
**SPECIAL MINISTER OF STATE, MINISTER FOR COMMERCE,
MINISTER FOR INDUSTRIAL RELATIONS AND MINISTER FOR THE
CENTRAL COAST**

DEPARTMENT OF COMMERCE

	2002-03 Revised \$000	2003-04 Budget \$000
OPERATING STATEMENT		
Expenses -		
Operating expenses -		
Employee related	104,608	109,858
Other operating expenses	54,824	61,066
Maintenance	181	233
Depreciation and amortisation	17,215	22,248
Grants and subsidies	56,649	41,198
Other expenses	10,080	31,945
Total Expenses	243,557	266,548
Less:		
Retained Revenue -		
Sales of goods and services	44,589	45,476
Investment income	3,555	3,844
Retained taxes, fees and fines	31,185	35,525
Grants and contributions	11,751	7,101
Other revenue	456	703
Total Retained Revenue	91,536	92,649
Gain/(loss) on disposal of non current assets	52	(299)
NET COST OF SERVICES	151,969	174,198

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DEPARTMENT OF COMMERCE

	2002-03 Revised \$000	2003-04 Budget \$000
CASH FLOW STATEMENT		
CASH FLOWS FROM OPERATING ACTIVITIES		
Payments		
Employee Related	89,357	104,027
Grants and subsidies	56,649	41,198
Other	80,962	91,293
Total Payments	226,968	236,518
Receipts		
Sale of goods and services	41,264	43,775
Interest	862	1,863
Other	56,151	41,789
Total Receipts	98,277	87,427
NET CASH FLOWS FROM OPERATING ACTIVITIES	(128,691)	(149,091)
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of property, plant and equipment	55	...
Proceeds from sale of investments	...	2,500
Advance repayments received	13	3
Purchases of property, plant and equipment	(30,264)	(22,177)
Purchases of investments	...	(3,738)
Other	33,903	858
NET CASH FLOWS FROM INVESTING ACTIVITIES	3,707	(22,554)
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of borrowings and advances	(13)	(13)
NET CASH FLOWS FROM FINANCING ACTIVITIES	(13)	(13)

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	2002-03 Revised \$000	2003-04 Budget \$000
CASH FLOW STATEMENT (cont)		
CASH FLOWS FROM GOVERNMENT		
Recurrent appropriation	136,074	148,705
Capital appropriation	19,802	16,377
Cash reimbursements from the Consolidated Fund Entity	2,686	2,316
NET CASH FLOWS FROM GOVERNMENT	158,562	167,398
NET INCREASE/(DECREASE) IN CASH	33,565	(4,260)
Opening Cash and Cash Equivalents	...	33,565
CLOSING CASH AND CASH EQUIVALENTS	33,565	29,305
CASH FLOW RECONCILIATION		
Net cost of services	(151,969)	(174,198)
Non cash items added back	19,837	25,746
Change in operating assets and liabilities	3,441	(639)
Net cash flow from operating activities	(128,691)	(149,091)

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DEPARTMENT OF COMMERCE

	2002-03 Revised \$000	2003-04 Budget \$000
STATEMENT OF FINANCIAL POSITION		
ASSETS -		
Current Assets -		
Cash assets	33,565	29,305
Receivables	12,392	14,133
Other financial assets	25,244	28,382
Inventories	...	272
Other	997	1,020
Total Current Assets	72,198	73,112
Non Current Assets -		
Receivables	...	160
Other financial assets	17	16
Inventories	...	6,619
Property, plant and equipment -		
Land and building	739	87
Plant and equipment	68,967	69,548
Total Non Current Assets	69,723	76,430
Total Assets	141,921	149,542
LIABILITIES -		
Current Liabilities -		
Payables	20,883	19,821
Interest bearing	6	6
Provisions	7,143	7,758
Other	3,390	3,390
Total Current Liabilities	31,422	30,975
Non Current Liabilities -		
Interest bearing	17	4
Provisions	1,162	1,181
Other	130	130
Total Non Current Liabilities	1,309	1,315
Total Liabilities	32,731	32,290
NET ASSETS	109,190	117,252

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DEPARTMENT OF COMMERCE

	2002-03 Revised \$000	2003-04 Budget \$000
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STATEMENT OF FINANCIAL POSITION (cont)

EQUITY

Reserves	863	863
Accumulated funds	108,327	116,389
TOTAL EQUITY	109,190	117,252

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DEPARTMENT OF COMMERCE

1 Commerce

1.1 Office of Fair Trading

Program Objective(s): To ensure appropriate safeguards for consumers with minimal restrictions on business and traders. To ensure maximum compliance with regulatory requirements.

