

**NATIONAL ARCHIVES OF
AUSTRALIA**

NATIONAL ARCHIVES OF AUSTRALIA

Section 1: Overview, appropriations and budget measures summary

OVERVIEW

The National Archives of Australia (Archives) 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 AND RESOURCING

The total appropriation for the Archives in the 2004-05 Budget is \$65.298m.

Table 1.1 on the following page shows the total appropriations for the Archives for 2004-05 by the Government outcome and price of output appropriations.

REVENUE FROM INDEPENDENT SOURCES

Table 1.3: Revenue from independent sources

	Estimated revenue 2003-04 \$'000	Estimated revenue 2004-05 \$'000
Departmental revenues		
Sales of Goods and Services	1,100	1,250
Other non-appropriation revenue	180	180
Total estimated revenue	1,280	1,430

SPECIAL ACCOUNTS

Table 1.6: Estimates of special account flows and balances

	Estimate - 2004-05, Heavy Figures				
	Actual - 2003-04. Light figures				
	Opening Balance 2004-05 ⁽¹⁾ 2003-04 \$'000	Receipts 2004-05 2003-04 \$'000	Payments 2004-05 2003-04 \$'000	Adjustments 2004-05 2003-04 \$'000	Closing Balance 2004-05 2003-04 \$'000
Australian Archives Projects and sponsored Activities Account - s20 FMA Act ¹ (D)	172	230	230	-	172
Total Special Accounts	172	230	230	-	172
	172	230	230	-	172

D = Departmental A = Administered

Acts Glossary:

FMA Act = *Financial Management and Accountability Act, 1999*

Note 1 The Opening Balance for 2004-05 is the same as the closing balance for 2003-04

ADMINISTERED CAPITAL AND DEPARTMENTAL EQUITY INJECTIONS AND LOANS

The National Archives of Australia has no administered capital or loans in 2004-05.

Section 2: Outcomes and outputs information

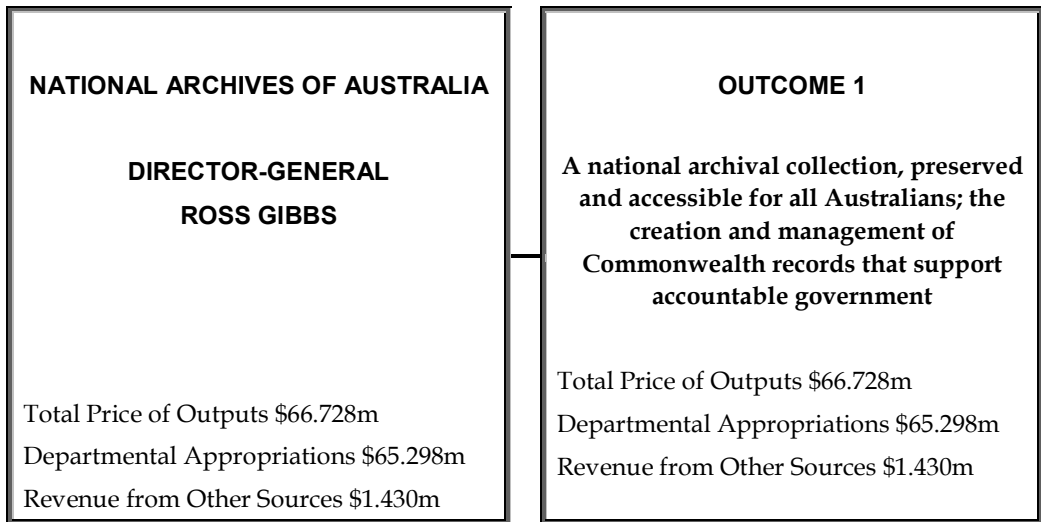
OUTCOMES AND OUTPUT GROUPS

The Archives works to achieve the outcomes specified by Government. The following section provides an agency overview, and then each outcome is discussed in turn. The map on the following page shows the relationship between the outcomes.

Output cost attribution

The Archives' full costs are attributed using the Activity Base Costing methodology. Direct costs and indirect costs are recognised and attributed to core cost centres and thus to relevant outputs accordingly.

Map 1: Outcome structure



Map 2.1: Outcome 1 – contributing outputs

OUTCOME	OUTPUTS
<p style="text-align: center;">OUTCOME 1</p> <p>A national archival collection, preserved and accessible for all Australians; the creation and management of Commonwealth records that support accountable government</p> <p>Total Price of Outputs \$66.728m Departmental Appropriations \$65.298m Revenue from Other Sources \$1.430m</p>	<p style="text-align: center;">OUTPUT 1.1</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 Outputs \$36.033m Departmental Appropriations \$35.261m Revenue from Other Sources \$0.772m</p> <p style="text-align: center;">OUTPUT 1.2</p> <p>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> <p>Total Price of Outputs \$30.695m Departmental Appropriations \$30.037m Revenue from Other Sources \$0.658m</p>

Note: Revenue from Government (Appropriations) contributes 97.9% to the Total Price of Outputs for Outcome 1.

