

**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 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 their governments.

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 2001-2002 Budget is \$146.695m. Table 1.1, on the following page shows the total appropriations for the National Archives of Australia for 2001-2002 by the Government outcome and price of output appropriations.

National Archives of Australia — Appropriations 2001-02

Table 1.1: Appropriations And Other Revenue (\$'000)

Outcome	Departmental (price of outputs)					Administered				
	Revenue from Government (appropriations)			Revenue from other sources ⁽²⁾	Price of outputs ⁽¹⁾	Annual appropriations (\$'000)		Special approps	Total administered appropriations	Total appropriations
	Bill No. 1	Special approps	Total			Bill No. 1	Bill No. 2 (SPPs & NAOs)			
	(A)	(B)	(C = A+B)	(D)	(E = C+D)	(F)	(G)	(H)	(I = F+G+H)	(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.	146,695	-	146,695	1,501	148,196	-	-	-	-	146,695
					99.0% (3)					
Total	146,695	-	146,695	1,501	148,196	-	-	-	-	146,695
										Departmental capital (equity injections and loans)
										-
										Administered capital
										-
										Total appropriations
										146,695

1. Refer to Budgeted Statement of Financial Performance (Operating Statement) for application of agency revenue.
2. Revenue from other sources includes other revenue from government (eg resources free of charge) and revenue from other sources. Non-appropriated departmental and administered revenues are shown in Appendix 1.
3. Percentage figure indicates the percentage contribution of Revenue from Government (Departmental Appropriations) to the Total Price of outputs, by outcome.

ADMINISTERED CAPITAL AND DEPARTMENTAL EQUITY INJECTIONS AND LOANS

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

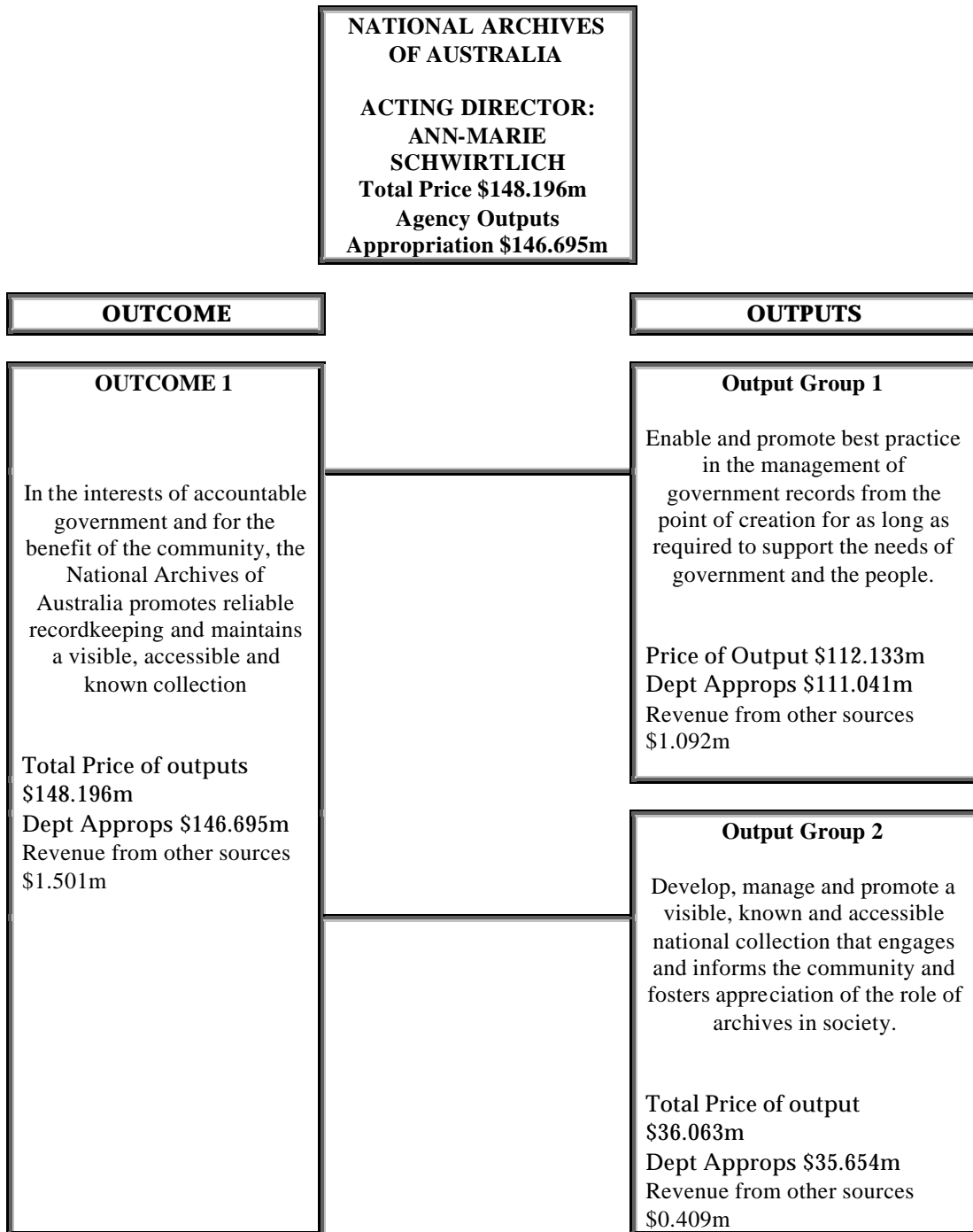
Section 2: Outcomes and outputs information

