

PART 7

APPENDICES



Appendix A: Entity resource statements and expenses for outcomes

Table A.1 Entity resource statement

| | Actual ¹ available appropriation | Payments made | Balance remaining |
|--|---|-------------------|----------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Departmental annual appropriations | | | |
| - ordinary annual services ² | | | |
| Departmental resourcing ³ | 440,256 | 266,951 | 173,305 |
| - other services - non-operating | | | |
| Prior year appropriations available | - | - | - |
| Total departmental resourcing | 440,256 | 266,951 | 173,305 |
| Administered annual appropriations⁴ | | | |
| - ordinary annual services ² | | | |
| Outcome 1 | 244,004 | 109,107 | |
| Outcome 2 | 597,796 | 257,705 | |
| Outcome 3 | 738,397 | 250,803 | |
| Outcome 4 | 144,849 | 121,250 | |
| Administered Capital Budget ⁵ | 29,752 | 28,069 | |
| Payments to corporate entities ⁶ | 123,005 | 123,005 | |
| - other services - non-operating ⁷ | | | |
| Prior year appropriations available | 2,054,000 | | |
| Administered assets and liabilities | 206,758 | 805,966 | |
| - other services - specific payments to states, ACT, NT and local government | | | |
| Outcome 1 | 913,040 | 815,077 | |
| Outcome 3 | 41,636 | 7,588 | |
| Total available administered annual appropriations | 5,093,237 | 2,518,570 | |
| Administered special appropriations | | | |
| Total available administered special appropriations | | 3,785,592 | |
| Special accounts | | | |
| Opening balance | 7,764 | | |
| Appropriation receipts ⁸ | 74,230 | | |
| Non-appropriation receipts to special accounts ⁹ | 24,085 | | |
| Adjustments | (2,834) | | |
| Payments made | | 92,468 | |
| Total available special accounts | 103,245 | 92,468 | 10,777 |

continued...

| | Actual ¹ available appropriation | Payments made | Balance remaining |
|--|---|-------------------|----------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Total administered resourcing | 5,196,482 | 6,396,630 | |
| Less appropriations drawn from annual or special appropriations above and credited to special accounts and/or payments to corporate entities through annual appropriations | (197,235) | (215,473) | |
| Total net resourcing and payments | 5,439,503 | 6,448,108 | |

- Notes: 1 Figures in the table represent actual appropriations provided less any legally recognised reductions as outlined in Note 5.1B of the 2016-17 Financial Statements.
- 2 *Appropriation Act (No. 1) 2016-17, Supply Act 1 2016-17 and Appropriation Act (No. 3) 2016-17.*
- 3 Actual available appropriations for 2016-17 include prior year departmental appropriation and s74 relevant entity receipts.
- 4 Actual available appropriations for 2016-17 include retained administered funds from previous years.
- 5 Administered capital budgets are not separately identified in Appropriation Bill (No. 1) and form part of ordinary annual services items.
- 6 'Corporate entities' are corporate Commonwealth entities and Commonwealth companies as defined under the PGPA Act.
- 7 *Appropriation Act (No. 2) 2016-17, Supply Act 2 2016-17 and Appropriation Act (No. 4) 2016-17.*
- 8 Appropriation receipts from departmental appropriation and special appropriations.
- 9 Non-Appropriation receipts from the *Christmas Island Phosphate Mining Rehabilitation Special Account, Indian Ocean Territories Special Account 2014, Jervis Bay Territory Special Account 2014 and the Melbourne Airport New Runway Land Acquisition Special Account.*

Table A.2 Expenses for Outcome 1: Improved infrastructure across Australia through investment in and coordination of transport and other infrastructure

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 1.1: Infrastructure investment | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 111,983 | 109,079 | (2,904) |
| Other Services (Appropriation Act No. 2) | 815,077 | 815,159 | 82 |
| Payments to corporate entities | 11,581 | 11,581 | - |
| Expenses not requiring appropriation in the Budget year ² | 468,157 | 468,642 | 485 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 31,441 | 31,935 | 494 |
| s74 retained revenue receipts | 340 | 342 | 2 |
| Expenses not requiring appropriation in the Budget year ⁴ | 1,763 | 1,753 | (10) |
| Total for Program 1.1 | 1,440,342 | 1,438,491 | (1,851) |
| Outcome 1 total | 1,440,342 | 1,438,491 | (1,851) |
| Outcome 1 totals by appropriation type | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 111,983 | 109,079 | (2,904) |
| Other Services (Appropriation Act No. 2) | 815,077 | 815,159 | 82 |
| Payments to corporate entities | 11,581 | 11,581 | - |
| Expenses not requiring appropriation in the Budget year ² | 468,157 | 468,642 | 485 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 31,441 | 31,935 | 494 |
| s74 retained revenue receipts | 340 | 342 | 2 |
| Expenses not requiring appropriation in the Budget year ⁴ | 1,763 | 1,753 | (10) |
| Total expenses for Outcome 1 | 1,440,342 | 1,438,491 | (1,851) |
| Average staffing level (number) | 171 | 173 | 2 |

- Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.
2 Administered expenses not requiring appropriation in the Budget year are made up of expenses relating to prepayments associated with prior year payments, accruals and other non-cash expenses.
3 Departmental appropriation includes 'Ordinary annual services (Appropriation Act No. 1 and Supply Act 1)'.
4 Departmental expenses not requiring appropriation in the Budget year are made up of the operating surplus/deficit, depreciation and amortisation expenses and other non-cash expense items.

Table A.3 Expenses for Outcome 2: An efficient, sustainable, competitive, safe and secure transport system for all transport users through regulation, financial assistance and safety investigations

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 2.1: Transport security | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 997 | 147 | (850) |
| Expenses not requiring appropriation in the Budget year ² | - | - | - |
| Departmental expenses | | | |
| Departmental appropriation ³ | 62,300 | 62,340 | 40 |
| s74 retained revenue receipts | 1,119 | 1,056 | (63) |
| Expenses not requiring appropriation in the Budget year ⁴ | 3,341 | 3,115 | (226) |
| Total for Program 2.1 | 67,757 | 66,658 | (1,099) |
| Program 2.2: Surface transport | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 222,042 | 189,556 | (32,486) |
| Special Appropriations | 121,606 | 120,296 | (1,310) |
| Special Accounts | 71,002 | 67,602 | (3,400) |
| Payments to corporate entities | 69,074 | 69,074 | - |
| Expenses not requiring appropriation in the Budget year ² | (50) | - | 50 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 14,056 | 14,327 | 271 |
| s74 retained revenue receipts | 1,361 | 901 | (460) |
| Expenses not requiring appropriation in the Budget year ⁴ | (439) | 17 | 456 |
| Total for Program 2.2 | 498,652 | 461,773 | (36,879) |
| Program 2.3: Road safety | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 4,000 | 4,000 | - |
| Expenses not requiring appropriation in the Budget year ² | - | (2) | (2) |
| Departmental expenses | | | |
| Departmental appropriation ³ | 18,198 | 18,429 | 231 |
| s74 retained revenue receipts | 224 | 227 | 3 |
| Expenses not requiring appropriation in the Budget year ⁴ | 980 | 974 | (6) |
| Total for Program 2.3 | 23,402 | 23,628 | 226 |

continued...

