

# **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 programme, 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 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 2015-16 as at Budget May 2015**

	<i>Actual Available Appropriation</i>	Estimate of prior year amounts available in	Proposed at Budget	Total estimate
	2014-15 \$'000	2015-16 \$'000	2015-16 \$'000	2015-16 \$'000
<b>Ordinary annual services<sup>(a)</sup></b>				
<b>Departmental appropriation</b>				
Prior year appropriations <sup>(b)</sup>	1,986	2,726	-	2,726
Departmental appropriation <sup>(c)</sup>	11,945	-	11,629	11,629
<b>Total</b>	<b>13,931</b>	<b>2,726</b>	<b>11,629</b>	<b>14,355</b>
<b>Administered expenses</b>				
Outcome 1 <sup>(d)</sup>	1,574	-	3,754	3,754
<b>Total</b>	<b>1,574</b>	<b>-</b>	<b>3,754</b>	<b>3,754</b>
<b>Total ordinary annual services</b>	<b>[A] 15,505</b>	<b>2,726</b>	<b>15,383</b>	<b>18,109</b>
<b>Other services</b>				
<b>Departmental non-operating</b>				
Equity injections	1,739	-	-	-
<b>Total</b>	<b>1,739</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total other services</b>	<b>[B] 1,739</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total available annual appropriations [A+B]</b>	<b>17,244</b>	<b>2,726</b>	<b>15,383</b>	<b>18,109</b>
<b>Special appropriations</b>				
<b>Special appropriations limited by amount</b>				
Governor-General Act 1974	425	-	425	425
<b>Total special appropriations</b>	<b>[C] 425</b>	<b>-</b>	<b>425</b>	<b>425</b>
<b>Total appropriations excluding special accounts</b>	17,669	2,726	15,808	18,534
<b>Special accounts</b>				
<b>Total special accounts</b>	<b>[D] -</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total resourcing [A+B+C+D]</b>	<b>17,669</b>	<b>2,726</b>	<b>15,808</b>	<b>18,534</b>
<b>Total net resourcing for OOSGG</b>	<b>17,669</b>	<b>2,726</b>	<b>15,808</b>	<b>18,534</b>

(a) *Appropriation Bill (No. 1) 2015-16.*

(b) Estimated adjusted balance carried forward from previous year.

(c) Includes an amount of \$0.4m in 2015-16 for the Departmental Capital Budget (refer to Table 3.2.5 Departmental Capital Budget Statement for further details). For accounting purposes this amount has been designated as 'contributions by owners'.

(d) Includes an amount of \$2.3m in 2015-16 for the Administered Capital Budget (refer to Table 3.2.10 Administered Capital Budget Statement for further details). For accounting purposes this amount has been designated as 'contributions by owners'.

### 1.3 BUDGET MEASURES

Budget measures in Part 1 relating to OOSGG are detailed in Budget Paper No. 2 and are summarised below.

**Table 1.2: OOSGG 2015-16 Budget Measures**

**Part 1: Measures Announced Since the 2014-15 Mid-Year Economic and Fiscal Outlook (MYEFO)**

	Programme	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000	2018-19 \$'000
<b>Expense measures</b>						
Australian Honours and Awards System - additional funding	1.1					
Administered expenses		-	543	568	611	646
Departmental expenses		-	-	-	-	-
<b>Total</b>		-	<b>543</b>	<b>568</b>	<b>611</b>	<b>646</b>
<b>Total expense measures</b>						
Administered		-	543	568	611	646
Departmental		-	-	-	-	-
<b>Total</b>		-	<b>543</b>	<b>568</b>	<b>611</b>	<b>646</b>
<b>Capital measures</b>						
Preserving Australia's heritage properties	1.1					
Administered capital		-	1,569	2,231	2,527	1,616
Departmental capital		-	-	-	-	-
<b>Total</b>		-	<b>1,569</b>	<b>2,231</b>	<b>2,527</b>	<b>1,616</b>
<b>Total capital measures</b>						
Administered		-	1,569	2,231	2,527	1,616
Departmental		-	-	-	-	-
<b>Total</b>		-	<b>1,569</b>	<b>2,231</b>	<b>2,527</b>	<b>1,616</b>

Prepared on a Government Finance Statistics (fiscal) basis.

