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Appendix A

Resource statements

Table A–1: Agency resource statement 2017–18

		Actual available appropriation for 2017–18 \$'000 (a)	Payments made 2017–18 \$'000 (b)	Balance remaining 2017–18 \$'000 (a)–(b)
Ordinary Annual Services¹				
Departmental appropriation ²		570,940	501,876	69,064
Total		570,940	501,876	69,064
<i>Administered expenses</i>				
Outcome 1		13,311	10,137	
Outcome 2		691,524	643,012	
Outcome 3		3,920,501	3,590,944	
Outcome 4		85,923	91,082	
Payments to corporate Commonwealth entities ³		1,050,979	1,050,979	
Total		5,762,238	5,386,154	
Total ordinary annual services	A	6,333,178	5,888,030	
Other services⁴				
Departmental non-operating				
Equity injections ⁵		62,140	57,049	5,091
Total		62,140	57,049	5,091
Total other services	B	62,140	57,049	5,091
Total available annual appropriations and payments		6,395,318	5,945,079	
Special appropriations				
<i>Paid Parental Leave Act 2010</i>			2,146,144	
<i>Social Security (Administration) Act 1999</i>			89,292,139	
<i>A New Tax System (Family Assistance) (Administration) Act 1999</i>			18,716,338	
<i>Student Assistance Act 1973 — Section 55A (Administered)</i>			349,892	

	Actual available appropriation for 2017–18 \$'000	Payments made 2017–18 \$'000	Balance remaining 2017–18 \$'000
	(a)	(b)	(a)–(b)
<i>Social and Community Services Pay Equity Special Account Act 2012</i>		381,775	
<i>Public Governance, Performance and Accountability Act 2013 — Section 77, Administered</i>		42	
<i>Business Services Wage Assessment Tool Payment Scheme Act 2015 — Section 99, Administered</i>		73,616	
Total special appropriations	C	110,959,946	

Special Accounts

Opening balance		397,425		
Appropriation receipts ⁶		386,775		
Non-appropriation receipts to Special Accounts		1,700		
Payments made			447,103	
Total special accounts	D	785,900	447,103	338,797
Total resourcing and payments A+B+C+D		7,181,218	117,352,128	
Less appropriations drawn from annual or special appropriations above and credited to special accounts and/ or corporate Commonwealth entities through annual appropriations		3,315,151	3,597,601	
Total net resourcing and payments for the department⁷		3,866,067	113,754,527	

	2017–18	2016–17
Staffing resources (number)	1,992	1,979

- 1 *Appropriation Act (No.1) 2017–18, Appropriation Act (No.3) 2017–18 and Appropriation Act (No.5) 2017–18.* This may also include prior year departmental appropriation, section 74 retained revenue receipts, section 75 transfers and repealed appropriations.
- 2 This item includes an amount of \$16.614 million in 2017–18 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) 2017–18 and Appropriation Act (No.6) 2017–18.*
- 5 The equity injections may also include prior year appropriation and repealed appropriations.
- 6 Appropriation receipts from DSS annual and special appropriations for 2017–18 are included above.
- 7 The actual available appropriation for 2017–18 does not include total special appropriations.

Table A–2: Expenses and resources for Outcome 1: Social Security

	Estimated actual ^a 2017–18 \$'000	Actual Expenses 2017–18 \$'000	Variation 2017–18 \$'000
	(a)	(b)	(a)–(b)
Program 1.1: Family Tax Benefit			
<i>Administered expenses</i>			
Special Appropriations	18,487,325	18,009,939	477,386
Total for Program 1.1	18,487,325	18,009,939	477,386
Program 1.2: Child Payments			
<i>Administered expenses</i>			
Special Appropriations	107,191	108,398	(1,207)
Total for Program 1.2	107,191	108,398	(1,207)
Program 1.3: Income Support for Vulnerable People			
<i>Administered expenses</i>			
Special Appropriations	111,304	99,791	11,513
Total for Program 1.3	111,304	99,791	11,513
Program 1.4: Income Support for People in Special Circumstances			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,366	532	834
Special Appropriations	4,317	3,934	383
Total for Program 1.4	5,683	4,466	1,217
Program 1.5: Supplementary Payments and Support for Income Support Recipients			
<i>Administered expenses</i>			
Special Appropriations	29,302	28,333	969
Total for Program 1.5	29,302	28,333	969
Program 1.6: Income Support for Seniors			
<i>Administered expenses</i>			
Special Appropriations	45,084,649	44,890,441	194,208
Total for Program 1.6	45,084,649	44,890,441	194,208

