

05

Appendices



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Appendix A

Changes in our Department during 2016–17

Figure A–1: Changes in ministerial responsibilities for our Department during 2016–17

From 1 July 2016 to 19 July 2016	From 19 July 2016 to 30 June 2017
Minister for Social Services The Hon Christian Porter MP	Minister for Social Services The Hon Christian Porter MP
Assistant Minister for Social Services and Disability Services The Hon Jane Prentice MP	Assistant Minister for Social Services and Disability Services The Hon Jane Prentice MP
Assistant Minister for Multicultural Affairs The Hon Craig Laundy MP	Assistant Minister for Social Services and Multicultural Affairs Senator the Hon Zed Seselja



Appendix B

Resource statements

Table B–1: Agency resource statement 2016–17

	Actual available appropriation for 2016–17 \$'000	Payments made 2016–17 \$'000	Balance remaining 2016–17 \$'000
	(a)	(b)	(a)-(b)
Ordinary Annual Services¹			
Departmental appropriation ²	652,576	527,381	125,195
Total	652,576	527,381	125,195
<i>Administered expenses</i>			
Outcome 1	31,277	4,845	
Outcome 2	756,168	679,312	
Outcome 3	1,639,642	1,550,061	
Outcome 4	86,423	91,070	
Payments to corporate Commonwealth entities ³	1,598,466	1,598,466	
Total	4,111,976	3,923,754	
Total ordinary annual services	A 4,764,552	4,451,135	
Other services⁴			
Departmental non-operating			
Equity injections	34,835	23,329	11,506
Total	34,835	23,239	11,506

	Actual available appropriation for 2016–17 \$'000	Payments made 2016–17 \$'000	Balance remaining 2016–17 \$'000
	(a)	(b)	(a)-(b)
Administered non-operating			
Administered Assets and Liabilities			
Payments to corporate Commonwealth entities – nonoperating	116,197	116,197	
Total	116,197	116,197	
Total other services	B 151,032	139,436	
Total available annual appropriations and payments	4,915,584	4,590,571	
Special appropriations			
<i>Paid Parental Leave Act 2010</i>		2,152,101	
<i>Social Security (Administration) Act 1999</i>		89,665,166	
<i>A New Tax System (Family Assistance) (Administration) Act 1999</i>		20,200,088	
<i>Student Assistance Act 1973 – Section 55A (Administered)</i>		346,600	
<i>Social and Community Services Pay Equity Special Account Act 2012</i>		319,929	
<i>Public Governance, Performance and Accountability Act 2013 – Section 77, Administered</i>		9,313	
<i>Business Services Wage Assessment Tool Payment Scheme Act 2015 – Section 99, Administered</i>		10,199	
Total special appropriations	C	112,703,396	

	Actual available appropriation for 2016–17 \$'000	Payments made 2016–17 \$'000	Balance remaining 2016–17 \$'000
	(a)	(b)	(a)-(b)

Special Accounts⁵

Opening balance	231,491		
Appropriation receipts ⁶	325,061		
Non-appropriation receipts to Special Accounts	4,948		
Payments made		147,454	
Total special accounts	D 561,500	147,454	414,046
Total resourcing and payments A+B+C+D	5,477,084	117,441,421	
Less appropriations drawn from annual or special appropriations above and credited to special accounts and/or corporate Commonwealth entities through annual appropriations	2,039,724	2,034,592	
Total net resourcing and payments for DSS⁷	3,437,360	115,406,829	

- 1 *Appropriation Act (No.1) 2016–17 and Appropriation Act (No.3) 2016–17*. This may also include prior year departmental appropriation, section 74 retained revenue receipts and section 75 transfers.
- 2 This item includes an amount of \$53.071 million in 2016–17 for the departmental capital budget. For accounting purposes, this amount has been designated as 'contributions by owners'.
- 3 'Corporate entities' are corporate Commonwealth entities and Commonwealth companies as defined under the *Public Governance, Performance and Accountability Act 2013*.
- 4 *Appropriation Act (No.2) 2016-17 and Appropriation Act (No.4) 2016–17*.
- 5 This item does not include 'special public money' held in accounts like 'services for other entities and trust monies' special accounts.
- 6 Appropriation receipts from DSS annual and special appropriations for 2016–17 included above.
- 7 The actual available appropriation for 2016–17 does not include total special appropriations.

Table B–2: Expenses and resources for Outcomes 1: Social Security

	Estimated actual ^a 2016–17 \$'000	Actual Expenses 2016–17 \$'000	Variation 2016–17 \$'000
	(a)	(b)	(a)–(b)
Program 1.1: Family Tax Benefit			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	18,595,476	18,362,820	232,656
Total for Program 1.1	18,595,476	18,362,820	232,656
Program 1.2: Child Payments			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	125,050	106,665	18,385
Total for Program 1.2	125,050	106,665	18,385
Program 1.3: Income Support for Vulnerable People			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	79,490	80,391	(901)
Total for Program 1.3	79,490	80,391	(901)
Program 1.4: Income Support for People in Special Circumstances			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,366	659	707
Special Appropriations	4,587	3,756	831
Total for Program 1.4	5,953	4,415	1,538
Program 1.5: Supplementary Payments and Support for Income Support Recipients			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	33,606	29,491	4,115
Total for Program 1.5	33,606	29,491	4,115

	Estimated actual ^a 2016–17 \$'000	Actual Expenses 2016–17 \$'000	Variation 2016–17 \$'000
	(a)	(b)	(a)–(b)

Program 1.6: Income Support for Seniors

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	44,467,760	44,314,378	153,382
Total for Program 1.6	44,467,760	44,314,378	153,382

Program 1.7: Allowances and Concessions for Seniors

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	101,686	91,399	10,287
Total for Program 1.7	101,686	91,399	10,287

Program 1.8: Income Support for People with Disability

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	16,422,992	16,386,643	36,349
Total for Program 1.8	16,422,992	16,386,643	36,349

Program 1.9: Income Support for Carers

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	2,800	2,282	518
Special Appropriations	8,140,555	8,078,875	61,680
Total for Program 1.9	8,143,355	8,081,157	62,198

Program 1.10: Working Age Payments

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	2,338	1,592	746
Special Appropriations	17,110,124	17,026,937	83,187
Total for Program 1.10	17,112,462	17,028,529	83,933

	Estimated actual^a 2016–17 \$'000	Actual Expenses 2016–17 \$'000	Variation 2016–17 \$'000
	(a)	(b)	(a)–(b)

Program 1.11: Student Payments

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	3,170,276	3,079,136	91,140
Total for Program 1.11	3,170,276	3,079,136	91,140

Program 1.12: Program Support for Outcome 1

<i>Departmental expenses</i>			
Departmental appropriation	119,646	120,606	(960)
Expenses not requiring appropriation in the Budget year	16,250	15,693	557
Total for Program 1.12	135,896	136,299	(403)

Outcome 1 Totals by appropriation type

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	6,504	4,533	1,971
Special Appropriations	108,251,602	107,560,491	691,111
<i>Departmental expenses</i>			
Departmental appropriation	119,646	120,606	(960)
Expenses not requiring appropriation in the Budget year	16,250	15,693	557
Total expenses for Outcome 1	108,394,002	107,701,323	692,679

	2016–17	2015–16
Staffing resources (number)	515	507

a Represents estimated actual expenses for the 2016–17 financial year reported in the 2017–18 Portfolio Budget Statements.

