

National Archives of Australia

Entity resources and planned performance

National Archives of Australia

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National Archives of Australia

Section 1: Entity overview and resources

1.1 Strategic direction statement

The National Archives of Australia (National Archives) is an Australian Government entity established under the *Archives Act 1983*. The mandate of National Archives is to secure, preserve and make public, the archival resources of the Commonwealth.

National Archives:

- sets records and information management requirements for Australian Government entities
- ensures supports the Australian Government to create and keep records of its actions and decisions to demonstrate accountability to the community and evidence of the integrity of the operations of the Australian Public Service
- authorises destruction of information assets with no ongoing value to government or community
- selects and preserves the most significant records of the Australian Government and makes these available to government and the public as a national resource to enrich and inform how Australians live today and into the future.

In 2023-24, National Archives work will be guided by the pillars and principles of the National Cultural Policy – *Revive: a place for every story, a story for every place*, and will:

- work with Australian Government entities to better manage their information and assets, consistent with National Archives' information and data management policies and standards
- continue the focus to ensure the preservation of at-risk records
- increase resources to improve access applications for Commonwealth records and additional digitisation-on-demand services
- invest in cyber security and digital resources to facilitate secure and timely transfer of records.

1.2 Entity resource statement

Table 1.1 shows the total funding from all sources available to National Archives for its operations and to deliver programs and services on behalf of the government.

The table summarises how resources will be applied by outcome (government strategic policy objectives) and by departmental (for National Archives operations) classification.

Information in this table is presented on a resourcing (appropriations/cash available) basis, while the 'Budgeted expenses by Outcome 1' tables in Section 2 and the financial statements in Section 3 are presented on an accrual basis.

Table 1.1: National Archives resource statement — Budget estimates for 2023-24 as at Budget May 2023

	2022-23 Estimated actual \$'000	2023-24 Estimate \$'000
Departmental		
Annual appropriations - ordinary annual services ^(a)		
Prior year appropriations available	9,739	20,643
Departmental appropriation ^(b)	86,463	86,093
s74 External Revenue ^(c)	2,056	2,140
Departmental capital budget ^(d)	8,095	6,244
Annual appropriations - other services - non-operating ^(e)		
Equity injection	10,600	7,300
Total Departmental annual appropriations	116,953	122,420
Total Departmental resourcing	116,953	122,420
Total resourcing for National Archives	116,953	122,420
	2022-23	2023-24
Average staffing level (number)	344	376

Prepared on a resourcing (i.e. appropriations available) basis.

All figures shown above are GST exclusive - these may not match figures in the cash flow statement.

(a) Appropriation Bill (No. 1) 2023-24

(b) Excludes Departmental Capital Budget (DCB).

(c) Estimated External Revenue receipts under section 74 of the PGPA Act.

(d) Departmental capital budgets are not separately identified in Appropriation Bill (No. 1) and form part of ordinary annual services items. Please refer to Table 3.5 for further details. For accounting purposes, this amount has been designated as a 'contribution by owner'.

(e) Appropriation Bill (No. 2) 2023-24.

1.3 Budget measures

Budget measures in Part 1 relating to National Archives are detailed in Budget Paper No. 2 and are summarised below.

Table 1.2: National Archives 2023-24 Budget measures

Part 1: Measures announced since the 2022-23 October Budget

Program	2022-23 \$'000	2023-24 \$'000	2024-25 \$'000	2025-26 \$'000	2026-27 \$'000
Payment measure					
National Cultural Policy – National Collecting Institutions – Sustainability ^(a)	1.1				
Departmental payments	-	11,612	14,187	4,449	6,287
Total	-	11,612	14,187	4,449	6,287
Total payment measure					
Departmental	-	11,612	14,187	4,449	6,287
Total	-	11,612	14,187	4,449	6,287

Prepared on a Government Finance Statistics (Underlying Cash) basis. Figures displayed as a negative (-) represent a decrease in funds and a positive (+) represent an increase in funds.

(a) Includes \$17.4 million provisioned in the Contingency Reserve.

