,791
Total net resourcing for agency	13,116	13,984	27,100	24,791

1 Appropriation Bill (No.1) 2012-13.

2 Estimated adjusted balance carried forward from previous year.

3 Includes an amount of \$0.4m in 2012-13 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.

Note: All figures are GST exclusive.

1.3 BUDGET MEASURES

There are no Budget measures relating to the OOSGG in the 2012-13 Budget.

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 which contribute to government outcomes over the Budget and forward years.

The OOSGG's 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 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 OOSGG will seek to achieve its outcome by:

- providing a high standard of advice and service delivery to the Governor-General and stakeholders
- delivering effective governance and management arrangements in support of the official duties of the Governor-General
- ensuring efficient and effective stewardship of the properties in accordance with heritage requirements and approved capital works and maintenance programs
- educating and informing Australians about the role of the Governor-General
- delivering 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

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	2011-12 Estimated actual expenses \$'000	2012-13 Estimated expenses \$'000
Program 1.1: Support the Governor-General		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,897	1,976
Special appropriations	394	394
Departmental expenses		
Departmental appropriation ¹	11,449	11,249
Expenses not requiring appropriation in the Budget year ²	450	443
Total for Program 1.1	14,190	14,062
Outcome 1 Totals by appropriation type		
Administered Expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,897	1,976
Special appropriations	394	394
Departmental appropriation ¹	11,449	11,249
Expenses not requiring appropriation in the Budget year ²	450	443
Total expenses for Outcome 1	14,190	14,062
	2011-12	2012-13
Average Staffing Level (number)	86	86

¹ Departmental appropriation combines 'Ordinary annual services (Appropriation Bill No. 1)' and 'Revenue from independent sources (s31)'.

² Expenses not requiring appropriation in the Budget year is made up of depreciation expense, amortisation expense 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.

Contributions to Outcome 1

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

Program 1.1 Objectives

The program comprises two components:

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

The objectives of this program are:

- to provide a high level of advice and administrative support to the Governor-General in support of official duties
- to 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
- to administer, on behalf of the Governor-General, the Australian Honours and Awards system, including all civilian honours, and awards for members of the Australian Defence Force
- to undertake 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
- to provide efficient and effective secretariat support to the Australian honours advisory bodies
- to undertake the efficient procurement of Australian honours medals/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 2012-13 or the forward years.

	2011-12 Revised budget \$'000	2012-13 Budget \$'000	2013-14 Forward year 1 \$'000	2014-15 Forward year 2 \$'000	2015-16 Forward year 3 \$'000
Annual administered expenses:					
Administered item	1,897	1,976	2,086	2,191	2,274
Special Appropriations:					
<i>Salary to the Governor General:</i>					
<i>Governor-General Act 1974</i>	394	394	394	394	394
Total administered expenses	2,291	2,370	2,480	2,585	2,668
Annual departmental expenses:					
Program support	11,449	11,249	11,361	11,459	11,597
Expenses not requiring appropriation in the Budget year ¹	450	443	416	465	592
Total departmental expenses	11,899	11,692	11,777	11,924	12,189
Total program expenses	14,190	14,062	14,257	14,509	14,857

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

OOSGG Budget Statements

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.

	2011-12 Revised budget \$'000	2012-13 Budget \$'000	2013-14 Forw ard year 1 \$'000	2014-15 Forw ard year 2 \$'000	2015-16 Forw ard year 3 \$'000
1.1.1 - Component 1: Support of the Governor-General					
Annual administered expenses:					
Administered item	866	1,084	1,224	1,284	1,337
Special appropriations:					
<i>Governor-General Act 1974</i>	394	394	394	394	394
Annual departmental expenses:					
Program Support	6,297	6,187	6,249	6,302	6,378
Total component expenses	7,557	7,665	7,867	7,980	8,109
1.1.2 - Component 2: Administration of the Australian Honours and Awards System					
Annual administered expenses:					
Administered item	1,031	892	862	907	937
Annual departmental expenses:					
Program support	5,152	5,062	5,112	5,157	5,219
Total component expenses	6,183	5,954	5,974	6,064	6,156
Expenses not requiring Appropriation in the Budget year ¹	450	443	416	465	592
Total program expenses	14,190	14,062	14,257	14,509	14,857

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

Program 1.1 Deliverables

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

Component 1: Support of the Governor-General

- Executive support—includes 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.
- Personal support—includes providing support for Their Excellencies and hospitality services for official functions.
- Administrative services—includes providing governance advice and administrative services to 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 Australian Honours and Awards system.
- Providing secretariat support for the Council for the Order of Australia, the Australian Bravery Decorations Council and the new National Emergency Medal Committee.
- Undertaking research and preparation of nominations for consideration by the Australian honours advisory bodies.
- Contributing to the Australian Government's promotional activities to increase awareness of the Australian Honours system.

