

# Part 6

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## Appendix A

## Resource statements

Table A-1: Agency resource statement 2019–20

		Actual available appropriation for 2019–20 \$'000	Payments made 2019–20 \$'000	Balance remaining 2019–20 \$'000
		(a)	(b)	(a)–(b)
<b>Ordinary Annual Services<sup>1</sup></b>				
Departmental appropriation <sup>2</sup>		561,989	477,389	84,600
<b>Total</b>		<b>561,989</b>	<b>477,389</b>	<b>84,600</b>
<i>Administered expenses</i>				
Outcome 1		93,789	38,208	
Outcome 2		805,469	691,855	
Outcome 3		11,486,516	8,674,648	
Outcome 4		281,024	119,115	
Payments to corporate Commonwealth entities <sup>3</sup>		1,413,257	1,413,257	
<b>Total</b>		<b>14,080,055</b>	<b>10,937,083</b>	
<b>Total ordinary annual services</b>	<b>A</b>	<b>14,642,044</b>	<b>11,414,472</b>	
<b>Other services<sup>4</sup></b>				
<b>Departmental non-operating</b>				
Equity injections <sup>5</sup>		8,303	6,894	1,409
<b>Total</b>		<b>8,303</b>	<b>6,894</b>	<b>1,409</b>
<b>Total other services</b>	<b>B</b>	<b>8,303</b>	<b>6,894</b>	<b>1,409</b>
<b>Total available annual appropriations and payments</b>		<b>14,650,347</b>	<b>11,421,366</b>	
<b>Special appropriations</b>				
<i>Social Security (Administration) Act 1999</i>			106,241,123	
<i>A New Tax System (Family Assistance) (Administration) Act 1999</i>			18,055,843	
<i>Paid Parental Leave Act 2010</i>			2,414,060	
<i>Social and Community Services Pay Equity Special Account Act 2012</i>			-	

	Actual available appropriation for 2019–20 \$'000	Payments made 2019–20 \$'000	Balance remaining 2019–20 \$'000
	(a)	(b)	(a)–(b)
<i>Student Assistance Act 1973— Section 55A</i>		420,016	
<i>Business Services Wage Assessment Tool Payment Scheme Act 2015—Section 99</i>		-	
<i>National Redress Scheme for Institutional Child Sexual Abuse Act 2018</i>		205,307	
<i>Public Governance, Performance and Accountability Act 2013—Section 77</i>		119	
<b>Total special appropriations</b>	<b>C</b>	<b>127,336,468</b>	
<b>Special Accounts</b>			
Opening balance	402,363		
Appropriation receipts <sup>6</sup>	513,890		
Non-appropriation receipts to Special Accounts	7,704		
Payments made		416,802	
<b>Total special accounts</b>	<b>D</b>	<b>923,957</b>	<b>507,155</b>
<b>Total resourcing and payments A+B+C+D</b>	<b>15,574,304</b>	<b>139,174,636</b>	
Less appropriations drawn from annual or special appropriations above and credited to special accounts and/ or corporate Commonwealth entities through annual appropriations	8,388,897	8,388,897	
<b>Total net resourcing and payments for the department<sup>7</sup></b>	<b>7,185,407</b>	<b>130,785,739</b>	

	2019–20	2018–19
<b>Staffing resources (number)</b>	<b>2,099</b>	<b>2,128</b>

1 *Supply Act (No. 1) 2019–20, Appropriation Act (No. 1) 2019–20 and Appropriation Act (No. 3) 2019–20.* 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 \$16.843 million in 2019–20 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) 2019–20.*

5 The equity injections may also include prior year appropriation and repealed appropriations.

6 Appropriation receipts from DSS annual and special appropriations for 2019–20 are included above.

7 The actual available appropriation for 2019–20 does not include total special appropriations.

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

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Program 1.1: Family Tax Benefit</b>			
<i>Administered expenses</i>			
Special Appropriations	18,070,909	18,621,625	(550,716)
<b>Total for Program 1.1</b>	<b>18,070,909</b>	<b>18,621,625</b>	<b>(550,716)</b>
<b>Program 1.2: Child Payments</b>			
<i>Administered expenses</i>			
Special Appropriations	97,820	105,157	(7,337)
<b>Total for Program 1.2</b>	<b>97,820</b>	<b>105,157</b>	<b>(7,337)</b>
<b>Program 1.3: Income Support for Vulnerable People</b>			
<i>Administered expenses</i>			
Special Appropriations	142,129	151,117	(8,988)
<b>Total for Program 1.3</b>	<b>142,129</b>	<b>151,117</b>	<b>(8,988)</b>
<b>Program 1.4: Income Support for People in Special Circumstances</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	1,367	667	700
Special Appropriations	3,284	3,063	221
<b>Total for Program 1.4</b>	<b>4,651</b>	<b>3,730</b>	<b>921</b>
<b>Program 1.5: Supplementary Payments and Support for Income Support Recipients</b>			
<i>Administered expenses</i>			
Special Appropriations	24,870	25,359	(489)
<b>Total for Program 1.5</b>	<b>24,870</b>	<b>25,359</b>	<b>(489)</b>
<b>Program 1.6: Income Support for Seniors</b>			
<i>Administered expenses</i>			
Special Appropriations	50,155,810	50,133,912	21,898
<b>Total for Program 1.6</b>	<b>50,155,810</b>	<b>50,133,912</b>	<b>21,898</b>

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Program 1.7: Allowances and Concessions for Seniors</b>			
<i>Administered expenses</i>			
Special Appropriations	369,220	378,734	(9,514)
<b>Total for Program 1.7</b>	<b>369,220</b>	<b>378,734</b>	<b>(9,514)</b>
<b>Program 1.8: Income Support for People with Disability</b>			
<i>Administered expenses</i>			
Special Appropriations	17,781,418	17,781,051	367
<b>Total for Program 1.8</b>	<b>17,781,418</b>	<b>17,781,051</b>	<b>367</b>
<b>Program 1.9: Income Support for Carers</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	2,800	1,406	1,394
Special Appropriations	9,445,073	9,375,816	69,257
<b>Total for Program 1.9</b>	<b>9,447,873</b>	<b>9,377,222</b>	<b>70,651</b>
<b>Program 1.10: Working Age Payments</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	37,561	36,013	1,548
Special Appropriations	26,204,264	26,836,280	(632,016)
<b>Total for Program 1.10</b>	<b>26,241,825</b>	<b>26,872,293</b>	<b>(630,468)</b>
<b>Program 1.11: Student Payments</b>			
<i>Administered expenses</i>			
Special Appropriations	3,516,712	3,617,377	(100,665)
<b>Total for Program 1.11</b>	<b>3,516,712</b>	<b>3,617,377</b>	<b>(100,665)</b>
<b>Program 1.12: Program Support for Outcome 1</b>			
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	102,301	107,912	(5,611)
Expenses not requiring appropriation in the Budget year	9,686	17,574	(7,888)
<b>Total for Program 1.12</b>	<b>111,987</b>	<b>125,486</b>	<b>(13,499)</b>

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Outcome 1 Totals by appropriation type</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	41,728	38,086	3,642
Special Appropriations	125,811,509	127,029,491	(1,217,982)
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	102,301	107,912	(5,611)
Expenses not requiring appropriation in the Budget year	9,686	17,574	(7,888)
<b>Total expenses for Outcome 1</b>	<b>125,965,224</b>	<b>127,193,063</b>	<b>(1,227,839)</b>

a Represents estimated actual expenses for the 2019–20 financial year reported in the Economic and Fiscal Update July 2020.

b Departmental appropriation includes section 74 retained revenue receipts.

