

PART C

**AGENCY ADDITIONAL ESTIMATES
STATEMENTS**

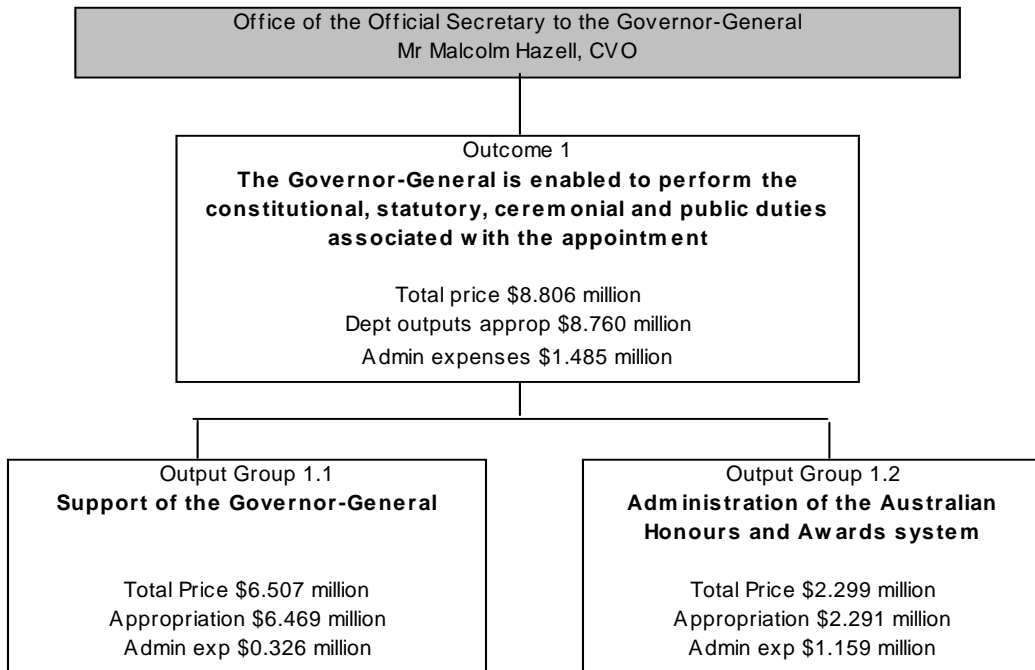
**OFFICE OF THE OFFICIAL SECRETARY
TO THE GOVERNOR-GENERAL**

OFFICE OF THE OFFICIAL SECRETARY TO THE GOVERNOR-GENERAL

Section 1: Overview, variations and measures

OVERVIEW

Map 2: Outcomes and output groups for the agency



ADDITIONAL ESTIMATES AND VARIATIONS TO OUTCOMES**Measures**

	2003-04 (\$'000)	2004-05 (\$'000)	2005-06 (\$'000)	2006-07 (\$'000)
Outcome 1				
Increase in departmental appropriations Additional funding to improve the policy and operational environment in support of the Governor-General	531	578	590	603
Budget estimates- enhanced quality and timeliness	29	38	38	38

Other variations to appropriations

	2003-04 (\$'000)	2004-05 (\$'000)	2005-06 (\$'000)	2006-07 (\$'000)
Outcome 1				
Variations in departmental appropriations Comcover Supplementation	193	-	-	-

MEASURES — AGENCY SUMMARY**Additional funding to improve the policy and operational environment in support of the Governor-General**

The Government will provide one off funding \$0.2m to meet the costs associated with the special honours list to mark the bravery and outstanding achievements of Australians and others arising from the Bali tragedy. The Government will also provide additional ongoing funding of \$2.0m over four years, including \$0.3m in 2003-04 to the Office of the Official Secretary to the Governor-General to provide for an enhanced policy and operational environment in support of the Governor-General.

Budget estimates – enhanced quality and timeliness

The Government will provide additional funding to agencies of \$88.5 million over five years (including \$0.1 million in 2007-08) to implement the Budget Estimates and Framework Review (BEFR) recommendations. This funding includes capital of \$7.4 million over four years.

In the 2003-04 Budget the Government made provision for \$78 million over five years to improve the accuracy, responsiveness and effectiveness of agencies' contribution to the Commonwealth's budget estimates and framework system and to assist agencies to drive improved financial management and

reporting within their organisations. The Government has provided an extra \$10.5 million over five years to fund agencies to implement the BEFR recommendations.

See Table 1.1: Summary of measures since the 2003-04 Budget for details of the Office's funding for this measure.