## Section 2: Outcomes and Planned Performance

### 2.1 OUTCOMES AND PERFORMANCE INFORMATION

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

Each outcome is described below together with its related programmes, specifying the performance indicators and targets used to assess and monitor the performance of 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 programmes
- 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 programme.

**Table 2.1: Budgeted Expenses 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 Awards and Honours system.</b>	2014-15 Estimated actual expenses \$'000	2015-16 Estimated expenses \$'000
<b>Programme 1.1: Support the Governor-General</b>		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	864	1,410
Special appropriations	425	425
Departmental expenses		
Departmental appropriation <sup>(a)</sup>	11,545	11,233
Expenses not requiring appropriation in the Budget year <sup>(b)</sup>	1,123	1,212
<b>Total for Programme 1.1</b>	<b>13,957</b>	<b>14,280</b>
<b>Outcome 1 totals by appropriation type</b>		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	864	1,410
Special appropriations	425	425
Departmental expenses		
Departmental appropriation <sup>(a)</sup>	11,545	11,233
Expenses not requiring appropriation in the Budget year <sup>(b)</sup>	1,123	1,212
<b>Total expenses for Outcome 1</b>	<b>13,957</b>	<b>14,280</b>
	2014-15	2015-16
<b>Average Staffing Level (number)</b>	<b>76</b>	<b>75</b>

(a) Departmental Appropriation combines 'Ordinary annual services (Appropriation Bill No. 1)' and 'Revenue from independent sources (s 74)'.

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

## Contributions to Outcome 1

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

#### Programme 1.1 Objectives

The programme comprises two components:

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

The objectives of this programme 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.

<b>Programme 1.1 Expenses</b>					
	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
Annual administered expenses:					
Programme support	864	1,410	1,444	1,499	1,541
Special appropriations:					
Governor-General Act 1974	425	425	425	425	425
Annual departmental expenses:					
Programme support	11,545	11,233	11,197	11,306	11,416
Expenses not requiring appropriation in the Budget year <sup>(a)</sup>	1,123	1,212	1,157	1,169	1,313
<b>Total programme expenses</b>	<b>13,957</b>	<b>14,280</b>	<b>14,223</b>	<b>14,399</b>	<b>14,695</b>

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

<b>Programme 1.1 Components</b>					
	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b><u>1.1.1 - Component 1 - Support of the Governor-General</u></b>					
Special appropriations:					
Governor-General Act 1974	425	425	425	425	425
Annual departmental expenses:					
Programme support	6,350	6,178	6,158	6,218	6,279
<b>Total component expenses</b>	<b>6,775</b>	<b>6,603</b>	<b>6,583</b>	<b>6,643</b>	<b>6,704</b>
<b><u>1.1.2 - Component 2: Administration of the Australian Honours and Awards system</u></b>					
Annual administered expenses:					
Programme support	864	1,410	1,444	1,499	1,541
Annual departmental expenses:					
Programme support	5,195	5,055	5,039	5,088	5,137
<b>Total component expenses</b>	<b>6,059</b>	<b>6,465</b>	<b>6,483</b>	<b>6,587</b>	<b>6,678</b>
Expenses not requiring appropriation in the Budget year <sup>(a)</sup>	1,123	1,212	1,157	1,169	1,313
<b>Total programme expenses</b>	<b>13,957</b>	<b>14,280</b>	<b>14,223</b>	<b>14,399</b>	<b>14,695</b>

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

**Programme 1.1 Deliverables**

The deliverables for the primary components of this programme 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 programme 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 honours and awards system
- providing secretariat support for the Council for the Order of Australia, the Australian Bravery Decorations Council and the 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.