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |

Program 2.4: Air transport

Administered expenses

| | | | |
|--|---------|---------|---------|
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 62,882 | 57,476 | (5,406) |
| Special Appropriations | 122,000 | 121,402 | (598) |
| Special Accounts | 10,000 | 210 | (9,790) |
| Payments to corporate entities | 41,892 | 41,892 | - |
| Expenses not requiring appropriation in the Budget year ² | (94) | 5,794 | 5,888 |

Departmental expenses

| | | | |
|--|---------|---------|---------|
| Departmental appropriation ³ | 78,463 | 71,572 | (6,891) |
| s74 retained revenue receipts | 5,794 | 5,600 | (194) |
| Expenses not requiring appropriation in the Budget year ⁴ | (2,126) | (1,547) | 579 |

| | | | |
|------------------------------|----------------|----------------|-----------------|
| Total for Program 2.4 | 318,811 | 302,399 | (16,412) |
|------------------------------|----------------|----------------|-----------------|

| | | | |
|------------------------|----------------|----------------|-----------------|
| Outcome 2 Total | 908,622 | 854,458 | (54,164) |
|------------------------|----------------|----------------|-----------------|

Outcome 2 totals by appropriation type

Administered expenses

| | | | |
|--|---------|---------|----------|
| Ordinary Annual Services (Appropriation Act No. 1 and No. 3) | 289,921 | 251,179 | (38,742) |
| Special Appropriations | 243,606 | 241,698 | (1,908) |
| Special Accounts | 81,002 | 67,812 | (13,190) |
| Payments to corporate entities | 110,966 | 110,966 | - |
| Expenses not requiring appropriation in the Budget year ² | (144) | 5,792 | 5,936 |

Departmental expenses

| | | | |
|--|---------|---------|---------|
| Departmental appropriation ³ | 173,017 | 166,668 | (6,349) |
| s74 retained revenue receipts | 8,498 | 7,784 | (714) |
| Expenses not requiring appropriation in the Budget year ⁴ | 1,756 | 2,559 | 803 |

| | | | |
|-------------------------------------|----------------|----------------|-----------------|
| Total expenses for Outcome 2 | 908,622 | 854,458 | (54,164) |
|-------------------------------------|----------------|----------------|-----------------|

| | | | |
|---------------------------------|-----|-----|-----|
| Average staffing level (number) | 718 | 714 | (4) |
|---------------------------------|-----|-----|-----|

- Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.
- 2 Administered expenses not requiring appropriation in the Budget year is made up of expenses relating to prepayments associated with prior year payments, accruals and other non-cash expenses.
- 3 Departmental appropriation includes 'Ordinary annual services (Appropriation Act No. 1 and Supply Act 1)'.
- 4 Departmental expenses not requiring appropriation in the Budget year are made up of the operating surplus/deficit, depreciation and amortisation expenses and other non-cash expense items.

Table A.4 Expenses for Outcome 3: Strengthening the sustainability, capacity and diversity of regional economies including through facilitating local partnerships between all levels of government and local communities; and providing grants and financial assistance

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 3.1: Regional development | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Acts No. 1 and No. 3) | 263,741 | 249,333 | (14,408) |
| Other Services (Appropriation Acts No. 2, and No. 4) | 21,318 | 7,256 | (14,062) |
| Expenses not requiring appropriation in the Budget year ² | - | - | - |
| Departmental expenses | | | |
| Departmental appropriation ³ | 28,744 | 28,756 | 12 |
| s74 retained revenue receipts | 261 | 263 | 2 |
| Expenses not requiring appropriation in the Budget year ⁴ | 1,298 | 1,289 | (9) |
| Total for Program 3.1 | 315,362 | 286,897 | (28,465) |
| Program 3.2: Local government | | | |
| Administered expenses | | | |
| Special Appropriations | 3,472,156 | 3,472,947 | 791 |
| Expenses not requiring appropriation in the Budget year ² | (1) | - | 1 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 2,272 | 2,345 | 73 |
| s74 retained revenue receipts | 27 | 27 | - |
| Expenses not requiring appropriation in the Budget year ⁴ | 126 | 125 | (1) |
| Total for Program 3.2 | 3,474,580 | 3,475,444 | 864 |
| Outcome 3 Total | 3,789,942 | 3,762,341 | (27,601) |
| Outcome 3 totals by appropriation type | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Acts No. 1 and No. 3) | 263,741 | 249,333 | (14,408) |
| Other Services (Appropriation Acts No. 2, and No. 4) | 21,318 | 7,256 | (14,062) |
| Special Appropriations | 3,472,156 | 3,472,947 | 791 |
| Expenses not requiring appropriation in the Budget year ² | (1) | - | 1 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 31,016 | 31,101 | 85 |
| s74 retained revenue receipts | 288 | 290 | 2 |
| Expenses not requiring appropriation in the Budget year ⁴ | 1,424 | 1,414 | (10) |
| Total expenses for Outcome 3 | 3,789,942 | 3,762,341 | (27,601) |
| Average staffing level (number) | 145 | 147 | 2 |

- Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.
2 Administered expenses not requiring appropriation in the Budget year are made up of expenses relating to prepayments associated with prior year payments, accruals and other non-cash expenses.
3 Departmental appropriation includes 'Ordinary annual services (Appropriation Act No. 1 and Supply Act 1)'.
4 Departmental expenses not requiring appropriation in the Budget year are made up of the operating surplus/deficit, depreciation and amortisation expenses and other non-cash expense items.

Table A.5 Expenses for Outcome 4: Good governance in the Australian territories through the maintenance and improvement of the overarching legislative framework for self-governing territories, and laws and services for non-self-governing territories

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 4.1: Services to territories | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Acts No. 1 and No. 3) | 125,301 | 129,075 | 3,774 |
| Special Accounts | 27,902 | 23,757 | (4,145) |
| Expenses not requiring appropriation in the Budget year ² | 53,951 | 124,094 | 70,143 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 17,983 | 18,753 | 770 |
| s74 retained revenue receipts | 190 | 192 | 2 |
| Expenses not requiring appropriation in the Budget year ⁴ | 898 | 892 | (6) |
| Total for Program 4.1 | 226,225 | 296,763 | 70,538 |
| Outcome 4 Total | 226,225 | 296,763 | 70,538 |
| Outcome 4 totals by appropriation type | | | |
| Administered expenses | | | |
| Ordinary Annual Services (Appropriation Acts No. 1 and No. 3) | 125,301 | 129,075 | 3,774 |
| Special Accounts | 27,902 | 23,757 | (4,145) |
| Expenses not requiring appropriation in the Budget year ² | 53,951 | 124,094 | 70,143 |
| Departmental expenses | | | |
| Departmental appropriation ³ | 17,983 | 18,753 | 770 |
| s74 retained revenue receipts | 190 | 192 | 2 |
| Expenses not requiring appropriation in the Budget year ⁴ | 898 | 892 | (6) |
| Total expenses for Outcome 4 | 226,225 | 296,763 | 70,538 |
| Average staffing level (number) | 96 | 97 | 1 |

- Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.
2 Administered expenses not requiring appropriation in the Budget year are made up of expenses relating to prepayments associated with prior year payments, accruals and other non-cash expenses.
3 Departmental appropriation includes 'Ordinary annual services (Appropriation Act No. 1 and Supply Act 1)'.
4 Departmental expenses not requiring appropriation in the Budget year are made up of the operating surplus/deficit, depreciation and amortisation expenses and other non-cash expense items.