Table B–3: Expenses and resources for Outcome 2: Families and Communities

	Estimated actual ^a 2016–17 \$'000 (a)	Actual Expenses 2016–17 \$'000 (b)	Variation 2016–17 \$'000 (a)–(b)
Program 2.1: Families and Communities			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	712,356	673,658	38,698
Special Appropriations	183	(26)	209
Special Accounts	18,611	14,035	4,576
Total for Program 2.1	731,150	687,667	43,483
Program 2.2: Paid Parental Leave			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	4	–	4
Special Appropriations	2,168,943	2,140,875	28,068
Total for Program 2.2	2,168,947	2,140,875	28,064
Program 2.3: Social and Community Services			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	–	–	–
Special Appropriations	–	–	–
Special Account	346,326	145,162	201,164
Total for Program 2.3	346,326	145,162	201,164
Program 2.4: Program Support for Outcome 2			
<i>Departmental expenses</i>			
Departmental appropriation	235,108	241,211	(6,103)
Expenses not requiring appropriation in the Budget year	31,931	31,385	546
Total for Program 2.4	267,039	272,596	(5,557)

	Estimated actual^a 2016–17 \$'000	Actual Expenses 2016–17 \$'000	Variation 2016–17 \$'000
	(a)	(b)	(a)–(b)

Outcome 2 Totals by appropriation type

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	712,360	673,658	38,702
Special Appropriations	2,169,126	2,140,849	28,277
Special Accounts	364,937	159,197	205,740
<i>Departmental expenses</i>			
Departmental appropriation	235,108	241,211	(6,103)
Expenses not requiring appropriation in the Budget year	31,931	31,385	546
Total expenses for Outcome 2	3,513,462	3,246,300	267,162

	2016–17	2015–16
Staffing resources (number)	831	1,030

a Represents estimated actual expenses for the 2016–17 financial year reported in the 2017–18 Portfolio Budget Statements.

Table B–4: Expenses and resources for Outcome 3: Disability and Carers

	Estimated actual ^a 2016–17 \$'000 (a)	Actual Expenses 2016–17 \$'000 (b)	Variation 2016–17 \$'000 (a)–(b)
Program 3.1: Disability, Mental Health and Carers			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,060,440	976,431	84,009
Special Account	2,950	2,290	660
Total for Program 3.1	1,063,390	978,721	84,669
Program 3.2: National Disability Insurance Scheme			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	559,693	552,359	7,334
Special Appropriations	–	–	–
Total for Program 3.2	559,693	552,359	7,334
Program 3.3: Program Support for Outcome 3			
<i>Departmental expenses</i>			
Departmental appropriation	100,333	101,309	(976)
Expenses not requiring appropriation in the Budget year	13,627	13,182	445
Total for Program 3.3	113,960	114,491	(531)
Outcome 3 Totals by appropriation type			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,620,133	1,528,790	91,343
Special Accounts	2,950	2,290	660
<i>Departmental expenses</i>			
Departmental appropriation	100,333	101,309	(976)
Expenses not requiring appropriation in the Budget year	13,627	13,182	445
Total expenses for Outcome 3	1,737,043	1,645,571	91,472
		2016–17	2015–16
Staffing resources (number)		534	507

a Represents estimated actual expenses for the 2016–17 financial year reported in the 2017–18 Portfolio Budget Statements.

Table B–5: Expenses and resources for Outcome 4: Housing

	Estimated actual^a 2016–17 \$'000	Actual Expenses 2016–17 \$'000	Variation 2016–17 \$'000
	(a)	(b)	(a)–(b)
Program 4.1: Housing and Homelessness			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,358	1,341	17
Special Appropriations	–	–	
Total for Program 4.1	1,358	1,341	17
Program 4.2: Affordable Housing			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	84,487	84,487	–
Special Appropriations	–	–	–
Total for Program 4.2	84,487	84,487	–
Program 4.3: Program Support for Outcome 4			
<i>Departmental expenses</i>			
Departmental appropriation	17,641	19,297	(1,656)
Expenses not requiring appropriation in the Budget year	2,396	2,511	(115)
Total for Program 4.3	20,037	21,808	(1,771)
Outcome 4 Totals by appropriation type			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	85,845	85,828	17
Special Appropriations	–	–	–
<i>Departmental expenses</i>			
Departmental appropriation	17,641	19,297	(1,656)
Expenses not requiring appropriation in the Budget year	2,396	2,511	(115)
Total expenses for Outcome 4	105,882	107,636	(1,754)
		2016–17	2015–16
Staffing resources (number)		99	133

a Represents estimated actual expenses for the 2016–17 financial year reported in the 2017–18 Portfolio Budget Statements.

Appendix C

Fraud control certificate



Australian Government
Department of Social Services

CERTIFICATION OF DEPARTMENTAL FRAUD CONTROL ARRANGEMENTS

I, Finn Pratt, in accordance with section 10 of the *Public Governance, Performance and Accountability Rule 2014* and the *Commonwealth Fraud Control Policy*, certify that the Department of Social Services has taken all reasonable measures to prevent, detect and deal with fraud relating to the department, including by:

- a) The conducting of regular fraud risk assessments;
- b) Developing and implementing a fraud control plan, compliant with the *Commonwealth Fraud Control Guidelines*;
- c) Having an appropriate mechanism for preventing fraud, including:
 - i. That officials are made aware of what constitutes fraud;
 - ii. The risk of fraud is taken into account in planning and conducting activities;
- d) Having appropriate mechanisms for detecting incidents of fraud or suspected fraud, including a process to report confidentially;
- e) Having an appropriate mechanism for investigating fraud or suspected fraud, consistent with the *Australian Government Investigations Standards (AGIS)*; and
- f) Having an appropriate mechanism for recording and reporting incidents of fraud or suspected fraud.

A handwritten signature in black ink, appearing to read 'Finn Pratt'.

Finn Pratt AO PSM
Secretary
June 2017

Appendix D

Staffing statistics

Tables D–1 and D–2 provide statistics on ongoing and non-ongoing staff as at 30 June 2017 by location, actual classification (including backfilling for leave) and gender; figures for the previous year are shown in parentheses. Table D–3 gives details on salary ranges as at 30 June 2017.