**Programme 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 him 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 National Capital Authority and other relevant authorities.

**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 Order of Australia, the Australian Bravery Decorations and the National Emergency Medal advisory bodies are satisfied with processing times for nominations presented by the Australian Honours and Awards Secretariat
- the Governor-General and other key stakeholders are satisfied with the timeliness of processing, gazettal and issue of awards by the Australian Honours and Awards Secretariat
- annual statistics are published on the number of nominations/applications received and timeliness of submissions to relevant advisory bodies
- activities comply with the regulations for honours and awards, including the Constitution for the Order of Australia
- medals and insignia meet design specifications.

## **Section 3: Explanatory Tables and Budgeted Financial Statements**

Section 3 presents explanatory tables and budgeted financial statements which provide a comprehensive snapshot of entity finances for the 2015-16 Budget year. It explains how budget plans are incorporated into the financial statements and provides further details of the reconciliation between appropriations and programme 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 has no movement of administered funds between years.

#### **3.1.2 Special Accounts**

The OOSGG has no special accounts.

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

The OOSGG has no Indigenous-specific expenditure.

## **3.2 BUDGETED FINANCIAL STATEMENTS**

### **3.2.1 Differences in Entity Resourcing and Financial Statements**

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

### **3.2.2 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 2015-16 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 (Table 3.2.1) 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 2015-16, the OOSGG will receive administered appropriations of \$0.425 million for the Governor-General's salary, \$1.410 million for support of the Australian Honours and Awards System and \$2.344 million for the Administered Capital Budget to sustain the capability and the condition of its Heritage properties.

The Government has agreed to extend funding by \$2.368 million over the forward estimates period to meet the cost of medals and associated expenses under the Australian Honours and Awards system.

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

The value of land and buildings are expected to increase in 2015-16 and the forward years due to the completion of projects developed under the Asset Management Strategy.

*OOSGG Budget Statements*

The Government has agreed to an increase in OOSGG's Administered Capital Budget by \$7.943 million over the forward estimates period to fund an ongoing programme of restoration and refurbishment of the two official properties, Government House in Canberra and Admiralty House in Sydney. This will enable the two official properties to sustain their capability and condition as heritage properties, in the national estate, in accordance with statutory obligations and heritage requirements.

### 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**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>EXPENSES</b>					
Employee benefits	7,920	7,768	7,861	7,949	8,029
Suppliers	3,682	3,522	3,393	3,414	3,444
Depreciation and amortisation	356	359	353	384	392
<b>Total expenses</b>	<b>11,958</b>	<b>11,649</b>	<b>11,607</b>	<b>11,747</b>	<b>11,865</b>
<b>LESS:</b>					
<b>OWN-SOURCE INCOME</b>					
<b>Gains</b>					
Other	57	57	57	57	57
<b>Total gains</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>
<b>Total own-source income</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>	<b>57</b>
<b>Net cost of/(contribution by) services</b>	<b>11,901</b>	<b>11,592</b>	<b>11,550</b>	<b>11,690</b>	<b>11,808</b>
Revenue from Government	11,545	11,233	11,197	11,306	11,416
<b>Surplus/(deficit) attributable to the Australian Government</b>	<b>(356)</b>	<b>(359)</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</b>
<b>Total comprehensive income/(loss)</b>	<b>(356)</b>	<b>(359)</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</b>

**Note: Impact of Net Cash Appropriation Arrangements**

	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000	2018-19 \$'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>	356	359	353	384	392
<b>Total comprehensive income/(loss) - as per the statement of comprehensive income</b>	<b>(356)</b>	<b>(359)</b>	<b>(353)</b>	<b>(384)</b>	<b>(392)</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 3.2.5 Departmental Capital Budget Statement.

Prepared on Australian Accounting Standards basis.