Table 1.1: Summary of measures since the 2003-04 Budget

Measure	Outcome	Output groups affected	Appropriations 2003-04 (\$'000)			Appropriations 2004-05 (\$'000)			Appropriations 2005-06 (\$'000)			Appropriations 2006-07 (\$'000)		
			Admin items	Dept outputs	Total	Admin items	Dept outputs	Total	Admin items	Dept outputs	Total	Admin items	Dept outputs	Total
Additional funding to improve the policy and operational environment in support of the Governor-General	1	1.1&1.2	-	513	513	-	578	578	-	590	590	-	603	603
Budget estimates-enhanced quality and timeliness	1	1.1	-	29	29	-	38	38	-	38	38	-	38	38
Total			-	542	542	-	616	616	-	628	628	-	641	641

BREAKDOWN OF ADDITIONAL ESTIMATES BY APPROPRIATION BILL

Table 1.2: Appropriation Bill (No. 3) 2003-04

	2002-03 available \$'000	2003-04 budget \$'000	2003-04 revised \$'000	Additional estimates \$'000	Reduced estimates \$'000
ADMINISTERED ITEMS					
Outcome 1					
The Governor General is enabled to perform the constitutional, statutory, ceremonial and public duties associated with the appointment	1200	1469	1485	16	-
Total	1200	1469	1485	16	-
DEPARTMENTAL OUTPUTS					
Outcome 1					
The Governor General is enabled to perform the constitutional, statutory, ceremonial and public duties associated with the appointment	8476	8007	8760	753	-
Total	8476	8007	8760	753	-
Total Administered and Departmental	9676	9476	10245	769	-

Note 1: 2002-03 available appropriation is included to allow a comparison of this year's appropriation with what was made available for use in the previous year.

Available appropriation is the amount available to be drawn down, and is equal to:
Budget Appropriation + Additional Estimates Appropriation + DIAB + AFM - Savings - Rephasings - Other Reductions

SUMMARY OF STAFFING CHANGES

Table 1.3: Average staffing level (ASL)

	2003-04 Budget	2003-04 Revised	Variation
Outcome 1			
The Governor General is enabled to perform the constitutional, statutory, ceremonial and public duties associated with the appointment	77	79	2
Total	77	79	2

VARIATIONS TO REVENUE FROM OTHER SOURCES THROUGH NET ANNOTATED (SECTION 31) RECEIPTS

There has been no change from Budget.

REVENUE FROM INDEPENDENT SOURCES

There has been no change from Budget.

ESTIMATES OF EXPENSES FROM SPECIAL APPROPRIATIONS

Table 1.4: Estimates of expenses from special appropriations

	Budget estimate 2003-04 \$'000	Revised estimate 2003-04 \$'000
Estimated expenses		
Governor-General's salary	310	326
Total estimated expenses	310	326

Acts Glossary: *Governor-General Act 1974*

Section 2: Revisions to outcomes and outputs

OUTCOMES AND OUTPUT GROUPS

There has been no change to the structure of outcomes or outputs as a result of Additional Estimates.

Output cost attribution

The allocation of overheads between the Office's two outputs is based on estimated resources consumed by each output. Factors considered include staffing levels, area of floor space occupied and information technology requirements.

Outcome 1

Explanation of variations

The Office has one outcome.

The variations are to:

- increased Administered appropriation to meet the cost of the Governor-General's salary (\$0.016m);
- increased Departmental appropriation to meet increased Comcover costs (\$0.193m) in 2003-04, costs of implementation of the Budget Estimates Framework Review recommendations (\$0.029m); and
- additional support for the Honours Secretariat (\$0.218m) and changed support arrangements for the Office (\$0.313m).

Revised performance information and level of achievement – 2003-04

**Table 2.1: Performance information for outputs affected by additional estimates
— Outcome 1**

Output	Performance information 2003-04 budget	Performance information 2003-04 revised
Output 1.1 Support of the Governor-General	Quality: - Governor-General is satisfied as to the level of support provided and standard of household operations management - Properties are maintained to high professional standards Quantity: - Support of Governor-General's program of internal and external commitments - Management of household operations at Government House and Admiralty House - Management of Government House and Admiralty House heritage properties with 20 buildings and 55 hectares of grounds Price: \$6 039 million	Quality: - Governor-General is satisfied as to the level of support provided and standard of household operations management - Properties are maintained to high professional standards Quantity: - Support of Governor-General's program of internal and external commitments - Management of household operations at Government House and Admiralty House - Management of Government House and Admiralty House heritage properties with 20 buildings and 55 hectares of grounds Price: \$6 507 million
Output 1.2 Administration of the Australian Honours and Awards system	Quality: - Satisfaction of the Awards and Bravery Councils with secretariat support - Awards administration reflects gazetted regulations Quantity: - 4 Council meetings held - 1,800 nominations researched for OA/Bravery councils - 50,000 Defence, long service and occupational based awards processed Price: \$2 014 million	Quality: - Satisfaction of the Awards and Bravery Councils with secretariat support - Awards administration reflects gazetted regulations Quantity: - 4 Council meetings held - 1,800 nominations researched for OA/Bravery councils - 50,000 Defence, long service and occupational based awards processed Price: \$2 299