Table D–1: Ongoing staff employed, by actual classification, gender and location, as at 30 June 2017

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	289 (285)	918 (889)	40 (45)	643 (613)	1,890 (1,832)
APS Level 1	1 (2)	0 (0)	3 (3)	0 (0)	4 (5)
APS Level 2	2 (2)	2 (5)	2 (3)	5 (3)	11 (13)
APS Level 3	2 (5)	45 (46)	1 (1)	29 (36)	77 (88)
APS Level 4	9 (8)	65 (68)	0 (2)	37 (26)	111 (104)
APS Level 5	32 (33)	116 (98)	4 (3)	67 (51)	219 (185)
APS Level 6	101 (89)	238 (235)	9 (12)	149 (147)	497 (483)
Legal Officer	2 (1)	5 (6)	0 (0)	3 (2)	10 (9)
Senior Legal Officer	4 (2)	5 (5)	1 (1)	3 (1)	13 (9)
Principal Legal Officer	2 (3)	4 (3)	1 (1)	2 (2)	9 (9)
Public Affairs Officer Grade 1	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Public Affairs Officer Grade 2	2 (1)	3 (6)	0 (0)	3 (1)	8 (8)
Public Affairs Officer Grade 3	7 (7)	5 (4)	0 (0)	3 (1)	15 (12)
Senior Public Affairs Officer	3 (3)	5 (4)	0 (0)	1 (0)	9 (7)
EL 1	105 (106)	261 (246)	17 (16)	192 (197)	575 (565)
EL 2	15 (21)	121 (120)	2 (3)	107 (110)	245 (254)
SES Band 1	2 (2)	33 (33)	0 (0)	28 (25)	63 (60)
SES Band 2	0 (0)	6 (6)	0 (0)	11 (9)	17 ^b (15) ^a
SES Band 3	0 (0)	3 (3)	0 (0)	2 (1)	5 ^c (4)
Secretary	0 (0)	0 (0)	0 (0)	1 (1)	1 (1)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
New South Wales	27 (28)	46 (50)	4 (2)	27 (30)	104 (110)
APS Level 3	0 (0)	3 (2)	0 (0)	0 (0)	3 (2)
APS Level 4	1 (1)	4 (3)	0 (0)	0 (2)	5 (6)
APS Level 5	8 (4)	14 (18)	1 (1)	8 (5)	31 (28)
APS Level 6	14 (17)	14 (16)	1 (0)	13 (16)	42 (49)
EL 1	3 (5)	8 (7)	2 (1)	3 (6)	16 (19)
EL 2	1 (1)	3 (4)	0 (0)	3 (1)	7 (6)
Northern Territory	1 (2)	16 (15)	0 (0)	4 (5)	21 (22)
APS Level 3	0 (0)	1 (0)	0 (0)	0 (0)	1 (0)
APS Level 5	1 (1)	3 (3)	0 (0)	0 (0)	4 (4)
APS Level 6	0 (0)	8 (8)	0 (0)	3 (4)	11 (12)
EL 1	0 (1)	2 (3)	0 (0)	1 (1)	3 (5)
EL 2	0 (0)	2 (1)	0 (0)	0 (0)	2 (1)
Queensland	12 (14)	40 (42)	1 (1)	22 (24)	75 (81)
APS Level 3	0 (0)	2 (2)	0 (0)	0 (0)	2 (2)
APS Level 4	0 (0)	3 (8)	0 (0)	1 (2)	4 (10)
APS Level 5	3 (3)	11 (6)	0 (0)	1 (2)	15 (11)
APS Level 6	8 (9)	8 (11)	1 (1)	12 (11)	29 (32)
EL 1	1 (2)	11(10)	0 (0)	5 (5)	17 (17)
EL 2	0 (0)	5 (5)	0 (0)	3 (4)	8 (9)
South Australia	10 (11)	26 (26)	1 (1)	10 (10)	47 (48)
APS Level 2	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
APS Level 3	0 (0)	1 (2)	0 (0)	2 (1)	3 (3)
APS Level 4	0 (0)	2 (2)	0 (0)	1 (1)	3 (3)
APS Level 5	3 (5)	6 (7)	0 (0)	2 (2)	11 (14)
APS Level 6	6 (6)	10 (9)	1 (1)	3 (3)	20 (19)
EL 1	0 (0)	4 (4)	0 (0)	2 (3)	6 (7)
EL 2	1 (0)	3 (1)	0 (0)	0 (0)	4 (1)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Tasmania	10 (11)	9 (13)	2 (3)	3 (5)	24 (32)
APS Level 3	0 (0)	1 (2)	0 (0)	0 (0)	1 (2)
APS Level 4	1 (1)	1 (3)	1 (0)	0 (0)	3 (4)
APS Level 5	4 (5)	2 (2)	0 (1)	1 (1)	7 (9)
APS Level 6	4 (4)	2 (5)	0 (1)	1 (2)	7 (12)
EL 1	0 (1)	2 (0)	1 (1)	1 (2)	4 (4)
EL 2	1 (0)	1 (1)	0 (0)	0 (0)	2 (1)
Victoria	24 (24)	36 (37)	2 (1)	23 (30)	85 (92)
APS Level 1	1 (1)	0 (0)	0 (0)	0 (0)	1 (1)
APS Level 3	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
APS Level 4	1 (1)	3 (3)	0 (0)	0 (0)	4 (4)
APS Level 5	2 (1)	4 (8)	0 (0)	1 (4)	7 (13)
APS Level 6	19 (21)	18 (16)	1 (1)	15 (18)	53 (56)
EL 1	1 (0)	7 (5)	1 (0)	7 (7)	16 (12)
EL 2	0 (0)	4 (4)	0 (0)	0 (1)	4 (5)
Western Australia	12 (13)	25 (22)	1 (0)	7 (11)	45 (46)
APS Level 3	0 (0)	0 (2)	0 (0)	1 (1)	1 (3)
APS Level 4	1 (1)	3 (3)	0 (0)	0 (0)	4 (4)
APS Level 5	2 (5)	6 (6)	0 (0)	3 (3)	11 (14)
APS Level 6	6 (5)	9 (5)	0 (0)	1 (4)	16 (14)
EL 1	3 (2)	4 (5)	1 (0)	2 (1)	10 (8)
EL 2	0 (0)	3 (3)	0 (0)	0 (2)	3 (5)
DSS total	385 (388)	1,116 (1,094)	51 (53)	739 (728)	2,291 (2,263)

Notes:

APS equivalents for DSS classifications:

Senior Public Affairs Officer = EL 2

Public Affairs Officer 3 = EL 1

Public Affairs Officer 2 = APS Level 6

Public Affairs Officer 1 = APS Level 4–5

Special Counsel / Deputy Branch Manager = EL 2 (top salary point)

Principal Legal Officer = EL2

Senior Legal Officer = EL 1

Legal Officer = APS Level 3–6

- Numbers include 2 Canberra based staff backfilling at the SES Band 2 level.
- Numbers include 4 Canberra based staff backfilling at the SES Band 2 level.
- Numbers include 1 Canberra based staff backfilling at the SES Band 3 level.

Table D–2: Non ongoing staff, by actual classification, gender and location, as at 30 June 2017