**Table 3.2.2: Budgeted Departmental Balance Sheet (as at 30 June)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and cash equivalents	146	146	146	146	146
Trade and other receivables	2,958	2,708	2,747	2,776	2,776
<b>Total financial assets</b>	<b>3,104</b>	<b>2,854</b>	<b>2,893</b>	<b>2,922</b>	<b>2,922</b>
<b>Non-financial assets</b>					
Property, plant and equipment	1,037	1,058	1,092	1,100	1,187
Intangibles	289	305	315	324	250
Other non-financial assets	20	40	30	30	30
<b>Total non-financial assets</b>	<b>1,346</b>	<b>1,403</b>	<b>1,437</b>	<b>1,454</b>	<b>1,467</b>
<b>Total assets</b>	<b>4,450</b>	<b>4,257</b>	<b>4,330</b>	<b>4,376</b>	<b>4,389</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	158	158	158	158	158
<b>Total payables</b>	<b>158</b>	<b>158</b>	<b>158</b>	<b>158</b>	<b>158</b>
<b>Provisions</b>					
Employee provisions	2,100	1,870	1,899	1,928	1,928
<b>Total provisions</b>	<b>2,100</b>	<b>1,870</b>	<b>1,899</b>	<b>1,928</b>	<b>1,928</b>
<b>Total liabilities</b>	<b>2,258</b>	<b>2,028</b>	<b>2,057</b>	<b>2,086</b>	<b>2,086</b>
<b>Net assets</b>	<b>2,192</b>	<b>2,229</b>	<b>2,273</b>	<b>2,290</b>	<b>2,303</b>
<b>EQUITY*</b>					
Contributed equity	1,293	1,689	2,086	2,487	2,892
Reserves	239	239	239	239	239
Retained surplus (accumulated deficit)	660	301	(52)	(436)	(828)
<b>Total equity</b>	<b>2,192</b>	<b>2,229</b>	<b>2,273</b>	<b>2,290</b>	<b>2,303</b>

\*Equity is the residual interest in assets after deduction of liabilities.

Prepared on Australian Accounting Standards basis.