OUTCOMES AND OUTPUT GROUPS

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 and output groups appear in Table 2.1.1.

Non-Financial information for Outcome 1 appear in Table 2.2.1.

Chart 1: Outcome Structure



Note: Revenue from Government (Appropriation) contributes 99.0 percent to the Total Price of Output for Outcome 1 for 2001-02.

Chart 2: Outcome 1 – Contributing Outputs

OUTPUT GROUP	OUTPUTS
<p>OUTPUT GROUP 1</p> <p>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> <p>Total Price of output \$112.133 m Dept Approps \$111.041m Revenue from other sources \$1.092m</p>	<p>Output 1.1</p> <p>Recordkeeping standards policies and guidelines</p> <p>Total Price \$1.064m</p>
	<p>Output 1.2</p> <p>Authorisation of disposal and custody of records, approval or certification of recordkeeping and services</p> <p>Total Price \$1.748m</p>
	<p>Output 1.3</p> <p>Recordkeeping promotion and training</p> <p>Total Price \$0.829m</p>
	<p>Output 1.4</p> <p>Recordkeeping metadata and descriptive standards</p> <p>Total Price \$0.053m</p>
	<p>Output 1.5</p> <p>Preservation and storage of archives</p> <p>Total Price \$108.439m</p>

Chart 3: Outcome 1 – Contributing Outputs

OUTPUT GROUP	OUTPUTS
<p>OUTPUT GROUP 2</p> <p>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</p> <p>Total Price of output \$36.063 m Dept Approps \$35.654 m Revenue from other sources \$0.409 m</p>	<p>Output 2.1 A collection reviewed to current appraisal standards Total Price \$9.205m</p>
	<p>Output 2.2 An organised and known collection Total Price \$8.737m</p>
	<p>Output 2.3 Public Information Total Price \$0.598m</p>
	<p>Output 2.4 Reference services and tools Total Price \$14.798m</p>
	<p>Output 2.5 Publications Total Price \$0.850m</p>
	<p>Output 2.6 Exhibitions Total Price \$1.027m</p>
	<p>Output 2.7 Education programmes and events Total Price \$0.848m</p>

CHANGES TO OUTCOMES AND OUTPUTS

The National Archives of Australia's outcome has been changed to represent adequately the work of the National Archives of Australia as the Commonwealth's recordkeeping authority. The changes to the outcome identify the beneficiaries of the work of the organisation.

Outcome 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.

The performance information that the National Archives of Australia will use to access the level of its achievements against Outputs during 2001-2002 is shown below.

OUTCOME 1 — DESCRIPTION

OUTCOME 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.

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 the evidence in them is required to support the needs of government and the people.
- 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

There are no Budget Measures affecting Outcome 1.

OUTCOME 1 - RESOURCING

Table 2.1.1. shows how the 2001-02 appropriations translate to total resourcing for outcome 1, including Revenue from Government (Appropriation), Revenue from other sources, and the Total Price of Outputs.