Program 1.1 Key Performance Indicators

Component 1: Support of the Governor-General

- The Governor-General is satisfied with the level of advice and administrative support provided that enables them 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* and government policies relating to heritage properties, and with due consideration of advice provided by the Official Establishments Trust, and the National Capital Authority.

Component 2: Administration of the Australian Honours and Awards system

- The Order of Australia, the Australian Bravery Decorations and the National Emergency Medal advisory bodies are satisfied with the quality of research and administrative support provided.
- The medals and insignia meet design specifications.
- 90% of nominations for awards are researched and presented to the Council for the Order of Australia within 18 months of being received.
- 95% of nominations for bravery awards are presented to the Australian Bravery Decorations Council within 6 months of being researched.
- 95% of recommendations for long service and occupational awards are processed within 2 months of being received.
- 95% of recommendations for distinguished, conspicuous, gallantry and meritorious awards are processed and gazetted within 6 months of being received.
- 95% of valid nominations for the National Emergency Medal - Significant Service are presented to the National Emergency Medal Committee within 6 months of being researched.
- 90% of valid nominations received for the National Emergency Medal - Sustained Service are processed within 6 months of being received.

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 2012-13 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 OOSGG does not have any special accounts.

3.1.3 Australian Government Indigenous Expenditure

The OOSGG does not have any Indigenous specific expenditure.

3.2 BUDGETED FINANCIAL STATEMENTS

3.2.1 Differences in agency resourcing and financial statements

The agency resourcing statement (Table 1.1) provides a consolidated view of all the resources available to the agency in 2012-13. This includes equity injections and appropriation receivable that is yet to be drawn down to cover payables and provisions on the balance sheet. The comprehensive income statement (Table 3.1.1) shows only the operating appropriation provided in 2012-13.

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 2012-13 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 3.2.5.

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.

Administered

Schedule of budgeted income and expense administered on behalf of government

The OOSGG will receive administered appropriations of \$2.4m in 2012-13 for the Governor-General's salary, for support of the Australian Honours and Awards system and for administered depreciation.

Schedule of budgeted assets and liabilities administered on behalf of government

The value of land and buildings are expected to increase in 2012-13 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 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forward estimate 2013-14 \$'000	Forward estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000
EXPENSES					
Employee benefits	8,017	8,048	8,096	8,147	8,233
Suppliers	3,506	3,243	3,315	3,380	3,402
Depreciation and amortisation	376	401	366	397	554
Total expenses	11,899	11,692	11,777	11,924	12,189
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Rental income	14	14	14	14	14
Total own-source revenue	14	14	14	14	14
Gains					
Sale of assets	36	4	12	30	-
Other	38	38	38	38	38
Total gains	74	42	50	68	38
Total own-source income	88	56	64	82	52
Net cost of (contribution by) services	11,811	11,636	11,713	11,842	12,137
Revenue from Government	11,435	11,235	11,347	11,445	11,583
Surplus (Deficit) attributable to the Australian Government	(376)	(401)	(366)	(397)	(554)
Total comprehensive income (loss) attributable to the Australian Government	(376)	(401)	(366)	(397)	(554)

Note: Impact of Net Cash Appropriation Arrangements

	2011-12 \$'000	2012-13 \$'000	2013-14 \$'000	2014-15 \$'000	2015-16 \$'000
Total Comprehensive Income (loss) less depreciation/amortisation expenses previously funded through revenue appropriations.	-	-	-	-	-
plus depreciation/amortisation expenses previously funded through revenue appropriations ¹	376	401	366	397	554
Total Comprehensive Income (loss) - as per the Statement of Comprehensive Income	(376)	(401)	(366)	(397)	(554)

¹ From 2010-11, the government introduced net cash appropriation arrangements where Bill 1 revenue appropriations for the depreciation/amortisation expenses of FMA Act agencies 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 3.2.5 Departmental Capital Budget Statement.

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	146	146	146	146	146
Trade and other receivables	4,936	4,226	3,569	3,370	3,370
Total financial assets	5,082	4,372	3,715	3,516	3,516
Non-financial assets					
Land and buildings	546	545	1,185	2,284	-
Property, plant and equipment	925	855	803	817	837
Intangibles	220	232	211	185	25
Other	15	15	15	15	15
Total non-financial assets	1,706	1,647	2,214	3,301	877
Total assets	6,788	6,019	5,929	6,817	4,393
LIABILITIES					
Payables					
Suppliers	605	641	666	681	681
Total payables	605	641	666	681	681
Provisions					
Employee provisions	2,357	2,588	2,829	3,091	3,091
Total provisions	2,357	2,588	2,829	3,091	3,091
Total liabilities	2,962	3,229	3,495	3,772	3,772
Net assets	3,826	2,790	2,434	3,045	621
EQUITY*					
Contributed equity	2,197	1,562	1,572	2,580	710
Reserves	107	107	107	107	107
Retained surplus (accumulated deficit)	1,522	1,121	755	358	(196)
Total Equity	3,826	2,790	2,434	3,045	621