Table A.6 Expenses for Outcome 1: Improved infrastructure across Australia through investment in and coordination of transport and other infrastructure

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 1.1: Infrastructure investment | | | |
| Annual administered expenses ² | | | |
| Infrastructure Investment Program | | | |
| - Investment ³ | 111,496 | 109,194 | (2,302) |
| - Roads to Recovery | 815,500 | 815,460 | (40) |
| Building our Future campaign | 64 | 69 | 5 |
| Moorebank Intermodal Company | 356,276 | 356,276 | - |
| WestConnex Stage 2 – provision of a concessional loan | 111,881 | 111,881 | - |
| Payments to corporate entities – Infrastructure Australia ⁴ | 11,581 | 11,581 | - |
| Program support | 33,544 | 34,030 | 486 |
| Total Program 1.1 expenses | 1,440,342 | 1,438,491 | (1,851) |
| Total Program expenses for Outcome 1 | 1,440,342 | 1,438,491 | (1,851) |

Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.

2 Excludes expenses relating to payments made to and through the states and territories by the Department of the Treasury for the Infrastructure Investment Program (Black Spot projects, Bridges Renewal Program, Heavy Vehicle Safety and Productivity, Northern Australia – improving cattle supply chains and Northern Australia Road projects), Infrastructure Growth Package (New Investments, Black Spots projects and Western Sydney Infrastructure Plan) administered items.

3 Excludes expenses relating to payments made to and through the states and territories by the Department of the Treasury.

4 Relates to appropriation for corporate entities which is provided through the Department.

Table A.7 Expenses for Outcome 2: An efficient, sustainable, competitive, safe and secure transport system for all transport users through regulation, financial assistance and safety investigations

| | Budget ¹ | Actual Expenses | Variation |
|--|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 2.1: Transport security | | | |
| Annual administered expenses | | | |
| Aviation security enhancements | 997 | 147 | (850) |
| - <i>improving international aviation security</i> | 23 | 19 | (4) |
| - <i>regional passenger screening</i> | 974 | 128 | (846) |
| Program support | 66,760 | 66,511 | (249) |
| Total Program 2.1 expenses | 67,757 | 66,658 | (1,099) |
| Program 2.2: Surface transport | | | |
| Annual administered expenses | | | |
| Bass Strait Passenger Vehicle Equalisation Scheme | 47,773 | 47,769 | (4) |
| International Maritime Organization – contribution | 276 | 277 | 1 |
| National Heavy Vehicle Regulator | 3,852 | 3,852 | - |
| OECD Road Transport – contribution | 46 | 46 | - |
| Tasmanian Freight Equalisation Scheme | 170,095 | 137,612 | (32,483) |
| Payments to corporate entities – Australian Maritime Safety Authority ² | 65,716 | 65,716 | - |
| Payments to corporate entities – National Transport Commission ² | 3,358 | 3,358 | - |
| Other ³ | - | - | - |
| Special Appropriation expenses | | | |
| <i>Australian Maritime Safety Authority Act 1990²</i> | 120,556 | 119,902 | (654) |
| <i>Protection of the Sea (Oil Pollution Compensation Fund) Act 1993</i> | 1,000 | 394 | (606) |
| Special Account expenses | | | |
| Interstate Road Transport fees (<i>Interstate Road Transport Special Account</i>) | 71,002 | 67,602 | (3,400) |
| Program support | 14,978 | 15,245 | 267 |
| Total Program 2.2 expenses | 498,652 | 461,773 | (36,879) |
| Program 2.3: Road safety | | | |
| Annual administered expenses | | | |
| keys2drive | 4,000 | 4,000 | - |
| Other ³ | - | (2) | (2) |
| Program support | 19,402 | 19,630 | 228 |
| Total Program 2.3 expenses | 23,402 | 23,628 | 226 |

continued...

| | Budget ¹ | Actual Expenses | Variation |
|---|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 2.4: Air transport | | | |
| Annual administered expenses | | | |
| Airport Lessee Companies – reimbursement of parking fines | 1,000 | 947 | (53) |
| Hobart International Airport runway extension – contribution | 22,000 | 22,000 | - |
| International Civil Aviation Organization – contribution | 2,149 | 2,149 | - |
| Payment scheme for Airservices Australia’s en route charges | 2,000 | 1,516 | (484) |
| Regional Aviation Access | 24,113 | 23,602 | (511) |
| Sunshine Coast Airport concessional loan | - | - | - |
| Sydney West Airport – site management | 11,620 | 7,902 | (3,718) |
| Payments to corporate entities – Civil Aviation Safety Authority ² | 41,892 | 41,892 | - |
| Depreciation and amortisation | 6 | - | (6) |
| Other ³ | - | (80) | (80) |
| Special Appropriation expenses | | | |
| <i>Aviation Fuel Revenues (Special Appropriation) Act 1988²</i> | 121,900 | 121,402 | (498) |
| Special Account expenses | | | |
| Melbourne Airport New Runway Land Acquisition Special Account | 10,000 | 5,444 | (4,556) |
| Program support | 82,131 | 75,625 | (6,506) |
| Total Program 2.4 expenses | 318,811 | 302,399 | (16,412) |
| Total Program expenses for Outcome 2 | 908,622 | 854,458 | (54,164) |

Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.

2 Relates to appropriation for corporate entities which is provided through the Department.

3 Relates to the write down of bad and doubtful debts.

Table A.8 Expenses for Outcome 3: Strengthening the sustainability, capacity and diversity of regional economies including through facilitating local partnerships between all levels of government and local communities; and providing grants and financial assistance

| | Budget ¹ | Actual Expenses | Variation |
|---|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 3.1: Regional development | | | |
| Annual administered expenses ² | | | |
| Community Development Grants Fund | 65,366 | 65,997 | 631 |
| Drought Communities Programme | 21,318 | 7,256 | (14,062) |
| National Stronger Regions Fund | 110,679 | 110,673 | (6) |
| Regional Australia Institute | 1,821 | 1,821 | - |
| Regional Development Australia Committees | 18,302 | 18,100 | (202) |
| Regional Development Australia Fund | 25,266 | 19,106 | (6,160) |
| Regional Jobs and Investment Packages | 3,500 | - | (3,500) |
| Stronger Communities Programme | 24,460 | 19,862 | (4,598) |
| Tasmanian Jobs and Growth Package | 14,347 | 13,774 | (573) |
| Program support | 30,303 | 30,308 | 5 |
| Total Program 3.1 expenses | 315,362 | 286,897 | (28,465) |
| Program 3.2: Local government | | | |
| Special Appropriation expenses | | | |
| <i>Local Government (Financial Assistance) Act 1995</i> | 3,472,155 | 3,472,947 | 792 |
| Program support | 2,425 | 2,497 | 72 |
| Total Program 3.2 expenses | 3,474,580 | 3,475,444 | 864 |
| Total Program expenses for Outcome 3 | 3,789,942 | 3,762,341 | (27,601) |

Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.