Part C: Agency Budget Statements — NAA

Table 2.1.1 Total Resources for Outcome 1 (\$` 000)

	Estimated actual 2000-01 \$'000	Budget estimate 2001-2002 \$'000
Administered appropriations	-	-
Total administered appropriations	-	-
Departmental appropriations		
Output Group 1		
Output 1.1 - Recordkeeping standards, policies and guidelines	956	1,052
Output 1.2 - Authorisation of disposal and custody of records, approval or certification of recordkeeping and services	1,569	1,728
Output 1.3 - Recordkeeping promotion and training	661	820
Output 1.4 - Recordkeeping metadata and descriptive standards	48	52
Output 1.5 - Preservation and storage of archives	19,011	107,389
Subtotal Output Group 1	22,245	111,041
Departmental appropriations		
Output Group 2		
Output 2.1 - A collection reviewed to current appraisal standards	7,652	9,101
Output 2.2 - An organised and known collection	7,256	8,638
Output 2.3 - Public Information	526	591
Output 2.4 - Reference services and tools	11,890	14,630
Output 2.5 - Publications	693	840
Output 2.6 - Exhibitions	908	1,015
Output 2.7 - Education programs and events	726	839
Subtotal Output Group 2	29,651	35,654
Total revenue from government (appropriations)	51,896	146,695
Contributing to price of departmental outputs	95.8%	99.0%
Revenue from other sources		
Output Group 1		
Output 1.1 - Recordkeeping standards, policies and guidelines	43	12
Output 1.2 - Authorisation of disposal and custody of records, approval or certification of recordkeeping and services	69	20
Output 1.3 - Recordkeeping promotion and training	29	9
Output 1.4 - Recordkeeping metadata and descriptive standards	2	1
Output 1.5 - Preservation and storage of archives	840	1,050
Subtotal Output Group 1	983	1,092
Revenue from other sources		
Output Group 2		
Output 2.1 - A collection reviewed to current appraisal standards	338	103
Output 2.2 - An organised and known collection	321	99
Output 2.3 - Public Information	23	7
Output 2.4 - Reference services and tools	525	168
Output 2.5 - Publications	31	10
Output 2.6 - Exhibitions	40	12
Output 2.7 - Education programs and events	32	10
Subtotal Output Group 2	1,310	409
Total revenue from other sources	2,293	1,501
Total price from departmental outputs	54,189	148,196
Total estimated resourcing for outcome 1 (Total price of outputs and admin expenses)	54,189	148,196
	2000-01	2001-02
Average staffing level (number)	335	340

OUTCOME 1 — CONTRIBUTION OF OUTPUTS

The National Archives of Australia plans to deliver twelve outputs to achieve its outcome of preserving valuable Commonwealth records as part of the archival resources of Australia and making them accessible to present and future generations.

The links between the outputs and outcome are set out below.

Table 2.2.1 Performance Information for Outcome 1

Effectiveness - Overall achievement of the outcome	
Improved management of government records.	The management of government records to best practice.
A known, accessible and relevant national 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 group 1	
Output 1.1 - Recordkeeping standards, policies and guidelines	Quality: Standards, policies and guidelines rated satisfactory by government stakeholders and the profession.
	Quantity: Timely completion of new and revised standards, policies and guidelines
	Price: \$1.064m
Output 1.2 - Authorisation of disposals and custody of records, approval or certification of recordkeeping and services	Quality: Minimum number of complaints by stakeholders.
	Quantity: 85% of final submissions are authorised, approved, certified or rejected within 90 days of receipt. Proportion of government agency functions with disposal coverage.
	Price: \$1.748 m
Output 1.3 - Recordkeeping promotion and training	Quality: % increase in government agency awareness of Archives' recordkeeping standards.
	Quantity: Number of training courses and promotional activities held annually and number of attendees.
	Price: \$0.829m

