

NATIONAL ARCHIVES OF
AUSTRALIA

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NATIONAL ARCHIVES OF AUSTRALIA

Section 1: Overview, appropriations and budget measures summary

OVERVIEW

The National Archives of Australia is a Commonwealth budget-funded Executive Agency, established under the *Archives Act 1983*. It has the following responsibilities:

- to play the leading role in the management of Commonwealth records;
- to make available to the public non-exempt Commonwealth records over 30 years old;
- to encourage and facilitate the use of the archival resources of the Commonwealth; and
- to provide leadership in developing and coordinating the preservation and use of the archival resources of Australia.

In carrying out these responsibilities, the Archives contributes to the maintenance and understanding of political, social and cultural values in Australia by:

- promoting the role of records as evidence in supporting the rule of law;
- supporting the effectiveness and accountability of government administration; and
- preserving and providing access to documentation of the interaction between the Australian people and the Commonwealth Government.

The Archives meets its responsibilities under the Archives Act by providing public access to official records and by developing policy and providing advice to Government and its agencies on the management, preservation and disposal of Commonwealth records. It maintains information systems about the structure of government and those records agencies create which are part of the archival resources of the Commonwealth.

APPROPRIATIONS

The total appropriation for the National Archives of Australia in the 2002-03 Budget is \$145.798m. Table 1.1 on the following page shows the total appropriations for the National Archives of Australia for 2002-03 by the Government outcome and price of output appropriations.

National Archives of Australia – appropriations 2002-03

Table 1.1: Appropriations and other revenue ('000)

Outcome	Departmental (price of outputs) ('\$000)					Administered (\$'000)			Total (\$'000)		
	Revenue from Government (appropriations)		Revenue from other sources ⁽⁴⁾	Price of outputs ⁽³⁾	Annual appropriations (\$'000)	Special appropriations	Total administered appropriation	Total appropriations			
	Bill No. 1 (A)	Special approps (B)	Total (C = A+B) (C1) ⁽¹⁾	(D)	(E = C+D) (E1) ⁽¹⁾	Bill No. 1 (F)	Bill No. 2 (SPPs & NAOs) ⁽²⁾ (G)	(H)	(I = F+G+H) (I1) ⁽¹⁾	(J=C+I)	
1. In the interests of accountable government and for the benefit of the community, the National Archives of Australia promotes reliable recordkeeping and maintains a visible, accessible and known collection	145,798	-	145,798	1,645	147,443	-	-	-	-	145,798	
			(K1) ⁽¹⁾		98.9%						
Total	145,798	-	145,798	1,645	147,443	-	-	-	(K2)⁽¹⁾	145,798	
									Departmental capital (equity injections and loans)	(K3) ⁽¹⁾	-
									Administered capital	(K4) ⁽¹⁾	-
									Total appropriations		145,798

- Cells C1, E1 and I1 refer to information provided in Table 2.1.1. Amounts K1, K2 to Budgeted Statement of Financial Performance, and amounts K3, K4 to Capital Budget Statements.
 - Under the appropriation structure, Bill No. 2 includes Specific Purpose Payments (SPP's), New Agency Outcomes (NAO's), administered capital and departmental capital via departmental injections and loans.
 - Refer to Budgeted Statement of Financial Performance for application of agency revenue.
 - Revenue from other sources includes other revenue from government (for example, resources free of charge) and revenue from other sources. Non-appropriated departmental and administered revenues are detailed in Appendix 1.
- Note: Percentage figures indicate the percentage contribution of Revenue from Government (Departmental Appropriations) to the Total Price of Outputs, by outcome.

