

**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 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 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 Agency Resource Statement — Budget Estimates for 2014-15 as at Budget May 2014

	Estimate of prior year amounts available in 2014-15 \$'000	Proposed at Budget = 2014-15 \$'000	Total estimate 2014-15 \$'000	Actual available appropriation 2013-14 \$'000
Ordinary annual services¹				
Departmental appropriation				
Prior year departmental appropriation ²	1,986	-	1,986	3,895
Departmental appropriation ³	-	11,777	11,777	11,545
s31 Relevant agency receipts ⁴	-	-	-	14
Total	1,986	11,777	13,763	15,454
Administered expenses				
Outcome 1	-	1,574	1,574	2,071
Total	-	1,574	1,574	2,071
Total ordinary annual services	A 1,986	13,351	15,337	17,525
Other services⁶				
Departmental non-operating				
Equity injections	1,739	-	1,739	4,307
Total	1,739	-	1,739	4,307
Total other services	B 1,739	-	1,739	4,307
Total available annual appropriations	3,725	13,351	17,076	21,832
Special appropriations				
Special appropriations limited by amount				
<i>Governor-General Act 1974</i>	-	425	425	425
Total special appropriations	C -	425	425	425
Total appropriations excluding Special Accounts	3,725	13,776	17,501	22,257
Total Special Account	D -	-	-	-
Total resourcing				
A+B+C+D	3,725	13,776	17,501	22,257
Total net resourcing for agency	3,725	13,776	17,501	22,257

Reader note: All figures are GST exclusive.

¹Appropriation Bill (No.1) 2014-15.

²Estimated adjusted balance carried forward from previous year.

³Includes an amount of \$0.4 million in 2014-15 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'.

⁴s31 Relevant Agency receipts - estimate.

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 2014-15 Budget Measures

Part 1: Measures Announced Since the 2013-14 MYEFO

	Programme	2013-14 \$'000	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000
Measures						
Efficiency Dividend — a further temporary increase of 0.25 per cent	1.1					
Departmental expenses		-	(142)	(313)	(486)	(86)
Total		-	(142)	(313)	(486)	(86)
Total measures						
Departmental		-	(142)	(313)	(486)	(86)
Total		-	(142)	(313)	(486)	(86)

Prepared on a Government Financial 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 agencies achieve the intended results of their outcome statements. Agencies 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 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 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 its programme.

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 system.	2013-14 Estimated actual expenses \$'000	2014-15 Estimated expenses \$'000
Programme 1.1: Support the Governor-General		
Administered expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,491	1,574
Special appropriations	425	425
Departmental expenses		
Departmental appropriation ¹	11,178	11,377
Expenses not requiring appropriation in the Budget year ²	444	417
Total for Programme 1.1	13,538	13,793
Outcome 1 Totals by appropriation type		
Administered Expenses		
Ordinary annual services (Appropriation Bill No. 1)	1,491	1,574
Special appropriations	425	425
Departmental expenses		
Departmental appropriation ¹	11,178	11,377
Expenses not requiring appropriation in the Budget year ²	444	417
Total expenses for Outcome 1	13,538	13,793
	2013-14	2014-15
Average Staffing Level (number)	82	80

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

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

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.

Programme Expenses					
	2013-14	2014-15	2015-16	2016-17	2017-18
	Estimated	Budget	Forward	Forward	Forward
	actual		estimate	estimate	estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
Annual administered expenses:					
Administered item	1,491	1,574	1,686	1,640	1,632
Special Appropriations:					
<i>Governor-General Act 1974</i>	425	425	425	425	425
Annual departmental expenses:					
Programme support	11,178	11,377	11,277	11,263	11,384
Programme support					
Expenses not requiring appropriation in the Budget year ¹	444	417	420	414	445
Total Programme expenses	13,538	13,793	13,808	13,742	13,886