Program Description: Policy development and review. Provision of information to consumers and traders. Compliance monitoring and enforcement. Dispute resolution. Licensing, registration of business names and co-operatives. Incorporation of associations, administration of Register of Encumbered Vehicles and rental bonds custody.

<u>Outputs:</u>	Units	2000-01	2001-02	2002-03	2003-04
Enquiries	thous	1,627	1,629	1,563	1,577
Investigations	no.	1,633	1,985	2,406	1,970
Inspections	no.	2,055	4,748	5,196	5,704
Disciplinary actions	no.	62	70	77	190
Complaints	no.	27,679	27,803	26,109	31,000
Business name & Licensing transactions	thous	507	557	597	639
<u>Average Staffing:</u>	EFT	1,025	1,002	1,005	1,041

2002-03	2003-04
Revised	Budget
\$000	\$000

OPERATING STATEMENT

Expenses -

Operating expenses -		
Employee related	65,952	72,839
Other operating expenses	25,404	26,849
Depreciation and amortisation	9,762	10,109
Grants and subsidies		
Financial counselling services	1,500	1,100
Recurrent grants to non-profit organisations	1,706	88
Miscellaneous education grants	750	500
Co-operative development	350	350
Building service grants	650	650
Tenancy advice and advocacy education program	3,363	3,400
Subsidies to organisations - public financial enterprises	17,443	15,230

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DEPARTMENT OF COMMERCE

1 Commerce

1.1 Office of Fair Trading (cont)

OPERATING STATEMENT (cont)

Other expenses		
Settlement of claims for damages	1,300	1,300
Indemnity and guarantee payments under Govt Guaranteed Loan Scheme	150	150
Legal and other costs	550	550
Ex gratia payments	52	4

Total Expenses	128,932	133,119
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Less:

Retained Revenue -

Sales of goods and services		
Publication sales	99	76
Fees for services	2,315	2,494
Recoupment of administration costs - non general government agencies	4,814	3,939
Recoupment of administration costs - general government agencies	15,198	17,095
Electrical appliance testing	1,005	1,060
Register of Encumbered Vehicles fees	8,200	8,200
Minor sales of goods and services	140	150
Investment income	2,757	2,906
Retained taxes, fees and fines	31,185	35,525
Grants and contributions	7,414	5,757
Other revenue	246	413

Total Retained Revenue	73,373	77,615
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Gain/(loss) on disposal of non current assets	52	...
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NET COST OF SERVICES	55,507	55,504
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ASSET ACQUISITIONS	12,358	8,607
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DEPARTMENT OF COMMERCE

1 Commerce

1.2 Consumer Trader and Tenancy Tribunal

Program Objective(s): To ensure impartial forums for the resolution of marketplace disputes.

Program Description: The resolution of disputes through the Consumer, Trader and Tenancy Tribunal.

	Units	2000-01	2001-02	2002-03	2003-04
<u>Outputs:</u>					
Applications processed:					
General Division	no.	6,801	6,584	6,843	7,253
Home Building Division	no.	4,837	4,641	5,685	4,077
Commercial Division	no.	355	322	336	395
Motor Vehicle Division	no.	1,539	1,422	1,447	1,500
Tenancy Division	thous	47.4	46.2	45.3	46.9
Residential Parks Division	no.	1,377	1,107	1,104	1,200
Retirement Villages Division	no.	54	74	58	62
Strata & Community Schemes Division	no.	833	927	918	930
Strata Schemes Mediations	no.	880	929	926	930
<u>Average Staffing:</u>	EFT	149	146	144	144

2002-03 Revised \$000	2003-04 Budget \$000
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OPERATING STATEMENT

Expenses -

Operating expenses -		
Employee related	16,467	15,337
Other operating expenses	6,738	6,218
Depreciation and amortisation	1,388	1,441
Grants and subsidies		
Recurrent grants to non-profit organisations	217	12
Subsidies to organisations - public financial enterprises	2,557	2,170
Other expenses		
Ex gratia payments	28	1
Total Expenses	27,395	25,179

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1 Commerce

1.2 Consumer Trader and Tenancy Tribunal (cont)

OPERATING STATEMENT (cont)

Less:

Retained Revenue -

Sales of goods and services		
Publication sales	41	42
Fees for services	1,304	1,306
Recoupment of administration costs - non general government agencies	686	561
Recoupment of administration costs - general government agencies	2,993	3,004
Investment income	5	6
Grants and contributions	917	820
Other revenue	3	6

Total Retained Revenue	5,949	5,745
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NET COST OF SERVICES	21,446	19,434
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DEPARTMENT OF COMMERCE**

1 Commerce

1.3 Office of Industrial Relations

Program Objective(s): To ensure industrial laws in New South Wales are understood and complied with, and administration of the public sector appeals process.