2 Excludes expenses relating to payments made to and through the states and territories by the Department of the Treasury for the Murray-Darling Basin Regional Economic Diversification Program, South Australia Economic Development Program and the Townsville Stadium administered items.

Table A.9 Expenses for Outcome 4: Good governance in the Australian territories through the maintenance and improvement of the overarching legislative framework for self-governing territories, and laws and services for non-self-governing territories

| | Budget ¹ | Actual Expenses | Variation |
|---|---------------------|-------------------|-------------------|
| | 2016-17 \$'000 | 2016-17 \$'000 | 2016-17 \$'000 |
| Program 4.1: Services to territories | | | |
| Annual administered expenses | | | |
| ACT Government – national capital functions | 1,916 | 1,825 | (91) |
| Norfolk Island – Commonwealth administration | 1,067 | 1,067 | - |
| Norfolk Island – Kingston and Arthur’s Vale historic area | 682 | 626 | (56) |
| Office of Administrator, Northern Territory | 374 | 351 | (23) |
| Services to Indian Ocean Territories | 89,787 | 93,581 | 3,794 |
| Services to Jervis Bay Territory | 5,229 | 5,435 | 206 |
| Services to Norfolk Island | 26,246 | 26,190 | (56) |
| Depreciation and amortisation | 53,951 | 54,597 | 646 |
| Other ² | - | 69,497 | 69,497 |
| Special Account expenses | | | |
| <i>Christmas Island Phosphate Mining Rehabilitation Special Account</i> | 1,500 | 1,212 | (288) |
| <i>Indian Ocean Territories Special Account 2014</i> | 25,242 | 21,801 | (3,441) |
| <i>Jervis Bay Territory Special Account 2014</i> | 1,160 | 744 | (416) |
| Program support | 19,071 | 19,837 | 766 |
| Total Program 4.1 expenses | 226,225 | 296,763 | 70,538 |
| Total Program expenses for Outcome 4 | 226,225 | 296,763 | 70,538 |

Notes: 1 Full-year budget, including any subsequent adjustments made to the 2016-17 Budget.

2 Relates to the write off of administered investment in Norfolk Island Health Services.

Appendix B: Procurement practices

This appendix focuses on the Department's procurement practices, including:

- procurement policies and practices;
- competitive tendering and contracting arrangements;
- use of consultancies; and
- payments for advertising and marketing research.

Procurement policies and practices

The Department's procurement of goods and services is consistent with the requirements of the Commonwealth Procurement Rules (CPR), including achieving value for money and using resources in a proper manner. The rules are applied to procurement activities through the Accountable Authority Instructions (AAIs) and supporting operational guidelines. The Department's procurement policies and processes have been developed to ensure compliance with the CPRs and decisions are made in an accountable and transparent manner.

In accordance with the CPRs, the Department published the following on the AusTender website <www.tenders.gov.au>:

- a procurement plan providing details of expected procurements for 2016–17;
- details of publicly available procurement opportunities with a value of \$80,000 or more; and
- details of all contracts, standing offers and consultancies awarded with a value of \$10,000 or more.

The Department assists employees to manage procurements appropriately by providing information and training on procurement policies and procedures, and maintaining a single point of contact for advice on the CPRs, the AAIs and tendering processes.

Indigenous procurement

The portfolio is committed to the Indigenous Procurement Policy. The policy seeks to have at least three per cent of purchasing activity sourced from Indigenous suppliers. While the target for 2016–17 was 48 contracts for the portfolio, 69 contracts with a total value of \$7.4 million was achieved representing 4.3 per cent of all purchasing activities being sourced from Indigenous suppliers. In addition to internal training, advertising, and news bulletins on the Departments intranet, an expo was held in February 2017 to showcase a number of Indigenous suppliers to purchasing officers within the Department.

Australian National Audit Office Access Clauses

All contracts valued at \$100,000 or more routinely include a requirement for access to the contractor's premises by the Auditor-General.

Exempt contracts

In 2016–17, no contracts were exempted from publication on AusTender on the basis that it would disclose exempt matters under the *Freedom of Information Act 1982*.

Consultancy contracts

The Department engages consultants when specialist expertise, independent research, review or assessment is required. Consultants are typically engaged to provide probity or audit services; undertake valuations; investigate or diagnose a defined issue or problem; carry out defined reviews or evaluations; develop frameworks for benchmarking; or provide independent advice to assist with the Department's decision-making.

Prior to engaging consultants, the Department takes into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. The decision to engage a consultant is made in accordance with the *Public Governance, Performance and Accountability Act 2013* and related regulations including the CPRs and relevant internal policies.

The Department's procurement solution requires that all consultancies are approved by an appropriate financial delegate and that the central procurement unit reviews all consultancies valued at \$10,000 and over.

During 2016–17, 126 new consultancy contracts were entered into involving total actual expenditure of \$16.4 million. In addition, 28 ongoing consultancy contracts were active during the period, involving total actual expenditure of \$11.6 million.

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 <www.tenders.gov.au>.

Table B.1 Trends and consultancies

| | 2012–13 | 2013–14 | 2014–15 | 2015–16 | 2016–17 |
|---|----------------|---------------|----------------|----------------|----------------|
| Consultancies | | | | | |
| Expenditure on new and ongoing consultancies | | | | | |
| Total expenditure | \$10.2m | \$5.6m | \$25.2m | \$34.3m | \$28.0m |
| New consultancies valued at \$10,000 or more | | | | | |
| Number let | 57 | 88 | 97 | 84 | 116 |
| Total value over the life of these contracts | \$4.0m | \$6.1m | \$39.0m | \$10.7m | \$29.2m |

Procurement and initiatives to support small business

The Department supports small business participation in the Commonwealth Government procurement market. Small and medium sized enterprise (SME) and small enterprise participation statistics are available on the Department of Finance's website <www.finance.gov.au/procurement/statistics-on-commonwealth-purchasing-contracts/>.

The Department's measures to support SMEs include:

- use of the Commonwealth Contracting Suite for procurements valued under \$200,000, which is designed to minimise the burden on business contracting with Government; and
- encouraging the use of credit cards for procurements valued below \$5,000.

The Department recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Businesses are available on the Treasury's website <www.treasury.gov.au>.