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

Programme Components					
	2013-14	2014-15	2015-16	2016-17	2017-18
	Estimated	Budget	Forward	Forward	Forward
	actual		estimate	estimate	estimate
	\$'000	\$'000	\$'000	\$'000	\$'000
<u>1.1.1 - Component 1: Support of the Governor-General</u>					
Annual administered expenses:					
Depreciation & Amortisation	644	710	796	747	728
Special appropriations:					
<i>Governor-General Act 1974</i>	425	425	425	425	425
Annual departmental expenses:					
Programme support	6,148	6,377	6,321	6,312	6,380
Total component expenses	7,217	7,512	7,542	7,484	7,533
<u>1.1.2 - Component 2: Administration of the Australian Honours and Awards system</u>					
Annual administered expenses:					
Supplier Expenses	847	864	890	893	904
Annual departmental expenses:					
Programme support	5,030	5,000	4,956	4,951	5,004
Total component expenses	5,877	5,864	5,846	5,844	5,908
Expenses not requiring Appropriation in the Budget year	444	417	420	414	445
Total Programme expenses	13,538	13,793	13,808	13,742	13,886

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

Programme 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 agency finances for the 2014-15 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 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 expenses.

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 2014-15. This includes equity injections and appropriations receivable that are yet to be drawn down to cover payables and provisions on the Balance Sheet. The Income Statement (Table 3.1.1) shows only the operating appropriation provided in 2014-15.

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 2014-15 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

Income and expenses administered on behalf of government

The OOSGG will receive administered appropriations of \$2.0 million in 2014-15 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 2014-15 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 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
EXPENSES					
Employee benefits	8,299	8,489	8,485	8,485	8,505
Suppliers	2,966	2,949	2,853	2,839	2,940
Depreciation and amortisation	385	356	359	353	384
Total expenses	11,650	11,794	11,697	11,677	11,829
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Rental income	14	-	-	-	-
Total own-source revenue	14	-	-	-	-
Gains					
Sale of assets	12	-	-	-	-
Other	61	61	61	61	61
Total gains	73	61	61	61	61
Total own-source income	87	61	61	61	61
Net cost of (contribution by) services	11,563	11,733	11,636	11,616	11,768
Revenue from Government	11,178	11,377	11,277	11,263	11,384
Surplus (Deficit) attributable to the Australian Government	(385)	(356)	(359)	(353)	(384)
Total comprehensive income (loss)	(385)	(356)	(359)	(353)	(384)
Total comprehensive income (loss) attributable to the Australian Government	(385)	(356)	(359)	(353)	(384)

Note: Impact of Net Cash Appropriation Arrangements

	2013-14 \$'000	2014-15 \$'000	2015-16 \$'000	2016-17 \$'000	2017-18 \$'000
Total Comprehensive Income (loss) less depreciation/amortisation expenses previously funded through revenue appropriations.	-	-	-	-	-
plus depreciation/amortisation expenses previously funded through revenue appropriations ¹	385	356	359	353	384
Total Comprehensive Income (loss) - as per the Statement of Comprehensive Income	(385)	(356)	(359)	(353)	(384)

Prepared on Australian Accounting Standards basis.

¹From 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.

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

	Estimated actual 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	146	146	146	146	146
Trade and other receivables	4,377	2,247	1,997	2,036	2,065
Total financial assets	4,523	2,393	2,143	2,182	2,211
Non-financial assets					
Land and buildings	1,670	-	-	-	-
Property, plant and equipment	1,145	1,181	1,206	1,242	1,253
Intangibles	334	343	359	369	378
Other non-financial assets	24	14	34	24	24
Total non-financial assets	3,173	1,538	1,599	1,635	1,655
Total assets	7,696	3,931	3,742	3,817	3,866
LIABILITIES					
Payables					
Suppliers	438	445	445	445	445
Total payables	438	445	445	445	445
Provisions					
Employee provisions	2,239	2,331	2,101	2,130	2,159
Total provisions	2,239	2,331	2,101	2,130	2,159
Total liabilities	2,677	2,776	2,546	2,575	2,604
Net assets	5,019	1,155	1,196	1,242	1,262
EQUITY*					
Contributed equity	3,945	437	837	1,236	1,640
Reserves	239	239	239	239	239
Retained surplus (accumulated deficit)	835	479	120	(233)	(617)
Total Equity	5,019	1,155	1,196	1,242	1,262

Prepared on Australian Accounting Standards basis.