CHANGES TO OUTCOMES AND OUTPUTS

The revised outcome wording for Archives is:

A national archival collection, preserved and accessible for all Australians; the creation and management of Commonwealth records that support accountable government

The revised outcome statement highlights the importance of the national archival collection, supported by the Archive's preservation funding allocation, and reflects more clearly the purpose and objectives of the Archives.

OUTCOME 1 — DESCRIPTION

A national archival collection, preserved and accessible for all Australians; the creation and management of Commonwealth records that support accountable government

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 1¹

There are no measures affecting Archives.

¹ This relates to measures disclosed in the 2004-05 Budget context (that is, measures agreed since the *Mid-Year Economic and Fiscal Outlook* (MYEFO)).

OUTCOME 1 — RESOURCING

Table 2.1.1 shows how the 2004-05 Budget 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** and **E1** show the links back to Table 1.1 (the Appropriations and Other Revenue Table for the Archives).

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

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000
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.	35,092	35,261
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.	29,894	30,037
Total revenue from government (appropriations)	64,986	65,298
Contributing to price of departmental outputs	98.1%	97.9% (C1) ⁽¹⁾
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.	691	772
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.	589	658
Total revenue from other sources	1,280	1,430
Total price from departmental outputs	66,266	66,728
(Total revenue from government and from other sources)		(E1) ⁽¹⁾
<hr/>		
Average staffing level (number)	2003-04 419	2004-05 420

Note: Special accounts flows and balances are disclosed in Table 1.6. There are no appropriations paid into special accounts.

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.

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.

In order to enable best practice management of government records, the Archives provides standards, policies, guidelines and training about the creation, management and preservation of records and authorises arrangements for the disposal and custody of Commonwealth records.

To ensure the long-term preservation of records of national archival value, the Archives provides appropriate storage conditions, continually assesses and monitors the physical condition of the records, and undertakes both preventative preservation measures and conservation treatments on traditional and electronic formats.

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.

To develop and manage its collection, the Archives continually reviews its holdings, undertakes extensive arrangement and description of material, and manages a comprehensive catalogue on its website to facilitate access to the collection.

In order to enhance the accessibility of the collection, the Archives maintains reading rooms in each State and Territory capital city and provides a national reference service for off-site researchers. Members of the public can view original records, purchase photocopies or request that digital copies of selected collection material be placed on the National Archives website.

PERFORMANCE INFORMATION FOR OUTCOME 1

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 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 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	Quality Records management policies and guidelines, disposal authorisations and storage standards satisfy government stakeholders and the profession.
	Proportion of government agencies compliant with Archives' metadata standards. 90% of the collection appropriately stored.
	Quantity Number of new and revised standards, policies and guidelines. Number and proportion of total government functions with disposal coverage. Number of training courses and participants and promotional activities. 1.4 million items receive preservation treatment in the year.
	Price \$36.033m
Performance Information for Departmental Output 1.2	
Develop, maintain 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	Quality 100% of the collection is documented so that all items can be retrieved. 90% of public customers rate services, programs and products as satisfactory.
	Quantity Number of reference inquires. Number of public programs projects delivered and number of customers.
	Price \$30.695m

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

ANALYSIS OF BUDGETED FINANCIAL STATEMENTS

Departmental

In 2004-05 revenue and expenditures are budgeted to be contained within a 1% growth range.

To achieve these results, against expected increases in salary costs and expenses, will require Archives to realise across the whole organisation ongoing efficiencies.

BUDGETED FINANCIAL STATEMENTS

Departmental financial statements

Budgeted Departmental Statement of Financial Performance (Operating Statement)

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

Budgeted Departmental Statement of Financial Position (Balance Sheet)

This statement shows the financial position of the Archives. It helps decision-makers to track the management of the Archives' 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 Statements

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.