	Estimated actual ^a 2017–18 \$'000	Actual Expenses 2017–18 \$'000	Variation 2017–18 \$'000
	(a)	(b)	(a)–(b)

Program 1.7: Allowances and Concessions for Seniors

<i>Administered expenses</i>			
Special Appropriations	93,289	98,206	(4,917)
Total for Program 1.7	93,289	98,206	(4,917)

Program 1.8: Income Support for People with Disability

<i>Administered expenses</i>			
Special Appropriations	16,576,392	16,546,439	29,953
Total for Program 1.8	16,576,392	16,546,439	29,953

Program 1.9: Income Support for Carers

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	2,800	1,850	950
Special Appropriations	8,510,342	8,491,503	18,839
Total for Program 1.9	8,513,142	8,493,353	19,789

Program 1.10: Working Age Payments

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	9,145	7,299	1,846
Special Appropriations	17,014,873	16,951,572	63,301
Total for Program 1.10	17,024,018	16,958,871	65,147

Program 1.11: Student Payments

<i>Administered expenses</i>			
Special Appropriations	2,798,182	2,759,317	38,865
Total for Program 1.11	2,798,182	2,759,317	38,865

Program 1.12: Program Support for Outcome 1

<i>Departmental expenses</i>			
Departmental appropriation ^b	104,148	101,997	2,151
Expenses not requiring appropriation in the Budget year	16,228	15,867	361
Total for Program 1.12	120,376	117,864	2,512

	Estimated actual ^a 2017–18 \$'000	Actual Expenses 2017–18 \$'000	Variation 2017–18 \$'000
	(a)	(b)	(a)–(b)

Outcome 1 Totals by appropriation type

<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	13,311	9,681	3,630
Special Appropriations	108,817,166	107,987,873	829,293
<i>Departmental expenses</i>			
Departmental appropriation ^b	104,148	101,997	2,151
Expenses not requiring appropriation in the Budget year	16,228	15,867	361
Total expenses for Outcome 1	108,950,853	108,115,418	835,435

a Represents estimated actual expenses for the 2017–18 financial year reported in the 2018–19 Portfolio Budget Statements.

b Departmental appropriation includes section 74 retained revenue receipts.

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

	Estimated actual ^a 2017–18 \$'000 (a)	Actual Expenses 2017–18 \$'000 (b)	Variation 2017–18 \$'000 (a)–(b)
Program 2.1: Families and Communities			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	691,524	638,860	52,664
Special Appropriations	150	(77)	227
Special Accounts	15,746	15,743	3
Total for Program 2.1	707,420	654,526	52,894
Program 2.2: Paid Parental Leave			
<i>Administered expenses</i>			
Special Appropriations	2,184,429	2,194,055	(9,626)
Total for Program 2.2	2,184,429	2,194,055	(9,626)
Program 2.3: Social and Community Services			
<i>Administered expenses</i>			
Special Account	528,436	430,724	97,712
Total for Program 2.3	528,436	430,724	97,712
Program 2.4: Program Support for Outcome 2			
<i>Departmental expenses</i>			
Departmental appropriation ^b	229,284	236,448	(7,164)
Expenses not requiring appropriation in the Budget year	36,907	36,783	124
Total for Program 2.4	266,191	273,231	(7,040)

