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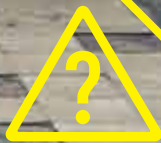
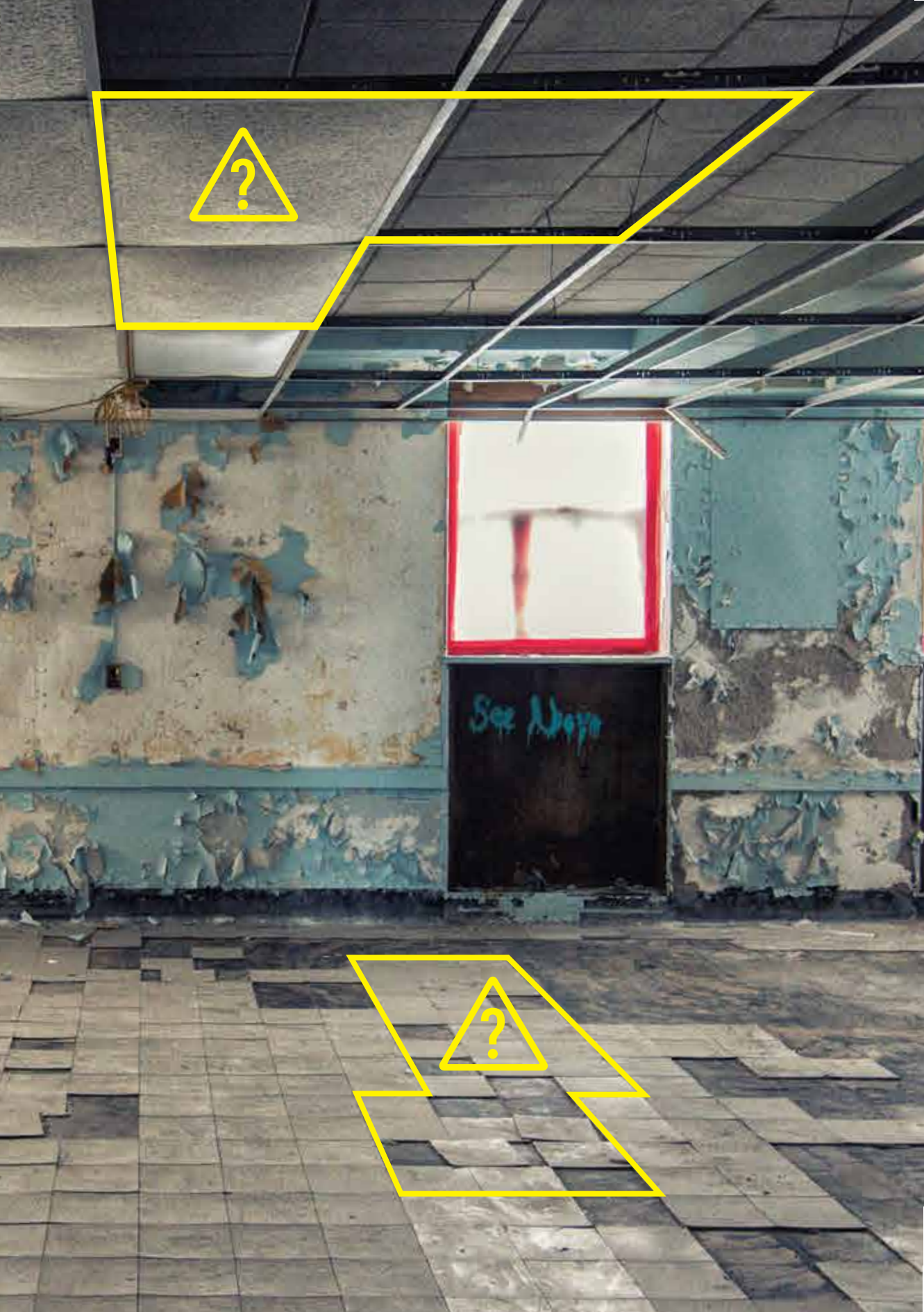
Asbestos Safety and Eradication Agency

ASBESTOS SAFETY

AIM: **ASBESTOS**
TO ELIMINATE
ASBESTOS-RELATED
DISEASE IN AUSTRALIA

Annual Report
2018-19





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Australian Government
Asbestos Safety and Eradication Agency

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The Hon Christian Porter MP
Attorney-General and Minister for Industrial Relations
Parliament House
CANBERRA ACT 2600

Dear Minister

It is my pleasure to present to you the Annual Report of the Asbestos Safety and Eradication Agency for the 2018–19 year.

The report has been prepared in accordance with section 70 of the *Public Service Act 1999* and section 46 of the *Public Governance, Performance and Accountability Act 2013*, which requires the agency to submit a report to the Minister on its operations for the year ending 30 June 2019. The report must be given to the responsible Minister by the 15th day of the fourth month after the end of the reporting period for the entity.

The report contains the financial statements for the year ending 30 June 2019. These statements were prepared in accordance with the Finance Minister's orders and as required by section 46 of the *Public Governance, Performance and Accountability Act 2013*. The financial statements also accord with applicable accounting standards.

I certify that the Asbestos Safety and Eradication Agency has prepared a fraud risk assessment, a fraud control plan and has appropriate mechanisms in place that meet the specific needs of the agency for preventing, detecting incidents of, investigating or otherwise dealing with and recording or reporting fraud. The Asbestos Safety and Eradication Agency has taken all reasonable measures to deal appropriately with fraud.

Yours sincerely

Justine Ross
Chief Executive Officer
19 September 2019

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Section 1

Overview

1



Overview

Notable dates managing asbestos in australia

1983

Mining of crocidolite and chrysotile ended in Australia

late
1970's
early
1980's

Amosite and crocidolite banned throughout Australia

1995

Chrysotile declared a as a priority existing chemical (PEC) under the *Industrial Chemicals (Notification and Assessment) Act 1989* marking the first step towards a ban.

1999

NICNAS assessment of chrysotile asbestos is completed

2003

A national ban on importation and all uses of chrysotile asbestos came into effect

2005

Codes of practice for management control and safe removal of asbestos revised by National Occupational Health and Safety Commission

2011

Parliamentary Group on Asbestos Related Disease (PGARD) is established

Safe Work Australia develops model work health and safety regulations for codes of practice on asbestos

2012

Asbestos Management Review Report is released

2013

Asbestos Safety and Eradication Agency and Asbestos Safety and Eradication Council are established

2015

National Strategic Plan for Asbestos Management and Awareness 2014-2018 is approved

2017

National Asbestos Profile is completed

2018

National Strategic Plan for Asbestos Awareness and Management 2019-2023 is developed

2014-2019

Annual international conferences on asbestos awareness and management

Conferences –

2014: Melbourne 2016: Adelaide 2018: Sydney
2015: Brisbane 2017: Canberra 2019: Perth

Chief executive officer's year in review



Building on our evidence and research developed during the first phase of the National Strategic Plan between 2014–2018, the development of the next phase, using the opportunity to refresh and refocus our priorities, was our key focus during 2018–19.

It gives me great pleasure to present my first annual report as chief executive officer of the Asbestos Safety and Eradication Agency (ASEA). The annual report highlights our commitment to working with our partners to achieve our aim of preventing exposure to asbestos fibres in order to eliminate asbestos-related diseases in Australia, by coordinating the implementation of the National Strategic Plan for Asbestos Management and Awareness (National Strategic Plan).

Our primary planning document is our Annual Operational Plan, and in 2018–19 we delivered significant projects under it, including: a successful international asbestos safety conference bringing together over 300 delegates representing the diversity of the asbestos management system; a refreshed 1300 hotline to ensure we provide the community with the most accurate advice on asbestos safety; and the release of evidence based research reports, brochures and videos.

Significantly, during 2018–19, we developed the next phase of the National Strategic Plan for 2019 to 2023. Building on our evidence and research developed during the first phase of the plan between 2014–2018, the development of the next phase, using the opportunity to refresh and refocus our priorities, was our key

focus during 2018–19. We received significant support from our stakeholders, and they will be at the centre of what we do over the next five years.

We ensured that we are able to meet the challenges of coordinating the implementation of the next phase of the plan by further developing and supporting our existing workforce and engaging talented people to work with us.

[Overview of financial result](#)

In 2018–19 we operated within our appropriated funds, and used and expanded upon our internal resources, developing staff expertise and undertaking internal research projects.

[Outlook for 2019–20](#)

In 2019–20 we will focus our energy towards meeting the targets of the National Strategic Plan for Asbestos Awareness and Management 2019–2023 (NSP 2019–2023) in collaboration with our stakeholders. We will ensure that our strategic actions will continue to reduce the public health threat of exposure to asbestos fibres. Our aim is to secure the approval and commitment of all government and non-government bodies by the end of 2019, so we can all work together to achieve the NSP 2019–2023 targets.