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	10 (18)	28 (51)	6 (7)	23 (34)	67 (110)
APS Level 2	1 (3)	1 (0)	3 (3)	1 (2)	6 (8)
APS Level 3	0 (0)	2 (4)	1 (2)	2 (4)	5 (10)
APS Level 4	3 (3)	18 (14)	0 (1)	5 (8)	26 (26)
APS Level 5	0 (2)	2 (9)	1 (0)	4 (5)	7 (16)
APS Level 6	3 (5)	2 (11)	0 (0)	3 (7)	8 (23)
Legal Officer	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Senior Legal Officer	0 (0)	0 (0)	0 (0)	1 (0)	1 (0)
Public Affairs Officer Grade 1	0 (0)	1 (1)	0 (0)	0 (0)	1 (1)
Public Affairs Officer Grade 2	0 (1)	1 (0)	0 (0)	1 (1)	2 (2)
EL 1	2 (1)	0 (7)	1 (1)	2 (6)	5 (15)
EL 2	1 (3)	0 (4)	0 (0)	2 (1)	3 (8)
SES Band 1	0 (0)	0 (0)	0 (0)	2 (0)	2 (0)
New South Wales	6 (4)	0 (1)	1 (1)	0 (2)	7 (8)
APS Level 2	6 (4)	0 (0)	1 (1)	0 (0)	7 (5)
APS Level 3	0 (0)	0 (0)	0 (0)	0 (1)	0 (1)
APS Level 5	0 (0)	0 (1)	0 (0)	0 (1)	0 (2)
Northern Territory	0 (2)	0 (0)	0 (0)	0 (0)	0 (2)
APS Level 2	0 (2)	0 (0)	0 (0)	0 (0)	0 (2)
Queensland	3 (2)	0 (0)	1 (2)	0 (0)	4 (4)
APS Level 2	3 (2)	0 (0)	1 (2)	0 (0)	4 (4)
South Australia	0 (0)	0 (0)	0 (0)	0 (0)	0 (0)
Tasmania	1 (0)	0 (0)	0 (0)	0 (0)	1 (0)
APS Level 3	1 (0)	0 (0)	0 (0)	0 (0)	1 (0)
Victoria	0 (1)	1 (1)	0 (0)	0 (0)	1 (2)
APS Level 3	0 (1)	0 (0)	0 (0)	0 (0)	0 (1)
APS Level 4	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
APS Level 6	0 (0)	1 (0)	0 (0)	0 (0)	1 (0)

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Western Australia	0 (2)	1 (2)	1 (1)	0 (2)	2 (7)
APS Level 3	0 (0)	0 (1)	0 (0)	0 (0)	0 (1)
APS Level 4	0 (0)	1 (0)	0 (0)	0 (1)	1 (1)
APS Level 5	0 (2)	0 (1)	1 (1)	0 (1)	1 (5)
DSS total	20 (29)	30 (55)	9 (11)	23 (38)	82 (133)

Table D–3: Salary ranges by APS classification level, as at 30 June 2017

Classification	Range of salaries
APS Level 1	\$48,915 – \$49,516
APS Level 2	\$51,088 – \$56,849
APS Level 3	\$59,040 – \$64,060
APS Level 4	\$66,890 – \$74,277
APS Level 5	\$73,461 – \$78,451
APS Level 6 ¹	\$80,463– \$104,213
EL 1 ¹	\$100,254 – \$150,385
EL 2 ¹	\$118,164 – \$163,268
SES Band 1	\$168,422 – \$206,317
SES Band 2/ Band 3	\$230,000 – \$320,000

Notes:

Salaries are based on the lowest to the highest salaries paid to DSS employees against each classification as at 30 June 2017. This includes salary matching and IFAs.

APS equivalents for DSS classifications:

Senior Public Affairs Officer = EL 2	Special Counsel / Deputy Branch Manager = EL 2 (top salary point)
Public Affairs Officer 3 = EL 1	Principal Legal Officer = EL2
Public Affairs Officer 2 = APS Level 6	Senior Legal Officer = EL 1
Public Affairs Officer 1 = APS Level 4–5	Legal Officer = APS Level 3–6

¹ Where the non-SES Individual IFA salary is higher than the classification against the DSS EA, the IFA salary for the classification is used.



Appendix E

Work Health and Safety

Initiatives and health and safety outcomes

Our focus on work health and safety outcomes in 2016–17 shows positive results in reducing incidences of workers' compensation claims and improving return to work outcomes for our injured or ill employees:

- » reduction in the number of workers compensation claims received in 2016–17 by 46 per cent compared to claims received in 2012–13
- » reduction in the number of psychological claims accepted to one in 2016–17 compared to four in 2015–16
- » no increase in the number of muscular skeletal injuries with six accepted claims in 2015–16 and 2016–17
- » reduction of 19 per cent in the total number of incapacity weeks paid in 2016–17 compared to 2014–15
- » improvement in return to work outcomes with 80 per cent of employees achieving rehabilitation goals in 2016–17 compared to 60 per cent in 2014–15.

A key strategy in addressing muscular skeletal health for 2017–18 will be new furniture and equipment to be used in our new premises in Tuggeranong. The new building will be fitted with sit/stand desks for all National Office staff and the same will be offered to employees across the organisation on an as-required basis.

We will continue to focus on encouraging early identification, reporting and response to workplace hazards and injuries in the workplace to further improve work health and safety and return to work performance.

Other initiatives implemented in 2016–17 to ensure the health, safety and welfare of workers included:

- » investing in our rehabilitation and return to work system, ensuring compliance with our legislative obligations
- » providing early intervention support to our injured or ill employees to assist them to remain at or return to work safely and promoting the health benefits of work
- » strengthening our partnership with Comcare through knowledge and information sharing
- » actively participating in APS working groups, providing leadership and involvement in scheme design
- » in order to reduce unscheduled absences during the flu season, employees were invited to participate in the annual flu vaccination program. Nationally, 43 per cent of employees participated in this program.
- » a new Employee Assistance Provider was engaged during the 2016–17 reporting period — it has been proactive in promoting its services. Employee participation in wellbeing seminars and other similar services has increased significantly.

Notifiable incidents

In 2016–17 there was one notifiable incident in relation to a serious injury of a person.

No investigations were carried out under part 10 of the *Work Health and Safety Act 2011*.

Other matters

There were no other matters that met the reporting thresholds contained in the guidelines approved by the Joint Committee of Public Accounts and Audit for the Australian Parliament.



Appendix F

Advertising and market research

During 2016–17, we conducted the following advertising campaign:

- » Stop it at the start.

Further information on the advertising campaign is available at dss.gov.au and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance website at finance.gov.au.

The organisations listed below provided advertising and market research activities that supported advertising campaigns and social policy design.

There were no payments to creative advertising agencies in 2016–17.

Table F–1: Payments to market research and polling organisations in 2016–17

Provider	Service Provided	Amount paid \$ (incl GST)
Colmar Brunton Pty Ltd	Social policy research – Longitudinal Study of Indigenous Children (LSIC)	368,986
Colmar Brunton Pty Ltd	Social policy research – Longitudinal Study of Indigenous Children (LSIC)	107,507
Colmar Brunton Pty Ltd	Market research – Data Exchange Client Survey	65,988
Hall & Partners Open Mind Pty Ltd	Market research – Stop it at the Start Campaign	197,911
Hall & Partners Open Mind Pty Ltd	Market research – National Disability Insurance Scheme (NDIS) Quality and Safeguards	39,303
Hall & Partners Open Mind Pty Ltd	Market research – National Disability Insurance Scheme (NDIS) Quality and Safeguards	15,295
Orima Research Pty Ltd	Market research – 2016 APS Census Survey	29,200
Taylor Nelson Sofres Australia Pty Ltd	Market research – Stop it at the Start Campaign	184,800
Taylor Nelson Sofres Australia Pty Ltd	Market research – Stop it at the Start Campaign	19,209
Taylor Nelson Sofres Australia Pty Ltd	Market research – Building Employer Demand	72,930

Provider	Service Provided	Amount paid \$ (incl GST)
Taylor Nelson Sofres Australia Pty Ltd	Market research – Digital Literacy for Older Australians	25,300
Taylor Nelson Sofres Australia Pty Ltd	Market research – Digital Literacy for Older Australians	106,700
Taylor Nelson Sofres Australia Pty Ltd	Market research – National Disability Insurance Scheme (NDIS)	165,000
Total		1,398,129

Table F–2: Payments to direct mail organisations in 2016–17

Provider	Service Provided	Amount paid \$ (incl GST)
National Mailing & Marketing Pty Ltd	Distribution of publications and products	25,962
Total		25,962

Table F–3: Payments to media advertising organisations in 2016–17

Provider	Service Provided	Amount paid \$ (incl GST)
Dentsu Mitchell Media Australia Pty Ltd	Advertising	15,158
Dentsu Mitchell Media Australia Pty Ltd	Advertising	39,831
Dentsu Mitchell Media Australia Pty Ltd	Advertising	13,689
Dentsu Mitchell Media Australia Pty Ltd	Advertising	40,678
Dentsu Mitchell Media Australia Pty Ltd	Advertising	5,168,921
Dentsu Mitchell Media Australia Pty Ltd	Recruitment advertising	112,707
Total		5,390,984

Appendix G

Ecologically sustainable development and environmental performance

Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act) requires Commonwealth agencies to report against two core criteria:

- » how the agency accords with and contributes to the principles of ecologically sustainable development
- » the environmental performance of the agency, including the impact of its activities on the natural environment, how these are mitigated and how they will be further mitigated.