	Estimated actual ^a 2017–18 \$'000	Actual Expenses 2017–18 \$'000	Variation 2017–18 \$'000
	(a)	(b)	(a)–(b)
Outcome 2 Totals by appropriation type			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	691,524	638,860	52,664
Special Appropriations	2,184,579	2,193,978	(9,399)
Special Accounts	544,182	446,467	97,715
<i>Departmental expenses</i>			
Departmental appropriation ^b	229,284	236,448	(7,164)
Expenses not requiring appropriation in the Budget year	36,907	36,783	124
Total expenses for Outcome 2	3,686,476	3,552,536	133,940

a Represents estimated actual expenses for the 2017–18 financial year reported in the 2018–19 Portfolio Budget Statements.

b Departmental appropriation includes section 74 retained revenue receipts.

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

	Estimated actual ^a 2017–18 \$'000 (a)	Actual Expenses 2017–18 \$'000 (b)	Variation 2017–18 \$'000 (a)–(b)
Program 3.1: Disability Mental Health and Carers			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,107,649	976,488	131,161
Special Account	2,736	815	1,921
Total for Program 3.1	1,110,385	977,303	133,082
Program 3.2: National Disability Insurance Scheme			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	2,812,852	2,702,194	110,658
Payments to corporate entities	1,050,979	1,050,979	–
Total for Program 3.2	3,863,831	3,753,173	110,658
Program 3.3: Program Support for Outcome 3			
<i>Departmental expenses</i>			
Departmental appropriation ^b	109,303	106,633	2,670
Expenses not requiring appropriation in the Budget year	17,143	16,588	555
Total for Program 3.3	126,446	123,221	3,225
Outcome 3 Totals by appropriation type			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	3,920,501	3,678,682	241,819
Payments to corporate entities	1,050,979	1,050,979	–
Special Accounts	2,736	815	1,921
<i>Departmental expenses</i>			
Departmental appropriation ^b	109,303	106,633	2,670
Expenses not requiring appropriation in the Budget year	17,143	16,588	555
Total expenses for Outcome 3	5,100,662	4,853,697	246,965

a Represents estimated actual expenses for the 2017–18 financial year reported in the 2018–19 Portfolio Budget Statements.

b Departmental appropriation includes section 74 retained revenue receipts.

Table A-5: Expenses and resources for Outcome 4: Housing

	Estimated actual ^a 2017–18 \$'000	Actual Expenses 2017–18 \$'000	Variation 2017–18 \$'000
	(a)	(b)	(a)–(b)
Program 4.1: Housing and Homelessness			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	1,620	1,605	15
Total for Program 4.1	1,620	1,605	15
Program 4.2: Affordable Housing			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	84,303	84,303	–
Total for Program 4.2	84,303	84,303	–
Program 4.3: Program Support for Outcome 4			
<i>Departmental expenses</i>			
Departmental appropriation ^b	21,140	18,545	2,595
Expenses not requiring appropriation in the Budget year	3,286	2,885	401
Total for Program 4.3	24,426	21,430	2,996
Outcome 4 Totals by appropriation type			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1)	85,923	85,908	15
<i>Departmental expenses</i>			
Departmental appropriation ^b	21,140	18,545	2,595
Expenses not requiring appropriation in the Budget year	3,286	2,885	401
Total expenses for Outcome 4	110,349	107,338	3,011

a Represents estimated actual expenses for the 2017–18 financial year reported in the 2018–19 Portfolio Budget Statements.

b Departmental appropriation includes section 74 retained revenue receipts.

Appendix B

Staffing statistics

Tables B–1 and B–2 provide statistics on ongoing and non-ongoing staff as at 30 June 2018 by location, actual classification (including backfilling for leave) and gender. Table B–3 gives details on salary ranges as at 30 June 2018.