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

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Program 2.1: Families and Communities</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	712,627	692,330	20,297
Special Appropriations	213,650	255,277	(41,627)
Special Accounts	5,689	5,689	-
<b>Total for Program 2.1</b>	<b>931,996</b>	<b>953,296</b>	<b>(21,300)</b>
<b>Program 2.2: Paid Parental Leave</b>			
<i>Administered expenses</i>			
Special Appropriations	2,388,941	2,399,563	(10,622)
<b>Total for Program 2.2</b>	<b>2,388,941</b>	<b>2,399,563</b>	<b>(10,622)</b>
<b>Program 2.3: Social and Community Services</b>			
<i>Administered expenses</i>			
Special Accounts	437,566	411,920	25,646
<b>Total for Program 2.3</b>	<b>437,566</b>	<b>411,920</b>	<b>25,646</b>
<b>Program 2.4: Program Support for Outcome 2</b>			
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	256,448	202,334	54,114
Expenses not requiring appropriation in the Budget year	18,067	32,951	(14,884)
<b>Total for Program 2.4</b>	<b>274,515</b>	<b>235,285</b>	<b>39,230</b>

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Outcome 2 Totals by appropriation type</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	712,627	692,330	20,297
Special Appropriations	2,602,591	2,654,840	(52,249)
Special Accounts	443,255	417,609	25,646
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	256,448	202,334	54,114
Expenses not requiring appropriation in the Budget year	18,067	32,951	(14,884)
<b>Total expenses for Outcome 2</b>	<b>4,032,988</b>	<b>4,000,064</b>	<b>32,924</b>

a Represents estimated actual expenses for the 2019–20 financial year reported in the Economic and Fiscal Update July 2020.

b Departmental appropriation includes section 74 retained revenue receipts.



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

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Program 3.1: Disability Mental Health and Carers</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	1,519,323	1,501,020	18,303
Special Appropriations	-	-	-
Special Accounts	1,559	713	846
<b>Total for Program 3.1</b>	<b>1,520,882</b>	<b>1,501,733</b>	<b>19,149</b>
<b>Program 3.2: National Disability Insurance Scheme</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	7,061,234	7,100,732	(39,498)
Payments to corporate entities	1,403,557	1,413,257	(9,700)
<b>Total for Program 3.2</b>	<b>8,464,791</b>	<b>8,513,989</b>	<b>(49,198)</b>
<b>Program 3.3: Program Support for Outcome 3</b>			
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	119,940	116,905	3,035
Expenses not requiring appropriation in the Budget year	10,467	19,039	(8,572)
<b>Total for Program 3.3</b>	<b>130,407</b>	<b>135,944</b>	<b>(5,537)</b>
<b>Outcome 3 Totals by appropriation type</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	8,580,557	8,601,752	(21,195)
Payments to corporate entities	1,403,557	1,413,257	(9,700)
Special Appropriations	-	-	-
Special Accounts	1,559	713	846
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	119,940	116,905	3,035
Expenses not requiring appropriation in the Budget year	10,467	19,039	(8,572)
<b>Total expenses for Outcome 3</b>	<b>10,116,080</b>	<b>10,151,666</b>	<b>(35,586)</b>

a Represents estimated actual expenses for the 2019–20 financial year reported in the Economic and Fiscal Update July 2020.

b Departmental appropriation includes section 74 retained revenue receipts.

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

	Estimated actual <sup>a</sup> 2019–20 \$'000	Actual Expenses 2019–20 \$'000	Variation 2019–20 \$'000
	(a)	(b)	(a)–(b)
<b>Program 4.1: Housing and Homelessness</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	13,786	6,277	7,509
<b>Total for Program 4.1</b>	<b>13,786</b>	<b>6,277</b>	<b>7,509</b>
<b>Program 4.2: Affordable Housing</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	119,315	114,864	4,451
<b>Total for Program 4.2</b>	<b>119,315</b>	<b>114,864</b>	<b>4,451</b>
<b>Program 4.3: Program Support for Outcome 4</b>			
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	17,512	22,482	(4,970)
Expenses not requiring appropriation in the Budget year	2,013	3,661	(1,648)
<b>Total for Program 4.3</b>	<b>19,525</b>	<b>26,143</b>	<b>(6,618)</b>
<b>Outcome 4 Totals by appropriation type</b>			
<i>Administered expenses</i>			
Ordinary Annual Services (Appropriation Act No. 1 and No. 3)	133,101	121,141	11,960
<i>Departmental expenses</i>			
Departmental appropriation <sup>b</sup>	17,512	22,482	(4,970)
Expenses not requiring appropriation in the Budget year	2,013	3,661	(1,648)
<b>Total expenses for Outcome 4</b>	<b>152,626</b>	<b>147,284</b>	<b>5,342</b>

a Represents estimated actual expenses for the 2019–20 financial year reported in the Economic and Fiscal Update July 2020.

b Departmental appropriation includes section 74 retained revenue receipts.

## Appendix B

# Advertising and market research

In 2019–20, the department conducted the following advertising campaigns:

- 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
- Help is Here—the campaign provides information on support services available to anyone affected by domestic and family violence, to help them access the support they need, when they need it.

For further information on the advertising campaigns, go to [dss.gov.au](http://dss.gov.au)

For further information on the reports on Australian Government advertising prepared by the Department of Finance, go to [finance.gov.au](http://finance.gov.au)

Tables B-1 to B-4 list payments of \$14,000 or more (GST inclusive) to advertising agencies and market research, polling, direct mail and media advertising organisations, as required under section 311A of the *Commonwealth Electoral Act 1918*.

Table B-1 Payments to advertising agencies in 2019–20

Provider name	Service provided	Amount paid \$ (incl GST)
33 Creative Pty Ltd	Indigenous and creative communication services—Help is Here	91,582
33 Creative Pty Ltd	Indigenous and creative communication services—Stop it at the Start, Phase 2	43,890
Carbon Media Pty Ltd	Graphic design, video and photography, and editorial services—Disability Royal Commission	176,899
Clemenger BBDO (Melbourne) Pty Ltd	Creative pitch—Stop it at the Start, Phase 3	16,500
Cre8ive Australasia Pty Ltd	Graphic design services—Signage	17,160
Cre8ive Australasia Pty Ltd	Graphic design services—Evidence Portal	55,000
Marmalade Melbourne Pty Ltd	Graphic design services—National Disability Information Gateway	17,116
Nation Creative Pty Ltd	Graphic design and editorial services—Carer Gateway	29,486
Nation Creative Pty Ltd	Graphic design and editorial services—Carer Gateway, Phase 2	118,597
Ogilvy Australia Pty Ltd	CALD creative and communication services—Help is Here	172,999
Ogilvy Australia Pty Ltd	CALD creative and communication services—Stop it at the Start, Phase 2	43,021
The Trustee for the BMF Unit Trust	Creative development—Help is Here	877,094
The Trustee for the BMF Unit Trust	Creative development—Stop it at the Start, Phase 2	108,690
The Trustee for the BMF Unit Trust	Creative pitch—Stop it at the Start, Phase 3	16,500
The Trustee for the BMF Unit Trust	Creative services—Stop it at the Start, Phase 1 and 2	95,647
<b>Total</b>		<b>1,880,181</b>