**Table 3.2.3: Departmental Statement of Changes in Equity —  
Summary of Movement (Budget Year 2015-16)**

	Retained earnings \$'000	Asset revaluation reserve \$'000	Contributed equity/ capital \$'000	Total equity \$'000
<b>Opening balance as at 1 July 2015</b>				
Balance carried forward from previous period	660	239	1,293	2,192
<b>Adjusted opening balance</b>	<b>660</b>	<b>239</b>	<b>1,293</b>	<b>2,192</b>
<b>Comprehensive income</b>				
Surplus/(deficit) for the period	(359)	-	-	(359)
<b>Total comprehensive income</b>	<b>(359)</b>	<b>-</b>	<b>-</b>	<b>(359)</b>
of which:				
Attributable to the Australian Government	(359)	-	-	(359)
<b>Transactions with owners</b>				
<b>Contributions by owners</b>				
Departmental Capital Budget (DCB)	-	-	396	396
<b>Sub-total transactions with owners</b>	<b>-</b>	<b>-</b>	<b>396</b>	<b>396</b>
<b>Estimated closing balance as at 30 June 2016</b>	<b>301</b>	<b>239</b>	<b>1,689</b>	<b>2,229</b>
<b>Closing balance attributable to the Australian Government</b>	<b>301</b>	<b>239</b>	<b>1,689</b>	<b>2,229</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.4: Budgeted Departmental Statement of Cash Flows  
(for the period ended 30 June)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Appropriations	11,436	11,499	11,154	11,299	11,450
Net GST received	263	314	329	375	23
<b>Total cash received</b>	<b>11,699</b>	<b>11,813</b>	<b>11,483</b>	<b>11,674</b>	<b>11,473</b>
<b>Cash used</b>					
Employees	7,828	7,998	7,832	7,920	8,029
Suppliers	3,561	3,465	3,336	3,357	3,387
Net GST paid	310	350	315	397	57
<b>Total cash used</b>	<b>11,699</b>	<b>11,813</b>	<b>11,483</b>	<b>11,674</b>	<b>11,473</b>
<b>Net cash from/(used by) operating activities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash used</b>					
Purchase of property, plant and equipment	2,139	396	397	401	405
<b>Total cash used</b>	<b>2,139</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>
<b>Net cash from/(used by) investing activities</b>	<b>(2,139)</b>	<b>(396)</b>	<b>(397)</b>	<b>(401)</b>	<b>(405)</b>
<b>FINANCING ACTIVITIES</b>					
<b>Cash received</b>					
Contributed equity	2,139	396	397	401	405
<b>Total cash received</b>	<b>2,139</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>
<b>Net cash from/(used by) financing activities</b>	<b>2,139</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>
<b>Net increase/(decrease) in cash held</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Cash and cash equivalents at the beginning of the reporting period	146	146	146	146	146
<b>Cash and cash equivalents at the end of the reporting period</b>	<b>146</b>	<b>146</b>	<b>146</b>	<b>146</b>	<b>146</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.5: Departmental Capital Budget Statement (for the period ended 30 June)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>NEW CAPITAL APPROPRIATIONS</b>					
Capital budget - Bill 1 (DCB)	400	396	397	401	405
<b>Total new capital appropriations</b>	<b>400</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>
<i>Provided for:</i>					
Purchase of non-financial assets	400	396	397	401	405
<b>Total items</b>	<b>400</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriations <sup>(a)</sup>	1,739	-	-	-	-
Funded by capital appropriation - DCB <sup>(b)</sup>	400	396	397	401	405
<b>TOTAL</b>	<b>2,139</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total purchases	2,139	396	397	401	405
<b>Total cash used to acquire assets</b>	<b>2,139</b>	<b>396</b>	<b>397</b>	<b>401</b>	<b>405</b>

(a) Includes both current Bill 2 and prior Act 2/4/6 appropriations and special capital appropriations.

(b) Does not include annual finance lease costs. Includes purchases from current and previous years' Departmental Capital Budgets (DCBs).

Prepared on Australian Accounting Standards basis.

**Table 3.2.6: Statement of Asset Movements (Budget Year 2015-16)**

	Asset Category		Total
	Other property, plant and equipment	Computer software and intangibles	
	\$'000	\$'000	\$'000
<b>As at 1 July 2015</b>			
Gross book value	2,351	931	3,282
Accumulated depreciation/amortisation and impairment	(1,314)	(642)	(1,956)
<b>Opening net book balance</b>	<b>1,037</b>	<b>289</b>	<b>1,326</b>
<b>Capital asset additions</b>			
<b>Estimated expenditure on new or replacement assets</b>			
By purchase - appropriation ordinary annual services <sup>(a)</sup>	340	56	396
<b>Total additions</b>	<b>340</b>	<b>56</b>	<b>396</b>
<b>Other movements</b>			
Depreciation/amortisation expense	(319)	(40)	(359)
<b>Total other movements</b>	<b>(319)</b>	<b>(40)</b>	<b>(359)</b>
<b>As at 30 June 2016</b>			
Gross book value	2,691	987	3,678
Accumulated depreciation/amortisation and impairment	(1,633)	(682)	(2,315)
<b>Closing net book balance</b>	<b>1,058</b>	<b>305</b>	<b>1,363</b>

(a) 'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No. 1) 2015-16 for depreciation / amortisation expenses, DCBs or other operational expenses.

Prepared on Australian Accounting Standards basis.