MEASURES – AGENCY SUMMARY

Table 1.2: Summary of measures disclosed in the 2002-03 Budget

Measure	Outcome	Output affected	Appropriations budget			Appropriations forward estimate 2003-04			Appropriations forward estimate 2004-05			Appropriations forward estimate 2005-06		
			2002-03 (\$'000)			2003-04 (\$'000)			2004-05 (\$'000)			2005-06 (\$'000)		
			Admin expenses	Dept outputs	Total	Admin expense	Dept outputs	Total	Admin expenses	Dept outputs	Total	Admin expenses	Dept outputs	Total
Reprioritisation of capital expenditure from the National Archives of Australia	1	1.1 & 1.2	Nil	*	*	Nil	*	*	Nil	*	*	Nil	*	*
Reprioritisation of funding from the National Archives of Australia	1	1.1 & 1.2	Nil	(1,000)	(1,000)	Nil	(1,000)	(1,000)	Nil	(1,000)	(1,000)	Nil	(1,000)	(1,000)

* Capital Expenditure for the National Archives of Australia will be reduced by \$3 million per annum.

**ADMINISTERED CAPITAL AND DEPARTMENTAL EQUITY INJECTIONS
AND LOANS**

The National Archives of Australia has no administered capital equity injections or loans.

Section 2: Outcomes and outputs information

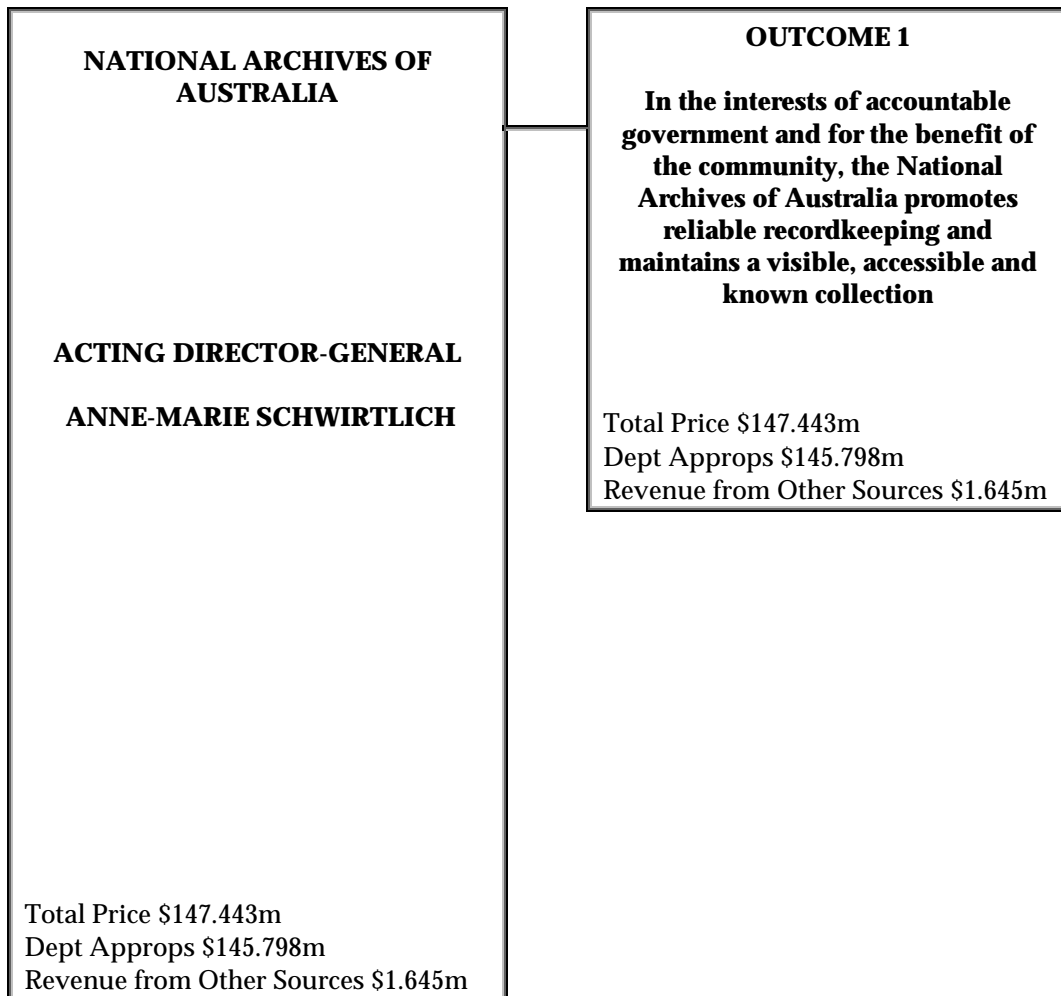
OUTCOMES AND OUTPUTS

The map on the following page shows the relationship between the outcome and the contributing outputs for the National Archives of Australia.