Table B-2 Payments to market research and polling organisations in 2019–20

Provider name	Service provided	Amount paid \$ (incl GST)
Australian Survey Research Group Pty Ltd	Market research— Try, Test and Learn	81,811
Colmar Brunton Pty Ltd	Data services—Longitudinal Study of Indigenous Children	191,064
Hall & Partners Pty Ltd	Market research— Help is Here	205,507
Hall & Partners Pty Ltd	Market research—Stop it at the Start, Phase 2	89,870
Kantar Public Australia Pty Ltd	Market research— Help is Here	274,350
Kantar Public Australia Pty Ltd	Market research—National Disability Information Gateway	154,880
Kantar Public Australia Pty Ltd	Market research— Stop it at the Start, Phase 3	651,652
Orima Research Pty Ltd	Market analysis— APS Employee Census	24,000
Orima Research Pty Ltd	Research services—National Disability Insurance Scheme Quality and Safeguards	49,170
Roy Morgan Research Ltd	Data services—Longitudinal Study of Indigenous Children	947,883
The Trustee for Essence Communications Trust	Market research—National Disability Information Gateway	322,584
Urbis Pty Ltd	Social policy research— Outcome Measurement Initiative	473,122
Urbis Pty Ltd	Social policy research— Outcome Measurement Initiative	89,102
Whereto Research Based Consulting Pty Ltd	Evaluation services— Technology Trials	188,200
Whereto Research Based Consulting Pty Ltd	Market research— Disability Royal Commission	55,000
Whereto Research Based Consulting Pty Ltd	Market research—National Disability Insurance Scheme	328,664
Whereto Research Based Consulting Pty Ltd	Social policy research— Domestic Violence Alert	110,000
Whereto Research Based Consulting Pty Ltd	Social policy research— National Centre and Adult Specialist Support	269,500
<b>Total</b>		<b>4,506,359</b>

Table B-3 Payments to direct mail organisations in 2019–20

Provider name	Service provided	Amount paid \$ (incl GST)
National Mailing & Marketing Pty Ltd	Distribution, warehousing and related services	255,528
<b>Total</b>		<b>255,528</b>

Table B-4 Payments to media advertising organisations in 2019–20

Provider name	Service provided	Amount paid \$ (incl GST)
Mediabrand Australia Pty Ltd	Advertising—AccessAbility Day 2019	32,507
Mediabrand Australia Pty Ltd	Advertising—Carer Gateway	44,872
Mediabrand Australia Pty Ltd	Advertising—Cashless Debit Card	188,196
Mediabrand Australia Pty Ltd	Advertising—Help is Here	6,138,683
Mediabrand Australia Pty Ltd	Advertising—JobAccess	22,080
Mediabrand Australia Pty Ltd	Advertising—Promoting public consultations for the Tune Review of the NDIS Act	33,884
Mediabrand Australia Pty Ltd	Advertising—Recruitment	31,320
Mediabrand Australia Pty Ltd	Advertising—Stop it at the Start, Phase 2	1,331,877
<b>Total</b>		<b>7,823,419</b>

## Appendix C

# 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 C–1: Energy, waste and water efficiency measures and monitoring mechanisms

Measures taken	Mechanisms for monitoring and review
<b>Energy</b>	
<p>The following departmental offices have Green Lease Schedules in place:</p> <ul style="list-style-type: none"> <li>Centennial Plaza (levels 8 and 9), Sydney</li> <li>Jacana House (levels 2 and 3), Darwin</li> <li>National Office, Enid Lyons Building, 71 Athllon Drive, Tuggeranong</li> <li>Aviation House (levels 5–8), Phillip</li> </ul>	<p>Conduct annual National Australian Built Environment Rating System (NABERS) 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 designs that take advantage of natural light.</p>	<p>Careful consideration of fit-out design.</p>
<p>We participated in Earth Hour 2020.</p>	<p>Continue to participate in Earth Hour each year.</p>
<b>Waste</b>	
<p>Some initiatives promoted throughout our leased office portfolio include:</p> <ul style="list-style-type: none"> <li>reducing storage requirements as a result of our Electronic Document and Records Management System and the digitisation of records</li> <li>digital signage promoting correct waste management behaviours displayed on monitors through tenancies</li> <li>bin signage updated throughout Canberra sites to support improved waste management.</li> </ul>	<p>Regularly monitor the amount of waste removed from Canberra based sites.</p> <p>Continue to examine new ways of reducing waste to landfill.</p>



Table C–2: Environmental performance indicators

Performance measure	Indicator	2019–20	2018–19
<b>Energy efficiency</b>			
Total consumption of energy in buildings	Electricity consumption (kWh)	2,510,556	2,993,150
Total consumption of energy in vehicles	Diesel (L)	9,855	16,258
	E10 (Biofuel) (L)	2,848	3,524
	Unleaded petrol (L)	9,369	10,082
Total vehicle distance travelled	Motor vehicle distance travelled (km)	270,408	389,042
Total air travel distance	Air travel distance (km)	6,159,048	10,125,387
<b>Waste</b>			
Office paper waste production (National)	Waste-paper to recycling facilities (tonnes)	149	165.8
Commingled recycling (including cardboard but excluding office paper) (Canberra Sites—sole tenant)	Commingled waste to recycling facilities (tonnes)	21	16.82
Landfill (Canberra Sites—sole tenant)	Landfill waste to ACT landfill (tonnes)	65	82

## Appendix D

# Compliance with the Carer Recognition Act 2010

The Australian Government recognises the exceptional contribution made by unpaid carers through the *Carer Recognition Act 2010*. The *Carer Recognition Act 2010* 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 general public about the statement on Carer Gateway. For further information, go to [carergateway.gov.au](http://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 carer’s 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.*

The Sector Working Group is a group of sector subject matter experts, brought together in June 2018 to provide advice relating to operational aspects of the Carer Gateway's implementation. The group met five times, most recently in July 2019 to discuss the decommissioning of Commonwealth-funded carer programs, and the safe transition of carers onto the new Carer Gateway services.

From July 2019, new online supports became available through the Carer Gateway website. For further information, go to [carergateway.gov.au](http://carergateway.gov.au). These new supports include free phone counselling, online peer support, self-guided coaching, and practical educational resources to improve carer wellbeing, skills, and knowledge.

From April 2020, a new national network of Carer Gateway service providers commenced providing access to individually tailored services for all carers. Supports include carer needs assessment, advice and support planning, counselling, peer support, financial support packages assisting carers to access employment, education, respite and transport, and online self-guided coaching.

We will undertake further consultation with carers and key stakeholders as the implementation and evaluation of Carer Gateway progresses.