Section 3: Budgeted financial statements

ANALYSIS OF BUDGETED FINANCIAL STATEMENTS

BUDGETED FINANCIAL STATEMENTS

Departmental financial statements

Budgeted departmental statement of financial performance

The Office is budgeting for a balanced budget in 2003-04 before the transfer of capital expenditure on completed works to the Administered accounts. Total revenue and expenses are estimated at \$8.806m in 2003-04. This is an increase of \$0.753m on the 2003-04 Budget. The increase is the result of additional funding for increases in the Comcover premium (\$0.193m) resources required to implement the Budget Estimates Framework Review recommendations (\$0.029m), additional support for the Honours Secretariat (\$0.218m) and changed support arrangements for the Office (\$0.313m).

Budgeted departmental statement of financial position

Movement in the Office's asset position is principally the result of the transfer of cash to the Official Public Account.

The Office's primary liability is accrued employee entitlements.

Budgeted departmental statement of cash flows

Movement in the Office's cash flow is the result of the transfer of surplus cash to the Official Public Account and the measures and variations included in the 2003-04 Additional Estimates.

Departmental capital budget statement

No change from Budget.

Departmental non-financial assets — summary of movement

No change from Budget.

Schedule of administered activity

Schedule of budgeted revenues and expenses administered on behalf of government

The Office will receive appropriation revenue of \$1.485m in 2003-04. This is an increase of \$0.016m on the 2003-04 Budget. The increase in funding is to meet the cost of the Governor-General's salary as determined by the Governor-General Act 1974.

Schedule of budgeted assets and liabilities administered on behalf of government

No change from Budget.

Schedule of budgeted administered cash flows

Movement in the Administered cash flows is the result of the additional funding for the Governor-General's salary.

Table 3.1: Budgeted departmental statement of financial performance for the period ended 30 June

	Actual 2002-03 \$'000	Revised budget 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000	Forw ard estimate 2006-07 \$'000
Revenues from ordinary activities					
Revenue from Government	8499	8785	8800	8818	8994
Goods and Services	16	21	22	23	23
Interest	20	-	-	-	-
Revenue from sales of assets	64	-	-	-	-
Other	73	-	-	-	-
Revenues from ordinary activities	8672	8806	8822	8841	9017
Expenses from ordinary activities (excluding borrowing costs					
Employees	4675	5336	5366	5545	5715
Suppliers	3364	3201	3164	2968	2950
Depreciation and amortisation	213	269	292	328	352
Write-down of assets	30	-	-	-	-
Value of assets sold	55	-	-	-	-
Expenses from ordinary activities (excluding borrowing costs expense)	8337	8806	8822	8841	9017
Operating surplus or deficit from ordinary activities	335	0	0	0	0
Transfer of assets to Administered	419	1851	121	1568	474
Capital Use Charge	263	-	-	-	-
Net surplus or deficit attributable to Commonwealth	-347	-1851	-121	-1568	-474

Table 3.2: Budget departmental statement of financial position as at 30 June

	Actual 2002-03 \$'000	Revised budget 2003-04 \$'000	Forward estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000
ASSETS					
Financial assets					
Cash	574	300	300	300	300
Receivables	3691	2567	1847	2232	2608
Total financial assets	4265	2867	2147	2532	2908
Non-financial assets					
Infrastructure, plant and equipment	1034	1516	2745	1634	1556
Inventories	65	55	55	56	56
Intangibles	102	212	189	133	103
Other	28	17	17	17	17
Total non-financial assets	1229	1800	3006	1840	1732
Total assets	5494	4667	5153	4372	4640
LIABILITIES					
Provisions					
Employees	1511	1591	1478	1543	1559
Total provisions	1511	1591	1478	1543	1559
Payables					
Suppliers	304	162	164	168	171
Total payables	304	162	164	168	171
Total liabilities	1815	1753	1642	1711	1730
EQUITY					
Parent equity interest					
Contributed equity	2629	3551	4268	4986	5709
Reserves	59	53	53	53	53
Retained surpluses or accumulated deficits	991	-690	-810	-2378	-2852
Total equity	3679	2914	3511	2661	2910
Current liabilities	878	958	903	939	950
Non-current liabilities	937	795	739	772	780
Current assets	4358	2939	2219	2605	2981
Non-current assets	1136	1728	2934	1767	1659