Section 2: Outcomes and planned performance

Government outcomes are the intended results, impacts or consequences of actions by the government on the Australian community. Commonwealth programs are the primary vehicle by which government entities achieve the intended results of their outcome statements. Entities are required to identify the programs which contribute to government outcomes over the budget and forward years.

Each outcome is described below together with its related programs. The following provides detailed information on expenses for each outcome and program, further broken down by funding source.

Note:

Performance reporting requirements in the Portfolio Budget Statements are part of the Commonwealth performance framework established by the *Public Governance, Performance and Accountability Act 2013*. It is anticipated that the performance measures described in Portfolio Budget Statements will be read with broader information provided in an entity's corporate plans and annual performance statements – included in Annual Reports – to provide a complete picture of an entity's planned and actual performance.

The most recent corporate plan for National Archives can be found at:

<https://www.naa.gov.au/about-us/our-organisation/accountability-and-reporting/our-corporate-plans>

The most recent annual performance statement can be found at:

<https://www.naa.gov.au/about-us/our-organisation/accountability-and-reporting/annual-reports>

2.1 Budgeted expenses and performance for Outcome 1

Outcome 1: To promote the creation, management and preservation of authentic, reliable and useable Commonwealth records, and to facilitate Australians' access to the archival resources of the Commonwealth

Budgeted expenses for Outcome 1

Table 2.1.1 shows how much National Archives intends to spend (on an accrual basis) on achieving the outcome, broken down by program.

Table 2.1.1: Budgeted expenses for Outcome 1

	2022-23 Estimated actual \$'000	2023-24 Budget \$'000	2024-25 Forward estimate \$'000	2025-26 Forward estimate \$'000	2026-27 Forward estimate \$'000
Program 1.1: National Archives of Australia					
Departmental expenses					
Ordinary annual services (Appropriation Bill No. 1)	86,463	86,093	87,080	79,965	82,740
s74 External Revenue ^(a)	2,056	2,140	2,204	2,208	1,860
Expenses not requiring appropriation in the Budget year ^(b)	12,360	15,660	16,884	15,284	12,976
Total expenses for program 1.1	100,879	103,893	106,168	97,457	97,576
Outcome 1 totals by resource type					
Ordinary annual services (Appropriation Bill No. 1)	86,463	86,093	87,080	79,965	82,740
s74 External Revenue ^(a)	2,056	2,140	2,204	2,208	1,860
Expenses not requiring appropriation in the Budget year ^(b)	12,360	15,660	16,884	15,284	12,976
Total expenses for Outcome 1	100,879	103,893	106,168	97,457	97,576
<hr/>					
Average staffing level (number)	344	376			

(a) Estimated expenses incurred in relation to receipts retained under section 74 of the PGPA Act.

(b) Expenses not requiring appropriation in the Budget year are made up of depreciation expenses, amortisation expenses, make good expenses, audit fees.

Performance measures for Outcome 1

Table 2.1.2 details the performance measures for each program associated with Outcome 1. It also provides the related key activities as expressed in the current corporate plan where further detail is provided about the delivery of the activities related to the program, the context in which these activities are delivered and how the performance of these activities will be measured. Where relevant, details of 2023-24 Budget measures that have created new programs or materially changed existing programs are provided.