## Appendix E

# 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.

All levels of government will continue to be held accountable for the implementation of the strategy through biennial progress reporting. For progress reports, go to [dss.gov.au](http://dss.gov.au). Disability reporting is included in the Australian Public Service Commission’s State of the Service reports and the *APS Statistical Bulletin*. To access these reports, go to [apsc.gov.au](http://apsc.gov.au)

## Appendix F

# Digital reporting tool data—non-corporate Commonwealth entities

Table F-1 PGPA Rule Section 17AD(da)—Executive Remuneration—Information about remuneration for key management personnel

Name	Position title	Base salary <sup>1</sup> \$	Short-term benefits			Post-employment benefits			Other long-term benefits			Termination benefits	Total remuneration
			Bonuses \$	Other benefits and allowances <sup>2</sup> \$	Superannuation contributions <sup>3</sup> \$	Long service leave <sup>4</sup> \$	Other long-term benefits \$	Other long-term benefits \$	Other long-term benefits \$				
Kathryn Campbell	Secretary	677,371	-	52,823	101,294	19,430	-	-	-	-	-	850,918	
Margaret McKinnon	Deputy Secretary <sup>5</sup>	186,574	-	21,570	34,188	6,024	-	-	-	-	369,408	617,764	
Elizabeth Hefren-Webb	Deputy Secretary	351,776	-	33,754	63,255	10,506	-	-	-	-	-	459,291	
Nathan Williamson	Deputy Secretary	394,820	-	33,754	63,255	10,506	-	-	-	-	-	502,335	
Michael Lye	Deputy Secretary <sup>5</sup>	146,709	-	17,888	27,332	4,670	-	-	-	-	-	196,599	
Catherine Rule	Deputy Secretary <sup>5</sup>	135,719	-	10,531	24,365	3,874	-	-	-	-	-	174,489	
Adrian Hudson	Acting Deputy Secretary <sup>5</sup>	169,411	-	10,242	25,012	3,768	-	-	-	-	-	208,433	

Name	Position title	Short-term benefits			Post-employment benefits		Other long-term benefits		Termination benefits	Total remuneration
		Base salary <sup>1</sup>	Bonuses	Other benefits and allowances <sup>2</sup>	Superannuation contributions <sup>3</sup>	Long service leave <sup>4</sup>	Other long-term benefits			
		\$	\$	\$	\$	\$	\$	\$	\$	
Shane Bennett	Acting Deputy Secretary <sup>5</sup>	168,421	-	10,389	25,340	3,821	-	-	-	207,971
<b>Total</b>		<b>2,230,801</b>	<b>-</b>	<b>190,951</b>	<b>364,041</b>	<b>62,599</b>	<b>-</b>	<b>369,408</b>	<b>3,217,800</b>	

1. Base salary is calculated as total cash salary paid during the financial year, less amounts paid for annual leave and long service leave, with an adjustment for accruals at the beginning and end of the year.

2. Other benefits and allowances comprise executive vehicle allowances and annual leave expenses. Annual leave expense is calculated on an accrual basis as 20 working days per year based on the point in time substantive salary.

3. Superannuation is calculated as actual superannuation contributions made during the year, with an adjustment for accruals at the beginning and end of the year.

4. Long service leave is calculated on an accrual basis as nine calendar days leave per financial year based on the point in time substantive salary.

5. The officer occupied a Deputy Secretary position for part of the year. The remuneration is the amount calculated for that period.

Table F-2 17AD (da)—Executive Remuneration—Information about remuneration for senior executives

Total remuneration bands	Number of senior executives	Short-term benefits			Post-employment benefits			Other long-term benefits		Termination benefits	Total remuneration
		Average base salary	Average bonuses	Average other benefits and allowances	Average superannuation contributions	Average long service leave	Average other long-term benefits	Average termination benefits			
		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
\$0–\$220,000	34	92,124	-	11,262	17,349	2,915	-	-	-	-	123,650
\$220,001–\$245,000	10	182,047	-	19,728	31,225	5,593	-	-	-	-	238,592
\$245,001–\$270,000	20	192,272	-	21,822	35,467	5,966	-	-	-	-	255,527
\$270,001–\$295,000	10	210,957	-	21,807	38,800	6,532	-	-	-	-	278,095
\$295,001–\$320,000	3	217,386	-	20,723	39,748	5,968	-	-	21,863	-	305,687
\$320,001–\$345,000	6	238,090	-	27,036	44,801	7,258	-	-	19,566	-	336,751
\$345,001–\$370,000	2	267,270	-	24,408	49,701	8,119	-	-	-	-	349,497
\$370,001–\$395,000	0	0	0	0	0	0	0	0	0	0	0
\$395,001–\$420,000	0	0	0	0	0	0	0	0	0	0	0
\$420,001–\$445,000	1	215,617	-	22,660	42,296	6,616	-	-	156,489	-	443,678
\$445,001–\$470,000	0	0	0	0	0	0	0	0	0	0	0
\$470,001–\$495,000	0	0	0	0	0	0	0	0	0	0	0
\$495,001	0	0	0	0	0	0	0	0	0	0	0

## Notes:

- Includes 16 individuals who acted in an SES position continuously for three months (90 days) or more.
- Includes individuals who were promoted into SES positions within the financial year.
- Remuneration has been adjusted for SES who have been on secondment out to only include the period of time at the Department of Social Services only.

Table F-3 17AD (da)—Executive Remuneration—Information about remuneration for other highly paid staff

Total remuneration bands	Number of other highly paid staff	Short-term benefits			Post-employment benefits			Other long-term benefits			Termination benefits	Total remuneration
		Average base salary	Average bonuses	Average benefits and allowances	Average superannuation contributions	Average service leave	Average long-term benefits	Average other long-term benefits	Average termination benefits	Average total remuneration		
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
\$225,001–\$245,000	0	0	0	0	0	0	0	0	0	0	0	0
\$245,001–\$270,000	0	0	0	0	0	0	0	0	0	0	0	0
\$270,001–\$295,000	0	0	0	0	0	0	0	0	0	0	0	0
\$295,001–\$320,000	0	0	0	0	0	0	0	0	0	0	0	0
\$320,001–\$345,000	0	0	0	0	0	0	0	0	0	0	0	0
\$345,001–\$370,000	0	0	0	0	0	0	0	0	0	0	0	0
\$370,001–\$395,000	0	0	0	0	0	0	0	0	0	0	0	0
\$395,001–\$420,000	0	0	0	0	0	0	0	0	0	0	0	0
\$420,001–\$445,000	0	0	0	0	0	0	0	0	0	0	0	0
\$445,001–\$470,000	0	0	0	0	0	0	0	0	0	0	0	0
\$470,001–\$495,000	0	0	0	0	0	0	0	0	0	0	0	0
\$495,001	0	0	0	0	0	0	0	0	0	0	0	0

Note:

- No employees qualify for reporting in this table. All non-SES employees had remunerations below \$220,000 threshold.