Table B–1: Ongoing staff employed, by actual classification, gender and location, as at 30 June 2018

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	284	944	35	598	1,861
APS Level 1	1	0	3	0	4
APS Level 2	2	2	2	2	8
APS Level 3	2	50	1	30	83
APS Level 4	12	66	0	24	102
APS Level 5	33	116	3	71	223
APS Level 6	101	230	9	133	473
Legal Officer	1	8	0	1	10
Senior Legal Officer	2	7	2	2	13
Principal Legal Officer	3	4	0	2	9
Public Affairs Officer Grade 2	1	8	0	0	9
Public Affairs Officer Grade 3	7	9	0	4	20
Senior Public Affairs Officer	4	6	0	1	11
EL 1	92	270	14	186	562
EL 2	21	128	1	99	249
SES Band 1	2	26	0	28	56
SES Band 2	0	10	0	13	23
SES Band 3	0	3	0	2	5
Secretary	0	1	0	0	1

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
New South Wales	20	62	4	29	115
APS Level 3	0	1	0	1	2
APS Level 4	1	2	0	1	4
APS Level 5	6	23	1	6	36
APS Level 6	10	14	1	10	35
EL 1	1	16	1	6	24
EL 2	2	4	1	5	12
SES Band 1	0	1	0	0	1
SES Band 2	0	1	0	0	1
Northern Territory	0	14	0	3	17
APS Level 3	0	1	0	0	1
APS Level 5	0	2	0	0	2
APS Level 6	0	6	0	2	8
EL 1	0	4	0	1	5
EL 2	0	1	0	0	1
Queensland	15	33	2	17	67
APS Level 3	0	1	0	0	1
APS Level 4	0	1	0	1	2
APS Level 5	3	10	0	2	15
APS Level 6	8	10	2	8	28
EL 1	4	7	0	5	16
EL 2	0	4	0	1	5
South Australia	8	33	0	8	49
APS Level 3	0	0	0	1	1
APS Level 4	0	4	0	1	5
APS Level 5	4	9	0	1	14
APS Level 6	3	9	0	3	15
EL 1	1	9	0	0	10
EL 2	0	2	0	2	4

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Tasmania	10	9	1	5	25
APS Level 3	0	3	0	0	3
APS Level 5	4	3	0	1	8
APS Level 6	6	0	0	3	9
EL 1	0	1	1	0	2
EL 2	0	2	0	1	3
Victoria	21	33	1	26	81
APS Level 1	1	0	0	0	1
APS Level 3	0	0	0	1	1
APS Level 4	3	2	0	0	5
APS Level 5	2	6	0	5	13
APS Level 6	14	18	0	12	44
EL 1	0	3	1	8	12
EL 2	1	4	0	0	5
Western Australia	13	23	1	7	44
APS Level 4	1	2	0	1	4
APS Level 5	3	5	0	2	10
APS Level 6	5	8	0	1	14
EL 1	4	5	1	2	12
EL 2	0	3	0	0	3
SES Band 1	0	0	0	1	1
Department total	371	1,151	44	693	2,259

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

Table B–2: Non-ongoing staff, by actual classification, gender and location, as at 30 June 2018

Location and classification	Female		Male		Total
	Part-time	Full-time	Part-time	Full-time	
Australian Capital Territory	4	14	2	17	37
APS Level 3	0	1	0	2	3
APS Level 4	1	8	0	1	10
APS Level 5	0	2	0	5	7
APS Level 6	2	2	0	3	7
Public Affairs Officer Grade 2	1	0	0	0	1
EL 1	0	0	2	2	4
EL 2	0	1	0	3	4
SES Band 3	0	0	0	1	1
New South Wales	0	0	0	0	0
Northern Territory	0	1	0	0	1
APS Level 4	0	1	0	0	1
Queensland	0	0	0	0	0
South Australia	0	0	0	0	0
Tasmania	0	3	0	2	5
APS Level 5	0	2	0	2	4
EL 1	0	1	0	0	1
Victoria	0	1	0	0	1
APS Level 6	0	1	0	0	1
Western Australia	0	1	1	0	2
APS Level 4	0	1	0	0	1
APS Level 5	0	0	1	0	1
Department total	4	20	3	19	46