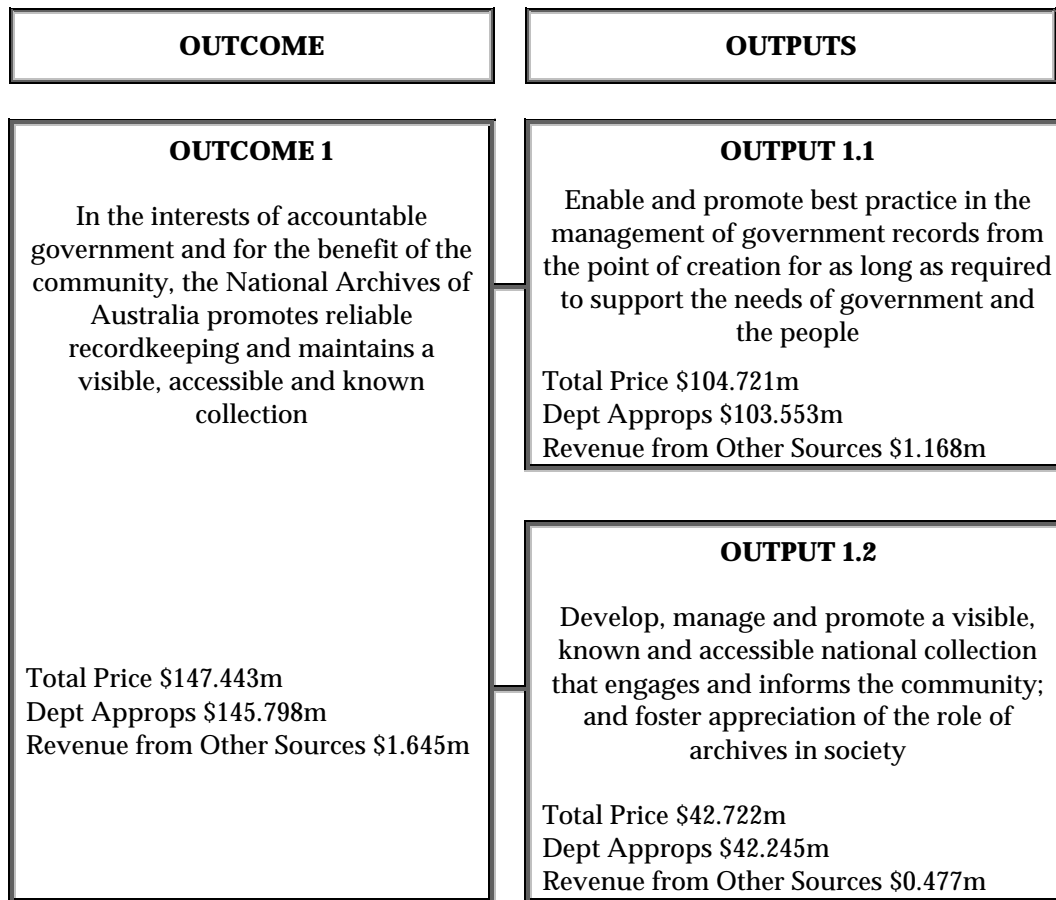
Financial details for Outcome 1 by outputs appear in Table 2.1.1.

Non-financial information for Outcome 1 appears in Table 2.2.1.

Map 1: Outcome Structure



Map 2: Outcome 1 – contributing outputs



Note: Revenue from Government (Appropriations) contributes 98.9% to the Total Price of Outputs for Outcome 1 for 2002-03.