Payments for advertising and market research

In 2016–17, the Department paid \$402,450 for advertising and market research. Table B.2 lists payments of \$13,000 (inclusive of GST) or more made during the financial year, as required by section 311A of the *Commonwealth Electoral Act 1918*.

During 2016–17, the Department undertook no reportable advertising campaigns.

Table B.2 Details of advertising and market research payments of \$13,000 or more

| Market research/polling | | |
|--|--|-------------------------|
| Firm | Service provided | Payment made in 2016–17 |
| Wallis Consulting Group | Benchmark and evaluation services | \$30,591 |
| Colmar Brunton | Benchmark and evaluation services | \$97,250 |
| GfK Australia | Benchmark and evaluation services | \$98,276 |
| AMR Interactive Pty Ltd | Evaluation and media research services | \$101,502 |
| Total market research/polling | | \$327,619 |
| Media advertising organisations | | |
| Firm | Service provided | Payment made in 2016–17 |
| Dentsu Mitchell | Public Notices (various) | \$13,147 |
| Total media advertising organisations | | \$13,147 |

Appendix C: Ecologically sustainable development and environmental performance

The following summary of the Department's environmental management activities and performance is provided in accordance with the *Environment Protection and Biodiversity Conservation Act 1999*, which requires entities to report on:

- how their activities accord with, and their outcomes contribute to, the principles of ecologically sustainable development; and
- the environmental impacts of their operations during the year, and measures taken to minimise these.

The Department undertakes all of its activities, from corporate initiatives to departmental policies, programs and procedures, in accordance with the five principles set out in the Act: integration, precaution, intergeneration, biodiversity and valuation.

Infrastructure and regional development

Under the Infrastructure Investment program, the Department worked in partnership with state and territory transport agencies to ensure environmental issues were appropriately considered in identifying, designing and delivering infrastructure projects.

The Department continued to implement programs which support the sustainability of Australia's regions. This included ongoing support for projects that construct and install sustainable infrastructure, including the use of current ecologically sustainable technology.

Marine

The Department played a key role in protecting the marine environment for future generations from the impacts of international shipping through its ongoing work at the International Maritime Organization's (IMO) Marine Environment Protection Committee. The International Code for Ships Operating in Polar Waters (Polar Code) entered into force internationally on 1 January 2017. The Polar Code specifies operational and structural measures for ships, to improve maritime safety and minimise environmental risks in polar environments. These measures encompass design, construction, equipment and operational matters, as well as training, search and rescue, and environmental discharges.

The Protection of the Sea (Prevention of Pollution from Ships) Amendment (Polar Code) Bill 2017 (assented on 19 May 2017) amended the *Protection of the Sea (Prevention of Pollution from Ships) Act 1983* to implement conditions in the Polar Code, especially requirements relating to the discharge of sewage from ships in polar regions.

The Department continued to collaborate with the Department of Foreign Affairs and Trade and the Australian Maritime Safety Authority to help develop international standards to reduce greenhouse gas emissions from international shipping. The IMO is working towards an initial strategy on reducing greenhouse gas emissions from international shipping, set for adoption in early 2018.

The Department also administered the annual Australian contribution to the IMO and the International Oil Pollution Compensation Fund.

Motor vehicles

The Ministerial Forum on Vehicle Emissions was established in October 2015 to coordinate a whole-of-government approach to reducing vehicle emissions. In 2016, the Department worked with the Department of the Environment and Energy to develop three proposals to improve fuel efficiency, reduce noxious emissions and improve fuel quality, as well as provide regulatory impact statements. The Ministerial Forum released these proposals for public comment in December 2016. The Australian Government is expecting to take a decision on the detail and timing of these proposals in 2017–18.

Aviation

The Department worked with the International Civil Aviation Organization (ICAO) on global strategies to redress impacts of aviation on the environment, including aircraft noise and emissions. This included establishing a cross-agency/industry working group to help ICAO develop the technical elements of the Carbon Offsetting and Reduction Scheme for International Aviation, and to oversee implementation of the scheme in Australia to allow international aviation operators to meet reporting requirements under the scheme commencing 1 January 2019.

The Department assessed the environmental, social and economic impacts of all airport master plans, major development plans and airport environment strategies, which airport lessee companies are required to prepare and submit for approval under the *Airports Act 1996*. The Department advised the Hon Darren Chester MP, Minister for Infrastructure and Transport, on the extent that these documents met legislative requirements, including assessments of environmental impacts and plans for dealing with them.

The Australian Government purchased land at Badgerys Creek in the 1980s and 1990s in preparation for a decision on the location of a future airport. The administered program, Sydney West Airport – site management, pays for water and land rates, maintenance and other costs associated with renting out the properties on this land. The Department continued to implement a tenancy transition plan to ensure the site could be vacated and prepared for the development of an airport.

As tenants have vacated the site, buildings and structures have been demolished and services disconnected to reduce health and safety risks. Other property management activities have included the appropriate management of illegal dumping and site security measures.

The Australian Government conducted a robust and rigorous environmental assessment for the Western Sydney Airport at Badgerys Creek. The development of the Environmental Impact Statement (EIS) was informed by 5,000 submissions and 16 community information events across nine different council areas in Western Sydney during its development. The EIS considered a range of factors, including the environmental, social, economic and cultural aspects of developing and operating an airport in the area. Mitigation measures to minimise and manage the impacts are also considered in the environmental assessment.

Following finalisation of the EIS, a strict set of more than 40 environmental conditions, addressing environmental issues across biodiversity, noise and heritage, were included as part of the development approval for the Western Sydney Airport.

Territories

The Department is responsible for infrastructure delivery in the Indian Ocean Territories and Jervis Bay Territory. Each infrastructure project was assessed against the requirements under the Environment Protection and Biodiversity Conservation Act at the project approval stage. Where required, Environmental management plans were established at the construction phase and implemented during project delivery. All project design and delivery work took into account sustainability principles and whole-of-life impacts.

Throughout the year, the Department had access to the Department of Defence's infrastructure and environment and heritage panels. This helped the Department plan for projects, develop requests for tender documentation, incorporate environmental requirements into contractual arrangements, and obtain environmental approvals.

On Norfolk Island, all historical area works aligned with ecological sustainability requirements. In addition, the Department continues to work with the Norfolk Island Regional Council to assist it to develop more sustainable waste management practices.

Office energy use

The Department is committed to implementing ecologically sustainable principles in its operations and limits the consumption of office energy and other resources wherever practical.

All central office locations use automated lighting controls to switch off non-essential lighting outside of work hours and have devices in place to minimise water use. A number of initiatives are in place to provide effective waste management and to monitor and maintain indoor environment quality in major offices.

The Department uses seven per cent green energy and has also been progressively reducing the carbon footprint from the use of motor vehicles. Today, the Departments' entire operational vehicle fleet is hybrid technology vehicles.

No breaches of environmental laws or licences by the Department were reported during 2016–17.

Due to a difference between reporting timeframes for the energy use data and the Department's Annual Report, energy consumption data for 2016–17 will be provided in the Annual Report for 2017–18. Data for 2014–15 and 2015–16 are provided in Table C.1.