Table B–3: Salary ranges by APS classification level, as at 30 June 2018

Classification	Range of salaries
APS Level 1	\$49,747 – \$49,747
APS Level 2	\$53,516 – \$57,815
APS Level 3	\$60,044 – \$65,376
APS Level 4	\$68,027 – \$74,277
APS Level 5	\$73,461 – \$79,785
APS Level 6	\$81,831– \$93,222
EL 1	\$101,958 – \$124,127
EL 2	\$120,173 – \$185,000
SES Band 1	\$171,285 – \$209,824
SES Band 2/ Band 3	\$239,910 – \$424,610

Notes:

Salaries are based on the lowest to the highest salaries paid to departmental employees against each classification as at 30 June 2018. This includes salary matching and Individual Flexibility Arrangements.

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

For the APS6, EL1 and EL2 classifications, where the non-SES Individual Flexibility Arrangement salary is higher than the classification against the Department of Social Services Enterprise Agreement, the Individual Flexibility Arrangement salary for the classification is used.

Appendix C

Advertising and market research

During 2017–18, the department conducted the following advertising campaign:

- » Stop it at the Start.

The campaign aims to help break the cycle of violence by encouraging adults to reflect on their attitudes and talk with young people about respectful relationships and gender equality. It was jointly funded by the Australian and state and territory governments.

Further information on the advertising campaign is available at www.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 www.finance.gov.au

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

Table C–1 Payments to creative advertising agencies in 2017–18

Provider	Service provided	Amount paid \$ (inc GST)
The Trustee for the BMF Unit Trust	Creative Services — Stop it at the Start	41,461
The Trustee for the BMF Unit Trust	Creative Services — Stop it at the Start phase 2	383,790
Marmalade Melbourne Pty Ltd	Creative Services — Building Employer Demand	156,002
Total		581,253

Table C–2 Payments to market research and polling organisations in 2017–18

Provider	Service Provided	Amount paid \$ (incl GST)
Colmar Brunton Pty Ltd	Data Services — Longitudinal Study of Indigenous Children	240,347
The Trustee for Essence Communications Trust	Market Research — Be Connected	147,620
Hall & Partners Pty Ltd	Market Research — Stop it at the Start	43,914
Hall & Partners Pty Ltd	Market Research — National Disability Insurance Scheme Quality and Safeguards Commission	58,674
Hall & Partners Pty Ltd	Social Policy Research — Community Cohesion	348,920
Orima Research Pty Ltd	Market Research — Building Employer Demand	73,333
Orima Research Pty Ltd	Evaluation Services — Cashless Debit Card	163,704
Orima Research Pty Ltd	Market Research — 2017 APS Census Survey	61,055
Taylor Nelson Sofres Australia Pty Ltd	Market Research — Building Employer Demand	306,570
Taylor Nelson Sofres Australia Pty Ltd	Market Research — Stop it at the Start	497,200
Taylor Nelson Sofres Australia Pty Ltd	Market Research — National Disability Insurance Scheme	273,581
Whereto Research Based Consulting Pty Ltd	Market Research — National Disability Insurance Scheme Quality and Safeguards Commission	274,680
Whereto Research Based Consulting Pty Ltd	Assessment and Evaluation Services — National Redress Scheme	65,060
Whereto Research Based Consulting Pty Ltd	Market Research — National Redress Scheme	69,500
Whereto Research Based Consulting Pty Ltd	Market Research — National Redress Scheme	399,320
Total		3,023,478

Table C–3 Payments to direct mail organisations in 2017–18

Provider	Service Provided	Amount paid \$ (inc GST)
National Mailing & Marketing Pty Ltd	Distribution of publications and products	92,719
Total		92,719

Table C–4 Payments to media advertising organisations in 2017–18

Provider	Service Provided	Amount paid \$ (inc GST)
Dentsu X Australia Pty Ltd	Recruitment advertising	139,073
Dentsu X Australia Pty Ltd	Advertising — Disability Employment Services	32,139
Dentsu X Australia Pty Ltd	Advertising — International Day of People with Disability	31,228
Dentsu X Australia Pty Ltd	Advertising — Stop it at the Start	5,974,323
Total		6,176,763

Appendix D

Ecologically sustainable development and environmental performance

Section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* 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.