CHANGES TO OUTCOMES AND OUTPUTS

The National Archives of Australia has adjusted its Outputs from twelve to two.

The new Output 1.1 is the same as the previous Output Group 1 and amalgamates the former Outputs 1.1 to 1.5.

The new Output 1.2 is the same as the previous Output Group 2 (with a minor change to remove possible ambiguity) and amalgamates the former Outputs 2.1 to 2.7.

The adjustment has been made to remove unnecessary detail and bring the Archives budgeting parameters in line with established Department and Commonwealth Government conventions. The Archives will continue to provide comprehensive detail in its performance reporting to enable comparison with previous year's performance.

OUTCOME 1 — DESCRIPTION

In the interests of accountable government and for the benefit of the community, the National Archives of Australia promotes reliable recordkeeping and maintains a visible, accessible and known collection

To achieve this outcome the National Archives will:

- Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people; and
- Develop, manage and promote a visible, known and accessible national collection that engages and informs the community; and foster appreciation of the role of archives in society.

Measures affecting Outcome 1

Reprioritisation of capital expenditure from the National Archives of Australia

Capital (\$m)

	2002-03	2003-04	2004-05	2005-06
National Archives of Australia	-3.0	-3.0	-3.0	-3.0

Explanation

The Government will reallocate \$12 million in capital expenditure from the National Archives of Australia to support increased funding for the National Museum of Australia.

See also the related expense measures titled *Reprioritisation of funding from the National Archives of Australia* below and *Additional funding for the National Museum of Australia* in the National Museum of Australia section.

Reprioritisation of funding from the National Archives of Australia

Expenses (\$m)

	2002-03	2003-04	2004-05	2005-06
National Archives of Australia	-1.0	-1.0	-1.0	-1.0

Explanation

Consistent with a better appreciation of ongoing funding needs, the Government will reallocate \$4 million from the National Archives of Australia to support increased funding for the National Museum of Australia.

See also the related expense measure titled *Additional funding for the National Museum of Australia* in the National Museum of Australia section and the related capital measure titled *Reprioritisation of capital expenditure from the National Archives of Australia* above.

OUTCOME 1 — RESOURCING

Table 2.1.1 shows how the 2002-03 appropriations translate to total resourcing for Outcome 1, including administered expenses, revenue from government (appropriation), revenue from other sources, and the total price of outputs. Cell references **C1, E1 and I1** show the links back to Table 1.1 the Appropriations Table.

Table 2.1.1: Total resources for Outcome 1 (\$'000)

	Estimated actual 2001-02 \$'000	Budget estimate 2002-03 \$'000	
Administered appropriations	-	-	
Total administered expenses	-	-	(I1)
Departmental appropriations			
Output 1.1 - Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people.	111,041	103,553	
Output 1.2 - Develop, manage and promote a visible, known and accessible national collection that engages and informs the community; and fosters appreciation of the role of archives in society.	35,654	42,245	
Total revenue from government (appropriations)	146,695	145,798	(C1)
Contributing to price of departmental outputs	99%	98.9%	
Revenue from other sources			
Output 1.1 - Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people.	1,092	1,168	
Output 1.2 - Develop, manage and promote a visible, known and accessible national collection that engages and informs the community; and fosters appreciation of the role of archives in society.	409	477	
Total revenue from other sources	1,501	1,645	
Total price from departmental outputs (Total revenue from government and from other sources)	148,196	147,443	(E1)
Total estimated resourcing for Outcome 1 (Total price of outputs and administered appropriations)	148,196	147,443	
	2001-02	2002-03	
Average staffing level (number)	395	400	

OUTCOME 1 — CONTRIBUTION OF OUTPUTS

The National Archives of Australia plans to deliver two outputs to achieve its outcome of promoting reliable recordkeeping and maintaining a visible, known and accessible collection.

The links between the outputs and outcome are set out on the following page.