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

Table 3.2.3: Departmental Statement of Changes in Equity — Summary of Movement (Budget Year 2014-15)

	Retained earnings \$'000	Asset revaluation reserve \$'000	Contributed equity/ capital \$'000	Total equity \$'000
Opening balance as at 1 July 2014				
Balance carried forward from previous period	835	239	3,945	5,019
Adjusted opening balance	835	239	3,945	5,019
Comprehensive income				
Surplus (deficit) for the period	(356)	-	-	(356)
Total comprehensive income	(356)	-	-	(356)
of which:				
Attributable to the Australian Government	(356)	-	-	(356)
Transactions with owners				
Distributions to owners				
Restructuring	-	-	(3,908)	(3,908)
Contributions by owners				
Departmental Capital Budget (DCBs)	-	-	400	400
Sub-total transactions with owners	-	-	(3,508)	(3,508)
Estimated closing balance				
as at 30 June 2015	479	239	437	1,155
Closing balance attributable to the Australian Government	479	239	437	1,155

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	12,442	11,768	11,532	11,220	11,355
Sale of goods and rendering of services	14	-	-	-	-
Net GST received	306	263	314	329	375
Total cash received	12,762	12,031	11,846	11,549	11,730
Cash used					
Employees	8,321	8,397	8,715	8,456	8,476
Suppliers	2,885	2,881	2,792	2,778	2,879
Net GST paid	306	253	339	315	375
Total cash used	11,512	11,531	11,846	11,549	11,730
Net cash from (used by) operating activities	1,250	500	-	-	-
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	89	-	-	-	-
Total cash received	89	-	-	-	-
Cash used					
Purchase of property, plant and equipment	4,252	2,584	341	344	294
Other	126	55	56	55	110
Total cash used	4,378	2,639	397	399	404
Net cash from (used by) investing activities	(4,289)	(2,639)	(397)	(399)	(404)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	3,039	2,139	397	399	404
Total cash received	3,039	2,139	397	399	404
Net cash from (used by) financing activities	3,039	2,139	397	399	404
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 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget - Bill 1 (DCB)	367	400	397	399	404
Total new capital appropriations	367	400	397	399	404
Provided for:					
Purchase of non-financial assets	367	400	397	399	404
Total Items	367	400	397	399	404
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriations ¹	2,568	1,739	-	-	-
Funded by capital appropriation - DCB ²	471	400	397	399	404
Funded internally from departmental resources ³	1,339	500	-	-	-
TOTAL	4,378	2,639	397	399	404
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	4,378	2,639	397	399	404
Total cash used to acquire assets	4,378	2,639	397	399	404

Prepared on Australian Accounting Standards basis.

¹Includes both current and prior Bill 2/4/6 appropriations and special capital appropriations.

²Does not include annual finance lease costs. Include purchase from current and previous years' Departmental Capital Budgets (DCBs).

³Includes the following sources of funding:

- current and prior year Bill 1/3/5 appropriations (excluding amounts from the DCB)
- donations and contributions
- gifts
- internally developed assets
- s31 relevant agency receipts
- proceeds from the sale of assets.

Table 3.2.6: Statement of Asset Movements (2014-15)

	Asset Category			Total \$'000
	Buildings \$'000	Other property, plant and equipment \$'000	Computer software and intangibles \$'000	
As at 1 July 2014				
Gross book value	1,670	2,043	926	4,639
Accumulated depreciation/amortisation and impairment	-	(898)	(592)	(1,490)
Opening net book balance	1,670	1,145	334	3,149
CAPITAL ASSET ADDITIONS				
Estimated expenditure on new or replacement assets				
By purchase - appropriation equity ¹	2,239	-	-	2,239
By purchase - appropriation ordinary annual services ²	-	345	55	400
Total additions	2,239	345	55	2,639
Other movements				
Depreciation/amortisation expense	-	(310)	(46)	(356)
Disposals ³				
From disposal of entities or operations (including restructuring)	(3,909)	-	-	(3,909)
Total other movements	(3,909)	(310)	(46)	(4,265)
As at 30 June 2015				
Gross book value	-	2,388	981	3,369
Accumulated depreciation/amortisation and impairment	-	(1,208)	(638)	(1,846)
Closing net book balance	-	1,180	343	1,523

Prepared on Australian Accounting Standards basis.

¹'Appropriation equity' refers to equity injections or Administered Assets and Liabilities appropriations provided through Appropriation Bill (No.2) 2014-15, including CDABs.

²'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No.1) 2014-15 for depreciation / amortisation expenses, DCBs or other operational expenses.

³Net proceeds may be returned to the OPA.