**Table F-4 17AE (1)(aa)(i)–(iii)—Accountable Authority details of Accountable Authority during the reporting period Current Report Period (2019–20)**

Name	Position title/ Position held	Period as the accountable authority or member within the reporting period	
		Date of commencement	Date of cessation
Kathryn Campbell	Secretary	01/07/2019	04/07/2019
Michael Lye	Acting Secretary	05/07/2019	05/07/2019
Kathryn Campbell	Secretary	06/07/2019	18/07/2019
Michael Lye	Acting Secretary	19/07/2019	19/07/2019
Kathryn Campbell	Secretary	20/07/2019	28/07/2019
Michael Lye	Acting Secretary	29/07/2019	29/07/2019
Kathryn Campbell	Secretary	30/07/2019	23/08/2019
Michael Lye	Acting Secretary	24/08/2019	01/09/2019
Kathryn Campbell	Secretary	02/09/2019	23/09/2019
Nathan Williamson	Acting Secretary	24/09/2019	24/09/2019
Kathryn Campbell	Secretary	25/09/2019	25/09/2019
Nathan Williamson	Acting Secretary	26/09/2019	27/09/2019
Kathryn Campbell	Secretary	28/09/2019	31/10/2019
Nathan Williamson	Acting Secretary	01/11/2019	01/11/2019
Kathryn Campbell	Secretary	02/11/2019	18/12/2019
Elizabeth Hefren-Webb	Acting Secretary	19/12/2019	20/12/2019
Nathan Williamson	Acting Secretary	21/12/2019	02/02/2020
Kathryn Campbell	Secretary	03/02/2020	30/06/2020

Table F-5 17AG (4)(aa)—Management of Human Resources all Ongoing Employees Current Report Period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Indeterminate	
NSW	53	3	56	77	27	104	-	-	-	160
Qld	20	1	21	69	21	90	-	-	-	111
SA	13	2	15	51	10	61	-	-	-	76
Tas	12	1	13	22	17	39	-	-	-	52
Vic	38	6	44	74	27	101	-	-	-	145
WA	15	4	19	37	18	55	-	-	-	74
ACT	456	28	484	933	247	1,180	-	-	-	1,664
NT	5	0	5	28	4	32	-	-	-	37
Overseas	0	0	0	0	0	0	-	-	-	0
<b>Total</b>	<b>612</b>	<b>45</b>	<b>657</b>	<b>1,291</b>	<b>371</b>	<b>1,662</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,319</b>

Table F-6 17AG (4)(aa) — Management of Human Resources all Non-Ongoing Employees Current Report Period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate	Total
	Total			Total			Total			Total
NSW	0	0	0	1	0	0	1	-	-	1
Qld	0	0	0	2	1	3	3	-	-	3
SA	4	0	4	4	0	4	4	-	-	8
Tas	0	0	0	2	0	2	2	-	-	2
Vic	0	0	0	3	0	3	3	-	-	3
WA	0	0	0	0	0	0	0	-	-	0
ACT	6	2	8	16	6	22	22	-	-	30
NT	0	0	0	0	0	0	0	-	-	0
External Territories	0	0	0	0	0	0	0	-	-	0
Overseas	0	0	0	0	0	0	0	-	-	0
<b>Total</b>	<b>10</b>	<b>2</b>	<b>12</b>	<b>28</b>	<b>7</b>	<b>35</b>	<b>35</b>	<b>-</b>	<b>-</b>	<b>47</b>

Table F-7 17AG (4)(aa)—Management of Human Resources all Ongoing Employees Previous Report Period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate	Total
NSW	54	5	59	78	33	111	-	-	-	170
Qld	24	2	26	65	21	86	-	-	-	112
SA	14	0	14	45	12	57	-	-	-	71
Tas	9	1	10	27	15	42	-	-	-	52
Vic	38	4	42	75	35	110	-	-	-	152
WA	16	4	20	38	19	57	-	-	-	77
ACT	589	33	622	934	293	1,227	-	-	-	1,849
NT	7	0	7	25	5	30	-	-	-	37
External Territories	0	0	0	0	0	0	-	-	-	0
Overseas	0	0	0	0	0	0	-	-	-	0
<b>Total</b>	<b>751</b>	<b>49</b>	<b>800</b>	<b>1,287</b>	<b>433</b>	<b>1,720</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,520</b>

Table F-8 17AG (4)(aa) — Management of Human Resources all Non-Ongoing Employees Previous Report Period (2018–19)

	Male			Female			Indeterminate			Total	
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate		Total
											Indeterminate
NSW	1	0	1	4	1	5	-	-	-	6	
Qld	2	0	2	4	2	6	-	-	-	8	
SA	0	0	0	3	1	4	-	-	-	4	
Tas	0	0	0	4	0	4	-	-	-	4	
Vic	0	1	1	5	0	5	-	-	-	6	
WA	0	0	0	4	0	4	-	-	-	4	
ACT	10	1	11	16	6	22	-	-	-	33	
NT	0	0	0	1	0	1	-	-	-	1	
External Territories	0	0	0	0	0	0	-	-	-	0	
Overseas	0	0	0	0	0	0	-	-	-	0	
<b>Total</b>	<b>13</b>	<b>2</b>	<b>15</b>	<b>41</b>	<b>10</b>	<b>51</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66</b>	

Table F-9 17AG (4)(b)(i)–(iv) Australian Public Service Act Ongoing Employees Current Report Period (2019–20)

	Male		Female		Total		Indeterminate		Total
	Full-time	Part-time	Full-time	Part-time	Male	Female	Full-time	Part-time	
Secretary*	-	-	-	-	-	-	-	-	-
SES 3	3	0	2	0	3	2	-	-	5
SES 2	11	0	5	1	11	6	-	-	17
SES 1	23	0	40	0	23	40	-	-	63
EL 2	88	1	165	16	89	181	-	-	270
EL 1	168	20	319	116	188	435	-	-	623
Senior Public Affairs Officer	0	0	10	1	0	11	-	-	11
Public Affairs Officer Grade 3	4	0	18	6	4	24	-	-	28
Public Affairs Officer Grade 2	2	0	9	5	2	14	-	-	16
Public Affairs Officer Grade 1	0	0	0	0	0	0	-	-	0

	Male			Female			Indeterminate			Total
	Total		Total	Total		Total	Total		Total	
	Full-time	Part-time		Full-time	Part-time		Full-time	Part-time		
Principal Legal Officer	2	0	2	5	3	8	-	-	-	10
Senior Legal Officer	0	1	1	7	2	9	-	-	-	10
Legal Officer	2	0	2	7	1	8	-	-	-	10
APS 6	150	11	161	336	125	461	-	-	-	622
APS 5	106	9	115	215	62	277	-	-	-	392
APS 4	27	0	27	88	27	115	-	-	-	142
APS 3	24	0	24	65	3	68	-	-	-	92
APS 2	2	1	3	0	1	1	-	-	-	4
APS 1	0	2	2	0	2	2	-	-	-	4
Other	0	0	0	0	0	0	-	-	-	0
<b>Total</b>	<b>612</b>	<b>45</b>	<b>657</b>	<b>1,291</b>	<b>371</b>	<b>1,662</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,319</b>

\*The Secretary has been excluded from staffing figures for 2019–20 as a non-APS employee.