**Table 3.2.7: Schedule of Budgeted Income and Expenses Administered on Behalf of Government (for the period ended 30 June)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>EXPENSES</b>					
Suppliers	864	1,410	1,444	1,499	1,541
Personal benefits	425	425	425	425	425
Depreciation and amortisation	710	796	747	728	864
<b>Total expenses administered on behalf of Government</b>	<b>1,999</b>	<b>2,631</b>	<b>2,616</b>	<b>2,652</b>	<b>2,830</b>
<b>Non-taxation revenue</b>					
Sale of goods and rendering of services	27	27	27	27	27
<b>Total non-taxation revenue</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</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>27</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>27</b>
<b>Net cost of/(contribution by) services</b>	<b>1,972</b>	<b>2,604</b>	<b>2,589</b>	<b>2,625</b>	<b>2,803</b>
<b>Total comprehensive income/(loss)</b>	<b>(1,972)</b>	<b>(2,604)</b>	<b>(2,589)</b>	<b>(2,625)</b>	<b>(2,803)</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)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>ASSETS</b>					
<b>Financial assets</b>					
Cash and cash equivalents	1	1	1	1	1
Trade and other receivables	3	3	3	3	3
<b>Total financial assets</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>4</b>
<b>Non-financial assets</b>					
Land and buildings	90,373	91,689	93,458	95,417	96,565
Property, plant and equipment	1,691	1,843	2,290	2,845	3,170
Inventories	876	915	966	966	966
<b>Total non-financial assets</b>	<b>92,940</b>	<b>94,447</b>	<b>96,714</b>	<b>99,228</b>	<b>100,701</b>
<b>Total assets administered on behalf of Government</b>	<b>92,944</b>	<b>94,451</b>	<b>96,718</b>	<b>99,232</b>	<b>100,705</b>
<b>LIABILITIES</b>					
<b>Payables</b>					
Suppliers	3	3	3	3	3
<b>Total payables</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Total liabilities administered on behalf of Government</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>
<b>Net assets/(liabilities)</b>	<b>92,941</b>	<b>94,448</b>	<b>96,715</b>	<b>99,229</b>	<b>100,702</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.9: Schedule of Budgeted Administered Cash Flows  
(for the period ended 30 June)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>OPERATING ACTIVITIES</b>					
<b>Cash received</b>					
Sales of goods and rendering of services	27	27	27	27	27
<b>Total cash received</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>	<b>27</b>
<b>Cash used</b>					
Personal benefits	425	425	425	425	425
Suppliers	864	1,410	1,444	1,499	1,541
Net GST paid	86	141	144	150	154
Other	20	20	20	20	27
<b>Total cash used</b>	<b>1,395</b>	<b>1,996</b>	<b>2,033</b>	<b>2,094</b>	<b>2,147</b>
<b>Net cash from/(used by) operating activities</b>	<b>(1,368)</b>	<b>(1,969)</b>	<b>(2,006)</b>	<b>(2,067)</b>	<b>(2,120)</b>
<b>INVESTING ACTIVITIES</b>					
<b>Cash received</b>					
Administered Capital Budget (ACB)	710	2,344	2,963	3,242	2,337
<b>Total cash received</b>	<b>710</b>	<b>2,344</b>	<b>2,963</b>	<b>3,242</b>	<b>2,337</b>
<b>Cash used</b>					
Purchase of property, plant and equipment	710	2,344	2,963	3,242	2,337
<b>Total cash used</b>	<b>710</b>	<b>2,344</b>	<b>2,963</b>	<b>3,242</b>	<b>2,337</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>(1,368)</b>	<b>(1,969)</b>	<b>(2,006)</b>	<b>(2,067)</b>	<b>(2,120)</b>
Cash and cash equivalents at beginning of reporting period	1	1	1	1	1
Cash from Official Public Account for:					
- Appropriations	1,395	1,996	2,033	2,094	2,147
<b>Total cash from Official Public Account</b>	<b>1,395</b>	<b>1,996</b>	<b>2,033</b>	<b>2,094</b>	<b>2,147</b>
Cash to Official Public Account for:					
- Appropriations	(27)	(27)	(27)	(27)	(27)
<b>Total cash to Official Public Account</b>	<b>(27)</b>	<b>(27)</b>	<b>(27)</b>	<b>(27)</b>	<b>(27)</b>
<b>Cash and cash equivalents at end of reporting period</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>

Prepared on Australian Accounting Standards basis.