The following sections specifically address the requirements of section 516A of the EPBC Act.

How DSS accords with and contributes to environmentally sustainable development

We address the Ecologically Sustainable Development principles of inter-generational equity and improved valuation, pricing and incentive mechanisms through our procurement policy and the Green Lease Schedule to property leases. The principles relating to scientific certainty and biological diversity are generally of limited application to our activities. We do not administer any legislation that has a direct impact on ecologically sustainable development.

Environmental performance

Our sustainability framework includes an environmental policy, an environmental management system, a register of aspects and impacts on the environment and a plan to address those impacts.

Environmental Management System

Our Environmental Management System is a structured management tool for identifying and minimising the impacts of our activities on the environment. At the core of the system is a corporate environmental policy that accords with the principles of ecologically sustainable development. The environmental policy states:

We at the Department commit to integrating sustainable workplace practices into our activities in order to improve our environmental performance.

The system contains procedures and registers for identifying legal and other obligations; identifying potential and actual risks to the environment from our activities, products or services and addressing those risks; communicating to staff and stakeholders; and assessing compliance with our plans.

Environmentally Conscious Office Staff Network

We have established an Environmentally Conscious Office Staff Network at our sites across Australia. The Network’s role is to encourage environmentally sustainable practices in the workplace.

Measures taken to minimise the effect of activities on the environment

The following tables provide quantitative information on the measures taken to minimise the effect of activities on the environment and environmental performance data in respect of energy and waste production.

Table G–1: Energy, waste and water efficiency measures and monitoring mechanisms

Measures taken	Mechanisms for monitoring and review
Energy	
The following sites have Green Lease Schedules (GLS) in place: <ul style="list-style-type: none"> • Centennial Plaza (levels 8 and 9), Sydney • Holwell Street, Greenway • Jacana House (levels 2 and 3), Darwin National Australian Built Environment Reporting System (NABERS) assessments are undertaken annually at each of these sites	Conduct annual NABERS assessments to ensure energy consumption is minimised.
Building Management Committee meetings are conducted as required under GLS	Continue to conduct Building Management Committee meetings.
DSS participated in Earth Hour 2017	Continue to participate in Earth Hour each year
Waste	
DSS has been a signatory to the ACT Government ACTSmart Office Program since 2010. Participation in the Program leads to accreditation as an ACTSmart Office, which recognises offices that actively recycle. Reducing the amount of waste sent to landfill will reduce our impact on the environment	Regularly monitor the amount of waste removed from Canberra based sites. Continue to examine new ways of reducing waste to landfill.
Organic waste from our Tuggeranong site in Canberra is separated and sent to a worm farm. Batteries, printer cartridges and fluorescent tubes are recycled	
Water	
Fifty-one rainwater tanks with a total capacity of 203,020 litres are installed across the grounds of the Tuggeranong Office Park. The water is used to offset the use of potable water for landscape irrigation	Continue to examine new ways of reducing water consumption.

Table G–2: Environmental performance indicators

Performance Measure	Indicator	2016–17	2015–16
Energy efficiency			
Total consumption of energy in buildings	Electricity consumption(kWh) ^a	4,788,017	5,473,633
Total consumption of energy in vehicles ^b	Diesel (L)	9,218	12,611
	E10 (Biofuel) (L)	4,578.13	7,949
	Unleaded petrol (L)	23,192	31,619
Total vehicle distance travelled ^c	Motor vehicle distance travelled (km)	399,126	803,056
Total air travel distance	Air travel distance (km) ^d	10,735,659	12,459,777
Waste			
Office paper waste production (National)	Waste paper to recycling facilities (tonnes)	148.2	170.1
Commingled Recycling (including cardboard but excluding office paper) (Canberra Sites)	Commingled waste to recycling facilities (tonnes)	27.69	33
Organic waste (Canberra sites)	Organic waste to worm farms (litres)	18,000	15,000
Landfill	Landfill waste to ACT landfill (tonnes)	82	84

- a Figures for 2016–17 are not readily comparable given relocations in State Offices due to lease renewals and Machinery of Government (MoG) changes, which impacted the DSS property portfolio.
- b Fuel consumption in vehicles data is based on the 2016–17 FBT year. The deviation in data for vehicles is due to changed fleet profile following MoG changes in 2015–16.
- c The deviation in data for vehicles is due to changed fleet profile following MoG changes in 2015–16.
- d Air travel has reduced following MoG changes in 2015–16.

Appendix H

Compliance with the Carer Recognition Act

Through the *Carer Recognition Act 2010* (CR Act), the Australian Government recognises the exceptional contribution made by unpaid carers.

The CR Act stipulates that carers should have the same rights, choices and opportunities as other Australians. To help achieve this, the CR Act sets out reporting and consultation obligations for APS agencies with responsibilities towards carers.

Subsection 7(1) – Each public service agency is to take all practicable measures to ensure that its employees and agents have an awareness and understanding of the Statement for Australia’s Carers.

We promote staff awareness and understanding of the CR Act and the Statement for Australia’s Carers (the Statement) through our intranet and other departmental resources.

We inform the general public about the Statement on Carer Gateway at carergateway.gov.au. We also fund Carers Australia to coordinate and manage National Carers Week activities each October. These activities raise the general public’s awareness of carers and their role, and inform carers about available services and assistance.

Subsection 7(2) – Each public service agency’s internal human resources policies, so far as they may significantly affect an employee’s caring role, are to be developed having due regard to the Statement for Australia’s Carers.

Our human resources policies comply with the principles contained in the Statement.

Our Enterprise Agreement (EA) includes special carers leave entitlements and ensures staff can access health and diversity rooms when they are required to deal with unforeseen caring responsibilities.

Staff can access free counselling arranged through the Employee Assistance Program (EAP).

Our intranet also provides employees and managers with information about carers’ entitlements and internal and external resources.

Subsection 8(1) – Each public service care agency is to take all practicable measures to ensure that it, and its employees and agents, take action to reflect the principles of the Statement for Australia’s Carers in developing, implementing, providing or evaluating care supports.

Our standard funding agreement terms and conditions oblige funding recipients to comply with relevant laws, Australian Government policies, codes of ethics, regulations or industry standards relevant to the activity.

Subsection 8(2) — Each public service care agency is to consult carers, or bodies that represent carers, when developing or evaluating care supports.