Table F-10 17AG (4)(b)(i)–(iv)—Australian Public Service Act Non-Ongoing Employees Current Report Period (2019–20)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate	Total
SES 3	0	0	0	0	0	0	-	-	-	0
SES 2	0	0	0	0	0	0	-	-	-	0
SES 1	0	0	0	0	0	0	-	-	-	0
EL 2	1	2	3	2	0	2	-	-	-	5
EL 1	2	0	2	1	2	3	-	-	-	5
Public Affairs Officer Grade 3	0	0	0	0	0	0	-	-	-	0
Public Affairs Officer Grade 2	0	0	0	2	0	2	-	-	-	2
APS 6	2	0	2	4	3	7	-	-	-	9
APS 5	2	0	2	8	1	9	-	-	-	11
APS 4	3	0	3	10	1	11	-	-	-	14
APS 3	0	0	0	1	0	1	-	-	-	1
APS 2	0	0	0	0	0	0	-	-	-	0
APS 1	0	0	0	0	0	0	-	-	-	0
Other	0	0	0	0	0	0	-	-	-	0
<b>Total</b>	<b>10</b>	<b>2</b>	<b>12</b>	<b>28</b>	<b>7</b>	<b>35</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>47</b>



Table F-11 17AG (4)(b)(i)-(iv) — Australian Public Service Act Ongoing Employees Previous Report Period (2018–19)

	Male			Female			Indeterminate			Total
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate	Total
	Total			Total			Total			Total
Secretary	0	0	0	1	0	1	-	-	-	1
SES 3	2	0	2	2	0	2	-	-	-	4
SES 2	14	0	14	5	0	5	-	-	-	19
SES 1	27	0	27	32	3	35	-	-	-	62
EL 2	106	3	109	141	26	167	-	-	-	276
EL 1	222	17	239	327	114	441	-	-	-	680
Senior Public Affairs Officer	0	0	0	8	2	10	-	-	-	10
Public Affairs Officer Grade 3	4	0	4	12	5	17	-	-	-	21
Public Affairs Officer Grade 2	2	0	2	8	5	13	-	-	-	15
Public Affairs Officer Grade 1	0	0	0	1	0	1	-	-	-	1
Principal Legal Officer	1	1	2	6	2	8	-	-	-	10
Senior Legal Officer	1	1	2	7	4	11	-	-	-	13
Legal Officer	0	0	0	9	1	10	-	-	-	10
APS 6	182	12	194	347	172	519	-	-	-	713

	Male		Female			Indeterminate			Total	
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate	Total
APS 5	130	10	140	228	72	300	-	-	-	440
APS 4	27	0	27	110	23	133	-	-	-	160
APS 3	30	1	31	42	1	43	-	-	-	74
APS 2	3	1	4	1	1	2	-	-	-	6
APS 1	0	3	3	0	2	2	-	-	-	5
Other	0	0	0	0	0	0	-	-	-	0
<b>Total</b>	<b>751</b>	<b>49</b>	<b>800</b>	<b>1,287</b>	<b>433</b>	<b>1,720</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,520</b>

Table F-12 17AG (4)(b)(i)-(iv) – Australian Public Service Act Non-Ongoing Employees Previous Report Period (2018–19)

	Male			Female			Indeterminate			Total	
	Full-time	Part-time	Total Male	Full-time	Part-time	Total Female	Full-time	Part-time	Indeterminate		Total
											Indeterminate
SES 3	0	0	0	0	0	0	-	-	-	0	
SES 2	0	0	0	0	0	0	-	-	-	0	
SES 1	0	0	0	0	0	0	-	-	-	0	
EL 2	0	1	1	2	2	4	-	-	-	5	
EL 1	4	0	4	1	3	4	-	-	-	8	
Public Affairs Officer Grade 3	0	0	0	1	0	1	-	-	-	1	
Public Affairs Officer Grade 2	0	0	0	1	0	1	-	-	-	1	
APS 6	2	0	2	6	1	7	-	-	-	9	
APS 5	2	1	3	16	2	18	-	-	-	21	
APS 4	2	0	2	14	1	15	-	-	-	17	
APS 3	3	0	3	0	1	1	-	-	-	4	
APS 2	0	0	0	0	0	0	-	-	-	0	
APS 1	0	0	0	0	0	0	-	-	-	0	
Other	0	0	0	0	0	0	-	-	-	0	
<b>Total</b>	<b>13</b>	<b>2</b>	<b>15</b>	<b>41</b>	<b>10</b>	<b>51</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>66</b>	

Table F-13 17AG (4)(b)(i)–(iii)—Australian Public Service Act Employees by full-time and part-time Status Current Report Period (2019–20)

	Ongoing			Non-Ongoing			Total
	Full-time	Part-time	Total Ongoing	Full-time	Part-time	Total Non-Ongoing	
Secretary*	-	-	-	-	-	-	-
SES 3	5	0	5	0	0	0	5
SES 2	16	1	17	0	0	0	17
SES 1	63	0	63	0	0	0	63
EL 2	253	17	270	3	2	5	275
EL 1	487	136	623	3	2	5	628
Senior Public Affairs Officer	10	1	11	0	0	0	11
Public Affairs Officer Grade 3	22	6	28	0	0	0	28
Public Affairs Officer Grade 2	11	5	16	2	0	2	18
Public Affairs Officer Grade 1	0	0	0	0	0	0	0
Principal Legal Officer	7	3	10	0	0	0	10
Senior Legal Officer	7	3	10	0	0	0	10
Legal Officer	9	1	10	0	0	0	10
APS 6	486	136	622	6	3	9	631
APS 5	321	71	392	10	1	11	403
APS 4	115	27	142	13	1	14	156
APS 3	89	3	92	1	0	1	93
APS 2	2	2	4	0	0	0	4

	Ongoing			Non-Ongoing			Total
	Full-time	Part-time	Total Ongoing	Full-time	Part-time	Total Non-Ongoing	
APS 1	0	4	4	0	0	0	4
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>1,903</b>	<b>416</b>	<b>2,319</b>	<b>38</b>	<b>9</b>	<b>47</b>	<b>2,366</b>

\*The Secretary has been excluded from staffing figures for 2019–20 as a non-APS employee.

Table F-14 17AG (4)(b)(i)–(iii)—Australian Public Service Act Employees by full-time and part-time Status Previous Report Period (2018–19)

	Ongoing			Non-Ongoing			Total
	Full-time	Part-time	Total Ongoing	Full-time	Part-time	Total Non-Ongoing	
Secretary	1	0	1	0	0	0	1
SES 3	4	0	4	0	0	0	4
SES 2	19	0	19	0	0	0	19
SES 1	59	3	62	0	0	0	62
EL 2	247	29	276	2	3	5	281
EL 1	549	131	680	5	3	8	688
Senior Public Affairs Officer	8	2	10	0	0	0	10
Public Affairs Officer Grade 3	16	5	21	1	0	1	22
Public Affairs Officer Grade 2	10	5	15	1	0	1	16
Public Affairs Officer Grade 1	1	0	1	0	0	0	1
Principal Legal Officer	7	3	10	0	0	0	10
Senior Legal Officer	8	5	13	0	0	0	13
Legal Officer	9	1	10	0	0	0	10
APS 6	529	184	713	8	1	9	722
APS 5	358	82	440	18	3	21	461
APS 4	137	23	160	16	1	17	177
APS 3	72	2	74	3	1	4	78
APS 2	4	2	6	0	0	0	6
APS 1	0	5	5	0	0	0	5
Other	0	0	0	0	0	0	0
<b>Total</b>	<b>2,038</b>	<b>482</b>	<b>2,520</b>	<b>54</b>	<b>12</b>	<b>66</b>	<b>2,586</b>