How the department accords with and contributes to environmentally sustainable development

We do not administer any legislation that has a direct impact on ecologically sustainable development. The principles relating to scientific certainty and biological diversity are generally of limited application to our activities.

Our operations fall into five categories of environmental impact:

- » electricity/gas consumption
- » water use
- » waste generation
- » paper use
- » transportation.

We continue to improve our collection and monitoring of data on energy use, water consumption and waste management in all National Office buildings. We also assess the effectiveness of current processes through our procurement policy and the Green Lease Schedule to property leases.

Measures taken to minimise the effect of activities on the environment

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

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

Measures taken	Mechanisms for monitoring and review
Energy	
<p>The following sites have Green Lease Schedules in place:</p> <ul style="list-style-type: none"> • Centennial Plaza (levels 8 and 9), Sydney • Holwell Street, Greenway • Jacana House (levels 2 and 3), Darwin • National Office, Enid Lyons Building, 71 Athllon Drive, Tuggeranong • Aviation House (levels 5–8), Phillip. 	<p>Conduct annual National Australian Built Environment Rating System assessments to ensure energy consumption is minimised.</p>
<p>Building Management Committee meetings are conducted as required under the Green Lease Schedule.</p>	<p>Continue to conduct Building Management Committee meetings.</p>
<p>Continue to reduce electricity through use of efficient lighting solutions including sensor lighting and fit-out design that takes advantage of natural light.</p>	<p>Careful consideration of fit-out design.</p>
<p>Our department participated in Earth Hour 2018.</p>	<p>Continue to participate in Earth Hour each year.</p>
Waste	
<p>Some initiatives promoted throughout the department's leased office portfolio include:</p> <ul style="list-style-type: none"> • significantly reducing the allocation of personal printers • reducing the supply of paper to resource/utility areas • reducing storage requirements as a result of the department's Electronic Document and Records Management System and the digitisation of records. 	<p>Regularly monitor the amount of waste removed from Canberra based sites. Continue to examine new ways of reducing waste to landfill.</p>
<p>Organic waste from our National Office is separated and sent to a worm farm. Batteries and printer/multi-function device cartridges are recycled and default multi-function device settings are black and white, duplex.</p>	<p>Continue to look at processes/activities/supplies to minimise our environmental impact.</p>

Measures taken	Mechanisms for monitoring and review
Water	
<p>The following water efficiency systems have been included in the National Office building:</p> <ul style="list-style-type: none"> • four star toilets, six star basins, three star showers, six star urinals, and five star taps to ensure water use is minimised within the building • landscaped areas incorporate a low water use system, native vegetation and use the rain and grey water systems, minimising the requirement for potable water for irrigation • a rainwater collection and storage system has been installed alongside a grey water treatment and recycling system, which minimises the use of potable water on site. • the hot water system is a solar pre-heat, gas boiler finishing system. This works by partially heating the water via the solar tubes on the roof, with the gas system bringing the warm water up to its final temperature. 	Continue to examine new ways of reducing water consumption.