* '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 2012-13)

	Retained earnings \$'000	Asset revaluation reserve \$'000	Contributed equity/ capital \$'000	Total equity \$'000
Opening balance as at 1 July 2012				
Balance carried forward from previous period	1,522	107	2,197	3,826
Adjusted opening balance	1,522	107	2,197	3,826
Comprehensive income				
Surplus (deficit) for the period	(401)	-	-	(401)
Total comprehensive income recognised directly in equity	(401)	-	-	(401)
Transactions with owners				
<i>Distributions to owners</i>				
Returns on capital				
Restructuring	-	-	(1,800)	(1,800)
<i>Contributions by owners</i>				
Appropriation (equity injection)	-	-	800	800
Appropriation (departmental capital budget)	-	-	365	365
Other	-	-	-	-
Sub-total transactions with owners	-	-	(635)	(635)
Estimated closing balance as at 30 June 2013	1,121	107	1,562	2,790
Closing balance attributable to the Australian Government	1,121	107	1,562	2,790

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
OPERATING ACTIVITIES					
Cash received					
Goods and services	14	14	14	14	14
Appropriations	14,713	11,933	12,003	11,640	11,583
Net GST received	448	328	306	263	-
Total cash received	15,175	12,275	12,323	11,917	11,597
Cash used					
Employees	7,804	7,817	7,855	7,885	8,233
Suppliers	3,297	3,169	3,252	3,327	3,364
Net GST paid	454	316	305	259	-
Total cash used	11,555	11,302	11,412	11,471	11,597
Net cash from (used by) operating activities	3,620	973	911	446	-
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	84	27	89	54	-
Total cash received	84	27	89	54	-
Cash used					
Purchase of property, plant and equipment	2,440	2,165	3,937	1,908	413
Total cash used	2,440	2,165	3,937	1,908	413
Net cash from (used by) investing activities	(2,356)	(2,138)	(3,848)	(1,854)	(413)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	(1,264)	1,165	2,937	1,408	413
Total cash received	(1,264)	1,165	2,937	1,408	413
Net cash from (used by) financing activities	(1,264)	1,165	2,937	1,408	413
Net increase (decrease) in cash held	-	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	146	146	146	146	146
Cash and cash equivalents at the end of the reporting period	146	146	146	146	146

Prepared on Australian Accounting Standards basis.

Table 3.2.5: Departmental Capital Budget Statement

	Estimated actual 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget - Bill 1 (DCB)	449	365	369	408	413
Equity injections - Bill 2	1,070	-	-	-	-
Total capital appropriations	1,519	365	369	408	413
Total new capital appropriations					
Provided for:					
Purchase of non-financial assets	1,519	365	369	408	413
Total Items	1,519	365	369	408	413
PURCHASE OF NON-FINANCIAL ASSETS					
ASSETS					
Funded by capital appropriations ¹	1,970	800	2,568	1,000	-
Funded by capital appropriation - DCB ²	470	365	369	408	413
Funded internally from departmental resources ³	-	1,000	1,000	500	-
TOTAL	2,440	2,165	3,937	1,908	413
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	2,440	2,165	3,937	1,908	413
Total cash used to acquire assets	2,440	2,165	3,937	1,908	413

¹ Includes both current and prior appropriations

² Includes purchase from current and previous years' Departmental Capital Budgets (DCBs).

³ Includes the following sources of funding: annual and prior year appropriations, donations and contributions, gifts, internally developed assets, s31 relevant agency receipts, proceeds from the sale of assets.

DCB = Departmental Capital Budget

Prepared on Australian Accounting Standards basis.

Table 3.2.6: Statement of Asset Movements (2012-13)

	Asset Category			Total
	Buildings	Other property, plant and equipment	Intangibles	
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2012				
Gross book value	546	1,305	702	2,553
Accumulated depreciation/amortisation and impairment	-	380	482	862
Opening net book balance	546	925	220	1,691
CAPITAL ASSET ADDITIONS				
Estimated expenditure on new or replacement assets				
By purchase - appropriation equity ¹	1,799	-	-	1,799
By purchase - appropriation ordinary annual services ²	-	286	80	366
Total additions	1,799	286	80	2,165
Other movements				
Depreciation/amortisation expense	-	333	68	401
Disposals ³				
From disposal of entities or (including restructuring)	(1,800)	60	-	(1,740)
Total other movements	(1,800)	393	68	(1,339)
As at 30 June 2013				
Gross book value	545	1,531	782	2,858
Accumulated depreciation/amortisation and impairment	-	676	550	1,226
Closing net book balance	545	855	232	1,632

¹ 'Appropriation equity' refers to equity injections or Administered Assets and Liabilities appropriations provided through Appropriation Bill (No.2) 2012-13.