We will continue to assist the community by providing powerful safety messages and providing advice. We will also be working with governments and non-government bodies across South-East Asia and the Pacific, to assist them dealing with the challenge of asbestos. We will continue to build our staff capability and develop our own reports and activities to help achieve the targets and aim of the National Strategic Plan.

I look forward to leading this important work into a new phase in 2019–2020. I also look forward to leading a team that is committed to dealing effectively with Australia's asbestos legacy to prevent further disease and death from exposure to harmful asbestos fibres.



Who we are

ASEA was established in 2013 to administer the National Strategic Plan. We are a non-corporate entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Our chief executive officer is appointed under the *Asbestos Safety and Eradication Act 2013* (the Act) and performs functions in accordance with that Act. ASEA staff are engaged under the *Public Service Act 1999*.

Our aim

To assist the prevention of exposure to asbestos fibres in order to eliminate asbestos-related diseases in Australia by coordinating the implementation of the National Strategic Plan.

We also seek to ensure asbestos issues receive the attention and focus needed to drive action across all levels of government and in the non-government sector.

Our functions

ASEA is not a regulator. Its key functions under the Act are to:

- > encourage, coordinate, monitor and report on the implementation of the National Strategic Plan, as well as reviewing and amending the plan as required and publishing and promoting it
- > liaise with Commonwealth, state, territory, local and other governments, agencies or bodies about reviewing and implementing the plan or asbestos safety
- > commission, monitor and promote research about asbestos safety.

ASEA's functions are performed in accordance with its corporate and operational plan, which is agreed to annually by the Attorney-General.

The National Strategic Plan for Asbestos Management and Awareness explained

The National Strategic Plan ensures there is a nationally consistent and coordinated approach to asbestos awareness, management and removal.

It outlines a phased approach to eliminating asbestos-related diseases in Australia. Phase one went from 2014–2018 (NSP 2014–2018). Phase two covers the years from 2019–2023 (NSP 2019–2023).

NSP 2019–2023 contains four national priorities, which meet the requirements in the Act.

- > Improve asbestos awareness to influence behavioural change.
- > Identification and effective legacy management.
- > Safe prioritised removal and effective waste management.
- > International collaboration and leadership.

NSP 2019–2023 also contains eight national targets to measure progress against the national priorities.

Organisational structure

ASEA is responsible through its chief executive officer (who is the accountable authority) to the Attorney-General and Minister for Industrial Relations and for financial purposes, operates under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). Justine Ross has held this appointment since 23 August 2018. The appointment of Peter Tighe, our previous chief executive officer, expired on 17 August 2018.

As at 30 June 2019, ASEA was structured into three main areas consisting of seven teams. The structure is aligned to the agency's key function of coordinating the implementation NSP 2019–2023.

Our Council

The Asbestos Safety and Eradication Council (ASEC) is established by Section 29 (1) of the PGPA Act.

The Council's key functions relate to the National Strategic Plan and involve monitoring its implementation by Commonwealth, state and territory and local governments, providing advice and making recommendations.

Council's other function includes providing advice and making recommendations to ASEA's chief executive officer and providing advice to the Minister about asbestos safety.

The Council is comprised of 10 members representing various interests:

- > the chair
- > one member representing the Commonwealth
- > four members representing state, territory and local government
- > one member representing the interest of workers
- > one member representing the interests of employers
- > two other members who are selected for their experience and expertise with asbestos safety, public health, corporate governance or the representation of people with asbestos-related diseases and their families.

During 2018–19, ASEC had five observers representing an otherwise unrepresented group of stakeholders, or attending to provide support and assistance to a full member.

Chair



Diane Smith-Gander AO is non-executive director AGL Energy, Wesfarmers Limited, NQA Group of Companies, chair of Safe Work Australia, a board member of Keystart Loans, CEDA, member of the NRFA Partnership Council, and past President of Chief Executive Women. Ms Smith-Gander is currently appointed to the three-member panel reviewing the capability of the banking industry regulator, Australian Prudential Regulation Authority (APRA) following the Financial Services Royal Commission.

Her past non-executive roles include chair of Broadspectrum, deputy chair of NBNCo and non-executive director of the CBH Group. Her last executive role was as a group executive at Westpac Banking Corporation. Ms Smith-Gander was a partner of McKinsey & Company, serving clients in diverse industries globally and remains a senior advisor to the Australian partnership. Ms Smith-Gander is a fellow of the Australian Institute of Company Directors and Governance Institute of Australia, and adjunct professor of corporate governance at the University of Western Australia, where she serves on the advisory board of the Business School.



Council members

Commonwealth representative



Michelle Baxter has been the chief executive officer of Safe Work Australia since November 2014. Before her appointment Ms Baxter held senior roles across the Australian Public Service including: as group manager in the former Department of Education, Employment and Workplace Relations; group manager responsible for agency change with the Fair Work Ombudsman; and group manager, Council of Australian Governments (COAG) Taskforce with the former Australian Government Department of Education, Employment and Workplace Relations. Ms Baxter is also a commissioner of the Safety, Rehabilitation and Compensation Council. Ms Baxter has a bachelor of Laws and a Bachelor of Arts from the Australian National University and is admitted as a Barrister and Solicitor in the Australian Capital Territory.

State, territory and local government representatives



Ms Marnie Williams (Victoria) is chief, Business Operations, at WorkSafe Victoria. Throughout her career Ms Williams has held senior leadership roles in three regulatory bodies including chief executive officer, Taxi Services Commission and general manager, Department of Transport, Planning and Local Infrastructure, as well as a variety of senior level positions at WorkSafe Victoria spanning, over 19 years. Ms Williams has extensive experience in social policy development, operational management, change management and strategic planning and holds educational qualifications in applied science and occupational and environmental health.



Ms Melina Sehr (local government) is a partner for Pricewaterhouse Coopers' Assurance practice, specialising in risk management and program assurance. She has over 25 years of experience working on large transformational programs within Australia's major companies across financial services, telecommunications, energy and utilities, health and public sectors. Ms Sehr is also a councillor with the City of Stonnington, and has served as Mayor for four terms since being first elected in 2002. She has a Bachelor of Social Science (Information Management), a Masters in Human Nutrition and is currently completing a Master of Commercial Law. Ms Sehr is also a graduate of the Australian Institute of Company Directors and a Justice of the Peace.

State, territory and local government representatives



Mr Tony Circelli (South Australia) is chief executive of the Environment Protection Authority (EPA), and has held a variety of senior executive positions, including leading national and state policy and strategy development, operations and corporate governance functions. Prior to the EPA, Mr Circelli worked in the engineering consulting field. Mr Circelli has led a number of waste and resource recovery related reforms in South Australia over the last 10 years, including assisting government to introduce nation leading provisions under the State's Waste to Resources Policy to establish the operating framework and conditions that underpin South Australia's billion dollar resource recovery sector.



Mr Jim Dodds (Western Australia) (9 December 2016 – 12 July 2019) was the director of Environmental Health at the Department of Health Western Australia in the Public Health Division. He was also a member of the Food Regulatory Standing Committee and a council member and executive member of the Environmental Health Standing Committee (enHealth). Mr Dodds holds a number of qualifications including a Graduate Diploma in Occupational Health and Safety and a Master of Engineering Science – Waste Management. Mr Dodds' previous roles include project lead of a reform program in the Department of Health, Director of Strategy and Environment, chair of the enHealth Council and various roles in shire councils. Mr Dodds was previously the chair of the enHealth Council and has co-authored nine journal articles in the last 16 years.



Julie Nielsen (Queensland) (February 2017 to December 2018) held the position of executive director of Specialised Health and Safety Services in the Department of Education and executive director of Compliance and Business Engagement in the Office of Industrial Relations, Queensland Treasury. Ms Nielsen's previous roles include Brisbane North Sunshine Coast regional director, Workplace Health and Safety Queensland, in the Department of Justice and Attorney General. Before joining the Queensland public service, Ms Nielsen worked at the Queensland Chamber of Commerce and Industry.

Employee representative



Mr Liam O'Brien was elected to the position of Australian Council of Trade Unions (ACTU) assistant secretary in December 2018. Mr O'Brien started with the Australian Workers' Union Victorian Branch in 2003 as an organiser. It was a role that gave him experience across the state and insight into the issues that concern members. In 2009 he was elected Victorian vice-president and in that same year became a national organiser with responsibility for industries including aluminium, glass and construction. In that capacity he played a pivotal role in major campaigns including the fight to save Alcoa – Point Henry. In 2013 Mr O'Brien was elected as AWU national vice-president and Victorian assistant secretary. Mr O'Brien is responsible for occupational health and safety and workers' compensation matters at the ACTU.



Michael Borowick (September 2013 – November 2018) was assistant secretary of the Australian Council of Trade Unions (ACTU) between 2010-2018. While in this role Mr Borowick was on a number of boards including Safe Work Australia; the Safety, Rehabilitation and Compensation Commission; the National Workplace Relations Consultative Council and the Defence Reserves Support Council. Mr Borowick was also a Director of HESTA, the industry superannuation fund for the health and community sector. HESTA has 834,000 members and \$40 billion of funds under management.