Table 3.3: Budgeted departmental statement of cash flows for the period ended 30 June

	Actual 2002-03 \$'000	Revised budget 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000	Forw ard estimate 2006-07 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	8476	9173	9456	8380	8564
Goods and services	32	21	22	22	23
Interest	33	-	-	-	-
Other	407	-	-	-	-
Total cash received	8948	9194	9478	8402	8587
Cash used					
Employees	4593	5199	5441	5454	5671
Suppliers	3770	3144	3136	2937	2921
Other	18	-	-	-	-
Cash transferred to OPA	3650	-	-	-	-
Total cash used	12031	8343	8577	8391	8592
Net cash from/(used by) operating activities	-3083	851	901	11	-5
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	64	25	50	50	50
Total cash received	64	25	50	50	50
Cash used					
Proceeds from sales of property, plant and equipment	667	1866	1668	779	768
Total cash used	667	1866	1668	779	768
Net cash from/(used by) investing activities	-603	-1841	-1618	-729	-718
FINANCIAL ACTIVITIES					
Cash received					
Appropriations - contributed equity	734	716	717	718	723
Total cash received	734	716	717	718	723
Cash used					
Capital use charge paid	392	-	-	-	-
Return of capital	206	-	-	-	-
Total cash used	598	-	-	-	-
Net cash from/(used by) financing activities	136	716	717	718	723
Net increase in cash held	-3550	-274	-	-	-
Cash at the beginning of the reporting period	4124	574	300	300	300
Cash at the end of the reporting period	574	300	300	300	300

Table 3.4: Departmental capital budget statement

	Estimated actual 2002-03 \$'000	Budget estimate 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000	Forw ard estimate 2006-07 \$'000
CAPITAL APPROPRIATIONS					
Total equity injections	734	808	717	718	723
Represented by					
Capital w orks and Services to official properties	734	716	717	718	723
Other-Carried forw ard capital w orks	-	-	-	-	-
Previous years appropriation	-	92	-	-	-
Total	734	808	717	718	723
PURCHASE OF NON CURRENT ASSETS					
Funded by capital appropriation	734	716	717	718	723
Funded internally by Departmental resources	777	285	265	305	280

No change to Departmental capital budget statement

Table 3.5: Departmental non-financial assets — summary of movement (Budget year 2003-04)

	Land	Buildings	Total land and buidings	Specialist military equipment	Other infrastructure plant and equipment	Total infrastructure plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at the start of year	-	563	563	-	1,239	1,239	230	2,032
Additions	-	1,581	1,581	-	255	255	30	1,866
Disposals	-	-	-	-	(50)	(50)	-	(50)
Transfer to Administered assets	-	(1,851)	(1,851)	-	-	-	-	(1,851)
Depreciation/amortisation expense	-	-	-	-	(220)	(220)	(49)	(269)
Carrying amount at the end of year	-	293	293	-	1,224	1,224	211	1,728
Total additions	-	1,581	1,581	-	255	255	30	1,866
Self funded	-	-	-	-	255	255	30	285
Appropriations	-	1,581	1,581	-	-	-	-	1,581
Total	-	1,581	1,581	-	255	255	30	1,866

There has been no change to the Departmental non-financial assets — summary of movement (Budget year 2003-04).

Table 3.6: Schedule of budgeted revenues and expenses administered on behalf of government for the period ended 30 June

	Actual 2002-03 \$'000	Revised budget 2003-04 \$'000	Forward estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000
REVENUES					
Non-taxation					
Revenues from Government	953	1485	1524	1543	1554
Other sources of non-taxation revenues	12	13	13	13	13
Total non-taxation	965	1498	1537	1556	1567
Total revenues administered on behalf of the Government	965	1498	1537	1556	1567
EXPENSES					
Personal benefits	282	326	365	365	365
Suppliers	695	786	785	794	801
Depreciation and amortisation	303	373	374	384	388
Other	14	13	13	13	13
Total expenses administered on behalf of the Government	1294	1498	1537	1556	1567
Transfer of assets from Departmental	419	1851	121	1568	474

Table 3.7: Schedule of budgeted assets and liabilities administered on behalf of government as at 30 June