In 2016–17 individual carers and representatives of carer organisations participated in consultations about a review of the assessment process that determines qualification for Carer Payment and Carer Allowance.

We continue to fund a peak body to represent carers' issues to the Government and the Department.

Announced by the Government on 7 November 2016 the National Disability and Carers Advisory Council (the Council) was formed and has met twice in 2016–17, an inaugural meeting on 14 December 2016 in Canberra and a second meeting on 3 May 2017 in Melbourne. The Council is an important mechanism to help drive implementation of the *National Disability Strategy 2010–2020*, with the Second Implementation Plan released on 1 December 2016. The Council will also advise Government on reforms to the employment of people with disability and in carer supports and services. Members will be advising on issues relating to the full roll-out of the NDIS and its interface with mainstream services.

The Council has established a Carer Reform Working Group which has agreed to focus on priority activities over the next year to include; enhancing the evidence base on the valuable role of carers in the lives of many Australians, the significant contribution they make to society and the economy, and the significant challenges they face in looking after the people they care for. This research will enable the Council to bring forward to Government proposals that will help progress carers' social and economic opportunities and social inclusion.

The Carer Gateway Advisory Group (CGAG) was established to provide advice on the development of Stage One and Two of the Integrated Plan for Carer Support Services (the Plan). CGAG met on a monthly basis during its term from June 2015 to March 2017 and its membership consisted of key leaders and representatives from peak bodies with specific expertise and interest in carers, as well as consumer advocates.

A Carer Subject Matter Expert Working Group was also established in August 2015 to inform the ongoing development of the Plan. Membership consists of carers and representatives that have operational level expertise and knowledge of working with carers. This Group has met on six occasions over the past 12 months as part of the co-design process of Stage Two of the Plan, being the development of a draft Service Delivery Model for a proposed new integrated carer support service system.

Appendix I

Changes to disability reporting

Since 1994, non-corporate Commonwealth entities have reported on their performance as policy adviser, purchaser, employer, regulator and provider under the *Commonwealth Disability Strategy*. In 2007–08 reporting on the employer role was transferred to the *APSC State of the Service Report* and the *APS Statistical Bulletin*. These reports are available at apsc.gov.au. From 2010–11 entities have no longer been required to report on these functions.

The *Commonwealth Disability Strategy* has been overtaken by the *National Disability Strategy 2010–2020* (the Strategy), which sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level, two-yearly report will track progress against each of the six outcome areas of the Strategy and present a picture of how people with disability are faring. The first of these reports is available at dss.gov.au/nds.



Appendix J

Family Tax Benefit reconciliation data

The purpose of Family Tax Benefit (FTB) reconciliation is to determine whether a family was eligible to receive payment and, if so, whether they received their correct entitlement. Following each entitlement year, actual family income is reconciled with the amount of FTB paid in instalments throughout the previous year. Reconciliation also determines if a family is eligible for the end of year FTB supplements. This may result in a family receiving a top-up payment, a debt being raised or no change.

Table J-1 shows reconciliation outcomes for FTB recipients for the 2014–15 and 2015–16 entitlement years. The FTB population includes individuals who were reconciled as entitled to FTB, not entitled to FTB or who had not reconciled their entitlement.

The majority of nil change instalment recipients were ineligible for the end of year supplement because they were late meeting the reconciliation conditions, or chose to defer receipt of instalment payments (zero rate recipients) and were found to be ineligible on reconciliation, or were eligible for Rent Assistance only.

Table J–1: Reconciliation outcomes, as at 30 June 2017

	Entitlement year ^a	
	2015–16	2014–15
Top-ups		
Number of recipients	1,389,241	1,551,854
Per cent of total recipient number	75.1%	79.3%
Total amount	\$3,461m	\$3,970m
Average amount	\$2,491	\$2,558
Overpayments		
Number of recipients	182,557	195,795
Per cent of total recipient number	9.9%	10.0%
Total amount	\$352m	\$347m
Average amount	\$1,930	\$1,774
Nil changes (instalment)		
Number of recipients	22,753	71,049
Per cent of total recipient number	1.2%	3.6%
Nil changes (lump sum recipient)		
Number of recipients	30,594	58,605
Per cent of total recipient number	1.7%	3.0%
No outcome — Grant^b		
Number of recipients	63,086	51,244
Per cent of total recipient number	3.4%	2.6%
No outcome — Non-lodger^c		
Number of recipients	na	29,113
Per cent of total recipient number	na	1.5%
No outcome — Other^d		
Number of recipients	160,756	39
Per cent of total recipient number	8.7%	0.0%
Total		
Number of recipients	1,848,987^e	1,957,699

a Reconciliation data reported as at 30 June 2017 for 2015–16 (quarter 4) and 30 June 2016 for 2014–15 (quarter 8). Reconciliation data is not considered mature until quarter 8 when the data stabilises.

b No outcome — Grant are recipients who claimed Family Tax Benefit by lump sum claim. Reconciliation of their entitlement is not required as their claim is made with known income and entitlement for end of year supplements. If new information is provided to DHS (such as an income update or compliance with the immunisation requirement) a No outcome — Grant recipient will be reconciled and move to a new reconciliation outcome.

- c No outcome — Non-lodgers are recipients who have not reconciled their entitlement to FTB by 30 June 2017.
- d No outcome — Other are recipients that have their entitlement to Family Tax Benefit pending reconciliation or are late lodgers for their Family Tax Benefit entitlement.
- e The reduction in the Family Tax Benefit population is primarily due to the reduction of the Family Tax Benefit Part B primary earner income limit on 1 July 2015 from \$150,000 to \$100,000.

Table J–2 shows outstanding reconciliation debt by state for FTB families for the 2011–12 to 2015–16 entitlement years.

Table J–2: Outstanding reconciliation debt, as at 30 June 2017

State/territory ^a	Entitlement year ^b				
	2015–16	2014–15	2013–14	2012–13	2011–12
Australia Capital Territory					
Number of recipients	1,140	449	278	168	85
Outstanding debt	\$2,513,677	\$953,624	\$591,260	\$384,431	\$166,595
New South Wales					
Number of recipients	24,636	12,588	7,361	4,164	2,051
Outstanding debt	\$53,747,382	\$30,533,728	\$19,360,069	\$10,841,572	\$5,829,764
Northern Territory					
Number of recipients	1,020	518	325	162	64
Outstanding debt	\$1,902,402	\$1,261,228	\$931,424	\$434,356	\$186,297
Queensland					
Number of recipients	18,158	9,590	6,095	3,635	1,824
Outstanding debt	\$38,926,883	\$22,545,135	\$15,392,963	\$9,656,245	\$4,776,030
South Australia					
Number of recipients	5,316	2,459	1,366	813	401
Outstanding debt	\$10,088,009	\$5,463,411	\$3,263,300	\$2,055,872	\$1,019,919
Tasmania					
Number of recipients	1,429	685	443	238	105
Outstanding debt	\$2,478,555	\$1,505,011	\$1,047,893	\$580,995	\$217,903
Victoria					
Number of recipients	19,642	9,943	5,828	3,388	1,636
Outstanding debt	\$42,678,825	\$24,301,523	\$15,238,112	\$8,940,364	\$4,687,262
Western Australia					
Number of recipients	8,494	4,610	2,865	1,742	903
Outstanding debt	\$18,543,362	\$11,047,688	\$7,359,686	\$4,575,585	\$2,591,108