Program Description: Provision of industrial relations information and policy advice. Inspection and regulation of NSW workplaces. Hearing and adjudication of appeals against promotion and disciplinary decisions in the public sector.

<u>Activities:</u>	Average Staffing (EFT)	
	2002-03	2003-04
Industrial compliance	89	88
Industrial information	69	70
Workplace services	38	32
Public sector appeals	12	11
	208	201
	2002-03 Revised \$000	2003-04 Budget \$000

OPERATING STATEMENT

Expenses -

Operating expenses -		
Employee related	14,252	14,296
Other operating expenses	5,376	5,405
Maintenance	162	210
Depreciation and amortisation	850	1,150
Grants and subsidies		
Recurrent grants to non-profit organisations	3,400	...
Total Expenses	24,040	21,061

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1 Commerce

1.3 Office of Industrial Relations (cont)

OPERATING STATEMENT (cont)

Less:

Retained Revenue -

Sales of goods and services		
Publication sales	581	637
Fees for services	57	67
Recoupment of administration costs - non general government agencies	20	...
Recoupment of administration costs - general government agencies	1,162	746
Minor sales of goods and services	124	149
Investment income	56	62
Other revenue	7	78

Total Retained Revenue	2,007	1,739
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NET COST OF SERVICES	22,033	19,322
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ASSET ACQUISITIONS	1,032	1,120
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DEPARTMENT OF COMMERCE

1 Commerce

**1.4 Office of Best Practice Information Technology and Corporate
Services**

Program Objective(s): To enhance the cost-effective use of information and communications technology within and between Government, industry and the community, and through shared services focus on the implementation of Government-wide agendas for process improvement.

Program Description: Provision of a co-ordinated and integrated approach for the effective use and integration of information and communications technology and shared services across Government, that improves service delivery to the community and businesses.

<u>Outputs</u> :	Units	2000-01	2001-02	2002-03	2003-04
Government Radio Network (GRN) -					
Agencies on the network	no.	36	37	44	46
Users on the network	no.	12,000	12,400	15,800	16,500
Telecommunication Services Agreement * -					
Agencies using voice and mobile services contracts	no.	450	515	2,387	2,500
Agencies using data communications (GRN)	no.	17	25	44	46
Connect.nsw -					
Websites operated by agencies	no.	300	312	334	320
Information Security - agencies penetration tested	no.	n.a.	7	27	27

* The list is based on NSW agencies using the Fixed to Mobile telecommunication services (DITM 2000-01 Agreements). It includes the core large NSW agencies such as Department of Housing and Department of Education and Training. Agencies were split in to their constituent units to better reflect OIT's outputs.

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1 Commerce

**1.4 Office of Best Practice Information Technology and Corporate
Services (cont)**

Online Business Licensing -					
Licence/registration renewals processed online using OLRS	no.	n.a.	n.a.	8,365	20,000
Licence/registration renewal services (by licence type)	no.	n.a.	n.a.	4	4
Agencies using services	no.	n.a.	n.a.	1	1
Third party online information verification interfaces	no.	n.a.	n.a.	4	4
Human Services Better Service					
Delivery Project -					
Non-Government Organisations approved to participate	no.	...	650	650	1,500
Non-Government Organisations supplied with computers	no.	...	9	50	1,500
Non-Government Organisations supplied with Internet access	no.	...	9	30	1,200
Better Services Delivery applications trialled and evaluated	no.	...	2	4	4
Average Staffing:	EFT	44	59	57	57

2002-03 Revised \$000	2003-04 Budget \$000
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OPERATING STATEMENT

Expenses -

Operating expenses -		
Employee related	7,937	7,386
Other operating expenses	17,306	22,590
Maintenance	19	23
Depreciation and amortisation	5,215	9,548
Grants and subsidies		
Grants to agencies	497	497
Connect.nsw	12,000	2,000
Grants paid to other organisations	12,216	10,012
Other expenses		
Online business licensing	8,000	10,319
Total Expenses	63,190	62,375

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1 Commerce

**1.4 Office of Best Practice Information Technology and Corporate
Services (cont)**

OPERATING STATEMENT (cont)

Less:

Retained Revenue -

Sales of goods and services		
Government radio network charges	5,850	5,950
Investment income	737	695
Grants and contributions	3,420	524
Other revenue	200	206
Total Retained Revenue	10,207	7,375
NET COST OF SERVICES	52,983	55,000

ASSET ACQUISITIONS	16,874	12,450
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DEPARTMENT OF COMMERCE

1 Commerce

1.5 Policy Development and Risk Management Services

Program Objective(s): Effective utilisation of resources and minimal risk exposure of Government procurement activities.