Table 2.1.2 : Performance measure for Outcome 1

Outcome 1 - To promote the creation, management and preservation of authentic, reliable and useable Commonwealth records, and to facilitate Australians' access to the archival resources of the Commonwealth.		
Program 1.1 - National Archives provides stewardship of the records of the Australian Government to provide access to the evidence and memory of our nation, connecting Australians with their identity, history and place in the world.		
Key Activities	The key activities for delivering this program are: <ul style="list-style-type: none"> • Enable best practice information and data management by Australian Government entities. • Secure and preserve nationally significant Australian Government information. • Connect Australians to the national archival collection. • Innovate to lead archival practice in the digital age. 	
Year	Performance measures	Expected performance results
Current year 2022-23	Provide leadership of whole-of-Government information and data management policy, including implementation of <i>Building trust in the public record</i> policy	Target: Deliver guidance that is fit-for-purpose to help agencies implement the <i>Building trust in the public record</i> policy. Target achieved.
	All at-risk collections are preserved digitally over time	Target: 100% of digitisation targets are delivered by the major projects. Target achieved. Target: 10% analogue at-risk items digitally preserved. Target achieved. Target: Baseline for digital at-risk items digitally preserved established. Target partially met with 85% of baseline components established.
	Issue records authorities to allow agencies to make decisions about keeping, destroying or transferring Australian Government records	Target: Issue 20 or more disposal and retention instruments. Target achieved.

Year	Performance measures	Expected performance results
Current year 2022-23 cont.	The ways stakeholders engage with and use the collection meets their expectations within a digital first approach	Target: Number of engagements with National Archives services and programs. Target achieved. Case studies of collection programs shows that more than 80% of stakeholder expectations were met. Target achieved.
	National Archives has appropriate digital capability to efficiently deliver, maintain and use a cybersecure next generation digital archive	Number of Essential Eight cyber security mitigation strategies implemented. Target achieved.
Year	Performance measures	Planned performance results
Budget year 2023-24	All at-risk collections are preserved digitally over time	100% of digitisation targets are delivered by the major projects. 12% analogue at-risk items digitally preserved. Percentage for digital at-risk items digitally preserved to be determined following establishment of baseline.
	Issue records authorities to allow agencies to make decisions about keeping, destroying or transferring Australian Government records	Issue 20 or more disposal and retention instruments.
	The ways stakeholders engage with and use the collection meets their expectations within a digital first approach	Number of engagements with National Archives services and programs. Case studies of collection programs show that more than 80% of stakeholder expectations were met.
Forward Estimates 2024-27	All at-risk collections are preserved digitally over time	100% of digitisation targets are delivered by the major projects. 14% analogue at-risk items digitally preserved. Percentage for digital at-risk items digitally preserved to be determined following establishment of baseline

Year	Performance measures	Planned performance results
Forward Estimates 2024-27 cont.	Issue records authorities to allow agencies to make decisions about keeping, destroying or transferring Australian Government records	Issue 20 or more disposal and retention instruments.
	The ways stakeholders engage with and use the collection meets their expectations within a digital first approach	Number of engagements with National Archives services and programs. Case studies of collection programs show that more than 80% of stakeholder expectations were met.

Section 3: Budgeted financial statements

Section 3 presents budgeted financial statements which provide a comprehensive snapshot of National Archive's finances for the 2023-24 Budget year, including the impact of budget measures and resourcing on financial statements.

3.1 Budgeted financial statements

3.1.1 Explanatory notes and analysis of budgeted financial statements

In 2023-24, the estimated appropriation revenue is \$86.1 million, including funding for National Collecting Institutions Financial Sustainability.

Other gains are currently estimated to remain consistent in the budget and forward years and is directly related to the estimated intake of collection items from Commonwealth Government Agencies. Revenue from the sale of goods and rendering of services is also estimated to remain consistent in the budget and forward years.

Budgeted Departmental Balance Sheet

Heritage and cultural assets are expected to increase in value over the forward years, primarily as a result of the intake of new collection items each year. As at 30 June 2023, total assets are estimated at \$2.1 billion, of which approximately 76% are heritage and cultural assets.