State/territory ^a	Entitlement year ^b				
	2015–16	2014–15	2013–14	2012–13	2011–12
Not recorded^c					
Number of recipients	195	209	198	193	193
Outstanding debt	\$486,264	\$463,000	\$501,779	\$512,879	\$471,242
Total^d					
Number of recipients	80,030	41,051	24,759	14,503	7,262
Outstanding debt	\$171,365,358	\$98,074,348	\$63,686,488	\$37,982,298	\$19,946,119

- a The state or territory is based on the recipient's address at 30 June 2017. This address may differ from their address when the debt was incurred.
- b Reconciliation data reported as at 30 June 2017. This is quarter 4 for 2015–16, quarter 8 for 2014–15, quarter 12 for 2013–14, quarter 16 for 2012–13 and quarter 20 for 2011–12. Reconciliation data is not considered mature until quarter 8 when the data stabilises.
- c 'Not recorded' includes recipients with overseas addresses, addresses that are post office boxes (rather than street addresses), and invalid addresses (e.g. for people who are no longer recipients).
- d Any discrepancies between totals and sums of components are due to rounding.

Table J–3 shows FTB families by state who had part or all of their tax refund withheld to offset a reconciliation debt for the 2011–12 to 2015–16 entitlement years. Offsets applied to non-lodger, qualification and prior year reconciliation debt are not included.

Table J–3: Recipients with tax refund reconciliation offset, as at 30 June 2017

State/territory ^a	Entitlement year ^b				
	2015–16	2014–15	2013–14	2012–13	2011–12
Australian Capital Territory	1,263	1,253	1,035	1,027	1,152
New South Wales	25,383	24,748	21,967	19,009	19,880
Northern Territory	821	801	764	658	638
Queensland	16,103	16,584	15,199	14,652	15,582
South Australia	5,666	5,540	5,114	4,583	4,796
Tasmania	1,532	1,500	1,385	1,308	1,307
Victoria	21,794	21,242	18,658	15,838	16,374
Western Australia	7,898	8,261	7,772	7,652	8,186
Not recorded ^c	164	217	294	299	394
Total	80,624	80,146	72,188	65,026	68,309

- a The state or territory is based on the recipient's address at 30 June 2017. This address may differ from their address when the debt was incurred.
- b Reconciliation data reported as at 30 June 2017. This is quarter 4 for 2015–16, quarter 8 for 2014–15, quarter 12 for 2013–14, quarter 16 for 2012–13 and quarter 20 for 2011–12. Reconciliation data is not considered mature until quarter 8 when the data stabilises.
- c 'Not recorded' includes recipients with overseas addresses, addresses that are post office boxes (rather than street addresses), and invalid addresses (e.g. for people who are no longer recipients).

Table J-4 shows the average adjusted taxable income by state for FTB families who incurred a reconciliation debt, for the 2011–12 to 2015–16 entitlement years, including recipients who were found to be ineligible on reconciliation.

Table J-4: Average adjusted taxable income for reconciliation debtors, as at 30 June 2017

State/territory ^a	Entitlement Year ^b				
	2015–16	2014–15	2013–14	2012–13	2011–12
Australian Capital Territory	\$105,897	\$112,960	\$107,220	\$104,581	\$105,848
New South Wales	\$100,421	\$102,938	\$100,081	\$96,672	\$98,753
Northern Territory	\$101,416	\$105,438	\$103,160	\$98,246	\$97,503
Queensland	\$97,379	\$101,491	\$100,293	\$97,212	\$98,813
South Australia	\$93,361	\$97,321	\$96,265	\$93,636	\$95,557
Tasmania	\$92,526	\$93,133	\$92,195	\$88,561	\$89,742
Victoria	\$98,548	\$100,274	\$97,917	\$95,963	\$98,449
Western Australia	\$102,273	\$111,019	\$108,942	\$107,728	\$108,905
Not recorded ^c	\$103,213	\$102,232	\$99,794	\$97,574	\$97,971
Total	\$98,956	\$102,443	\$100,339	\$97,767	\$99,683

- a The state or territory is based on the recipient's address at 30 June 2017. This address may differ from their address when the debt was incurred.
- b Reconciliation data reported as at 30 June 2017. This is quarter 4 for 2015–16, quarter 8 for 2014–15, quarter 12 for 2013–14, quarter 16 for 2012–13 and quarter 20 for 2011–12. Reconciliation data is not considered mature until quarter 8 when the data stabilises.
- c 'Not recorded' includes recipients with overseas addresses, addresses that are post office boxes (rather than street addresses), and invalid addresses (e.g. for people who are no longer recipients).

Table J-5 shows the average adjusted taxable income by claim type for FTB families for the 2014–15 and 2015–16 entitlement years. Families who were found to be ineligible upon reconciliation are not included.

Table J-5: Average adjusted taxable income by claim type, as at 30 June 2017

Claim type	Entitlement year ^a	
	2015–16	2014–15
Lump sum	\$80,601	\$80,659
Instalment	\$54,261	\$57,492

- a Reconciliation data reported as at 30 June 2017 for 2015–16 (quarter 4) and 30 June 2016 for 2014–15 (quarter 8). Reconciliation data is not considered mature until quarter 8 when the data stabilises.

Table J–6 shows the income distribution of adjusted taxable income for FTB families for the 2014–15 and 2015–16 entitlement years. Families who were found to be ineligible upon reconciliation are not included. Families who have not yet reconciled their entitlement are not included.

Table J–6: Adjusted taxable income across ranges, as at 30 June 2017

Adjusted Taxable income (\$)	Entitlement year ^a			
	2015–16		2014–15	
	FTB Part A recipients	FTB Part B recipients	FTB Part A recipients	FTB Part B recipients
0 to less than 20,000	281,855	279,265	315,318	312,276
20,000 to less than 40,000	409,108	404,792	439,915	435,124
40,000 to less than 60,000	307,686	292,058	339,904	320,121
60,000 to less than 80,000	248,061	194,156	278,301	213,561
80,000 to less than 100,000	227,425	133,471	254,761	148,718
100,000 to less than 150,000	118,128	38,183	142,904	142,072
150,000 to less than 200,000	5,225	1,780	6,018	8,231
200,000 to less than 250,000	636	419	762	612
250,000 to less than 300,000	166	122	215	179
300,000 or more	271	220	310	270
Total^b	1,598,561	1,344,466	1,778,408	1,581,164

a Reconciliation data reported as at 30 June 2017 for 2015–16 (quarter 4) and 30 June 2016 for 2014–15 (quarter 8). Reconciliation data is not considered mature until quarter 8 when the data stabilises.

b Some families with higher incomes are eligible to receive FTB. They include:

- 1 Recipients with large families
- 2 Recipients who were entitled to an income support payment for part of the year
- 3 Recipients whose personal circumstances change during the year (e.g. recipients with new partners who were eligible for FTB as a single person but are ineligible when partnered due to increased income)
- 4 Certain groups of recipients who are free of the FTB Part A or FTB Part B income tests
- 5 Child Disability Allowance (CDA) recipients eligible for FTB Part A due to CDA savings provisions originally introduced in 1993 (CDA was not asset or income-tested, and CDA qualification entitled families to a minimum amount of Family Allowance free of any means test prior to January 1993).