Program Description: Provide advice on risk management issues, total asset management, management of Government-wide contracts and provision of maintenance services for key Government buildings.

2002-03 Revised \$000	2003-04 Budget \$000
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OPERATING STATEMENT

Expenses -

Operating expenses -

Grants and subsidies

Grants to agencies

... 140

Government Cleaning Service - sick leave liability

... 85

Heritage buildings

... 4,500

Purchase of sandstone

... 464

Other expenses

Parliament House maintenance

... 1,135

Government House maintenance

... 870

Public building maintenance

... 172

Whole-of-Government procurement

... 3,347

Information services

... 2,192

Procurement risk management

... 5,206

Construction industry development

... 1,951

Specialist policy advice and investigations

... 3,893

Regulatory compliance

... 859

Total Expenses

... **24,814**

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DEPARTMENT OF COMMERCE

1 Commerce

1.5 Policy Development and Risk Management Services (cont)

OPERATING STATEMENT (cont)

Less:

Retained Revenue -

Investment income	...	175
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Total Retained Revenue	...	175
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Gain/(loss) on disposal of non current assets	...	(299)
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NET COST OF SERVICES	...	24,938
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Note: Policy Development and Risk Management Services was funded under the Office of the Minister for Public Works and Services in 2002-03. From 1 July 2003, funding for this program has been transferred to the Department of Commerce.

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OFFICE OF GOVERNMENT BUSINESS

	2002-03 Revised \$000	2003-04 Budget \$000
OPERATING STATEMENT		
Retained Revenue -		
Sales of goods and services	323,488	323,378
Investment income	1,700	1,148
Total Retained Revenue	325,188	324,526
Less:		
Expenses -		
Operating Expenses -		
Employee related	201,923	196,313
Other operating expenses	106,715	105,295
Maintenance	5,682	3,877
Depreciation and amortisation	6,966	6,894
Borrowing costs	711	1,020
Total Expenses	321,997	313,399
Gain/(loss) on disposal of non current assets	(3)	2
SURPLUS/(DEFICIT) BEFORE DISTRIBUTIONS	3,188	11,129
Distributions -		
Dividends and capital repatriations	1,275	9,285
Tax equivalents	956	857
SURPLUS/(DEFICIT) AFTER DISTRIBUTIONS	957	987

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OFFICE OF GOVERNMENT BUSINESS

	2002-03 Revised \$000	2003-04 Budget \$000
CASH FLOW STATEMENT		
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Sale of goods and services	192,183	314,821
Interest	1,700	1,148
Other	66,507	(1,875)
Total Receipts	260,390	314,094
Payments		
Employee Related	304,081	202,554
Finance costs	711	1,020
Equivalent Income Tax	1,757	889
Other	24,290	104,618
Total Payments	330,839	309,081
NET CASH FLOWS FROM OPERATING ACTIVITIES	(70,449)	5,013
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of property, plant and equipment	791	9
Purchases of property, plant and equipment	121,732	(16,623)
Other	118,088	...
NET CASH FLOWS FROM INVESTING ACTIVITIES	240,611	(16,614)
CASH FLOWS FROM FINANCING ACTIVITIES		
Dividends paid	(68)	(9,452)
NET CASH FLOWS FROM FINANCING ACTIVITIES	(68)	(9,452)
NET INCREASE/(DECREASE) IN CASH	170,094	(21,053)
Opening Cash and Cash Equivalents	...	170,094
CLOSING CASH AND CASH EQUIVALENTS	170,094	149,041

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OFFICE OF GOVERNMENT BUSINESS

2002-03 Revised \$000	2003-04 Budget \$000
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CASH FLOW STATEMENT (cont)

CASH FLOW RECONCILIATION

Surplus/(deficit) for year before distributions	2,232	10,272
Non cash items added back	6,966	6,894
Change in operating assets and liabilities	(79,647)	(12,153)
Net cash flow from operating activities	(70,449)	5,013

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OFFICE OF GOVERNMENT BUSINESS