Table C.1 Departmental energy consumption 2014–15 to 2015–16

| Buildings and electricity | 2014–15 | 2015–16 |
|--|----------------|----------------|
| Office buildings | | |
| Area occupied (m ²) | 43,143 | 34,565 |
| Occupants ^a | 1,305 | 1,326 |
| Area per person (m ²) | 33.04 | 26.07 |
| Electricity used (GJ) | 12,755 | 10,949 |
| Electricity used per person (MJ) ^b | 9,774 | 8,257 |
| Electricity used by area (MJ/m ²) | 296 | 317 |
| Electricity sourced from renewable sources (%) | 4.4 | 7.3 |
| Other buildings^c | | |
| Area occupied (m ²) | 453 | 453 |
| Electricity used (GJ) ^d | 348 | 324 |
| Electricity used by area (MJ/m ²) | 768 | 715 |
| Total of the above | | |
| Direct energy consumed (GJ) | 13,103 | 11,273 |
| Greenhouse gas emissions (tonnes of carbon dioxide equivalents) ^e | 3,593 | 2,990 |

- Notes: a Occupants may include contractors and employees of contracted service providers as well as departmental employees.
 b The Australian Government’s energy consumption target is no more than 7,500 megajoules per person per year.
 c Other buildings (Mitchell Warehouse) the Net Lettable Area is apportioned to 35 per cent.
 d Includes green power.
 e Emission includes scope 2 (direct) and scope 3 (indirect).

Appendix D: Report under the *Work Health and Safety Act 2011*

The Department recognises its obligation to provide a safe working environment and is committed to ensuring the health, safety and wellbeing of employees while they are at work. This includes effective and timely incident investigation and injury management.

Increased education and awareness of work health and safety across the Department was undertaken in 2016–17 to promote active engagement in workplace safety. This included an ongoing communication campaign and the promotion of Mental Health Week and Safety Month, which was held in October 2016. In addition, the Department’s contract with the Employee Assistance Program provider was extended for a further year.

The Rehabilitation Management System, Fitness for Duty Employment Procedure, Reasonable Adjustment Employment Procedure and Return to Work Assistance Employment Procedure were updated in 2016–17. In addition, the Department embedded an early intervention approach into its Rehabilitation Management System in August 2016 with the aim to reduce lost time for work related injuries and have a positive influence on workers compensation premiums. The Department’s 2017–18 Comcare premium is 0.52 per cent of payroll, which is a reduction from last year’s premium of 0.72 per cent.

Workplace health and safety statistics

Table D.1 provides a summary of health and safety outcomes, notifiable incidents, investigations and notices in accordance with the Work Health and Safety Act.

Table D.1 Workplace health and safety statistics in 2016–17

| Proactive measures | |
|--|-------|
| Workstation assessments | 195 |
| Employee health assessments | 301 |
| Employee influenza vaccinations | 540 |
| Wellbeing indicators | |
| Employee using employee assistance % | 8.78 |
| Days of unscheduled absence per full-time equivalent employee ^a | 12.9 |
| Workers compensation | |
| New claims accepted by Comcare ^{b,c} | 5 |
| Total weeks lost from new claims through incapacity ^{b,c} | 38.40 |
| Average time off work per injury (weeks) ^b | 7.68 |
| Incidents, notifiable incidents, investigations and notices^d | |
| Reported workplace incidents, injuries, illness or near misses | 88 |
| Death of a person that required notice to Comcare under section 35 | 0 |
| Serious injury or illness of a person that required notice to Comcare under section 35 | 0 |
| Dangerous incident that required notice to Comcare under section 35 | 2 |
| Notices given to the Department under section 90 (provisional improvement notices) | 0 |
| Notices given to the Department under part 10, section 191 (improvement notices) | 0 |
| Notices given to the Department under part 10, section 195 (prohibition notices) | 0 |
| Directions given to the Department under part 10, section 198 (non-disturbance) | 0 |
| Exemptions given under section 276 | 0 |
| Inspector reports issued by Comcare | 2 |

Notes: a Unscheduled absence includes sick leave, carer's leave, unauthorised absences and compassionate/bereavement leave. Workers' compensation leave is not included.

b These figures are as advised by Comcare.

c Includes four accepted claims from former employees from the Australian National Railways, which was sold by the Australian Government in 1997–98.

d Includes notifiable incidents, investigations and notices in the Indian Ocean Territories.

Appendix E: Reports under aviation legislation

The information in this appendix supplements that in parts 3 and 5 of this report.

International aviation

Section 29(1) of the *Air Navigation Act 1920* requires the Department to report on the administration and operation of this Act and the regulations during the year that ended on 30 June, and on such other matters concerning civil aviation the Secretary considers should be included in the report.

The Department continued to regulate scheduled international air services in accordance with the *Air Navigation Act* and associated regulations. The Department granted 448 timetable approvals, 305 timetable variations, eight non-scheduled flight approvals and five approvals for new International Airline Licences in 2016–17.

Environment authorisations and protection orders

Paragraph 5.15(2) of the *Airports (Environment Protection) Regulations 1997* requires the Department to report within its annual report the notification of environmental authorisations.

The Department may authorise an airport to undertake action, which may result in environmental emissions limits being exceeded, where the emissions would be no more damaging to the environment than if the limits were met. No environmental authorisations took place during the reporting period.

The Department may make an environment protection order under part 7, division 1 of the *Airports (Environment Protection) Regulations 1997* directing an airport to comply with a duty to avoid polluting to preserve habitat, or to prevent offensive noise. No environment protection orders were made during the reporting period.

Aircraft noise levy collection

Section 20 of the *Aircraft Noise Levy Collection Act 1995* requires the Department's annual report to report to include adherence to the *Aircraft Noise Levy Act 1995* and the *Aircraft Noise Levy Collection Act*.

In 2016–17, the Department did not take any reportable actions under either of these Acts and there were no breaches of these Acts.

Appendix F: Report under the *National Land Transport Act 2014*

Section 94 of the National Land Transport Act requires an annual report on the operation of the Act as soon as practicable after the end of each financial year that ends after the commencement of parts 3, 4, 5, 7 and 8. For information on the operation of this Act, see parts 3 and 5 of this report.

Appendix G: Correction of material errors in 2015–16 Annual Report

In the 2015–16 Annual Report, the number of vehicles operating under the Federal Interstate Registration Scheme was incorrectly reported as 20,412 (pages 34 and 36). The correct figure is 14,648.

In addition, the figures provided at Table C.1 in the 2015–16 Annual Report (page 105) were reported incorrectly for 2014–15. Table G1 provides the correct figures.