**Table F-15 17AG (4)(b)(v)—Australian Public Service Act Employment type by location  
Current Report Period (2019–20)**

	Ongoing	Non-Ongoing	Total
NSW	160	1	161
Qld	111	3	114
SA	76	8	84
Tas	52	2	54
Vic	145	3	148
WA	74	-	74
ACT	1,664	30	1,694
NT	37	-	37
External Territories	-	-	-
Overseas	-	-	-
<b>Total</b>	<b>2,319</b>	<b>47</b>	<b>2,366</b>

**Table F-16 17AG (4)(b)(v)—Australian Public Service Act Employment type by location  
Previous Report Period (2018–19)**

	Ongoing	Non-Ongoing	Total
NSW	170	6	176
Qld	112	8	120
SA	71	4	75
Tas	52	4	56
Vic	152	6	158
WA	77	4	81
ACT	1,849	33	1,882
NT	37	1	38
External Territories	-	-	-
Overseas	-	-	-
<b>Total</b>	<b>2,520</b>	<b>66</b>	<b>2,586</b>

**Table F-17 17AG (4)(b)(vi)—Australian Public Service Act Indigenous Employment Current Report Period (2019–20)**

	<b>Total</b>
Ongoing	142
Non-Ongoing	1
<b>Total</b>	<b>143</b>

**Table F-18 17AG (4)(b)(vi)—Australian Public Service Act Indigenous Employment Previous Report Period (2018–19)**

	<b>Total</b>
Ongoing	130
Non-Ongoing	0
<b>Total</b>	<b>130</b>

**Table F-19 17AG (4)(c)(i)—Employment Arrangements of SES and Non-SES employees. Australian Public Service Act Employment arrangements Current Report Period (2019–20)**

	<b>SES</b>	<b>Non-SES</b>	<b>Total</b>
<i>Department of Social Services Enterprise Agreement 2018 to 2020</i>	-	2,275	2,275
Individual Flexibility Agreements (IFA)	-	21	21
Section 24(1) determinations	70	-	70
<b>Total</b>	<b>70</b>	<b>2,296</b>	<b>2,366</b>

Note:

- Excludes the Secretary who is not employed under any of the identified employment arrangements above. Employees acting as SES on 30 June 2020 have been reported as covered by the *Department of Social Services Enterprise Agreement 2018 to 2021* (Enterprise Agreement).
- Staff on IFAs are still covered by the Enterprise Agreement.



Table F-20 17AG (4)(c)(ii)—Australian Public Service Act Employment salary ranges by classification level (Minimum/Maximum) Current Report Period (2019–20)

	Minimum Salary \$	Maximum Salary \$
SES 3	354,000	-
SES 2	268,200	305,000
SES 1	201,100	241,900
EL 2	125,028	160,000
EL 1	106,077	132,955
APS 6	85,137	112,376
APS 5	77,728	84,215
APS 4	70,775	76,589
APS 3	50,836	67,781
APS 2	60,151	60,151
APS 1	51,757	51,757
Other	-	-
<b>Total</b>	-	-

Table F-21 17AG (4)(d)(iii)–(iv)—Australian Public Service Act Employment Performance Pay by classification level Current Report Period (2019–20)

	Number of employees receiving performance pay	Aggregated (sum total) of all payments made \$	Average of all payments made \$	Minimum payment made \$	Maximum payment made \$
SES 3	0	0	0	0	0
SES 2	0	0	0	0	0
SES 1	0	0	0	0	0
EL 2	0	0	0	0	0
EL 1	0	0	0	0	0
APS 6	0	0	0	0	0
APS 5	0	0	0	0	0
APS 4	0	0	0	0	0
APS 3	0	0	0	0	0
APS 2	0	0	0	0	0
APS 1	0	0	0	0	0
Other	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note:

- The Department does not pay any performance pay.

**Table F-22 17AG (7)(a)(i)–(iv)—Consultants Number and expenditure on Consultants Current Report Period (2019–20)**

	<b>Total</b>
<b>No. of new contracts entered into during the period</b>	<b>88</b>
<b>Total actual expenditure during the period on new contracts (inc. \$GST)</b> in \$ millions	<b>26.6</b>
<b>No. of ongoing contracts engaging consultants that were entered into during a previous period</b>	<b>51</b>
<b>Total actual expenditure during the period on ongoing contracts (inc. \$GST)</b> in \$ millions	<b>9.7</b>

**Table F-23 17AJ (e)–(g) Aids to Access details Current Report Period (2019–20)**

Annual Report Contact Officer (Title/Position held)	Branch Manager, Government and Executive Services Branch, Department of Social Services
Contact Phone Number	1300 653 007 or International +61 0 6146 0001
Contact Email	annual.report@dss.gov.au
Entity Website (URL)	dss.gov.au/annualreport

## Appendix G

# Glossary of abbreviations and acronyms

### Abbreviations and conventions

AAO	Administrative Arrangement Orders
AASB	Australian Accounting Standards Board
ABS	Australian Bureau of Statistics
AIC	Assistance for Isolated Children
AIFS	Australian Institute of Family Studies
AFIS	Assistance for Isolated Children
ANAO	Australian National Audit Office
ANROWS	Australia's National Research Organisation for Women's Safety
ANZSOG	Australia and New Zealand School of Government
AO	Order of Australia
AP	Age Pension
APS	Australian Public Service
APSC	Australian Public Service Commission
AS/NZS	Australian/New Zealand International Standard
ATSICPP	Aboriginal and Torres Strait Islander Child Placement Principle
BCAP	Building Capacity in Australian Parents
CALD	Culturally and Linguistically Diverse
CFCA	Child Family Community Australia
COAG	Council of Australian Governments
COVID-19	Coronavirus disease/ Coronavirus pandemic
CA	Carer Allowance
CP	Carer Payment
CPA	Certified Practising Accountant
CRPD	<i>Convention on the Rights of Persons with Disabilities</i>
CSC	Conspicuous Service Cross

CSS	Child Support Scheme
DES	Disability Employment Services
DEX	DSS Data Exchange
DOP	Double Orphan Pension
DSP	Disability Support Pension
DSS	Department of Social Services
EL	Executive Level
ES	Energy Supplement for Commonwealth Seniors Health Card Holders
FaC	Families and Children
FCSI	Families and Communities Service Improvement
FTB	Family Tax Benefit
FVOCI	Financial Assets at Fair Value Through Other Comprehensive Income
FVTPL	Financial Assets at Fair Value Through Profit or Loss
GST	Goods and Services Tax
ICSS	Integrated Carer Support Service
IPS	Individual Placement and Support
ISO	International Standards Organisation
IT	Information Technology
JP	JobSeeker Payment
LGBTIQ	lesbian, gay, bisexual, transgender, intersex, queer
MP	Member of Parliament
NAIDOC	National Aboriginal and Islanders Day Observance Committee
NCAR	National Community Awareness Raising
NCAS	National Community Attitudes towards Violence against Women Survey
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
NDIS Commission	NDIS Quality and Safeguards Commission
NHHA	National Housing and Homelessness Agreement
NOCS	National Office of Child Safety
NRAS	National Rental Affordability Scheme
PAES	Portfolio Additional Estimates Statements