3.2 Budgeted financial statements tables

Table 3.1: Comprehensive income statement (showing net cost of services) for the period ended 30 June

	2022-23 Estimated actual \$'000	2023-24 Budget \$'000	2024-25 Forward estimate \$'000	2025-26 Forward estimate \$'000	2026-27 Forward estimate \$'000
EXPENSES					
Employee benefits	37,473	41,170	42,400	42,062	42,235
Suppliers	17,413	17,064	20,026	11,995	12,676
Depreciation and amortisation ^(a)	34,356	34,357	32,786	32,786	32,416
Finance costs	11,637	11,302	10,956	10,614	10,249
Total expenses	100,879	103,893	106,168	97,457	97,576
LESS:					
OWN-SOURCE INCOME					
Own-source revenue					
Sale of goods and rendering of services	1,720	1,800	1,860	1,860	1,860
Rental income	336	340	344	348	-
Other	75	75	75	75	75
Total own-source revenue	2,131	2,215	2,279	2,283	1,935
Gains					
Other	18,000	10,000	10,000	10,000	10,000
Total gains	18,000	10,000	10,000	10,000	10,000
Total own-source income	20,131	12,215	12,279	12,283	11,935
Net (cost of)/contribution by services	(80,748)	(91,678)	(93,889)	(85,174)	(85,641)
Revenue from Government	86,463	86,093	87,080	79,965	82,740
Surplus/(deficit) attributable to the Australian Government	5,715	(5,585)	(6,809)	(5,209)	(2,901)
Total comprehensive income/(loss)	5,715	(5,585)	(6,809)	(5,209)	(2,901)
Total comprehensive income/(loss) attributable to the Australian Government	5,715	(5,585)	(6,809)	(5,209)	(2,901)
Note: Impact of net cash appropriation arrangements					
Total comprehensive income/(loss) - as per statement of comprehensive income	5,715	(5,585)	(6,809)	(5,209)	(2,901)
plus: depreciation/amortisation of assets funded through appropriations (Departmental capital budget funding and/or equity injections) ^(a)	11,245	11,245	11,245	11,245	11,245
plus: depreciation/amortisation expenses for ROU assets ^(b)	23,111	23,112	21,541	21,541	21,171
less: lease principal repayments ^(b)	(15,374)	(16,000)	(15,505)	(15,505)	(14,531)
Net cash operating surplus/ (deficit)	24,697	12,772	10,472	12,072	14,984

Prepared on Australian Accounting Standards basis.

(a) From 2010-11, the Government introduced net cash appropriation arrangements where Bill 1 revenue appropriations for the depreciation/amortisation expenses of non-corporate Commonwealth entities (and select corporate Commonwealth entities) 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 3.5 Departmental capital budget statement.

(b) Applies to leases under AASB 16 Leases.

Table 3.2: Budgeted departmental balance sheet (as at 30 June)

	2022-23 Estimated actual \$'000	2023-24 Budget \$'000	2024-25 Forward estimate \$'000	2025-26 Forward estimate \$'000	2026-27 Forward estimate \$'000
ASSETS					
Financial assets					
Cash and cash equivalents	5,061	5,061	5,061	5,061	5,061
Trade and other receivables	21,056	19,542	18,129	16,717	16,717
Other financial assets	842	842	842	842	842
Total financial assets	26,959	25,445	24,032	22,620	22,620
Non-financial assets					
Land and buildings	417,879	394,767	373,226	351,685	330,514
Property, plant and equipment	29,429	30,053	30,558	31,341	30,321
Heritage and Cultural	1,553,016	1,559,901	1,564,586	1,570,071	1,576,156
Intangibles	35,892	44,982	53,175	55,627	60,851
Inventories	140	140	140	140	140
Other non-financial assets	626	626	626	626	626
Total non-financial assets	2,036,982	2,030,469	2,022,311	2,009,490	1,998,608
Total assets	2,063,941	2,055,914	2,046,343	2,032,110	2,021,228
LIABILITIES					
Payables					
Suppliers	2,748	2,748	2,748	2,748	2,748
Other payables	1,427	1,427	1,427	1,427	1,427
Total payables	4,175	4,175	4,175	4,175	4,175
Interest bearing liabilities					
Leases	453,240	437,240	421,735	406,230	391,699
Total interest bearing liabilities	453,240	437,240	421,735	406,230	391,699
Provisions					
Employee provisions	10,642	10,642	10,642	10,642	10,642
Other provisions	2,149	2,163	2,178	2,194	2,210
Total provisions	12,791	12,805	12,820	12,836	12,852
Total liabilities	470,206	454,220	438,730	423,241	408,726
Net assets	1,593,735	1,601,694	1,607,613	1,608,869	1,612,502
EQUITY					
Parent entity interest					
Contributed equity	100,866	114,410	127,138	133,603	140,137
Reserves	429,926	429,926	429,926	429,926	429,926
Retained surplus (accumulated deficit)	1,062,943	1,057,358	1,050,549	1,045,340	1,042,439
Total parent entity interest	1,593,735	1,601,694	1,607,613	1,608,869	1,612,502
Total equity	1,593,735	1,601,694	1,607,613	1,608,869	1,612,502