PERFORMANCE INFORMATION FOR OUTCOME 1

Table 2.2.1: Performance information for Outcome 1

Effectiveness - Overall achievement of the outcome (Measures, indicators and targets used as appropriate)	
Improved management of government records	The management of government records to best practice records
A visible, known and accessible archival collection	Number of people who accessed the collection or information about it in a year
Archives' role appreciated	The public know and appreciate archives' role in society
Performance information for departmental outputs	
Output 1.1 - Enable and promote best practice in the management of government records from the point of creation for as long as required to support the needs of government and the people	<p>Quality</p> <p>Records management policies and guidelines, disposal authorisations and storage standards satisfy government stakeholders and the profession.</p> <p>Proportion of government agencies complaint with Archives' metadata standards.</p> <p>90% of the collection appropriately stored.</p> <p>Quantity</p> <p>Number of new and revised standards, policies and guidelines.</p> <p>Number and proportion of total government functions with disposal coverage.</p> <p>Number of training courses and participants and promotional activities.</p> <p>1.4 million items receive preservation treatment in the year.</p> <p>Price</p> <p>\$104.721m with CUC (\$23.046m without CUC)</p>
Output 1.2 - Develop, manage and promote a visible, known and accessible national collection that engages and informs the community; and foster appreciation of the role of archives in society	<p>Quality</p> <p>100% of the collection is documented so that all items can be retrieved.</p> <p>90% of public customers rate services, programs and products as satisfactory.</p> <p>Quantity</p> <p>Number of reference inquiries.</p> <p>Number of public programs projects delivered and number of customers.</p> <p>Price</p> <p>\$42.722m with CUC (\$40.129m without CUC)</p>

EVALUATIONS

The National Archives conducts internal audits on a continuing basis. The Archives Audit Committee reviews the audit reports and oversees the implementation of any recommendations contained therein. The National Archives undertakes regular surveys of researchers, visitors, agencies and training participants, and continually monitors its performance against its service charter standards.

Section 3: Budgeted financial statements

DEPARTMENTAL FINANCIAL STATEMENTS

- Budgeted Departmental Statement of Financial Performance (Operating Statement)
- Budgeted Departmental Statement of Financial Position (Balance Sheet)
- Budgeted Departmental Statement of Cash Flows
- Departmental Capital Budget Statements
- Departmental Non Financial Assets — Summary of Movement

**Table 3.1: Budgeted Departmental Statement of Financial Performance
for the period ended 30 June**

	Estimated actual 2001-02 \$'000	Budget estimate 2002-03 \$'000	Forw ard estimate 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000
Revenues from ordinary activities					
Revenues from government	146,695	145,798	146,296	146,772	147,975
Sales of goods and services	750	750	750	750	750
Interest	606	750	750	750	750
Dividends	-	-	-	-	-
Proceeds from sales of assets	-	-	-	-	-
Other	145	145	145	145	145
Total revenues from ordinary activities	148,196	147,443	147,941	148,417	149,620
Expenses from ordinary activities (excluding borrowing costs expense)					
Employees	20,508	20,343	21,211	21,830	22,361
Suppliers	18,321	17,538	18,403	18,025	18,592
Grants	-	-	-	-	-
Depreciation and amortisation	25,034	23,849	23,914	24,149	24,254
Write-down of assets	-	-	-	-	-
Value of assets sold	-	1,300	-	-	-
Other	65	145	145	145	145
Total expenses from ordinary activities (excluding borrowing costs expense)	63,928	63,175	63,673	64,149	65,352
Borrowing costs expense	-	-	-	-	-
Net surplus or deficit from ordinary activities	84,268	84,268	84,268	84,268	84,268
Gain or loss on extraordinary items	-	-	-	-	-
Net surplus or deficit	84,268	84,268	84,268	84,268	84,268
Capital use charge	84,268	84,268	84,268	84,268	84,268
Net surplus or deficit after capital use charge	-	-	-	-	-