Employer representative



Ms Tracey Browne is manager, National Safety and Workers' Compensation Policy and Membership Services for the Australian Industry Group (Ai Group). Ms Browne has been a member of the council since its inception.

Before joining Ai Group in 2001, she held senior positions within the manufacturing sector in human resources, work health and safety and workers' compensation. Ms Browne holds a Bachelor of Business (Personnel Management), Graduate Diploma in Occupational Hazard Management, and a Master of Applied Science in occupational health and safety. In her role with Ai Group, Ms Browne provides advice and training to employers in work health and safety and workers' compensation across all Australian jurisdictions, and brings a broad range of practical knowledge to her representation role at a national and jurisdictional level.

Other members



Carolyn Davis is an independent consultant. She has worked in advocacy and policy in various organisations. A former member of Safe Work Australia and former ‘observer’ at ASEA council meetings, Ms Davis has been an independent member of ASEA’s Council since 2016 and chair of ASEA’s Technical Research Advisory Committee. Ms Davis was a former director of the Australian Chamber of Commerce and Industry (ACCI) on occupational health and safety and workers’ compensation policy matters. She has held senior roles in occupational health and safety management in large national corporates, and she has lectured in the Royal Melbourne Institute of Technology’s chemistry department in occupational health and safety. Ms Davis has a Bachelor of Science (Hons), a Diploma of Education, a Graduate Diploma in Occupational Hygiene and is a member of the Resolution Institute (alternative dispute resolution).



Nancy Milne OAM has extensive business experience as a non-executive director and lawyer and expertise in risk management. Ms Milne was a lawyer for over 30 years specialising in insurance, corporate governance, risk management and commercial dispute resolution. Ms Milne acted for the underfunded trust created by James Hardie before and during the Commission of Inquiry into the Medical Research and Compensation Foundation, acted in disputes involving asbestos claims and has advised on matters relating to insurance arrangements for asbestos liability coverage. Ms Milne is currently a director of ALC Property Group Limited, Securities Exchange Guarantee Corporation Limited (chair since 2012), Superannuation Administration Corporation and the State Insurance Regulatory Authority. Ms Milne was awarded the Order of Australia Medal (OAM) for services to the legal sector (particularly in insurance law) and to the community.

Observers



Vicki Hamilton OAM is the chief executive officer and secretary of Asbestos Council of Victoria/Gippsland Asbestos Related Disease Support Inc. and has been an executive member of the organisation since 2000. Ms Hamilton is the support group coordinator for asbestos sufferers and their families, which involves monthly meetings, home and hospital visits and provision of medical equipment as needed. Ms Hamilton conducts asbestos awareness sessions for medical students, TAFE students in trades, community organisations and work places. Ms Hamilton was awarded the Citizen of the Year for Latrobe City in 2005 and an Order of Australia Medal (OAM) in 2014 for her service to the community through support for people with asbestos-related disease. Ms Hamilton has had two family members pass away from asbestos-related disease.



Dr Robert Walters is a general medical practitioner, part-time member of the Administrative Appeals Tribunal and medico-legal adviser to the Medical Indemnity Protection Society (MIPS). Dr Walters' past and present board memberships include medical member of WorkSafe Tasmania Board, chair of the Ministerial Asbestos Steering Committee; board member of Primary Health Tasmania, national chair of Australian Divisions of General Practice (2002–05) and board member of Headspace. Dr Walters was also a state and territory representative on the first Asbestos Safety and Eradication Council, 2013 to 2016.

He is a Colonel in the Royal Australian Army Medical Corps and has been a general practice consultant to the Surgeon General, Australian Defence Force (ADF) as well as holding positions in the ADF as a senior medical officer, Director of Medical Services (Tasmania Region), chair of the ADF General Practice Consultative Group and military compensation adviser for Tasmania.



Ms Simone Stevenson is the executive director of the Victorian Asbestos Eradication Agency and brings extensive experience in public policy, program delivery and stakeholder engagement in government, not-for-profit and private sectors. Ms Stevenson has worked at senior levels of government as chief of staff and policy adviser to state and federal ministers and with WorkSafe Victoria. Ms Stevenson has over twenty years of experience in occupational health and safety, industrial relations and advocacy including advising on the establishment of the Asbestos Safety and Eradication Agency, the development of the National Strategic Plan for Asbestos Awareness and Management and Global Partnerships and Advocacy for The Fred Hollows Foundation.

Observers



Dr Peter McGarry has been working in the field of occupational health and hygiene for 20 years, in both the private and government sectors. He is a certified occupational hygienist competent in risk management of hazards such as asbestos, hazardous chemicals, particles, noise, vibration, lead, heat stress and biological hazards. Peter is currently employed by Workplace Health and Safety Queensland (WHSQ) in the roles of director of the Asbestos Unit and chief safety advisor Asbestos. Prior to that Peter lead the WHSQ Occupational Hygiene Unit. To ensure his own occupational hygiene practice is to a high standard, he has completed a Diploma in Health Science, a Post-Graduate Diploma in Health and Safety, a Post-Graduate Diploma in Occupational Hygiene, and a Masters in Applied Science (Occupational Health and Safety). In 2016 he completed a PhD within the research area of methods for measuring nanoparticles and other particles emitted by nanotechnology processes, and has published a number of related papers in the scientific literature.



Ms Meredith Bryant joined Safe Work Australia in July 2018 and is currently the acting branch manager of the Hazards Branch. Ms Bryant is responsible for providing policy advice on the model work health and safety laws in relation to construction, plant and licensing, national workplace chemicals policy, asbestos and occupational hygiene policy. Ms Bryant represents Safe Work Australia on the Asbestos Interdepartmental Committee and the Federal Safety Commissioner's Agency Reference Group.

Ms Bryant has over 18 years public sector experience and is a policy specialist. She has worked extensively in workplace relations having held a range of positions in the Commonwealth Department of Employment and its predecessors. Much of her work in recent years has involved a focus on migrant workers. Ms Bryant has a Bachelor of Science and Masters in Population Studies from the Australian National University.

Our committees and working groups

Under section 24(1) of the PGPA Act, the chief executive officer may establish committees to assist in the performance of their functions or the functions of ASEC. Three committees operated in 2018–19:

- > Technical Research Advisory Committee (TRAC)—first established in 2015 to provide expert advice to the agency on technical research projects, strategies and methodologies to achieve the aim of the National Strategic Plan
- > Building, Construction and Demolition Sectors (BCDS) Committee—first established in 2014 to provide advice to the agency on issues relating to the management of asbestos in the building, construction and demolition sectors and implementation of the National Strategic Plan
- > Water Pipes Working Group (WPWG)—first established in 2018 to provide a forum to discuss and develop an agreed approach on the management of water pipes containing asbestos and best practice guidelines for safe removal, transport and disposal of water pipes containing asbestos.

One working group operated in 2018–19:

- > The Asbestos Communications Working Group (ACWG)—established in 2017 to guide the development of behaviour change programs. This group has not been established under the PGPA Act.

ASEA provided secretariat support in 2018–19 for:

- > Heads of Workplace Safety Authorities (HWSA) Imported Materials with Asbestos Working Group—established to deal with incidences of asbestos-containing materials being imported into Australia in contravention of the Customs (Prohibited Imports) Regulations 1956. The working group meets on an ad hoc basis to determine a course of action when asbestos-containing materials have been imported into Australia and detected in more than one jurisdiction, as outlined in the rapid response protocol.
- > Asbestos Support Group Network (ASGN)—a coalition of all community-based asbestos-related disease support groups across Australia who are mainly funded by charitable donations, grant funding and fundraising events. These groups provide assistance and support to members of the community who have been diagnosed with an asbestos-related disease and their families and friends.



Section 2

Our performance

2



Our performance

Annual performance statement

I, Justine Ross, as the accountable authority of the Asbestos Safety and Eradication Agency, present the ASEA's 2018–19 annual performance statement, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). In my opinion, the annual performance statement is based on properly maintained records, accurately reflects the performance of the entity and complies with subsection 39(2) of the PGPA Act.



Justine Ross
Chief Executive Officer

19 September 2019

Our performance framework

Our performance is measured in accordance with Portfolio Budget Statement (PBS) 2018–19, our Corporate Plan (which is the National Strategic Plan) and our Operational Plan 2018–19.

[How our Portfolio Budget Statement, Corporate Plan and Operational Plan interrelate](#)

As stated above, the National Strategic Plan is our corporate plan. The portfolio budget statement links the performance criteria with the National Strategic Plan. The operational plan lists the activities we will undertake during the year in order to fulfil our function. There is a high degree of overlap between the measures in the portfolio budget statement and the operational plan.

Our 2018–19 portfolio budget statement outlines our single outcome and program, and our five performance criteria.

Our outcome: Assist the prevention of exposure to asbestos fibres and the elimination of asbestos-related disease in Australia through implementing the National Strategic Plan.