Recipients who are entitled to an income support payment are not subject to the FTB Part A income test or the FTB Part B primary earner income test. Certain payments, such as superannuation lump sums, are included in adjusted taxable income but these do not necessarily preclude recipients from receiving income support.



Appendix K

Glossary of abbreviations and acronyms

AAO	Administrative Arrangements Order
AAGE	Australian Association of Graduate Employers
AASB	Australian Accounting Standards Board
AAT	Administrative Appeals Tribunal
ADE	Australian Disability Enterprise
AGA	Australian Government Actuary
AGIS	Australian Government Investigation Standards
AHURI	Australian Housing and Urban Research Institute
ANAO	Australian National Audit Office
AO	Order of Australia
APS	Australian Public Service
APSC	Australian Public Service Commission
ATO	Australian Taxation Office
AVS	Australian Valuation Solutions
BMA	Bilateral Management Arrangement
BSWAT	Business Services Wage Assessment Tool
CGAG	Carer Gateway Advisory Group
COAG	Council of Australian Governments
CPI	Consumer Price Index
CR Act	<i>Carer Recognition Act 2010</i>
CSS	Commonwealth Superannuation Scheme
DES	Disability Employment Services
DEX	DSS Data Exchange
DHS	Department of Human Services
DRC	Depreciated Replacement Cost
DSP	Disability Support Pension
DSS	Department of Social Services
DVA	Department of Veteran's Affairs
EA	Enterprise Agreement
EAP	Employee Assistance program
EMG	Executive Management Group
EPBC Act	<i>Environment Protection and Biodiversity Conservation Act 1999</i>

FBT	Fringe Benefits Tax
FRR	Financial Reporting Rule
FTB	Family Tax Benefit
GLS	Green Lease Schedule
GST	Goods and Services Tax
ICT	Information Communication and Technology
IFAs	Individual Flexibility Arrangements
LPI	Labour Price Index
MoG	Machinery of Government
NABERS	National Australian Built Environment Reporting System
NAHA	National Affordable Housing Agreement
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
NHHA	National Housing and Homelessness Agreement
NPAH	National Partnership Agreement on Homelessness
NRAS	National Rental Affordability Scheme
OPA	Official Public Account
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Submission
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PID Act	<i>Public Interest Disclosure Act 2013</i>
PSM	Public Service Medal
PSS	Public Sector Superannuation Scheme
RTO	Refundable Tax Offsets
SES	Senior Executive Service
SFSS	Student Financial Supplement Scheme
SKB	Schoolkids Bonus
SMEs	Small and Medium Enterprises
SMG	Senior Management Group
SSAT	Social Security Appeals Tribunal

Abbreviations and conventions

—	Nil
na	Not available
\$m	\$ million
\$b	\$ billion

Note: Figures in tables and generally in text have been rounded. Discrepancies in tables between totals and sums of components are due to rounding

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Compliance index

List of requirements

Index of information provided in compliance with *2017 Requirements for Annual Reports for Non-corporate Commonwealth entities*.

Description	Location	Requirement
Letter of transmittal	vi	Mandatory

Aids to access

Table of contents	ii–iii	Mandatory
Alphabetical index	217	Mandatory
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List of requirements	208	Mandatory
Details of contact officer	Inside back cover	Mandatory
Internet home page address	Outside back cover	Mandatory
Internet address for report	Outside back cover	Mandatory

Review by Departmental Secretary

Review by the departmental secretary	1–3	Mandatory
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Overview of the Department

Role and functions	6	Mandatory
Organisational structure	7–11	Mandatory
Outcomes and program structure	iv–v	Mandatory
Purpose	19	Mandatory
Portfolio structure	14–15	Portfolio departments — Mandatory
Where the outcomes and program structures differ from PBS/PAES or other portfolio statements accompanying any other additional appropriation bills, details of variation and reasons for change	–	If applicable — Mandatory

Report on the Performance of the Department

Annual Performance Statements

Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule	17–81	Mandatory
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Description	Location	Requirement
Report on Financial Performance		
Discussion and analysis of the Department’s financial performance	115–168	Mandatory
Agency resource statement and total payments of the Department	173–182	Mandatory
Discussion and details of any significant changes in financial results from previous or current reporting period	–	If applicable — Mandatory
Management and Accountability		
Corporate Governance		
Information on compliance with section 10 of the PGPA Rule (fraud systems)	90, 183	Mandatory
Certification by the Secretary that fraud risk assessments and fraud control plans have been prepared	183	Mandatory
Certification by the Secretary that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the Department are in place	183	Mandatory
Certification by the Secretary that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	183	Mandatory
Outline of structures and processes in place for the Department to implement principles and objectives of corporate governance	84–87	Mandatory
Statement of significant issues reported to the Minister under paragraph 19(1)(e) of the PGPA Act that relates to non-compliance with finance law and action taken to remedy non-compliance	–	If applicable — Mandatory
External Scrutiny		
Significant developments in external scrutiny and the Department’s response to the scrutiny	96–103	Mandatory
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the Department	97	Mandatory
Reports on operations of the Department by the Auditor-General (other than reports under section 43 of the PGPA Act), a Parliamentary Committee, or the Commonwealth Ombudsman	96–103	Mandatory
Any agency capability review	–	If applicable — Mandatory

Description	Location	Requirement
Management of Human Resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	104	Mandatory
Statistics on the Department's APS employees on an ongoing and non-ongoing basis; including the following: <ul style="list-style-type: none"> • Staffing classification level • Full-time employees • Part-time employees • Gender • Staff location • Employees who identify as Indigenous. 	105, 184–188	Mandatory
Enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i>	108	Mandatory
Number of SES and non-SES employees covered by arrangements above	108	Mandatory
Salary ranges for APS employees by classification level	188	Mandatory
Non-salary benefits provided to employees	109	Mandatory
Number of employees at each classification level who received performance payments	–	If applicable — Mandatory
Aggregate amounts of performance pay at each classification level	–	If applicable — Mandatory
Average amount of performance payment, and range of such payments, at each classification level	–	If applicable — Mandatory
Aggregate amount of performance payments	–	If applicable — Mandatory
Assets Management		
Assessment of effectiveness of assets management where asset management is a significant part of the Department's activities	111	If applicable — Mandatory
Purchasing		
Assessment of the Department's performance against the <i>Commonwealth Procurement Rules</i>	113	Mandatory

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Consultants		
Summary statement detailing the number of new contracts engaging consultants entered into during the year; the total actual expenditure on all new consultancy contracts entered into during the year (inclusive of GST); the number of ongoing consultancy contracts that were entered into during prior year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST)	112	Mandatory
Summary statement regarding the engagement of consultants in the format specified at paragraph 17AG (7)(b) of the PGPA Rule	112	Mandatory
Summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged	112	Mandatory
Statement regarding information about actual expenditure on contracts for consultancies in the format specified at paragraph 17AG (7)(d) of the PGPA Rule	112	Mandatory
Australian National Audit Office Access Clauses		
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Small Business		
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If the entity is considered by the Finance Minister as 'material in nature'—a statement must be included using the text as specified at paragraph 17AG (7)(c) of the PGPA Rule	113	If applicable — Mandatory
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Statement providing information on grants awarded for the reporting period, as specified at paragraph 17AH (1)(b) of the PGPA Rule	93	If applicable — Mandatory
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