Table G.1 Departmental energy consumption 2014–15

| Buildings and electricity | 2014–15 |
|--|---------|
| Office buildings | |
| Area occupied (m ²) | 43,143 |
| Occupants ^a | 1,305 |
| Area per person (m ²) | 33.04 |
| Electricity used (GJ) | 12,755 |
| Electricity used per person (MJ) ^b | 9,774 |
| Electricity used by area (MJ/m ²) | 296 |
| Electricity sourced from renewable sources (%) | 4.4 |
| Other buildings^c | |
| Area occupied (m ²) | 453 |
| Electricity used (GJ) ^d | 348 |
| Electricity used by area (MJ/m ²) | 768 |
| Total of the above | |
| Direct energy consumed (GJ) | 13,103 |
| Greenhouse gas emissions (tonnes of carbon dioxide equivalents) ^e | 3,593 |

- Notes: a Occupants may include contractors and employees of contracted service providers as well as departmental employees.
 b The Australian Government's energy consumption target is no more than 7,500 megajoules per person per year.
 c Other buildings (Mitchell Warehouse) the Net Lettable Area is apportioned to 35 per cent.
 d Includes green power.
 e Emission includes scope 2 (direct) and scope 3 (indirect).

Appendix H: Summary of administered expense programs

Table H.1 provides the Department's administered expense programs alongside funds paid in 2016–17 and the page number where more information is provided in the body of this report.

Table H.1: Summary of administered expense programs

| Administered item | Funds paid in 2016–17 (\$'000) | Page |
|---|--------------------------------------|--------|
| Infrastructure Investment | | |
| Infrastructure Investment Program – Investment | 109,194* | 27 |
| Infrastructure Investment Program – Black Spot Program | –* | 27–29 |
| Infrastructure Investment Program – Roads to Recovery | 815,460 | 27 |
| Infrastructure Investment Program – Northern Australia Roads Program | –* | 28 |
| Infrastructure Investment Program – Northern Australia Beef Roads Program | –* | 28 |
| Infrastructure Investment Program – Bridges Renewal Program | –* | 27 |
| Infrastructure Investment Program – Heavy Vehicle Safety and Productivity Program | –* | 27 |
| WestConnex Stage 2 – provision of a concessional loan | 111,881 | 26 |
| Plan for the Future – Building Australia Fund | – | 28, 29 |
| Victorian Infrastructure Package | – | 28 |
| Building our Future campaign | 69 | – |
| Infrastructure Growth Package – New Investments | –* | 28 |
| Infrastructure Growth Package – Western Sydney Infrastructure Plan | –* | 27, 28 |
| Transport Security | | |
| Aviation Security Enhancements – Improving International Aviation Security | 19 | 32 |
| Aviation Security Enhancements – Regional and Remote Airports Security Awareness | 128 | 32 |
| Surface Transport | | |
| Bass Strait Passenger Vehicle Equalisation Scheme | 47,769 | 36 |
| International Maritime Organization – contribution | 277 | 37 |
| Interstate Road Transport Account | 67,602 | 35 |
| National Heavy Vehicle Regulator | 3,852 | 35 |
| OECD Road Transport – contribution | 46 | 35 |
| <i>Protection of the Sea (Oil Pollution Compensation Funds) Act 1993</i> | 394 | 38 |
| Tasmanian Freight Equalisation Scheme | 137,612 | 36 |
| Road Safety | | |
| keys2drive | 4,000 | 40 |
| Air Transport | | |
| Airport Lessee Companies – reimbursement of parking fines | 947 | 42 |
| Hobart International Airport runway extension – contribution | 22,000 | 41, 42 |
| International Civil Aviation Organization – contribution | 2,149 | 44 |

continued...

| Administered item | Funds paid in 2016-17 (\$'000) | Page |
|---|--------------------------------------|--------|
| Melbourne Airport New Runway Land Acquisition | 5,444 | 41 |
| Payment scheme for Airservices Australia's en route charges | 1,516 | 43 |
| Regional Aviation Access | 23,602 | 43 |
| Sydney West Airport – site management | 7,902 | 41 |
| Regional Development | | |
| Building Better Regions Fund | - | 47 |
| Community Development Grants Fund | 65,997 | 47 |
| Drought Communities Programme | 7,256 | 47 |
| National Stronger Regions Fund | 110,673 | 47 |
| Regional Australia Institute | 1,821 | 47 |
| Regional Development Australia Committees | 18,100 | 47 |
| Regional Development Australia Fund | 19,106 | 47 |
| Regional Jobs and Investment Packages | - | 48 |
| Stronger Communities Programme | 19,862 | 48 |
| Tasmanian Jobs and Growth Package | 13,774 | 48 |
| Local Government | | |
| <i>Local Government (Financial Assistance) Act 1995</i> | 3,472,947 | 49 |
| Services to Territories | | |
| ACT Government – national capital functions | 1,825 | 51 |
| Christmas Island Phosphate Mining Rehabilitation special account | 1,212 | 51 |
| Norfolk Island – Commonwealth administration | 1,067 | 50 |
| Norfolk Island – Kingston and Arthur's Vale Historic Area | 626 | 50 |
| Office of the Administrator, Northern Territory | 351 | 51 |
| Services to Indian Ocean Territories and Indian Ocean Territories special account | 115,382 | 50, 51 |
| Services to Jervis Bay Territory and Jervis Bay Territory special account | 6,179 | 51 |
| Services to Norfolk Island | 26,190 | 50 |

Note: * Additional payments are made to and through the states and territories by the Department of the Treasury.

Appendix I: List of requirements

Table I.1 reproduces the table set out in Schedule 2 of the PGPA Rule. Section 17A(d) requires this table to be included in entities' annual reports as an aid of access.

Table I.1 List of requirements

| PGPA Rule Reference | Description | Requirement | Part | Page |
|--|--|-----------------------------------|-----------------------|---------|
| 17AD(g) Letter of transmittal | | | | |
| 17AI | 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 | Letter of Transmittal | iii |
| 17AD(h) Aids to access | | | | |
| 17AJ(a) | Table of contents | Mandatory | Contents | v, vi |
| 17AJ(b) | Alphabetical index | Mandatory | Part 8 | 199 |
| 17AJ(c) | Glossary of abbreviations and acronyms | Mandatory | Part 8 | 194–198 |
| 17AJ(d) | List of requirements | Mandatory | Appendix I | 186–191 |
| 17AJ(e) | Details of contact officer | Mandatory | Guide to this report | iv |
| 17AJ(f) | Entity's website address | Mandatory | Guide to this report | iv |
| 17AJ(g) | Electronic address of report | Mandatory | Guide to this report | iv |
| 17AD(a) Review by accountable authority | | | | |
| 17AD(a) | A review by the accountable authority of the entity | Mandatory | Part 1 | 4–7 |
| 17AD(b) Overview of the entity | | | | |
| 17AE(1)(a)(i) | A description of the role and functions of the entity | Mandatory | Part 2 | 14 |
| 17AE(1)(a)(ii) | A description of the organisational structure of the entity | Mandatory | Part 2 | 17 |
| 17AE(1)(a)(iii) | A description of the outcomes and programs administered by the entity | Mandatory | Part 2 | 16 |
| 17AE(1)(a)(iv) | A description of the purposes of the entity as included in the Corporate Plan | Mandatory | Part 2 | 15, 16 |
| 17AE(1)(b) | An outline of the structure of the portfolio of the entity | Portfolio departments - Mandatory | Part 2 | 20–23 |
| 17AE(2) | Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, 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 | n/a | — |

continued...