Our program: We deliver outcomes by encouraging, coordinating, monitoring and reporting on the implementation of the National Strategic Plan. We also collaborate with the Commonwealth, state and territory and local government agencies about asbestos safety and commissions and promote research about asbestos safety.

Our performance results

| Performance criteria 1 | Activities in operational plan are delivered to the expected quality, on time and within budget |
|------------------------|---|
| Target | Finalised by 31 March, 2019 |
| Results | <p>Completion of activities listed in the operational plan including:</p> <ul style="list-style-type: none"> > 2018 conference successfully delivered > Development of draft National Strategic Plan for Asbestos Awareness and Management 2019–2023 > Completion of a research roadmap to guide the agency's research pathway from 2019–2023 > Key milestones achieved in International collaboration to raise awareness and improve asbestos contaminated material related policy and practice. |
| Assessment | Achieved |

| Performance criteria 2 | Review and evaluation of National Strategic Plan 2014–2018 informs the development of the National Strategic Plan 2019–2023 |
|------------------------|--|
| Target | Finalised by 31 March, 2019 |
| Results | <ul style="list-style-type: none"> > Process and impact evaluations completed, including two reports: Asbestos Safety and Eradication Summit 2017 Report and Implications for the National Strategic Plan; and Process Evaluation of the National Strategic Plan. > Publication of National Strategic Plan for Asbestos Management and Awareness 2014–2018 Final Report. |
| Assessment | Achieved |

| Performance criteria 3 | National Strategic Plan 2019–2023 developed and approved |
|------------------------|---|
| Target | Finalised awaiting launch |
| Results | <ul style="list-style-type: none"> > In principle approval by the Minister on 14 December, 2018. > Approved by the Minister 5 March, 2019. > State and territory Work Health and Safety Ministers' approval is on track. > The Charter of Commitment for local council and non-government stakeholders developed. |
| Assessment | Achieved |

| Performance criteria 4 | A sustained level of satisfaction and engagement with Asbestos Safety and Eradication Council members and other stakeholders |
|------------------------|---|
| Target | 80 per cent satisfaction with ASEA's or the Agency's achievements |
| Results | <ul style="list-style-type: none"> <li data-bbox="474 335 1149 397">> Survey of Council members showed agreement that the agency engaged effectively with stakeholders throughout 2018–19. <li data-bbox="474 407 1149 470">> Secretariat support was provided to Asbestos Support Group Network and asbestos-related disease support groups. <li data-bbox="474 479 1149 542">> Coordination and secretariat support was provided for ASEA's committees and working groups. <li data-bbox="474 552 1149 582">> ASEA participated in Safe Work Australia members' meetings. <li data-bbox="474 592 1149 654">> ASEA staff sat on the NSW Asbestos Coordination Committee Working Group. <li data-bbox="474 664 1149 845">> ASEA provided information and reporting, and sought feedback from senior officials from the Work Health and Safety, Environment and Health government agencies on more than three occasions, demonstrating effective collaboration and sharing of information about asbestos safety and implementation of the national strategic plan. <li data-bbox="474 854 1149 917">> A new Water Pipes Working Group was established with the inaugural meeting held on 18 November 2018. <li data-bbox="474 927 1149 1024">> ASEA hosted international delegations from Korea, Thailand and Laos, and attended international workshops in Vietnam, Cambodia and Laos expanding our international engagement. |
| Assessment | Achieved |

| Performance criteria 5 | Increased public awareness about asbestos safety |
|------------------------|--|
| Target | Increased awareness of the health risks of asbestos containing materials and where to source information |
| Results | <ul style="list-style-type: none"> <li data-bbox="474 1283 1149 1346">> The fifth international asbestos safety conference was held in Sydney. <li data-bbox="474 1355 1149 1445">> ASEA's communications strategy, awareness materials and online presence between 2014 and 2018 were reviewed and the recommendations were applied. <li data-bbox="474 1454 1149 1606">> Coordination of Ministerial correspondence to television production companies that produce do-it-yourself home renovation programs during National Asbestos Awareness Week promoted awareness of asbestos risks and proper management of those risks. |
| Assessment | Achieved |

Analysis

As reflected in the results against the five performance criteria of the portfolio budget statement in 2018–19, we continued to deliver our program, assisting in the prevention of exposure to asbestos fibres and the elimination of asbestos-related disease in Australia, through coordinating implementation of the National Strategic Plan.

We measured our performance against the established performance criteria and achieved or exceeded our 2018–19 targets.

In 2018–19 we transitioned from phase one to phase two of the National Strategic Plan. This transition involved extensive consultation and evaluation of our achievements and the identification of improvement areas.

We used this information to develop the second phase of the National Strategic Plan and received considerable support from our many stakeholders throughout the process, which indicates that our high level of engagement during 2018–19 facilitated the successful delivery of our program.

In 2018–19 we maintained high levels of satisfaction with the Council and our key stakeholders. We broadened our engagement with a new stakeholder engagement strategy. We developed new collaborations including: becoming members of the New South Wales Asbestos Coordination Committee which coordinates all asbestos activities in NSW; the Queensland Building and Construction Commission Awareness Working Group; and signed a formal Memorandum of Understanding with the ACT Government to share their knowledge and experience emerging from the loose-fill asbestos removal program. We increased the breadth of our stakeholder engagement and targeted our involvement towards the priority areas of the National Strategic Plan to meet our performance criteria at the highest level.

During 2018–19 we conducted a full review of our communications strategy, awareness materials and online presence. This produced a number of recommendations about how we could improve awareness about the dangers of asbestos across the Australian community, and to ensure that this awareness leads to changing behaviours to prevent asbestos-related diseases into the future.

We will be applying these recommendations and other considerations when developing the communications strategy for NSP 2019–2023. We maintained our ongoing activities, such as the annual asbestos safety conference and publishing research reports.

We developed a new internal research strategy in 2018–19 to aid our decision-making process, and put in place a rigorous process to determine our research deliverables over the next five years. We completed an analysis of the evidence gathered over phase one of the National Strategic Plan and will use the findings to inform new projects in 2019–20.

The next section highlights our key achievements for 2018–19.



Section 3

Our achievements

3



Our achievements

Highlights from 2018–19

Annual conference – Increased delegate attendance

The 2018 Asbestos Safety and Eradication Agency conference was held at Sheraton Grand Sydney Hyde Park on 18 to 20 November, 2018. The conference welcomed more than 300 industry professionals from a range of industries including work health and safety, public health and environment. The 2018 conference improved attendance by 60 delegates from the 2017 event (see comparison graphics on page 32).

The former NSW Minister for Innovation and Better Regulation, the Hon Matt Kean MP, opened the conference, highlighting the work of the NSW Government including the establishment of the Heads of Asbestos Coordination Authorities (HACA), various initiatives, programs and funding of projects recently implemented, and in particular its model asbestos policy for NSW councils.

‘NSW will continue to be at the vanguard of protecting people from the menace of asbestos. Can I implore you to continue to work with us to make sure that our community is free from this terrible material and that people are safe in their homes and their workplaces?’, Minister Matt Kean MP asked delegates and attendees.

Former Minister for Jobs and Industrial Relations, the Hon Kelly O’Dwyer MP, followed by opening the conference with a video that highlighted the importance of the 2018 Conference. Ms O’Dwyer emphasised the importance of the contributions of delegates to the next phase of the National Strategic Plan

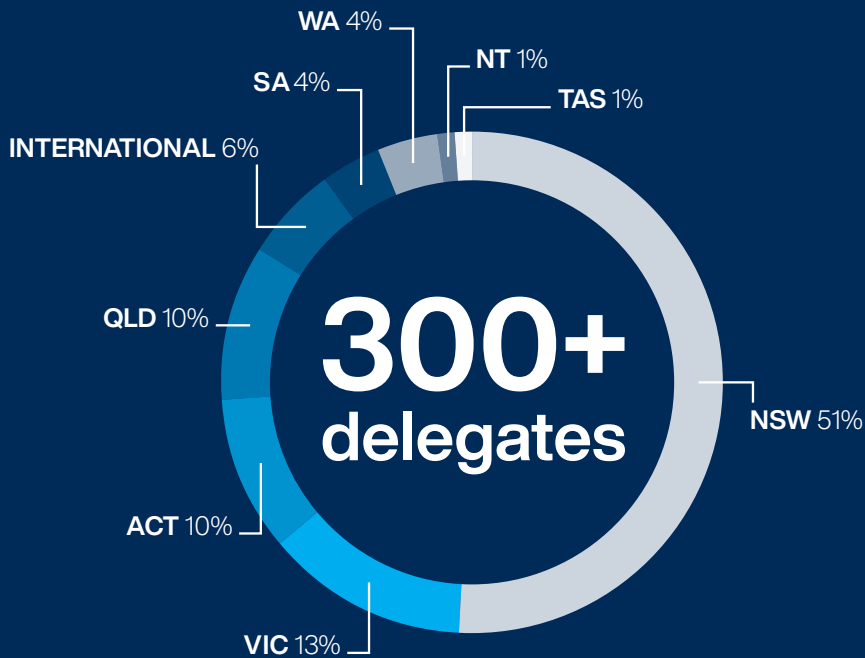
and the importance of the plan reflecting the expectations and needs of national, state and local governments and the community at large.