Prepared on Australian Accounting Standards basis.

Table 3.3: Departmental statement of changes in equity — summary of movement (Budget year 2023-24)

	Retained earnings \$'000	Asset revaluation reserve \$'000	Contributed equity/capital \$'000	Total equity \$'000
Opening balance as at 1 July 2023				
Balance carried forward from previous period	1,062,943	429,926	100,866	1,593,735
Adjusted opening balance	1,062,943	429,926	100,866	1,593,735
Comprehensive income				
Surplus/(deficit) for the period	(5,585)	-	-	(5,585)
Total comprehensive income	(5,585)	-	-	(5,585)
Contributions by owners				
Equity injection – Appropriation	-	-	7,300	7,300
Departmental Capital Budget (DCB)	-	-	6,244	6,244
Sub-total transactions with owners	-	-	13,544	13,544
Estimated closing balance as at 30 June 2024	1,057,358	429,926	114,410	1,601,694
Closing balance attributable to the Australian Government	1,057,358	429,926	114,410	1,601,694

Prepared on Australian Accounting Standards basis.

Table 3.4: Budgeted departmental statement of cash flows (for the period ended 30 June)

	2022-23 Estimated actual \$'000	2023-24 Budget \$'000	2024-25 Forward estimate \$'000	2025-26 Forward estimate \$'000	2026-27 Forward estimate \$'000
OPERATING ACTIVITIES					
Cash received					
Appropriations	79,559	87,607	88,493	81,377	82,740
Sale of goods and rendering of services	2,056	2,140	2,204	2,208	1,860
Net GST received	3,265	3,265	3,265	3,265	3,265
Total cash received	84,880	93,012	93,962	86,850	87,865
Cash used					
Employees	37,045	41,170	42,400	42,062	42,235
Suppliers	20,837	20,254	23,216	15,185	15,866
Interest payments on lease liability	11,624	11,288	10,941	10,598	10,233
Total cash used	69,506	72,712	76,557	67,845	68,334
Net cash from/(used by) operating activities	15,374	20,300	17,405	19,005	19,531
INVESTING ACTIVITIES					
Cash used					
Purchase of property, plant and equipment and intangibles	18,695	17,844	14,628	9,965	11,534
Total cash used	18,695	17,844	14,628	9,965	11,534
Net cash from/(used by) investing activities	(18,695)	(17,844)	(14,628)	(9,965)	(11,534)
FINANCING ACTIVITIES					
Cash received					
Contributed equity	18,695	13,544	12,728	6,465	6,534
Total cash received	18,695	13,544	12,728	6,465	6,534
Cash used					
Principal payments on lease liability	15,374	16,000	15,505	15,505	14,531
Total cash used	15,374	16,000	15,505	15,505	14,531
Net cash from/(used by) financing activities	3,321	(2,456)	(2,777)	(9,040)	(7,997)
Net increase/(decrease) in cash held	-	-	-	-	-
Cash and cash equivalents at the beginning of the reporting period	5,061	5,061	5,061	5,061	5,061
Cash and cash equivalents at the end of the reporting period	5,061	5,061	5,061	5,061	5,061

Prepared on Australian Accounting Standards basis.