Part C: Agency Budget Statements — NAA

**Table 2.2.1 Performance Information for Outcome 1
(continued)**

Performance information for departmental outputs (continued)	
Output group 1	
Output 1.4 - Recordkeeping metadata and descriptive standards	Quality: Recordkeeping metadata and intellectual control standards rated satisfactory by government stakeholders and the profession.
	Quantity: Proportion of government agencies using recordkeeping metadata.
	Price: \$0.053m
Output 1.5 - Preservation and storage of archives	Quality: Records confirmed to be of archival value are appropriately stored, handled and cared for in accordance with established guidelines.
	Quantity: Treatment of individual items completed as planned and an increase of 1% in the proportion of archives stored in appropriate conditions and containers.
	Price: \$108.439m

Performance information for departmental outputs (continued)	
Output group 2	
Output 2.1 - A collection reviewed to current appraisal standards	Quality: 90% of records targeted for review satisfactorily reviewed.
	Quantity: 20% of appropriate records in custody reviewed.
	Price: \$9.205m
Output 2.2 - An organised and known collection	Quality: Quality control standards for managing the collection in place by June 2002.
	Quantity: % existing agency and series registrations improved or quality assured.
	Price: \$8.737m
Output 2.3 - Public Information	Quality and Quantity: 5% increase in the level of public awareness of, and satisfaction with, the role of the National Archives.
	Price: \$0.598m

Part C: Agency Budget Statements — NAA

**Table 2.2.1 Performance Information for Outcome 1
(continued)**

Output 2.4 - Reference services and tools	Quality: 90% of researchers rate services as satisfactory.
	Quantity: Number of reference inquiries (personal and distance)
	Price: \$14.798m
Output 2.5 - Publications	Quality: 90% of customers rate publications as satisfactory.
	Quantity: Number of visits to the website (Target: 100% increase).
	Price: \$0.850m
Output 2.6 - Exhibitions	Quality: 90% of visitors in the national building rate exhibitions as satisfactory.
	Quantity: Total number of venues and visitors for travelling and Canberra based exhibitions.
	Price: \$1.027m
Output 2.7 - Education programs and events	Quality: 90% of attendees rate programs and events as satisfactory.
	Quantity: Number of programs and events presented in year and number of attendees.
	Price: \$0.848m

Evaluations

No significant evaluations are planned for 2001-2002.

Competitive tendering and contracting

The Archives has contracted out, on a competitive basis, some facilities management and maintenance functions, IT network design and support and desktop maintenance, and payroll systems and services. In 2001-2002 these functions will continue to be competitively contracted out. Other corporate services will be tested against the competitive market in 2001-2002.

Section 3: Budgeted Financial Statements

DEPARTMENTAL STATEMENTS

Budgeted Departmental Statement of Financial Performance (Operating Statement)

This statement provides a picture of the expected financial results for the National Archives of Australia by identifying full accrual expenses, accrual revenues and capital use charge, which highlights whether the National Archives of Australia is operating at a sustainable level.

Budgeted Departmental Statement of Financial Position (Balance Sheet)

This statement shows the financial position of the National Archives of Australia. It helps decision-makers to track the management of the National Archives of Australia's assets and liabilities.

Budgeted Departmental Statement of Cash Flows

Budgeted cash flows, as reflected in the statement of cash flows, provides important information on the extent and nature of cash flows by categorising them into expected cash flows from operating activities, investing activities and financing activities.

Departmental Capital Budget Statement

Shows all planned departmental capital expenditure (capital expenditure on non financial assets), whether funded either through capital appropriations for additional equity or borrowings, or from funds from internal sources.

Departmental Non-financial Assets – Summary of Movement

Shows budgeted acquisitions and disposals of non-financial assets during the budget year.

Part C: Agency Budget Statements — NAA

Table 3.1: Budgeted Departmental Statement of Financial Performance (Operating Statement) for the period ended 30 June