2018 conference delegates

Ms O’Dwyer revealed how the Australian Government is taking on an international leadership role when it comes to asbestos-related matters, and furthering its commitment to prevent the illegal importation of asbestos.

Conference delegates heard from international and local industry experts who sat on a multitude of plenary and panel discussion sessions throughout the two-day program.



42
speakers

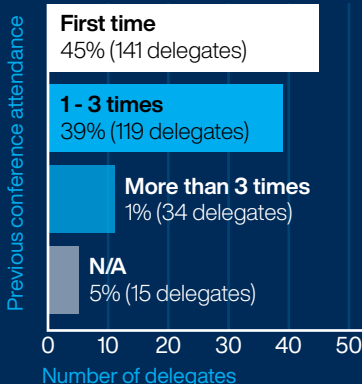
39 local
speakers
3 international
speakers

4
plenary
sessions

5
panel
discussions

7
workshops

14
exhibitors



Post event survey results

86%

Respondents indicated that they were **either extremely satisfied** or **very satisfied** with the program of the conference.

“Thought-provoking, empowering and inspiring content and presenters. Will look forward to attending again in future years ...”

82%

Respondents indicated that they were **either extremely satisfied** or **very satisfied** with the knowledge gained at the conference.

“Great conference - i didn't really know what to expect, but i have come away with some useful information, some good contacts, and a better understanding of what is happening across australia to manage asbestos...”

82%

Respondents indicated that they were **either extremely satisfied** or **very satisfied** with the knowledge gained at the conference.

National Strategic Plan for Asbestos Awareness and Management 2019–2023 – developed and approved

The National Strategic Plan is a long-term framework focused on key priorities to eliminate asbestos-related exposure and disease in Australia, pursued by the Australian Government and all state and territory governments.

The NSP 2019–2023 is designed to enhance and further the progress of NSP 2014–2018 and to complement and advance existing asbestos policies and actions at all levels of government.

Evidence from research reports, progress measurements and targeted consultations informed the development of NSP 2019–2023. Consultations also took place during the 2018 ASEA Conference in Sydney where more than 150 delegates participated in NSP 2019–2023 workshops providing valuable collaboration and feedback on the new goals and targets.

On 5 March 2019, the former Minister for Jobs and Industrial Relations approved the NSP 2019–2023 and letters were sent on 12 March 2019 to state and territory work health and safety Ministers seeking their approval.

We are preparing to launch NSP 2019–2023 at the 2019 Asbestos Safety Conference in November, pending approval of all states and territories. A charter of commitment for local government and a range of non-government stakeholders will be prepared for signature at the launch.

An event is also planned with the Parliamentary Friendship Group on Asbestos Related Disease in either late 2019 or early 2020.

International leadership



Laos Presentation



Laos Meeting

Vietnam and Laos: Assisted and supported nations' move towards asbestos bans

ASEA was delighted to attend the official launch of the National Action Plan to Eliminate Asbestos-Related Diseases by the Ministry of Health in Laos on 28 November, 2018.

The World Health Organization (WHO) and Union Aid Abroad Australian People for Health, Education and Development Abroad (APHEDA) have worked closely with the Laotian Government on the national action plan for more than eight months.

The 10-year plan was signed off by the Health Minister, Assoc. Prof. Dr. Phouthone Muongpak and proposed a full ban of asbestos by December 2020.

ASEA CEO Justine Ross travelled to Laos to present and participate in national workshops

with government officials and to progress their national action plan for a nationwide ban on asbestos to eliminate asbestos-related disease.

Also in attendance were international experts from the Asbestos Diseases Research Institute (ADRI) Australia, Korea Occupational Safety and Health Agency (KOSHA) and Asia Ban Asbestos Network Japan, who joined to support the Ministry of Health, the Lao Federation of Trade Unions (LFTU), Lao Ban Asbestos network (LAOBAN) and other Ministries in a coordinated plan to ban asbestos in Laos and to manage remaining asbestos usage. APHEDA also ran a one-day training course for trade unions and LAOBAN.



Laos billboard

Enhancing direct response – repurposing the 1300 hotline

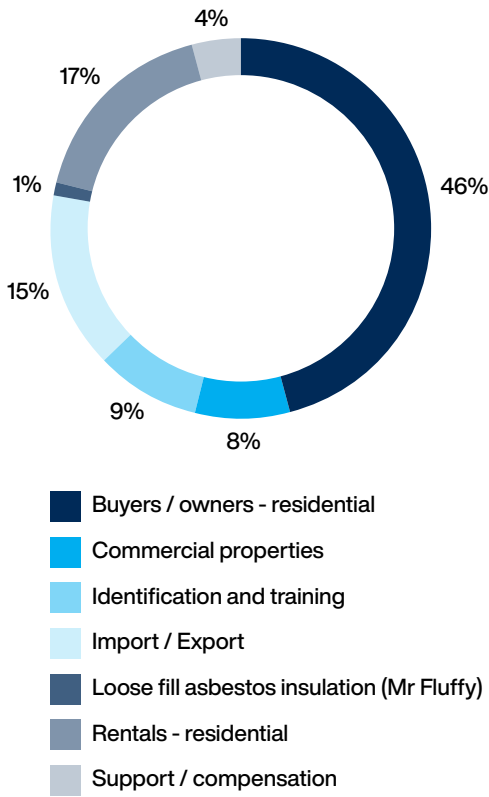
ASEA launched an enhanced website and enquiry telephone line in late 2018. The repurposing of the enquiry line and website was to provide greater clarity on where the community can go to for help and advice, no matter which state or territory they live in.

Australians can call ASEA for immediate and accurate referral advice about dealing with asbestos in the home, workplace or environment, reducing the number of calls it takes for enquirers to get the right advice and information regarding asbestos.



During 2018–19, 54 per cent of calls were a ‘request for information’ which ASEA have broken down into seven classifications. The majority of ‘request for information’ calls were identified as referable to an agency or organisation involved in asbestos safety and management for escalation or seeking technical advice, with 46 per cent of these referred to a state or territory work health and safety regulator. These statistics demonstrate the successful relaunch of the 1300 hotline as the Asbestos Safety Hotline as the key phone number for callers to have their issue or question triaged and directed to the relevant authority.

Figure 1 Breakdown of request for information 2018–19



Advancing our commitment to research and awareness

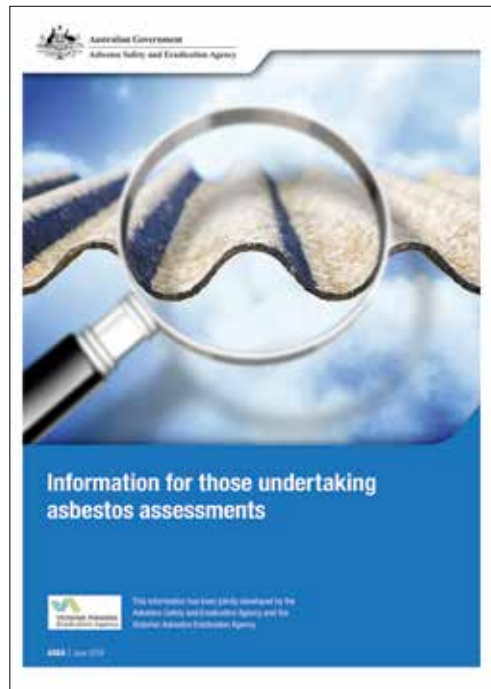
Since its establishment in 2013, ASEA has commissioned a range of baseline and targeted research projects. It has also produced a number of information brochures and videos.

To date, more than 30 research projects have been commissioned. Facilitating these studies allowed ASEA to work with government agencies, universities, institutes, not-for-profit and for-profit organisations and gain deeper knowledge and understanding of asbestos in the Australian context.

This continued during 2018–19 with several key reports, brochures and videos produced including:

- > Information for those arranging an asbestos assessment
- > Information for those undertaking asbestos assessments.

These brochures are aimed at improving the consistency of asbestos assessments done in Australia, to ensure consistent, high-quality outcomes and that the people arranging an asbestos assessment (commonly referred to as an 'inspection', 'audit' or 'survey') understand what they need to do in an assessment and the process involved.



- > Priority areas where asbestos contaminated materials may present a risk in the Australian community

In 2018–19, we produced a fact sheet that identifies the priority areas where asbestos-containing materials may present a risk in the Australian community. The information developed was the result of research and consultation undertaken by Curtin University.