Table D–2: Environmental performance indicators

Performance measure	Indicator	2017–18	2016–17
Energy efficiency			
Total consumption of energy in buildings	Electricity consumption(kWh)	3,768,427	4,788,017
Total consumption of energy in vehicles	Diesel (L) ^a	14,002	9,218
	E10 (Biofuel) (L)	3,183.02	4,578.13
	Unleaded petrol (L)	16,498	23,192
Total vehicle distance travelled	Motor vehicle distance travelled (km)	391,998	399,126
Total air travel distance	Air travel distance (km)	9,201,834	10,735,659

Performance measure	Indicator	2017–18	2016–17
Waste			
Office paper waste production (National)	Waste paper to recycling facilities (tonnes) ^b	254.4	148.2
Commingled Recycling (including cardboard but excluding office paper) (Canberra Sites)	Commingled waste to recycling facilities (tonnes) ^c	676.88	27.69
Organic waste (Canberra sites)	Organic waste to worm farms (litres)	20,640	18,000
Landfill	Landfill waste to ACT landfill (tonnes) ^d	1,198	82

a The department has amended its fleet to include additional diesel vehicles.

b–d Figures for 2017–18 have increased due to the end of lease office clean-ups undertaken for the Tuggeranong Office Park.

Appendix E

Compliance with the Carer Recognition Act

The Australian Government recognises the exceptional contribution made by unpaid carers through the *Carer Recognition Act 2010*.

The Act stipulates that carers should have the same rights, choices and opportunities as other Australians.

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 *Carer Recognition Act 2010* and the Statement for Australia's Carers through our intranet and other departmental resources.

We inform the 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 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 includes carers leave entitlements. Staff have access to health and diversity rooms to help manage unforeseen caring responsibilities.

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

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.

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

Announced by the Australian Government and formed in 2016, the National Disability and Carers Advisory Council advises Government on opportunities to drive implementation and reinvigoration of the *National Disability Strategy 2010–2020*, reforms to the employment of people with disability and in carer supports and services. The council established a Carer Reform Working Group which has agreed to:

- » focus on integration of the carer role in the implementation of supports
- » maximise the benefits for carers in the transition to the NDIS
- » optimise outcomes for families and carers in health, education and employment
- » review regulatory reform.

The council met twice during 2017–18.

On 5 March 2018 the Australian Government announced the roll out of new early intervention services for carers. These services will form part of the Integrated Carer Support Service developed in consultation with carers and the sector over two years. We will continue ongoing consultation with the council and its Carer Reform Working Group as part of the implementation. The Integrated Carer Support Service Sector Working Group, comprising service providers and carer associations, was established in May 2018 to provide operational advice on implementing the service.

In developing the new carer services we are using the Digital Service Standard, which requires an agile and user-centred process design service. Research has been undertaken that includes carers and the sector. The Integrated Carer Support Service Sector Working Group will have an important role in testing and validating the proposed services.

Appendix F

Changes to disability reporting

The *National Disability Strategy 2010–2020* is Australia’s overarching framework for disability reform. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia’s policies and programs that affect people with disability, their families and carers.

Disability reporting is included in the APSC *State of the Service Report* and the APS *Statistical Bulletin*. These reports are available at www.apsc.gov.au

All levels of government will continue to be held accountable for the implementation of the strategy through biennial progress reporting to the Council of Australian Governments. The strategy’s first progress report is available at www.dss.gov.au

Appendix G

Glossary of abbreviations and acronyms

AASB	Australian Accounting Standards Board
ABS	Australian Bureau of Statistics
AIFS	Australian Institute of Family Studies
ANAO	Australian National Audit Office
APS	Australian Public Service
APSC	Australian Public Service Commission
AS/NZS	Australian/New Zealand International Standards
AUSCO	Australian Cultural Orientation Program
CSC	Conspicuous Service Cross
DEX	DSS Data Exchange
DHS	Department of Human Services
DSS	Department of Social Services
EL	Executive Level
GST	Goods and Services Tax
ISO	International Standards Organisation
IT	Information Technology
MP	Member of Parliament
NAIDOC	National Aboriginal and Islanders Day Observance Committee
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
PAES	Portfolio Additional Estimates Statements
PBS	Portfolio Budget Statements

PGPA	<i>Public Governance, Performance and Accountability Act 2013</i>
RTO	Refundable Tax Offsets
SAS	Statistical Analysis System
SEPT	Supporting Expecting and Parenting Teens initiative
SES	Senior Executive Service
SMEs	Small and Medium Enterprises
SPaR	Supporting People at Risk
TTY	Teletypewriter