Table 3.1: Departmental statement of financial performance

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

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000	Forward estimate 2007-08 \$'000
Revenues from ordinary activities					
Revenue from Government	64,986	65,298	65,721	65,776	66,069
Goods and Services	1,100	1,250	1,300	1,350	1,404
Interest	-	-	-	-	-
Dividends	-	-	-	-	-
Revenue from sales of assets	-	-	-	-	-
Net foreign exchange gains	-	-	-	-	-
Other	180	180	180	180	180
Revenues from ordinary activities	66,266	66,728	67,201	67,306	67,653
Expenses from ordinary activities (excluding borrowing costs expense)					
Employees	20,817	20,959	21,129	21,277	21,438
Suppliers	18,804	18,706	18,446	18,247	18,087
Grants	-	-	-	-	-
Subsidies	-	-	-	-	-
Depreciation and amortisation	26,335	26,783	27,396	27,552	27,898
Write-down of assets	-	-	-	-	-
Value of assets sold	-	-	-	-	-
Net foreign exchange losses	-	-	-	-	-
Other	230	230	230	230	230
Expenses from ordinary activities (excluding borrowing costs expense)	66,186	66,678	67,201	67,306	67,653
Borrowing cost expense	80	50	-	-	-
Share of net profits/losses of associates and joint ventures accounted for using the equity method	-	-	-	-	-
Correction of fundamental error	-	-	-	-	-
Operating surplus or deficit from ordinary activities	-	-	-	-	-
Gain or loss on extraordinary items	-	-	-	-	-
Correction of fundamental error	-	-	-	-	-
Net surplus or deficit attributable to Commonwealth	-	-	-	-	-

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

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000	Forward estimate 2007-08 \$'000
ASSETS					
Financial assets					
Cash	5,715	5,727	5,739	5,739	5,739
Receivables	34,336	40,816	46,598	53,537	60,050
Investments accounted for under the equity method	-	-	-	-	-
Other investments	-	-	-	-	-
Accrued revenues	159	159	159	159	159
Other	7	7	7	7	7
Total financial assets	40,217	46,709	52,503	59,442	65,955
Non-financial assets					
Land and buildings	-	-	-	-	-
Infrastructure, plant and equipment	39,293	34,820	32,208	28,758	25,595
Heritage and cultural assets	666,351	663,466	660,231	656,923	653,615
Inventories	466	476	494	536	579
Intangibles	8,146	9,556	9,946	10,156	10,359
Other	1,744	1,309	1,216	1,024	988
Total non-financial assets	716,000	709,627	704,095	697,397	691,136
Total assets	756,217	756,336	756,598	756,839	757,091
LIABILITIES					
Interest bearing liabilities					
Loans	-	-	-	-	-
Leases	305	100	-	-	-
Deposits	-	-	-	-	-
Overdrafts	-	-	-	-	-
Other	52	22	-	-	-
Total interest bearing liabilities	357	122	-	-	-
Provisions					
Employees	8,157	8,493	8,867	9,018	9,246
Capital Use Charge	-	-	-	-	-
Other	-	-	-	-	-
Total provisions	8,157	8,493	8,867	9,018	9,246
Payables					
Suppliers	687	705	715	805	829
Grants	-	-	-	-	-
Dividends	-	-	-	-	-
Borrowing costs	-	-	-	-	-
Other	537	537	537	537	537
Total payables	1,224	1,242	1,252	1,342	1,366
Total liabilities	9,738	9,857	10,119	10,360	10,612

Table 3.2: Departments statement of financial position (continued)

**Table 3.2: Budget departmental statement of financial position
as at 30 June (continued)**

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000	Forward estimate 2007-08 \$'000
EQUITY					
Parent equity interest					
Contributed equity	272	272	272	272	272
Reserves	935	935	935	935	935
Statutory funds	-	-	-	-	-
Retained surpluses or accumulated deficits	745,272	745,272	745,272	745,272	745,272
Total parent equity interest	746,479	746,479	746,479	746,479	746,479
Outside equity interest					
Contributed equity	-	-	-	-	-
Reserves	-	-	-	-	-
Retained surpluses or accumulated deficits	-	-	-	-	-
Total outside equity interest	-	-	-	-	-
Total equity	746,479	746,479	746,479	746,479	746,479
Current liabilities	4,128	4,163	4,262	4,412	4,527
Non-current liabilities	5,610	5,694	5,857	5,948	6,085
Current assets	41,089	47,363	53,111	59,954	66,449
Non-current assets	715,128	708,973	703,487	696,885	690,642

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

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000	Forward estimate 2007-08 \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	67,200	65,298	65,721	65,776	66,069
Goods and services	1,100	1,268	1,216	1,289	1,396
Interest	-	-	-	-	-
Dividends	-	-	-	-	-
Other	3,970	3,992	4,140	4,048	4,080
Extraordinary Items	-	-	-	-	-
Total cash received	72,270	70,558	71,077	71,113	71,545
Cash used					
Employees	20,789	20,623	20,755	21,126	21,210
Suppliers	18,128	18,498	18,483	18,007	18,070
Grants and subsidies	-	-	-	-	-
Borrowing costs	-	-	-	-	-
Cast to the Official Public Account	9,497	6,505	5,707	6,889	6,463
Other	3,982	4,035	4,181	4,087	4,172
Extraordinary items	-	-	-	-	-
Total cash used	52,396	49,661	49,126	50,109	49,915
Net cash from/(used by) operating activities	19,874	20,897	21,951	21,004	21,630
INVESTING ACTIVITIES					
Cash received					
Proceeds from sales of property, plant and equipment	-	-	-	-	-
Proceeds from sales of financial instruments	-	-	-	-	-
Bills of exchange and promissory notes	-	-	-	-	-
Repayments of loans made	-	-	-	-	-
Other	-	-	-	-	-
Extraordinary items	-	-	-	-	-
Total cash received	-	-	-	-	-
Cash used					
Purchase of property, plant and equipment	18,712	18,375	20,449	19,644	20,270
Purchase of financial instruments	-	-	-	-	-
Bills of exchange and promissory notes	-	-	-	-	-
Repayments of loans made	-	-	-	-	-
Other	1,240	2,460	1,490	1,360	1,360
Extraordinary items	-	-	-	-	-
Total cash used	19,952	20,835	21,939	21,004	21,630
Net cash from/(used by) investing activities	(19,952)	(20,835)	(21,939)	(21,004)	(21,630)