Table 3.5: Departmental capital budget statement (for the period ended 30 June)

	2022-23 Estimated actual \$'000	2023-24 Budget \$'000	2024-25 Forward estimate \$'000	2025-26 Forward estimate \$'000	2026-27 Forward estimate \$'000
NEW CAPITAL APPROPRIATIONS					
Capital budget - Bill 1 (DCB)	8,095	6,244	6,428	6,465	6,534
Equity injections - Bill 2	10,600	7,300	6,300	-	-
Total new capital appropriations	18,695	13,544	12,728	6,465	6,534
<i>Provided for:</i>					
<i>Purchase of non-financial assets</i>	18,695	13,544	12,728	6,465	6,534
Total items	18,695	13,544	12,728	6,465	6,534
PURCHASE OF NON-FINANCIAL ASSETS					
Funded by capital appropriations ^(a)	10,600	7,300	6,300	-	-
Funded by capital appropriation - DCB ^(b)	8,095	6,244	6,428	6,465	6,534
Funded internally from departmental resources ^(c)	18,000	14,300	11,900	13,500	15,000
TOTAL	36,695	27,844	24,628	19,965	21,534
RECONCILIATION OF CASH USED TO ACQUIRE ASSETS TO ASSET MOVEMENT TABLE					
Total purchases	36,695	27,844	24,628	19,965	21,534
less: gifted assets	(18,000)	(14,300)	(11,900)	(13,500)	(15,000)
Total cash used to acquire assets	18,695	13,544	12,728	6,465	6,534

Prepared on Australian Accounting Standards basis.

(a) Includes both current Bill 2 and prior Acts 2/4/6 appropriations.

(b) Includes purchases from current and previous years' Departmental Capital Budgets (DCBs).

(c) Includes funding from donations and contributions.

Table 3.6: Statement of departmental asset movements (Budget year 2023-24)

	Asset Category				Total \$'000
	Buildings \$'000	Other property, plant and equipment \$'000	Heritage and cultural \$'000	Computer software and intangibles \$'000	
As at 1 July 2023					
Gross book value	-	33,247	1,566,291	56,369	1,655,907
Gross book value - ROU assets	510,797	86	-	-	510,883
Accumulated depreciation/amortisation and impairment	-	(3,860)	(13,275)	(20,477)	(37,612)
Accumulated depreciation/amortisation and impairment - ROU assets	(92,918)	(44)	-	-	(92,962)
Opening net book balance	417,879	29,429	1,553,016	35,892	2,036,216
Capital asset additions					
Estimated expenditure on new or replacement assets					
By purchase - appropriation equity ^(a)	-	-	-	7,300	7,300
By purchase - appropriation ordinary annual services ^(b)	-	4,484	3,200	2,860	10,544
By purchase - donated funds	-	-	10,000	-	10,000
Total additions	-	4,484	13,200	10,160	27,844
Other movements					
Depreciation/amortisation expense	-	(3,860)	(6,315)	(1,070)	(11,245)
Depreciation/amortisation on ROU assets	(23,112)	-	-	-	(23,112)
Total other movements	(23,112)	(3,860)	(6,315)	(1,070)	(34,357)
As at 30 June 2024					
Gross book value	-	37,731	1,579,491	66,529	1,683,751
Gross book value - ROU assets	510,797	86	-	-	510,883
Accumulated depreciation/amortisation and impairment	-	(7,720)	(19,590)	(21,547)	(48,857)
Accumulated depreciation/amortisation and impairment - ROU assets	(116,030)	(44)	-	-	(116,074)
Closing net book balance	394,767	30,053	1,559,901	44,982	2,029,703
Estimated operating expenditure in income statement for heritage and cultural assets					\$'000
Operations and maintenance					34,964
Preservation and Conservation					6,824
Total operating expenditure on heritage and cultural assets					41,788

Prepared on Australian Accounting Standards basis.

- (a) 'Appropriation equity' refers to equity injections appropriations provided through Appropriation Bill (No.2) 2022-23, including Collection Development Acquisition Budget.
- (b) 'Appropriation ordinary annual services' refers to funding provided through Appropriation Bill (No. 1) 2023-24 for depreciation/amortisation expenses, Departmental Capital Budget or other operational expenses.