	Actual 2002-03 \$'000	Revised budget 2003-04 \$'000	Forward estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000
ASSETS					
Financial assets					
Cash	-	-	-	-	-
Receivables	8	750	1,125	1,510	1,896
Total financial assets	8	750	1,125	1,510	1,896
Non-financial assets					
Land and buildings	66,397	67,942	67,550	68,817	68,987
Infrastructure, plant and equipment	1,597	1,530	1,447	1,363	1,280
Total non-financial assets	67,994	69,472	68,997	70,180	70,267
Total assets administered on behalf of the Government	68,002	70,222	70,122	71,690	72,163
LIABILITIES					
Provisions					
Payables					
Suppliers	3	48	48	48	48
Other payables	3	48	48	48	48
Total liabilities administered on behalf of the Government	3	48	48	48	48
Current liabilities	3	48	48	48	48
Non-current liabilities	-	-	-	-	-
Current assets	8	750	1,125	1,510	1,896
Non-current assets	67,994	69,472	68,997	70,180	70,267

Table 3.8: Schedule of budgeted administered cash flows *for the period ended 30 June*

	Actual 2002-03 \$'000	Revised budget 2003-04 \$'000	Forward estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000
OPERATING ACTIVITIES					
Cash received					
Cash from Official Public Account	1,021	1,112	1,150	1,159	1,166
Other	137	13	13	13	13
Total cash received	1,158	1,125	1,163	1,172	1,179
Cash used					
Personal benefits	282	326	365	365	365
Suppliers	837	786	785	794	801
Cash to Official Public Account	14	13	13	13	13
Other	1	-	-	-	-
Total cash used	1,134	1,125	1,163	1,172	1,179
Net cash from operating activities	24	-	-	-	-
FINANCING ACTIVITIES					
Cash received					
Cash from Official Public Account	73	-	-	-	-
Total cash received	73	-	-	-	-
Cash used					
Cash to Official Public Account	97	-	-	-	-
Total cash used	97	-	-	-	-
Net cash from financing activities	-24	-	-	-	-
Net increase/decrease in cash held					
Cash at beginning of reporting period	-	-	-	-	-
Cash at end of reporting period	-	-	-	-	-

Table 3.9: Schedule of administered non-financial assets — summary of movement (Budget year 2003-04)

	Land	Buildings	Total land and buidings	Specialist military equipment	Other infrastructure plant and equipment	Total infrastructure plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at start of year	52,420	13,977	66,397	-	1,597	1,597	-	67,994
Additions	-	1,851	1,851	-	-	-	-	1,851
Disposals	-	-	-	-	-	-	-	-
Depreciation/amortisation expense	-	(289)	(289)	-	(84)	(84)	-	(373)
Carrying amount at end of year	52,420	15,539	67,959	-	1,513	1,513	-	69,472
Total additions	-	1,851	1,851	-	-	-	-	1,851

NOTES TO THE FINANCIAL STATEMENTS

Changes from Budget are those detailed in the analysis of budget financial statements, all changes relate to the measures and variations contained in the 2003-04 additional estimates.

Basis of accounting

The agency budget statements are prepared in compliance with Australian Accounting Standards, Accounting Guidance Releases and having regard to Statements of Accounting Concepts.

Under the Commonwealth's accrual budgeting framework, and consistent with Australian Accounting Standards, transactions that agencies control (Departmental transactions) are separately budgeted for and reported on from transactions agencies do not have control over (Administered transactions). Departmental assets, liabilities, revenues and expenses in relation to an agency or authority are those which are controlled by the agency. Departmental expenses include employee and supplier expenses and other administrative costs, which are incurred by the agency in providing its goods and services. Administered items are revenues, expenses, assets and liabilities that are managed by an agency or authority on behalf of the Government according to set Government directions. Administered expenses include subsidies, grants and personal benefit payments and Administered revenues include taxes, fees, fines and excises.

Under the Office's accounting policy (agreed with the Australian National Audit Office) the buildings, property, household furniture and fine arts of the Governor-General's official establishments and his primary official vehicle are classed as administered assets. Capital improvements to the official establishments are presently purchased from Departmental appropriations and are recorded in the operating statements as a Departmental expense. The approved accounting treatment that enables capitalisation of these assets as administered in the financial statements requires recognition of an expense in the Departmental Statement of Financial Performance and a revenue in the Schedule of Budgeted Administered Revenue and Expenses.

The funding for capital works allocated this year is estimated to be fully spent. The balance of funds required to meet capital works expenditure in 2003-04 have been carried forward from previous years. Where funds are not required in the year of appropriation the funds are carried forward to meet the future strategic works requirements for Government House and Admiralty House. The planned capital improvements to the official establishments for 2003-04 are funded from Departmental equity injections for capital works and are then transferred to Administered accounts for capitalisation.