	2002-03 Revised \$000	2003-04 Budget \$000
STATEMENT OF FINANCIAL POSITION		
ASSETS -		
Current Assets -		
Cash assets	170,094	149,041
Receivables	193,674	203,882
Inventories	9,329	9,608
Other	117,966	117,966
Total Current Assets	491,063	480,497
Non Current Assets -		
Property, plant and equipment -		
Land and building	34,939	34,978
Plant and equipment	18,946	27,882
Other	46,376	47,768
Total Non Current Assets	100,261	110,628
Total Assets	591,324	591,125
LIABILITIES -		
Current Liabilities -		
Payables	224,719	222,474
Tax	302	270
Provisions	17,416	17,816
Other	112,956	111,962
Total Current Liabilities	355,393	352,522
Non Current Liabilities -		
Provisions	44,955	46,640
Total Non Current Liabilities	44,955	46,640
Total Liabilities	400,348	399,162
NET ASSETS	190,976	191,963

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OFFICE OF GOVERNMENT BUSINESS

	2002-03 Revised \$000	2003-04 Budget \$000
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STATEMENT OF FINANCIAL POSITION (cont)

EQUITY

Reserves	6,043	6,043
Accumulated funds	184,933	185,920
TOTAL EQUITY	190,976	191,963

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OFFICE OF GOVERNMENT PROCUREMENT

	2002-03 Revised \$000	2003-04 Budget \$000
OPERATING STATEMENT		
Retained Revenue -		
Sales of goods and services	112,452	143,032
Investment income	300	203
Total Retained Revenue	112,752	143,235
Less:		
Expenses -		
Operating Expenses -		
Employee related	51,170	49,441
Other operating expenses	53,318	58,221
Maintenance	775	848
Depreciation and amortisation	3,622	15,796
Borrowing costs	125	5,880
Total Expenses	109,010	130,186
Gain/(loss) on disposal of non current assets	...	1
SURPLUS/(DEFICIT) BEFORE DISTRIBUTIONS	3,742	13,050
Distributions -		
Dividends and capital repatriations	1,497	10,899
Tax equivalents	1,123	1,006
SURPLUS/(DEFICIT) AFTER DISTRIBUTIONS	1,122	1,145

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OFFICE OF GOVERNMENT PROCUREMENT

	2002-03 Revised \$000	2003-04 Budget \$000
CASH FLOW STATEMENT		
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts		
Sale of goods and services	52,040	141,807
Interest	300	203
Other	78,042	...
Total Receipts	130,382	142,010
Payments		
Employee Related	75,132	50,906
Finance costs	125	5,880
Equivalent Income Tax	1,573	1,028
Other	88,071	48,778
Total Payments	164,901	106,592
NET CASH FLOWS FROM OPERATING ACTIVITIES	(34,519)	35,418
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds from sale of property, plant and equipment	140	23,102
Purchases of property, plant and equipment	(12,807)	(210,262)
Other	71,436	...
NET CASH FLOWS FROM INVESTING ACTIVITIES	58,769	(187,160)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from borrowings and advances	...	184,105
Repayment of borrowings and advances	...	(14,300)
Dividends paid	(575)	(11,020)
NET CASH FLOWS FROM FINANCING ACTIVITIES	(575)	158,785
NET INCREASE/(DECREASE) IN CASH	23,675	7,043
Opening Cash and Cash Equivalents	...	23,675
CLOSING CASH AND CASH EQUIVALENTS	23,675	30,718

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OFFICE OF GOVERNMENT PROCUREMENT

2002-03 Revised \$000	2003-04 Budget \$000
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CASH FLOW STATEMENT (cont)

CASH FLOW RECONCILIATION

Surplus/(deficit) for year before distributions	2,619	12,044
Non cash items added back	3,622	15,796
Change in operating assets and liabilities	(40,760)	7,578
Net cash flow from operating activities	(34,519)	35,418

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OFFICE OF GOVERNMENT PROCUREMENT

	2002-03 Revised \$000	2003-04 Budget \$000
STATEMENT OF FINANCIAL POSITION		
ASSETS -		
Current Assets -		
Cash assets	23,675	30,718
Receivables	60,402	61,622
Other	27,671	27,671
Total Current Assets	111,748	120,011
Non Current Assets -		
Property, plant and equipment -		
Land and building	31	14
Plant and equipment	38,344	209,726
Other	10,796	11,119
Total Non Current Assets	49,171	220,859
Total Assets	160,919	340,870
LIABILITIES -		
Current Liabilities -		
Payables	24,258	33,217
Tax	218	196
Provisions	4,873	4,884
Other	4,952	4,909
Total Current Liabilities	34,301	43,206
Non Current Liabilities -		
Interest bearing	...	169,805
Provisions	10,545	10,525
Total Non Current Liabilities	10,545	180,330
Total Liabilities	44,846	223,536
NET ASSETS	116,073	117,334
EQUITY		
Reserves	3,656	3,656
Accumulated funds	112,417	113,678
TOTAL EQUITY	116,073	117,334