A precautionary approach is recommended to limit potential exposure to airborne asbestos fibres and, by doing so, asbestos-related diseases. The fact sheet was published with an accompanying infographic and video:

Factsheet and infographic:

www.asbestossafety.gov.au/research-publications/priority-areas-where-acms-may-present-risk-australian-community

Video:

www.asbestossafety.gov.au/priority-areas-where-asbestos-containing-materials-may-present-risk-australian-community

- > Chrysotile Asbestos Fact Sheet
www.asbestossafety.gov.au/news/chrysotile-asbestos-fact-sheet

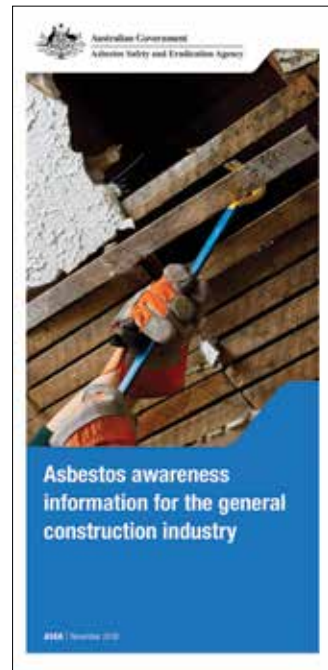
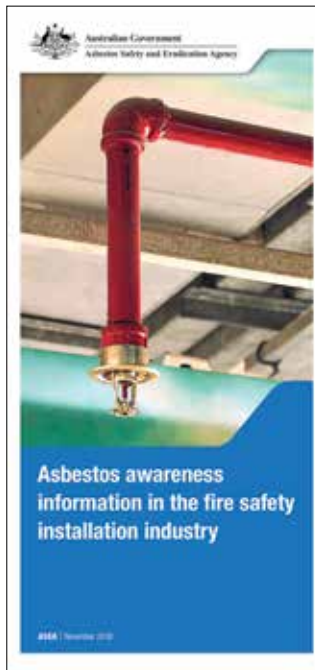
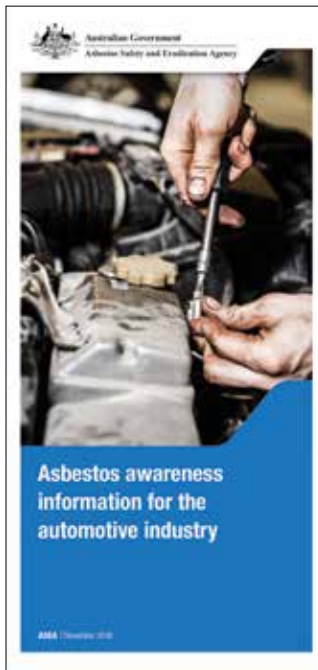
In 2018–19, we produced a fact sheet that answered frequently asked questions such as: what is chrysotile asbestos; can chrysotile asbestos cause mesothelioma; and, what is the state of science on chrysotile?

The fact sheet recommends a future focus for new science, as the causation of asbestos-related disease is long established. It recommends the focus should now be on improving treatment options and reducing the global burden of asbestos-related disease.

The fact sheet reiterates that ‘responsible and safe’ use of asbestos is not possible and points to the many and varied products available as alternatives to asbestos that are both affordable and proven safe.

- > Targeted asbestos information brochures

In 2018–19, we developed a suite of highly visual specialist pamphlets targeted at informing and educating sector specific tradespeople who are most likely to be exposed to asbestos in their duties. Brochures were produced for plumbers, electricians and the automotive, fire safety installation and general construction industries. The brochures continue to be distributed regularly and widely in each sector, nationally, and throughout the general community.



National benchmark survey of awareness and attitudes to asbestos 2018

(The executive summary of this report was released on 29 June, 2018 and findings not included in 2017–18 annual report)

This survey has been conducted every two years since 2014 in order to follow shifts in community awareness about the risks of asbestos. It gathers and measures responses from the general public, tradespeople, DIY home renovators and real estate agents.

The 2018 survey was conducted using the same or similar methodologies to the 2014 and 2016 surveys, with a total of 2,490 survey respondents across the four key categories.

The current survey findings indicated a marked increase across all four categories in the perception of being informed about asbestos and its dangers – mirroring the 2014 survey levels or recording higher levels. Additionally, there is a clear upwards trend across all four categories in recognising the importance of being knowledgeable about asbestos and its related dangers. Overall the research discovered there had been a positive improvement in awareness and attitudes towards asbestos.

Setting up of a new committee on asbestos containing water pipes

ASEA commissioned the report *Case Studies of Asbestos Water Pipe Management Practices*, which was released in June 2018. The report recommended industry, government and regulators should work closely to develop a nationally consistent approach to managing asbestos cement water pipes.

To give effect to this recommendation, ASEA established the Water Pipes Working Group, which consists of representatives from government, peak industry and union bodies.

The aim of the working group is to achieve consensus on a nationally consistent approach to managing asbestos-containing water pipes

to ensure planning is in place for the safe removal of legacy asbestos-containing water pipes.

National Asbestos Exposure Register

The National Asbestos Exposure Register captures details of exposure, including where and when potential exposure occurred, plus details of any diagnosis of asbestos-related disease.

The register provides us with a statistical analysis of potential or actual exposure events throughout Australia, and allows us to remain informed about potential risks identified through registration trends.

As the register is a voluntary process it cannot purport to be an exact figure of all potential exposures or asbestos-related disease in Australia.

This report provides a snapshot of registrations for the reporting period from 1 July 2018 to 30 June 2019 and maps trends in registrations and exposure settings over the past six years.

The data provided by registrants allows us to analyse trends and themes in potential asbestos exposure based on age, gender, location and type of potential exposure, frequency of potential exposure, when potential exposure first occurred and the types of jobs or industries where the greatest potential risk may be.

Analysis of data in the register is based on information recorded on the form and is general in nature. The register is a recording of where an individual believes they have been exposed to asbestos fibres, and the information given is taken in good faith and does not confirm exposure. The total registrations from 1 July 2013 to 30 June 2019 were 9,070.

Figure 2 NAER registrations
1 July 2013 to 30 June 2019

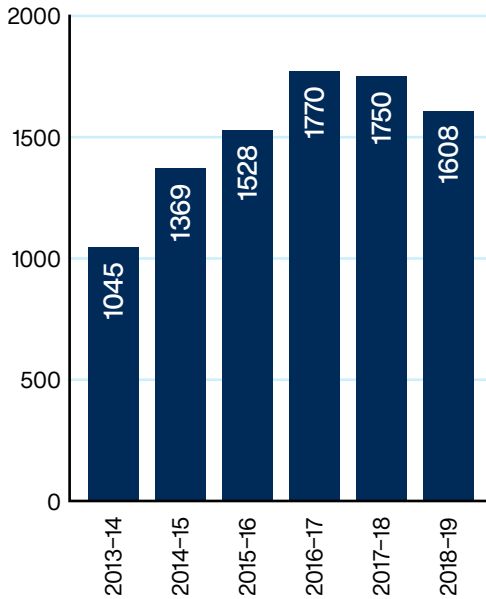
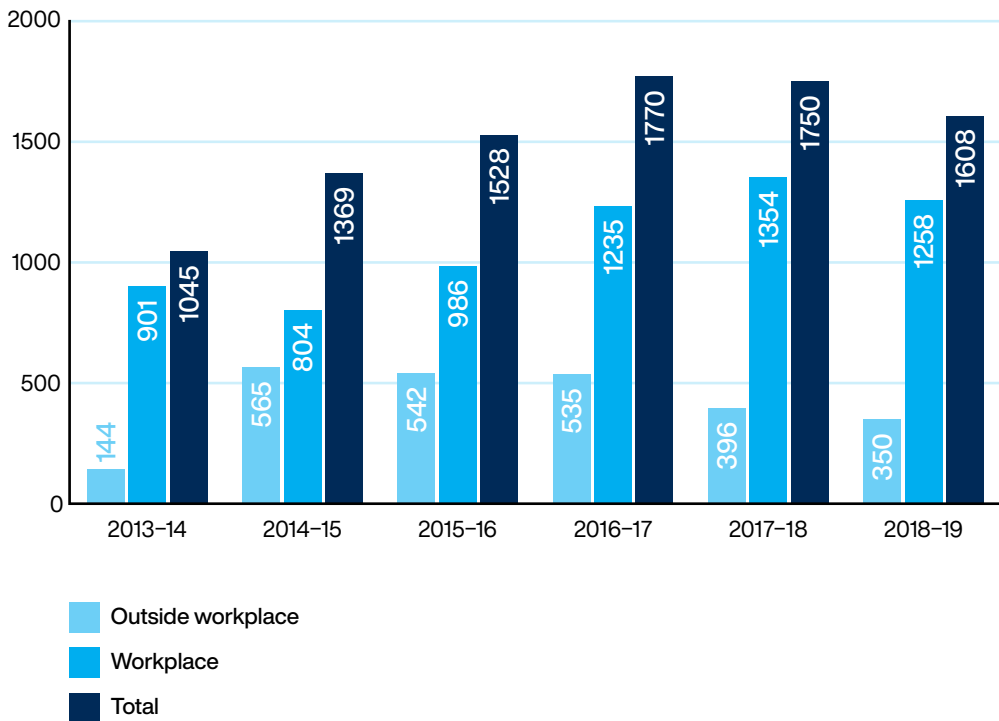


Figure 3 Breakdown of exposure setting
1 July 2013 to 30 June 2019





Section 4

Management & accountability

4



Management and accountability

During 2018–19 we worked within our new organisational structure; recruited new staff; reviewed and revised a number of policies including risk management; reviewed and revised financial delegations and identified training opportunities for new and existing staff. We have a schedule in place for regular internal meetings and hold regular planning days to assist with corporate governance.