**Table 3.2.10: Administered Capital Budget Statement (for the period ended 30 June)**

	2014-15 Estimated actual \$'000	2015-16 Budget \$'000	2016-17 Forward estimate \$'000	2017-18 Forward estimate \$'000	2018-19 Forward estimate \$'000
<b>NEW CAPITAL APPROPRIATIONS</b>					
Capital budget - Bill 1 (ACB)	710	2,344	2,963	3,242	2,337
<b>Total new capital appropriations</b>	<b>710</b>	<b>2,344</b>	<b>2,963</b>	<b>3,242</b>	<b>2,337</b>
<i>Provided for:</i>					
<i>Purchase of non-financial assets</i>	710	2,344	2,963	3,242	2,337
<b>Total items</b>	<b>710</b>	<b>2,344</b>	<b>2,963</b>	<b>3,242</b>	<b>2,337</b>
<b>PURCHASE OF NON-FINANCIAL ASSETS</b>					
Funded by capital appropriation - ACB <sup>(a)</sup>	710	2,344	2,963	3,242	2,337
Funded internally from departmental resources <sup>(b)</sup>	4,324	-	-	-	-
<b>TOTAL</b>	<b>5,034</b>	<b>2,344</b>	<b>2,963</b>	<b>3,242</b>	<b>2,337</b>
<b>RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE</b>					
Total accrual purchases	710	2,344	2,963	3,242	2,337
less s75 transfers/restructuring	4,324	-	-	-	-
<b>Total cash used to acquire assets</b>	<b>5,034</b>	<b>2,344</b>	<b>2,963</b>	<b>3,242</b>	<b>2,337</b>

(a) Does not include annual finance lease costs. Includes purchases from current and previous years' administered capital budgets (ACBs).

(b) Includes the following sources of funding:

- current Bill 1 and prior year Act 1/3/5 appropriations (excluding amounts from the ACB);
- donations and contributions;
- gifts;
- internally developed assets;
- proceeds from the sale of assets.

Prepared on Australian Accounting Standards basis.

**Table 3.2.11: Statement of Administered Asset Movements (Budget Year 2015-16)**

	Asset Category			
	Land	Buildings	Other property, plant and equipment	Total
	\$'000	\$'000	\$'000	\$'000
<b>As at 1 July 2015</b>				
Gross book value	63,000	31,171	2,029	96,200
Accumulated depreciation/amortisation and impairment	-	(3,798)	(338)	(4,136)
<b>Opening net book balance</b>	<b>63,000</b>	<b>27,373</b>	<b>1,691</b>	<b>92,064</b>
<b>Capital Asset Additions</b>				
<b>Estimated expenditure on new or replacement assets</b>				
By purchase - appropriation ordinary annual services <sup>(a)</sup>	-	2,050	294	2,344
<b>Total additions</b>	<b>-</b>	<b>2,050</b>	<b>294</b>	<b>2,344</b>
<b>Other movements</b>				
Depreciation/amortisation expense	-	(734)	(62)	(796)
Disposals <sup>(b)</sup>				
From disposal of entities or operations (including restructuring)	-	-	(80)	(80)
<b>Total other movements</b>	<b>-</b>	<b>(734)</b>	<b>(142)</b>	<b>(876)</b>
<b>As at 30 June 2016</b>				
Gross book value	63,000	33,221	2,323	98,544
Accumulated depreciation/amortisation and impairment	-	(4,532)	(480)	(5,012)
<b>Closing net book balance</b>	<b>63,000</b>	<b>28,689</b>	<b>1,843</b>	<b>93,532</b>

(a) 'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No. 1) 2015-16 for depreciation/amortisation expenses, ACBs or other operational expenses.

(b) Net proceeds may be returned to the OPA.

Prepared on Australian Accounting Standards basis.