² 'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No.1) 2012-13 for depreciation / amortisation expenses, DCBs / ACBs or other operational expenses.

³ Proceeds may be returned to the OPA.

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 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT					
Suppliers	1,031	892	862	907	937
Personal benefits	394	394	394	394	394
Depreciation and amortisation	866	1,084	1,224	1,284	1,337
Total expenses administered on behalf of Government	2,291	2,370	2,480	2,585	2,668
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Non-taxation revenue					
Sale of goods and rendering of services	20	20	20	20	20
Total non-taxation revenue	20	20	20	20	20
Total own-source revenues administered on behalf of Government	20	20	20	20	20
Total own-sourced income administered on behalf of Government	20	20	20	20	20
Net Cost of (contribution by) services	(2,271)	(2,350)	(2,460)	(2,565)	(2,648)
Surplus (Deficit)	(2,271)	(2,350)	(2,460)	(2,565)	(2,648)
Total comprehensive income (loss)	(2,271)	(2,350)	(2,460)	(2,565)	(2,648)

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 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
ASSETS ADMINISTERED ON BEHALF OF GOVERNMENT					
Financial assets					
Cash and cash equivalents	1	1	1	1	1
Taxation receivables	24	24	24	24	24
Total financial assets	25	25	25	25	25
Non-financial assets					
Land and buildings	85,765	86,572	88,373	87,596	88,653
Property, plant and equipment	1,716	1,705	1,687	1,660	1,550
Inventories	1,372	1,372	1,372	1,372	1,372
Total non-financial assets	88,853	89,649	91,432	90,628	91,575
Total assets administered on behalf of Government	88,878	89,674	91,457	90,653	91,600
LIABILITIES ADMINISTERED ON BEHALF OF GOVERNMENT					
Payables					
Suppliers	205	205	205	205	205
Other	5	5	5	5	5
Total payables	210	210	210	210	210
Total liabilities administered on behalf of Government	210	210	210	210	210

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
OPERATING ACTIVITIES					
Cash received					
Sales of goods and rendering of services	20	20	20	20	20
Total cash received	20	20	20	20	20
Cash used					
Personal benefits	394	394	394	394	394
Suppliers	1,031	892	862	907	937
Total cash used	1,425	1,286	1,256	1,301	1,331
Net cash from (used by) operating activities	(1,405)	(1,266)	(1,236)	(1,281)	(1,311)
Net increase (decrease) in cash held					
Cash and cash equivalents at beginning of reporting period	1	1	1	1	1
Cash from Official Public Account for:					
- Appropriations	1,425	1,286	1,256	1,301	1,331
	1,426	1,287	1,257	1,302	1,332
Cash to Official Public Account for:					
- Appropriations	(20)	(20)	(20)	(20)	(20)
	(20)	(20)	(20)	(20)	(20)
Cash and cash equivalents at end of reporting period	1	1	1	1	1

Prepared on Australian Accounting Standards basis.

Table 3.2.10: Schedule of Administered Capital Budget

	Estimated actual 2011-12 \$'000	Budget estimate 2012-13 \$'000	Forw ard estimate 2013-14 \$'000	Forw ard estimate 2014-15 \$'000	Forw ard estimate 2015-16 \$'000
PURCHASE OF NON-FINANCIAL ASSETS					
Funded internally from departmental resources ¹	2,020	1,880	3,007	480	2,284
TOTAL	2,020	1,880	3,007	480	2,284
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	2,020	1,880	3,007	480	2,284
less s32 / restructuring	2,020	1,880	3,007	480	2,284
Total cash used to acquire assets	-	-	-	-	-

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
As at 1 July 2012				
Gross book value	62,000	25,827	1,888	89,715
Accumulated depreciation/amortisation and impairment	-	2,062	172	2,234
Opening net book balance	62,000	23,765	1,716	87,481
CAPITAL ASSET ADDITIONS				
Estimated expenditure on new or replacement assets (including restructuring)	-	1,800	80	1,880
Total additions	-	1,800	80	1,880
Other movements				
Depreciation/amortisation expense	-	993	91	1,084
As at 30 June 2013				
Gross book value	62,000	27,627	1,968	91,595
Accumulated depreciation/amortisation and impairment	-	3,055	263	3,318
Closing net book balance	62,000	24,572	1,705	88,277

Prepared on Australian Accounting Standards basis.