Abbreviations and conventions

—	Nil
n/a	Not available
N/A	Not Applicable
\$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 *2018 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	202–213	Mandatory
Glossary	190–191	Mandatory
List of requirements	193–197	Mandatory
Details of contact officer	Inside front cover	Mandatory
Internet home page address	Inside front cover	Mandatory
Internet address for report	Inside front cover	Mandatory
Review by departmental secretary		
Review by the departmental secretary	1–3	Mandatory
Overview of the department		
Role and functions	6–7	Mandatory
Organisational structure	7–9	Mandatory
Outcomes and program structure	iv–v	Mandatory
Purpose	6	Mandatory
Portfolio structure	11–12	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	13	If applicable — Mandatory
Report on the performance of the department		
Annual performance statement		
Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule	15–85	Mandatory

Description	Location	Requirement
Report on Financial Performance		
Discussion and analysis of the department's financial performance	109–162	Mandatory
Agency resource statement and total payments of the department	166–174	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)	vi, 91–92	Mandatory
Certification by the Secretary that fraud risk assessments and fraud control plans have been prepared	vi	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	vi	Mandatory
Certification by the Secretary that all reasonable measures have been taken to deal appropriately with fraud relating to the entity	vi	Mandatory
Outline of structures and processes in place for the department to implement principles and objectives of corporate governance	88–90	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	91	If applicable — Mandatory
External Scrutiny		
Significant developments in external scrutiny and the department's response to the scrutiny	94–97	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	94–95	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	94–97	Mandatory
Any agency capability review	–	If applicable — Mandatory

Description	Location	Requirement
Management of Human Resources		
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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. 	99–100, 175–179	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>	102	Mandatory
Number of SES and non-SES employees covered by arrangements above	102	Mandatory
Salary ranges for APS employees by classification level	179	Mandatory
Non-salary benefits provided to employees	102	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	105	If applicable — Mandatory
Purchasing		
Assessment of the department's performance against the <i>Commonwealth Procurement Rules</i>	106	Mandatory

Description	Location	Requirement
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)	105–106	Mandatory
Summary statement regarding the engagement of consultants in the format specified at paragraph 17AG (7)(b) of the PGPA Rule	105	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	105	Mandatory
Statement regarding information about actual expenditure on contracts for consultancies in the format specified at paragraph 17AG (7)(d) of the PGPA Rule	105–106	Mandatory
Australian National Audit Office Access Clauses		
Absence of provisions in contracts allowing access by the Auditor-General	106	If applicable — Mandatory
Exempt Contracts		
Contracts exempted from publication in AusTender	106	If applicable — Mandatory
Small Business		
Summary statement detailing procurement initiatives supporting small business using the text as specified at paragraph 17AG (10)(a) of the PGPA Rule	106–107	Mandatory
Procurement practices to support small and medium enterprises	106–107	Mandatory
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 (10)(c) of the PGPA Rule	107	If applicable — Mandatory

Description	Location	Requirement
Financial statements		
Financial statements	109–162	Mandatory
Other Mandatory Information		
Statement in relation to advertising campaigns conducted as specified at paragraph 17AH (1)(a)(i) of the PGPA Rule	180–182	If applicable — Mandatory
Statement confirming that no advertising campaigns were conducted for the reporting period, as specified at paragraph 17AH (1)(a)(ii) of the PGPA Rule	–	If applicable — Mandatory
Statement providing information on grants awarded for the reporting period, as specified at paragraph 17AH (1)(b) of the PGPA Rule	107	If applicable — Mandatory
Disability reporting, referencing the department's website for further information	189	Mandatory
Webpage address where the department's Information Publication Scheme statement pursuant to Part II of FOI Act can be located	93	Mandatory
Correction of material errors in previous annual report	–	If applicable — Mandatory
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