Our people

In February 2019, a new organisational structure was put in place following the recruitment of several new staff. The new structure is aligned to our key function of coordinating the implementation of the National Strategic Plan for Asbestos Awareness and Management 2019–2023.

ASEA Organisational Chart



Our employees

As at 30 June 2019, 14 staff were employed, comprising 10 ongoing and four non-ongoing.

We were within our Average Staffing Level (ASL) limit as not all staff are full-time.

Figure 4 ASEA APS employee statistics as at 30 June 2019

| Agency staff as at 30 June 2019 | Numbers | | Employment status | | | |
|------------------------------------|---------|--------|----------------------|----------------------|------------------------------|------------------------------|
| | Male | Female | Ongoing full-time | Ongoing part-time | Non- ongoing full-time | Non- ongoing part-time |
| APS 4 | 1 | 1 | 1 | | 1 | |
| APS 5 | | 1 | 1 | | 1 | |
| APS 6 | | 1 | | | | |
| EL 1 | 1 | 6 | 3 | 3 | 1 | |
| EL2 | 2 | 1 | 2 | | | 1 |
| Total | 4 | 10 | 7 | 3 | 3 | 1 |

Figure 5 Australian Public Service Act employment arrangements during 2018-19

| | SES | Non-SES | Total |
|------------------------|-----|---------|-------|
| Director | - | 3 | 3 |
| Assistant Director | - | 7 | 7 |
| Communications Officer | - | 1 | 1 |
| Project Officer | - | 2 | 2 |
| Executive Assistant | - | 1 | 1 |
| Total | - | 14 | 14 |

ASEA supports part-time and flexible working arrangements with 31 per cent of staff working part-time.

There are no employees who identify as Indigenous Australians.

Statistics on gender

Female representation at ASEA is 75 per cent which is higher than the Australian Public Service (APS) as a whole.

Location

ASEA has offices in three locations – Sydney, Canberra and Brisbane. As at 30 June 2019, eleven staff were located at its New South Wales office at 255 Elizabeth Street, Sydney with one staff member in Queensland and two in the Australian Capital Territory.

Terms and conditions of employment including remuneration

Executive remuneration

The remuneration of the chief executive officer and the chair of ASEC is set by determinations made under the *Remuneration Tribunal Act 1973* (Cth). ASEA do not have any senior executives or other highly paid staff.

The chief executive officer, Ms Justine Ross, was appointed on an acting basis from 23 August 2018 and full-time basis on 19 November 2018 for a period of five years. The chair of ASEC, Ms Diane Smith-Gander, was appointed on a part-time basis on 9 December 2016 for a period of three years.

Figure 6 Executive Remuneration
Information about remuneration for key management personnel

| Name | Position title | Short term benefits | | | Post-employment benefits | Other long term benefits | | Termination benefits | Total remuneration |
|--------------|----------------|---------------------|---------|-------------------------------|------------------------------|--------------------------|--------------------------|----------------------|--------------------|
| | | Base salary | Bonuses | Other benefits and allowances | Superannuation contributions | Long service leave | Other long-term benefits | | |
| Justine Ross | CEO | 220,944 | 0 | 0 | 35,439 | 23,350 | 15,413 | 0 | 295,146 |
| Peter Tighe | CEO | 33,193 | 0 | 3,824 | 5,112 | 2,909 | 1,122 | 0 | 46,160 |

Figure 7 Details of Accountable Authority during 2018-19

| Name | Position title/position held | Period as the accountable authority or member | |
|--------------|------------------------------|---|-------------------|
| | | Date of commencement | Date of cessation |
| Peter Tighe | CEO | 20-Aug-13 | 17-Aug-18 |
| Justine Ross | CEO | 23-Aug-18 | 19-Nov-23 |

Employee remuneration

As at 30 June 2019, all non-senior executive service (SES) employees were covered by the terms and conditions of the Asbestos Safety and Eradication Agency Determination 2019/01 which was determined by the chief executive officer on the 14 February 2019 under subsection 24(1) of the *Public Service Act 1999*.

Figure 8 Australian Public Service Act Employment salary ranges by classification level (Minimum/Maximum) 2018–19

| | Minimum salary | Maximum salary |
|-------|----------------|----------------|
| SES 3 | - | - |
| SES 2 | - | - |
| SES 1 | - | - |
| EL 2 | 121,929 | 146,360 |
| EL 1 | 103,615 | 114,516 |
| APS 6 | 84,262 | 92,660 |
| APS 5 | 74,952 | 80,130 |
| APS 4 | 67,884 | 72,600 |
| APS 3 | 62,406 | 65,001 |
| APS 2 | 55,882 | 59,548 |
| APS 1 | 47,578 | 52,021 |
| Other | 28,547 | 43,297 |
| TOTAL | - | - |

Performance pay

Employees do not receive performance bonuses or performance pay. Annual performance ratings provide non-SES employees with the possibility of pay points advancement.

- > overtime meal allowance
- > travel allowance and motor vehicle allowances
- > relocation assistance
- > access to an employee assistance program
- > support for professional and personal development.

Allowances and non remuneration benefits

The Asbestos Safety and Eradication Agency Determination 2019/01 contains a number of allowances and non-remuneration benefits including:

- > Workplace Responsibility Allowance
- > School Holiday Care Allowance
- > pay point advancement for meeting performance criteria
- > access to flexible working conditions
- > temporary performance loading for performing work at a higher classification
- > flexible remuneration and salary packaging
- > Christmas close down from 12.30 pm on the last working day before Christmas Day until the first working day in January
- > time off in lieu for executive level employees
- > maternity, maternal, supporting partner, primary carer, parental, adoption and foster care leave

In addition, employees are entitled to an annual health related allowance for activities or equipment that helps them to lead a healthy lifestyle.

The determination provides a full list of non-remuneration benefits.

Work health and safety

We are committed to fostering a proactive and collaborative approach to the management of employee health, safety and wellbeing. We have several measures in place relative to the size of the agency, including: access to the employee assistance program provided by Benestar; workstation assessments; health benefit allowance; voluntary influenza vaccinations; and a health and safety representative.

The Employee Assistance Program, incorporating the Manager Assistance Program, is available to all staff to help foster health and wellbeing. The program provides short-term counselling and support services for employees and their immediate family members. We also encourage physical activity to support mental and physical wellbeing through our health related allowance.

Employees also have access to trained first aid officers and first aid facilities and a trained floor warden for emergency evacuation procedures.

No workers' compensation claims were lodged with Comcare in the 2018–19 reporting period.

There were no notifiable incidents in relation to a serious injury of a person and no investigations were carried out under the *Work Health and Safety Act 2011*.

Diversity and inclusion

We are committed to a workplace where everyone feels included, valued, safe, respected and supported. During 2018–19 we adopted the Department of Employment's Diversity and Inclusion Strategy, which contains six action plans that target six identified diverse areas:

- > gender equality
- > people with disability
- > Aboriginals and Torres Strait Islanders
- > people from culturally and linguistically diverse backgrounds
- > mature age employees
- > lesbian, gay, bisexual, transgender, intersex and questioning (LGBTIQ+).

Ethical standards

We maintained our commitment to high ethical standards by reinforcing the Australian Public Service (APS) values and APS code of conduct.

Our induction programs highlighted the importance of the APS values and the code of conduct as a vehicle for instilling a positive, collaborative and professional workplace culture with the aim of establishing us as a leading APS employer.

During the 2018–19 year, there were no formal cases involving alleged breaches of the APS values or the APS code of conduct.

Disability reporting

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

The Commonwealth Disability Strategy has been replaced by the National Disability Strategy 2010–2020, which sets out a 10-year national policy framework to improve the lives of people with disability, promote participation and create a more inclusive society. A high-level two-yearly report will track progress against each of the six outcome areas of the strategy and present a picture of how people with disability are faring. The first of these reports was made available in late 2014 and can be found at www.dss.gov.au.

Internal accountability

To ensure internal conformance and accountability, ASEA has in place:

- > financial and human resource delegations
- > Accountable Authority Instructions,
- > supporting policies, procedures and guidelines.