	Estimated actual 2000-01 \$'000	Budget estimate 2001-02 \$'000	Forward estimate 2002-03 \$'000	Forward estimate 2003-04 \$'000	Forward estimate 2004-05 \$'000
Revenues from ordinary activities					
Revenue from government	51,896	146,695	145,943	146,176	146,324
Sales of goods and services	1,343	750	750	750	750
Interest	739	606	650	675	700
Dividends					
Net gains from sales of assets					
Other	698,408	145	145	145	145
Total revenues from ordinary activities	752,386	148,196	147,488	147,746	147,919
Expenses from ordinary activities (excluding borrowing costs expense)					
Employees	18,869	20,508	20,138	20,438	20,796
Suppliers	18,510	18,321	18,321	18,609	18,747
Grants					
Depreciation and amortisation	8,529	25,034	24,696	24,366	24,043
Write down of assets	-	-	-	-	-
Net losses from sales of assets	-	-	-	-	-
Other	68	65	65	65	65
Total expenses from ordinary activities (excluding borrowing costs expense)	45,976	63,928	63,220	63,478	63,651
Borrowing cost expense	-	-	-	-	-
Net surplus or deficit from ordinary activities	706,410	84,268	84,268	84,268	84,268
Gain or loss on extraordinary items	-	-	-	-	-
Net surplus or deficit					
Capital use charge	(8,213)	(84,268)	(84,268)	(84,268)	(84,268)
Net surplus or deficit after capital use charge	698,197	-	-	-	-

**Table 3.2: Budgeted Departmental Statement of Financial Position
(Balance Sheet) as at 30 June**

	Estimated actual 2000-01 \$'000	Budget estimate 2001-02 \$'000	Forward estimate 2002-03 \$'000	Forward estimate 2003-04 \$'000	Forward estimate 2004-05 \$'000
ASSETS					
Financial assets					
Cash	8,171	11,551	13,445	14,395	14,471
Receivables	521	252	252	230	220
Investments					
Accrued revenues					
Other					
Total financial assets	8,692	11,803	13,697	14,625	14,691
Non-financial assets					
Land and buildings					
Infrastructure, plant and equipment	59,465	55,322	53,536	53,044	52,976
Collection	698,197	698,197	698,197	698,197	698,197
Intangibles	5,940	7,634	7,839	7,781	8,162
Other	246	252	259	249	240
Total non-financial assets	763,848	761,405	759,831	759,271	759,575
Total assets	772,540	773,208	773,528	773,896	774,266
LIABILITIES					
Debt					
Loans					
Leases	202	236	233	245	255
Deposits					
Overdrafts					
Other					
Total debt	202	236	233	245	255
Provisions and payables					
Employees	6,011	6,645	6,963	7,313	7,663
Suppliers	254	254	259	265	275
Grants					
Other					
Total provisions and payables	6,265	6,899	7,222	7,578	7,938
Total liabilities	6,467	7,135	7,455	7,823	8,193
EQUITY					
Capital	236	236	236	236	236
Reserves	60,169	60,169	60,169	60,169	60,169
Accumulated surpluses or deficits	705,668	705,668	705,668	705,668	705,668
Total equity	766,073	766,073	766,073	766,073	766,073
Current liabilities	577	621	633	658	686
Non-current liabilities	5,890	6,514	6,822	7,165	7,507
Current assets	8,692	11,803	13,697	14,625	14,691
Non-current assets	763,848	761,405	759,831	759,271	759,575

Part C: Agency Budget Statements — NAA

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

	Estimated actual 2000-01 \$'000	Budget estimate 2001-02 \$'000	Forward estimate 2002-03 \$'000	Forward estimate 2003-04 \$'000	Forward estimate 2004-05 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations for outputs	51,896	62,427	61,675	61,908	62,056
Sales of goods and services	1,343	750	750	750	750
Interest	739	606	650	675	700
Other	211	145	145	145	145
Total cash received	54,189	63,928	63,220	63,478	63,651
Cash used					
Employees	18,887	19,252	19,640	20,088	20,446
Suppliers	19,147	18,273	18,273	18,561	18,699
Grants	-	-	-	-	-
Interest	-	-	-	-	-
Other	70	65	65	65	65
Total cash used	38,104	37,590	37,978	38,714	39,210
Net cash from operating activities	16,085	26,338	25,242	24,764	24,441
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	6,772	7,228	7,950	8,745	9,619
Loans made	-	-	-	-	-
Other	-	15,356	15,018	14,688	14,365
Total cash used	6,772	22,584	22,968	23,433	23,984
Net cash from investing activities	(6,772)	(22,584)	(22,968)	(23,433)	(23,984)
FINANCIAL ACTIVITIES					
Cash received					
Proceeds from issuing equity instruments	-	-	-	-	-
Proceeds from debt	-	-	-	-	-
Other	-	-	-	-	-
Total cash received	-	-	-	-	-