| PGPA Rule Reference | Description | Requirement | Part | Page |
|---------------------|--|--------------------------|-----------------------|---------------|
| 17AD(c) | Report on the performance of the entity | | | |
| | Annual performance statements | | | |
| 17AD(c)(i); 16F | Annual performance statements in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule. | Mandatory | Part 5 | 72–98 |
| 17AD(c)(ii) | Report on financial performance | Mandatory | Part 1 and Appendix A | 8–11, 160–171 |
| 17AF(1)(a) | Discussion and analysis of financial performance. | Mandatory | Part 1 | 8–11 |
| 17AF(1)(b) | A table summarising the total resources and total payments of the entity. | Mandatory | Appendix A | 160–171 |
| 17AF(2) | 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 future operation or financial results. | If applicable, mandatory | n/a | — |
| 17AD(d) | Management and accountability | | | |
| | Corporate governance | | | |
| 17AG(2)(a) | Information on compliance with section 10 (fraud systems). | Mandatory | Part 4 | 58 |
| 17AG(2)(b)(i) | A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared. | Mandatory | Letter of Transmittal | iii |
| 17AG(2)(b)(ii) | A certification by the 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 | Letter of Transmittal | iii |
| 17AG(2)(b)(iii) | A certification by the accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity. | Mandatory | Letter of Transmittal | iii |
| 17AG(2)(c) | An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance. | Mandatory | Part 4 | 54–60 |
| 17AG(2)(d) – (e) | 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 | n/a | — |

continued...

| PGPA Rule Reference | Description | Requirement | Part | Page |
|--------------------------------------|--|--------------------------|--------|--------|
| External scrutiny | | | | |
| 17AG(3) | Information on the most significant developments in external scrutiny and the entity's response to the scrutiny. | Mandatory | Part 4 | 60–62 |
| 17AG(3)(a) | 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 | Part 4 | 60 |
| 17AG(3)(b) | 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 | Part 4 | 61 |
| 17AG(3)(c) | Information on any capability reviews on the entity that were released during the period. | If applicable, mandatory | n/a | — |
| Management of human resources | | | | |
| 17AG(4)(a) | An assessment of the Department's effectiveness in managing and developing employees to achieve entity objectives. | Mandatory | Part 4 | 62–65 |
| 17AG(4)(b) | Statistics on the entity'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; and • employees who identify as Indigenous. | Mandatory | Part 4 | 66–68 |
| 17AG(4)(c) | 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 | Part 4 | 65, 67 |
| 17AG(4)(c)(i) | Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AG(4)(c). | Mandatory | Part 4 | 65, 67 |
| 17AG(4)(c)(ii) | The salary ranges available for APS employees by classification level. | Mandatory | Part 4 | 67 |
| 17AG(4)(c)(iii) | A description of non-salary benefits provided to employees. | Mandatory | Part 4 | 65 |
| 17AG(4)(d)(i) | Information on the number of employees at each classification level who received performance pay. | If applicable, Mandatory | Part 4 | 65 |
| 17AG(4)(d)(ii) | Information on aggregate amounts of performance pay at each classification level. | If applicable, Mandatory | Part 4 | 65 |
| 17AG(4)(d)(iii) | Information on the average amount of performance payment, and range of such payments, at each classification level. | If applicable, Mandatory | Part 4 | 65 |
| 17AG(4)(d)(iv) | Information on aggregate amount of performance payments. | If applicable, Mandatory | Part 4 | 65 |

continued...

| PGPA Rule Reference | Description | Requirement | Part | Page |
|--|--|--------------------------|------------|---------|
| Assets management | | | | |
| 17AG(5) | An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities. | If applicable, mandatory | Part 4 | 68, 69 |
| Purchasing | | | | |
| 17AG(6) | An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> . | Mandatory | Appendix B | 172–174 |
| Consultants | | | | |
| 17AG(7)(a) | 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 | Appendix B | 173 |
| 17AG(7)(b) | A statement that “ <i>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 | Appendix B | 173 |
| 17AG(7)(c) | 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 | Appendix B | 172–174 |
| 17AG(7)(d) | A statement that “ <i>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 | Appendix B | 173 |
| Australian National Audit Office access clauses | | | | |
| 17AG(8) | 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 | Appendix B | 173 |

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| PGPA Rule Reference | Description | Requirement | Part | Page |
|--|--|--------------------------|------------|---------|
| Exempt contracts | | | | |
| 17AG(9) | 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 | Appendix B | 173 |
| Small business | | | | |
| 17AG(10)(a) | 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 | Appendix B | 174 |
| 17AG(10)(b) | An outline of the ways in which the procurement practices of the entity support small and medium enterprises. | Mandatory | Appendix B | 174 |
| 17AG(10)(c) | 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 | Appendix B | 174 |
| Financial statements | | | | |
| 17AD(e) | Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act. | Mandatory | Part 6 | 100–157 |
| 17AD(f) Other mandatory information | | | | |
| 17AH(1)(a)(i) | If the entity conducted advertising campaigns, a statement that “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”. | If applicable, Mandatory | n/a | — |
| 17AH(1)(a)(ii) | If the entity did not conduct advertising campaigns, a statement to that effect. | If applicable, Mandatory | Appendix B | 174 |
| 17AH(1)(b) | A statement that “Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity’s website].” | If applicable, Mandatory | Part 4 | 60 |

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| PGPA Rule Reference | Description | Requirement | Part | Page |
|---------------------|--|--------------------------|------------|----------|
| 17AH(1)(c) | Outline of mechanisms of disability reporting, including reference to website for further information. | Mandatory | Part 4 | 65 |
| 17AH(1)(d) | Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found. | Mandatory | Part 4 | 60 |
| 17AH(1)(e) | Correction of material errors in previous annual report. | If applicable, mandatory | Appendix G | 183 |
| 17AH(2) | Information required by other legislation | | | |
| | Legal expenditure (paragraph 11.1(ba) of the Legal Services Directions 2017). | Mandatory | Part 4 | 60 |
| | Advertising and Market Research (section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns. | Mandatory | Appendix B | 174 |
| | Ecologically sustainable development and environmental performance (section 516A of the Environment Protection and Biodiversity Conservation Act 1999). | Mandatory | Appendix C | 175–178 |
| | Work health and safety (schedule 2, part 4 of the <i>Work Health and Safety Act 2011</i>). | Mandatory | Appendix D | 179, 180 |
| | Information required under: paragraph 5.15(2) of the Airports (Environment Protection) Regulations 1997; section 29 of the <i>Air Navigation Act 1920</i> ; section 20 of the <i>Aircraft Noise Levy Collection Act 1995</i> . | Mandatory | Appendix E | 181 |
| | An annual report on the operation of the <i>National Transport Act 2014</i> , as required under section 94 of the National Land Transport Act. | Mandatory | Appendix F | 182 |