Table 3.1: Budgeted Departmental Statement of Financial Performance

**Table 3.2: Budgeted Departmental Statement of Financial Position
as at 30 June**

	Estimated actual 2001-02 \$'000	Budget estimate 2002-03 \$'000	Forw ard estimate 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000
ASSETS					
Financial assets					
Cash	16,657	15,794	18,883	21,542	23,759
Receivables	1,100	1,000	850	1,025	1,100
Investments	-	-	-	-	-
Accrued revenues	-	-	-	-	-
Other	-	-	-	-	-
Total financial assets	17,757	16,794	19,733	22,567	24,859
Non-financial assets					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	57,966	55,108	55,293	54,850	55,500
Collection	676,620	678,768	675,508	673,250	671,000
Intangibles	5,513	7,730	9,690	9,900	10,290
Other	3,473	2,473	1,750	1,075	1,200
Total non-financial assets	743,572	744,079	742,241	739,075	737,990
Total assets	761,329	760,873	761,974	761,642	762,849
LIABILITIES					
Debt					
Loans	-	-	-	-	-
Leases	1,049	699	1,221	470	1,075
Deposits	-	-	-	-	-
Overdrafts	-	-	-	-	-
Other	-	-	-	-	-
Total debt	1,049	699	1,221	470	1,075
Provisions and payables					
Employees	6,543	7,144	7,745	8,346	8,948
Suppliers	1,761	1,054	1,032	850	850
Grants	-	-	-	-	-
Other	-	-	-	-	-
Total provisions and payables	8,304	8,198	8,777	9,196	9,798
Total liabilities	9,353	8,897	9,998	9,666	10,873
EQUITY					
Capital	236	236	236	236	236
Reserves	-	-	-	-	-
Accumulated surpluses or deficits	751,740	751,740	751,740	751,740	751,740
Total equity	751,976	751,976	751,976	751,976	751,976
Current liabilities	4,924	4,476	4,769	4,674	5,038
Non-current liabilities	4,429	4,421	5,229	4,992	5,835
Current assets	18,757	17,794	19,733	22,567	24,859
Non-current assets	742,572	743,079	742,241	739,075	737,990

**Table 3.3: Budgeted Departmental Statement of Cash Flows
for the period ended 30 June**

	Estimated actual 2001-02 \$'000	Budget estimate 2002-03 \$'000	Forw ard estimate 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations for outputs	146,695	145,798	146,296	146,772	147,975
Sales of goods and services	750	750	750	750	750
Interest	606	750	750	750	750
Other	145	145	145	145	145
Total cash received	148,196	147,443	147,941	148,417	149,620
Cash used					
Employees	19,252	20,206	20,610	21,229	21,760
Suppliers	18,273	18,037	18,505	18,127	18,696
Grants	-	-	-	-	-
Interest	-	-	-	-	-
Other	65	65	65	65	65
Total cash used	37,590	38,308	39,180	39,421	40,521
Net cash from operating activities	110,606	109,135	108,761	108,996	109,099
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	-	-	-	-	-
Repayments of loans made	-	-	-	-	-
Other	-	-	-	-	-
Total cash received	-	-	-	-	-
Cash used					
Purchase of property, plant and equipment	7,228	7,800	8,580	9,445	9,890
Loans made	-	-	-	-	-
Other	10,250	17,556	12,450	12,250	12,350
Total cash used	17,478	25,356	21,030	21,695	22,240
Net cash from investing activities	(17,478)	(25,356)	(21,030)	(21,695)	(22,240)
FINANCING ACTIVITIES					
Cash received					
Proceeds from issuing equity instruments	-	-	-	-	-
Proceeds from debt	-	-	-	-	-
Other	-	-	-	-	-
Total cash received	-	-	-	-	-
Cash used					
Repayments of debt	374	374	374	374	374
Capital use and dividends paid	84,268	84,268	84,268	84,268	84,268
Other	-	-	-	-	-
Total cash used	84,642	84,642	84,642	84,642	84,642
Net cash from financing activities	(84,642)	(84,642)	(84,642)	(84,642)	(84,642)