Table 3.3: Departmental statement of cash flows (continued)

**Table 3.3: Budgeted departmental statement of cash flows
for the period ended 30 June (continued)**

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000	Forward estimate 2007-08 \$'000
FINANCIAL ACTIVITIES					
Cash received					
Appropriations - contributed equity	36	-	-	-	-
Proceeds from issuing financial instruments	-	-	-	-	-
Proceeds from loans	-	-	-	-	-
Other	-	-	-	-	-
Extraordinary items	-	-	-	-	-
Total cash received	36	-	-	-	-
Cash used					
Repayments of debt	80	50	-	-	-
Capital use charge paid	-	-	-	-	-
Dividends paid	-	-	-	-	-
Other	-	-	-	-	-
Extraordinary items	-	-	-	-	-
Total cash used	80	50	-	-	-
Net cash from/(used by) financing activities	(44)	(50)	-	-	-
Net increase in cash held	(122)	12	12	-	-
Cash at the beginning of the reporting period	5,837	5,715	5,727	5,739	5,739
Effect of exchange rate movements on cash at the beginning of the reporting period	-	-	-	-	-
Cash at the end of the reporting period	5,715	5,727	5,739	5,739	5,739

Table 3.4: Departmental capital budget statement

Table 3.4: Departmental capital budget statement

	Estimated actual 2003-04 \$'000	Budget estimate 2004-05 \$'000	Forward estimate 2005-06 \$'000	Forward estimate 2006-07 \$'000	Forward estimate 2007-08 \$'000
CAPITAL APPROPRIATIONS					
Total equity injections	36	-	-	-	-
Total loans	-	-	-	-	-
Previous years' outputs appropriation	2,250	-	-	-	-
Total	2,286	-	-	-	-
Represented by					
Purchase of non-financial assets	1,604	-	-	-	-
Other	682	-	-	-	-
Total	2,286	-	-	-	-
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriations	1,604	-	-	-	-
Funded internally by departmental resources	19,952	20,835	21,939	21,004	21,630
Total	21,556	20,835	21,939	21,004	21,630

Table 3.5: Departmental non-financial assets — summary of movement (Budget year 2004-05)

	Land \$'000	Buildings \$'000	Specialist military equipment	Other infrastructure plant and equipment	Heritage and cultural assets	Computer Software	Other intangibles	Total \$'000
Carrying amount at the start of year	-	-	-	39,293	666,351	8,146	-	713,790
Additions	-	-	-	5,852	12,523	2,460	-	20,835
Disposals	-	-	-	-	-	-	-	-
Revaluation increments	-	-	-	-	-	-	-	-
Recoverable amount write-downs	-	-	-	-	-	-	-	-
Net transfers free of charge	-	-	-	-	-	-	-	-
Depreciation/amortisation expense	-	-	-	(10,325)	(15,408)	(1,050)	-	(26,783)
Write-off of assets	-	-	-	-	-	-	-	-
Carrying amount at the end of year	-	-	-	34,820	663,466	9,556	-	707,842
Total additions	-	-	-	5,852	12,523	2,460	-	20,835
Self funded	-	-	-	-	-	-	-	-
Appropriations	-	-	-	5,852	12,523	2,460	-	20,835
Total	-	-	-	5,852	12,523	2,460	-	20,835

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,
- Details of the major composition for Assets, Liability, Revenue and Expense items are as follows:
 - Assets – Lease hold improvements, shelving, internally developed software, computers, leased assets and collections.
 - Liability – Computer lease payment and employees entitlement.
 - Revenue – Government appropriation and revenues from provision of storage and records photocopying services.
 - Expense Items - Salaries, rents, energies and depreciation and amortisation.

Section 4: Purchaser/Provider and Cost Recovery arrangements

PURCHASER/PROVIDER ARRANGEMENTS

The National Archives of Australia has no purchaser/provider arrangements in place.

COST RECOVERY ARRANGEMENTS

The National Archives of Australia has no cost recovery arrangements in place.