PBS	Portfolio Budget Statements
PGPA	<i>Public Governance, Performance and Accountability Act 2013</i>
PP	Parenting Payment
PPM	Post Placement Monitoring
PUSC	Payments Under Special Circumstances
RA	Rent Assistance
RSS	Random Sample Survey
RTO	Refundable Tax Offsets
SB	Special Benefit
SBP	Stillborn Baby Payment
SCOREs	Standard Client/Community Outcomes Reporting
SDF	Sector Development Fund
SEPT	Supporting Expecting and Parenting Teens initiative
SES	Senior Executive Service
SIH	Survey of Income and Housing
SMEs	Small and Medium Enterprises
TIA	Towards independent Adulthood
TTY	Teletypewriter
UA	Utilities Allowance
XP	Cross Program
XPRA	Cross Program Rent Assistance
YA	Youth Allowance

### Abbreviations and conventions

—	Nil
na	Not available
N/A	Not Applicable
N/P	Not Provided
\$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

Below is the table set out in Schedule 2 of the PGPA Rule. Section 17AJ(d) requires this table be included in entities' annual reports as an aid of access.

PGPA Rule Reference	Part of Report	Description	Requirement
<b>17AD(g) Letter of transmittal</b>			
17AI	vi	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report.	Mandatory
<b>17AD(h) Aids to access</b>			
17AJ(a)	ii–iii	Table of contents.	Mandatory
17AJ(b)	258	Alphabetical index.	Mandatory
17AJ(c)	246–248	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	250–257	List of requirements.	Mandatory
17AJ(e)	Inside Front Cover, 245	Details of contact officer.	Mandatory
17AJ(f)	Inside Front Cover, 245	Entity's website address.	Mandatory
17AJ(g)	Inside Front Cover, 245	Electronic address of report.	Mandatory
<b>17AD(a) Review by accountable authority</b>			
17AD(a)	1–3	A review by the accountable authority of the entity.	Mandatory



<b>PGPA Rule Reference</b>	<b>Part of Report</b>	<b>Description</b>	<b>Requirement</b>
<b>17AD(b)</b>	<b>Overview of the entity</b>		
17AE(1)(a)(i)	6–7	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	7–9	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	iv–v	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	6	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	227	Name of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(ii)	227	Position title of the accountable authority or each member of the accountable authority.	Mandatory
17AE(1)(aa)(iii)	227	Period as the accountable authority or member of the accountable authority within the reporting period.	Mandatory
17AE(1)(b)	11–15	An outline of the structure of the portfolio of the entity.	Portfolio departments—mandatory
17AE(2)	15	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statements, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, Mandatory
<b>17AD(c)</b>	<b>Report on the Performance of the entity</b>		
<b><i>Annual performance Statements</i></b>			
17AD(c)(i); 16F	17–105	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory

<b>PGPA Rule Reference</b>	<b>Part of Report</b>	<b>Description</b>	<b>Requirement</b>
<b>17AD(c)(ii) Report on Financial Performance</b>			
17AF(1)(a)	143–200	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	204–212	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	N/A	If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity's future operation or financial results.	If applicable, Mandatory.
<b>17AD(d) Management and Accountability</b>			
<b>Corporate Governance</b>			
17AG(2)(a)	vi, 121–122	Information on compliance with section 10 (fraud systems).	Mandatory
17AG(2)(b)(i)	vi	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory
17AG(2)(b)(ii)	vi	A certification by accountable authority 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 entity are in place.	Mandatory
17AG(2)(b)(iii)	vi	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	116–124	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d)–(e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non compliance with Finance law and action taken to remedy non compliance.	If applicable, Mandatory

<b>PGPA Rule Reference</b>	<b>Part of Report</b>	<b>Description</b>	<b>Requirement</b>
<b><i>Audit Committee</i></b>			
17AG(2A)(a)	116	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	117–118	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	117–118	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	117–118	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	117–118	The remuneration of each member of the entity's audit committee.	Mandatory
<b><i>External Scrutiny</i></b>			
17AG(3)	125–128	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	125–128	Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.	If applicable, Mandatory
17AG(3)(b)	125–128	Information on any reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory
<b><i>Management of Human Resources</i></b>			
17AG(4)(a)	129–130	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	228–241	Statistics on the entity's employees on an ongoing and non ongoing basis, including the following: (a) statistics on full time employees (b) statistics on part time employees (c) statistics on gender (d) statistics on staff location	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17AG(4)(b)	132, 134, 228–242	Statistics on the entity's APS employees on an ongoing and non ongoing basis; including the following: <ul style="list-style-type: none"> <li>• Statistics on staffing classification level</li> <li>• Statistics on full time employees</li> <li>• Statistics on part time employees</li> <li>• Statistics on gender</li> <li>• Statistics on staff location</li> <li>• Statistics on employees who identify as Indigenous.</li> </ul>	Mandatory
17AG(4)(c)	135–136, 242	Information on any 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> .	Mandatory
17AG(4)(c)(i)	135, 242	Information on the number of SES and non SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	243	The salary ranges available for APS employees by classification level.	Mandatory
17AG(4)(c)(iii)	136	A description of non salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	135, 244	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory
<b>Assets Management</b>			
17AG(5)	139	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, Mandatory
<b>Purchasing</b>			
17AG(6)	140	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>Consultants</b>			
17AG(7)(a)	139–140, 245	A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).	Mandatory
17AG(7)(b)	139–140, 245	<i>A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of \$[specified million]”.</i>	Mandatory
17AG(7)(c)	139	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	139	<i>A statement that “Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”</i>	Mandatory
<b>Australian National Audit Office Access Clauses</b>			
17AG(8)	N/A	If an entity entered into a contract with a value of more than \$100,000 (inclusive of GST) and the contract did not provide the Auditor General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>Exempt contracts</b>			
17AG(9)	N/A	If an entity entered into a contract or there is a standing offer with a value greater than \$10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory
<b>Small business</b>			
17AG(10)(a)	140–141	A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”	Mandatory
17AG(10)(b)	140–141	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory
17AG(10)(c)	140–141	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury’s website.”	If applicable, Mandatory
<b>Financial Statements</b>			
17AD(e)	143–200	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
<b>Executive Remuneration</b>			
17AD(da)	223–226	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2 3 of the Rule.	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
<b>17AD(f)</b>	<b>Other Mandatory Information</b>		
17AH(1)(a)(i)	213–216	If the entity conducted advertising campaigns, a statement that <i>“During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”</i>	If applicable, Mandatory
17AH(1)(a)(ii)	N/A	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	141	A statement that <i>“Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”</i>	If applicable, Mandatory
17AH(1)(c)	222	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory
17AH(1)(d)	124	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	N/A	Correction of material errors in previous annual report.	If applicable, Mandatory
17AH(2)	108–113, 136–137, 217–219, 220–222	Information required by other legislation.	Mandatory

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