Table 3.3: Budgeted Departmental Statement of Cash Flows

**Table 3.3: Budgeted Departmental Statement of Cash Flows
for the period ended 30 June (continued)**

	Estimated actual 2001-02 \$'000	Budget estimate 2002-03 \$'000	Forw ard estimate 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000
Net increase (decrease) in cash held	8,486	(863)	3,089	2,659	2,217
Cash at the beginning of the reporting period	8,171	16,657	15,794	18,883	21,542
Cash at the end of the reporting period	16,657	15,794	18,883	21,542	23,759

Table 3.4: Departmental Capital Budget Statement

	Estimated actual 2001-02 \$'000	Budget estimate 2002-03 \$'000	Forw ard estimate 2003-04 \$'000	Forw ard estimate 2004-05 \$'000	Forw ard estimate 2005-06 \$'000
CAPITAL APPROPRIATIONS					
Total equity injections	-	(K3)	-	-	-
Total loans	-	(K3) ⁽¹⁾	-	-	-
Represented by					
Purchase of non-current assets	-	-	-	-	-
Other	-	-	-	-	-
Total	-	-	-	-	-
PURCHASE OF NON CURRENT ASSETS					
Funded by capital appropriation	-	-	-	-	-
Funded internally by					
Departmental resources	17,478	25,356	21,030	21,695	22,740
Total purchase of non-current assets	17,478	25,356	21,030	21,695	22,740

1 These two lines link to (K3) in Table 1.1

Table 3.5: Departmental Non-financial Assets — Summary of Movement (Budget year 2002-03)

	Land	Buildings	Total land and buildings	Other infrastructure plant and equipment	Total infrastructure plant and equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Carrying amount at the start of year	-	-	-	734,586	734,586	5,513	740,099
Additions	-	-	-	22,031	22,031	3,325	25,356
Disposals	-	-	-	-	-	-	-
Revaluation increments	-	-	-	-	-	-	-
Recoverable amount written-downs	-	-	-	-	-	-	-
Net transfers free of charge	-	-	-	-	-	-	-
Depreciation/amortisation expense	-	-	-	22,741	22,741	1,108	23,849
Write-off of assets	-	-	-	-	-	-	-
Carrying amount at the end of year	-	-	-	733,876	733,876	7,730	741,606
Total additions							
Self funded	-	-	-	22,031	22,031	3,325	25,356
Appropriations	-	-	-	-	-	-	-
Total	-	-	-	22,031	22,031	3,325	25,356

NOTES TO THE FINANCIAL STATEMENTS

Appropriations in the Accrual Budgeting Framework

Under the Commonwealth's accrual budgeting framework, separate annual appropriations are provided for:

- Departmental price of outputs appropriations: representing the Government's purchase of outputs from agencies,
- Departmental capital appropriations: for investments by the Government for either additional equity or loans in agencies,
- Administered expense appropriations: for the estimated Administered expenses relating to an existing outcome, a new outcome or a Specific Purpose Payment to the states; and
- Administered capital appropriations: for increases in Administered equity through funding non-expense Administered payments.

Special appropriations continue under the accrual appropriation framework, and fund the majority of payments from the Consolidated Revenue Fund.

Capital Use Charge

A Capital Use Charge is levied on agencies and authorities to reflect the cost of the Commonwealth's investment in those entities. It is levied on those agencies closing Departmental net assets (equity) at a rate of 11 per cent.

Funding for the Capital Use Charge is included in agencies and authorities Departmental price of outputs appropriations. The Capital Use Charge is accounted for as a 'below Operating Result line' dividend payment.

APPENDIX 1: REVENUES FROM INDEPENDENT SOURCES

Revenues from independent sources

	Estimated revenue 2001-02 \$'000	Estimated revenue 2002-03 \$'000
Departmental Revenue		
Sales of Goods and Services	750	750
Interest	606	750
Other non-appropriation revenue	145	145
Total estimated revenue	1,501	1,645