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

	Estimated actual 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
EXPENSES ADMINISTERED ON BEHALF OF GOVERNMENT					
Suppliers	847	864	890	893	904
Personal benefits	425	425	425	425	425
Depreciation and amortisation	644	710	796	747	728
Total expenses administered on behalf of Government	1,916	1,999	2,111	2,065	2,057
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Non-taxation revenue					
Sale of goods and rendering of services	27	27	27	27	27
Total non-taxation revenue	27	27	27	27	27
Total own-source revenues administered on behalf of Government	27	27	27	27	27
Net Cost of (contribution by) services	(1,889)	(1,972)	(2,084)	(2,038)	(2,030)
Surplus (Deficit)	(1,889)	(1,972)	(2,084)	(2,038)	(2,030)
Total comprehensive income (loss)	(1,889)	(1,972)	(2,084)	(2,038)	(2,030)

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 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	1	1	1	1	1
Trade and other receivables	8	8	8	8	8
Total financial assets	9	9	9	9	9
Non-financial assets					
Land and buildings	86,969	90,231	89,497	88,809	88,138
Property, plant and equipment	1,821	1,757	1,615	1,556	1,499
Inventories	1,260	909	586	469	376
Total non-financial assets	90,050	92,897	91,698	90,834	90,013
Total assets administered on behalf of Government	90,059	92,906	91,707	90,843	90,022
LIABILITIES					
Payables					
Suppliers	2	2	2	2	2
Total payables	2	2	2	2	2
Total liabilities administered on behalf of Government	2	2	2	2	2
Net assets/(liabilities)	90,057	92,904	91,705	90,841	90,020

Prepared on Australian Accounting Standards basis.

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

	Estimated actual 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
OPERATING ACTIVITIES					
Cash received					
Sales of goods and rendering of services	27	27	27	27	27
Total cash received	27	27	27	27	27
Cash used					
Personal benefits	425	425	425	425	425
Suppliers	931	950	980	986	1,004
Total cash used	1,356	1,375	1,405	1,411	1,429
Net cash from (used by) operating activities	(1,329)	(1,348)	(1,378)	(1,384)	(1,402)
Net increase (decrease) in cash held	(1,329)	(1,348)	(1,378)	(1,384)	(1,402)
Cash and cash equivalents at beginning of reporting period	1	1	1	1	1
Cash from Official Public Account for:					
- Appropriations	1,356	1,375	1,405	1,411	1,429
Total cash from OPA	1,356	1,375	1,405	1,411	1,429
Cash to Official Public Account for:					
- Appropriations	(27)	(27)	(27)	(27)	(27)
Total cash to OPA	(27)	(27)	(27)	(27)	(27)
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 Statement

	Estimated actual 2013-14 \$'000	Budget estimate 2014-15 \$'000	Forward estimate 2015-16 \$'000	Forward estimate 2016-17 \$'000	Forward estimate 2017-18 \$'000
PURCHASE OF NON-FINANCIAL ASSETS					
Funded internally from departmental resources ¹	2,578	3,908	-	-	-
TOTAL AMOUNT SPENT	2,578	3,908	-	-	-
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total accrual purchases	2,578	3,908	-	-	-
less s32 / restructuring	2,578	3,908	-	-	-
Total cash used to acquire assets	-	-	-	-	-

Prepared on Australian Accounting Standards basis.

¹Includes the following sources of funding:

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

Table 3.2.11: Statement of Administered Asset Movements (2014-15)

	Asset Category			Total
	Land	Buildings	Other property, plant and equipment	
	\$'000	\$'000	\$'000	\$'000
As at 1 July 2014				
Gross book value	63,000	27,112	2,135	92,247
Accumulated depreciation/amortisation and impairment	-	(3,143)	(314)	(3,457)
Opening net book balance	63,000	23,969	1,821	88,790
CAPITAL ASSET ADDITIONS				
Estimated expenditure on new or replacement assets				
From operations (including restructuring)	-	3,908	-	3,908
Total additions	-	3,908	-	3,908
Other movements				
Depreciation/amortisation expense	-	(646)	(64)	(710)
Total other movements	-	(646)	(64)	(710)
As at 30 June 2015				
Gross book value	63,000	31,020	2,135	96,155
Accumulated depreciation/amortisation and impairment	-	(3,789)	(378)	(4,167)
Closing net book balance	63,000	27,231	1,757	91,988

Prepared on Australian Accounting Standards basis.