Part C: Agency Budget Statements — NAA

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

	Estimated actual 2000-01 \$'000	Budget estimate 2001-02 \$'000	Forward estimate 2002-03 \$'000	Forward estimate 2003-04 \$'000	Forward estimate 2003-04 \$'000
Cash used					
Repayments of debt	262	374	380	381	381
Capital use and dividends paid	8,213	-	-	-	-
Other	-	-	-	-	-
Total cash used	8,475	374	380	381	381
Net cash from financing activities	(8,475)	(374)	(380)	(381)	(381)
Net increase in cash held	838	3,380	1,894	950	76
Cash at the beginning of the reporting period	7,333	8,171	11,551	13,445	14,395
Cash at the end of the reporting period	8,171	11,551	13,445	14,395	14,471

Part C: Agency Budget Statements — NAA

Table 3.4: Departmental Capital Budget Statement

	Estimated actual 2000-01 \$'000	Budget estimate 2001-02 \$'000	Forward estimate 2002-03 \$'000	Forward estimate 2003-04 \$'000	Forward estimate 2004-05 \$'000
CAPITAL APPROPRIATIONS					
Total equity injections	-	-	-	-	-
Total loans	-	-	-	-	-
Represented by:					
Purchase of non-current assets	-	-	-	-	-
Other	-	-	-	-	-
Total	-	-	-	-	-
PURCHASE OF NON-CURRENT ASSETS					
Funded by capital appropriations	-	-	-	-	-
Funded internally by					
Departmental resources	6,772	22,584	22,968	23,433	23,984
Total	6,772	22,584	22,968	23,433	23,984

Table 3.5: Departmental Non-financial Assets — Summary of Movement (Budget Year 2001-02)

	Land	Buildings	Total Land and Buildings	Specialist Military Equipment	Other Infrastructure Plant and Equipment	Total Infrastructure Plant and Equipment	Intangibles	Total
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
GROSS VALUE								
<i>As at 1 July 2001 (opening)</i>					783,854	783,854	9,071	792,925
Additions					19,519	19,519	3,065	22,584
Disposals					-	-	-	-
Other movements								
<i>As at 30 June 2002 (closing)</i>					803,373	803,373	12,136	815,509
ACCUMULATED DEPRECIATION								
<i>As at 1 July 2001 (opening)</i>					(26,192)	(26,192)	(3,131)	(29,323)
Disposals					-	-	-	-
Charge for the reporting period					(23,662)	(23,662)	(1,372)	(25,034)
Other movements					-	-	-	-
<i>As at 30 June 2002 (closing)</i>					(49,854)	(49,854)	(4,503)	(54,357)
Net book value								
As at 30 June 2002					753,519	753,519	7,633	761,152
(closing book value)								
Net book value								
as at 1 July 2001					757,662	757,662	5,940	763,602
opening book value)								
TOTAL ADDITIONS								
Self funded					19,519	19,519	3,065	22,584
Appropriations								
Total					19,519	19,519	3,065	22,584

NOTES TO THE FINANCIAL STATEMENTS

Basis of accounting

The National Archives of Australia's budget statements are prepared in compliance with Australian Accounting Standards, Accounting Guidance Releases and having regard to Statements of Accounting Concepts.

Departmental

Under the Commonwealth's accrual budgeting framework, departmental appropriations are provided for departmental outputs, representing the Government purchases of outputs from the Archives.

A Capital-Use Charge is levied on the Archives to reflect the cost of the Commonwealth's investment in the Archives. It is levied on the Archives closing departmental net assets (equity) at a rate of 11%.

Funding for the Capital-Use Charge will not be included in the fortnightly appropriation drawdown. The Capital-Use Charge will be drawdown and paid at the end of the financial year.

The valuation on the Archives' Collection assets has been completed and included as part of the 2000-01 Financial Statements. The asset valuation is \$698.197m.

2000-01 is the first time that the Collection has been fully recognised. This leads to an equivalent amount of operating surplus.

Appendix 1

Non-Appropriation Departmental and Administered Revenue

	Estimated Revenue 2000-01 \$'000	Estimated Revenue 2001-02 \$'000
Departmental Revenue		
Sales of goods and services	1,343	750
Interest	739	606
Other non-appropriation revenue	211	145
Total Non-Appropriation departmental revenue	2,293	1,501