During 2018–19, we reviewed and revised the financial resource delegations and the Accountable Authority Instructions. The financial delegations have been changed to reflect staff seniority and levels of responsibility and ensure that they are proportional to the agency's size and appropriation.

Audit Committee

ASEA's Audit Committee operates in accordance with the requirements of the finance law. The Audit Committee held three meetings in

2018–19, providing independent assurance and advice to the chief executive officer on agency financial matters, including risk management.

The Audit Committee comprises three members – a representative from ASEA and two independent members.

The members as at 30 June 2019 were:

- > Joanna Stone, Chair, Australian Financial Security Authority
- > Shane McArdle, Director, ASEA
- > Peta Hellyar, Acting Director, Department of Health.

A number of observers regularly attend these meetings, including the chief financial officer, chief executive officer and representatives from the internal audit provider and the Australian National Audit Office (ANAO).

External scrutiny

External audit

The ANAO provides our external audit services. The outcome of the 2018–19 financial statements audit is in Part 5 of this report. We were not subject to any other ANAO audits during 2018–19.

No capability reviews were conducted during 2018–19.

Judicial decisions and decisions of administrative tribunals

No judicial or tribunal decisions that could have a significant impact on agency operations were made during 2018–19 or are pending.

Parliamentary committees

No adverse reports of ASEA's operations by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman were made in 2018–19 or are pending.

Significant issues relating to noncompliance with the finance law

ASEA had no significant issues to report to its minister in relation to non-compliance with the finance law during 2018–19.

Fraud

ASEA complies with section 10 of the PGPA Rule and the Australian Government Fraud Control Policy by minimising the risk of fraud by preventing, detecting, investigating, recording and reporting instances of fraud and corruption through policies, procedures and practices that align with the Commonwealth Fraud Control Framework.

ASEA had in place the Fraud Control Plan 2016–2018 in line with the Commonwealth Fraud Control Framework. This plan was designed to communicate clearly to staff and contractors the requirements under the *Public Governance, Performance and Accountability Act 2013*. During 2018–19 ASEA relied on the Serious Non-Compliance and Investigations Unit that operated within the Department of Jobs and Small Business and within the Attorney-General's Department. If action was required as a result of serious non-compliance and fraud, dealing with incidents promptly and effectively, and maintaining a register of these on behalf of the agency.

In 2019–20, ASEA will develop a new five year Fraud Control Plan which will cover the life of NSP 2019–2023 however, this will be a living document and will be updated as necessary over the course of this period. ASEA will ensure that training opportunities in fraud awareness will be identified and offered to staff.

Freedom of Information

ASEA is covered by the *Freedom of Information Act 1982* (Cth) (FOI Act) and is required to publish information to the public as part of the Information Publication Scheme (IPS). This requirement is in Part II of the FOI Act, and has replaced the former requirement to publish a statement concerning the functions and documents of the agency in the annual report. An agency must display on its website a plan showing what information it publishes in accordance with the IPS requirements. ASEA's current IPS information can be found at www.asbestossafety.gov.au/research-publications.

ASEA received two requests under the FOI Act in 2018–19. These requests were managed in compliance with the FOI Act.

One request was received for internal review under the FOI Act during 2018–19. No applications to the Office of the Australian Information Commissioner or the Administrative Appeals Tribunal were made in 2018–19 with respect to any decision made by us under the FOI Act.

Assets management, purchasing and grants

Assets management

ASEA's asset management strategy emphasises whole-of-life asset management and seeks to minimise holdings of surplus and under-performing assets.

Our stocktake of fixed and intangible assets in 2018–19 confirmed their location and condition, and emphasised to custodial officers their responsibility to ensure the safe-keeping of assets in their custody.

Details of the assets administered in 2018–19 can be found in our financial statements in Part 5 of this report.

Purchasing

During 2018–19, when undertaking procurement activities (with the exception of any instance reported in its Certificate of Compliance) procurement and purchasing activities were conducted in accordance with the Commonwealth Procurement Rules and we made reasonable enquiries to ensure that the procurement:

- > achieved value for money
- > encouraged competition and be non-discriminatory
- > used public resources in an efficient, effective, economical and ethical manner that is not inconsistent with the policies of the Commonwealth
- > facilitated accountable and transparent decision making

- > encouraged appropriate engagement with risk
- > was commensurate with the scale and scope of the our operations.

Australian National Audit Office Clauses

All of ASEA's awarded contracts or Deeds of Standing Offer valued at more than \$100,000 (inclusive of GST) entered into during 2018–19 contained an Australian National Audit Office (ANAO) 'access to contractors premises' clause.

Exempt contracts

There were no contracts in excess of \$10,000 (inclusive of GST) or standing offers that were exempt from the requirement to publish on AusTender during 2018–19.

Small business

We support small and medium enterprises (SMEs) by paying providers for goods and services as soon as practicable and within required timeframes, and engaging in ongoing monitoring and improvement to our procurement and contracting practices.

We use the Department of Finance's Commonwealth Contracting Suite for low-risk procurement. This has significantly reduced the length and complexity of most tender processes and contracts by using a set of terms and conditions that are consistent with other agencies that SMEs would be familiar with.

ASEA 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.

Grants

There were no grants awarded by ASEA during 2018–19.

Consultants

Due to the size of ASEA, it is necessary to engage consultants to provide specialist expertise or independent research.

The decision to engage a consultant is made in accordance with finance laws. Prior to engaging consultants, we take into account the skills and resources required for the task, the skills available internally, and the cost-effectiveness of engaging external expertise. Legal advice on consultancy arrangements is sought where relevant.

During 2018–19, three new consultancy contracts were entered into involving total actual expenditure of \$153,050 (inclusive of GST). In addition, one ongoing consultancy contract was active during the period, involving total actual expenditure of \$44,000 (inclusive of GST).

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 at www.tenders.gov.au.

Advertising and market research

As required under section 311A of the *Commonwealth Electoral Act 1918*, particulars of payments made by the agency during 2018–19 over a certain amount for advertising and market research must be reported. There was nil expenditure by ASEA during 2018–19.

Ecologically sustainable development and environmental performance

Section 516A of the *Environmental Protection and Biodiversity Conservation Act 1999* (Cth) requires that government organisations report annually on their environmental performance and contribution to ecologically sustainable development.

We are committed to minimising the environmental impact of our operations and do this by:

- > operating a paper, plastic, glass and cardboard recycling program
- > effective use of electricity by using energy efficient office machinery
- > toner cartridge and waste toner recycling
- > using energy efficient computer monitors
- > using low wattage lights throughout the our offices
- > operating lighting via motion sensors to reduce energy consumption
- > reducing paper usage by centralising printers and setting them to double-sided printing as a default
- > using office paper that is carbon neutral, recycled and/or has an environmental sustainability rating.

Section 5

Our financial performance

5



Our financial performance

Financial Overview

The agency operated within its appropriated funds. At the end of 2018–19 financial year the agency had \$16,397 underspend, which is less than 0.5 per cent of the total appropriation (\$3,318,000) for the reporting period.

Operational activities were tightly monitored to ensure there was no overspend as in previous years.

ASEA did not and does not have any significant changes in the financial results during or after the previous or current reporting period.

ASEA is not aware of any matter or circumstances, which can be reasonably anticipated will have significant impact on the entity's future operation or financial results.

Independent auditor's report



INDEPENDENT AUDITOR'S REPORT

To the Attorney-General and Minister for Industrial Relations

Opinion

In my opinion, the financial statements of the Asbestos Safety and Eradication Agency ('the Entity') for the year ended 30 June 2019:

- (a) comply with Australian Accounting Standards – Reduced Disclosure Requirements and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- (b) present fairly the financial position of the Entity as at 30 June 2019 and its financial performance and cash flows for the year then ended.

The financial statements of the Entity, which I have audited, comprise the following statements as at 30 June 2019 and for the year then ended:

- Statement by the Accountable Authority and Chief Financial Officer;
- Statement of Comprehensive Income;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Cash Flow Statement; and
- Notes to the financial statements, comprising a Summary of Significant Accounting Policies and other explanatory information.

Basis for opinion

I conducted my audit in accordance with the Australian National Audit Office Auditing Standards, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Entity in accordance with the relevant ethical requirements for financial statement audits conducted by the Auditor-General and his delegates. These include the relevant independence requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) to the extent that they are not in conflict with the *Auditor-General Act 1997*. I have also fulfilled my other responsibilities in accordance with the Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Accountable Authority's responsibility for the financial statements

As the Accountable Authority of the Entity, the Chief Executive Officer is responsible under the *Public Governance, Performance and Accountability Act 2013* (the Act) for the preparation and fair presentation of annual financial statements that comply with Australian Accounting Standards – Reduced Disclosure Requirements and the rules made under the Act. The Chief Executive Officer is also responsible for such internal control as the Chief Executive Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Chief Executive Officer is responsible for assessing the ability of the Entity to continue as a going concern, taking into account whether the Entity's operations will cease as a result of an administrative restructure or for any other reason. The Chief Executive Officer is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the assessment indicates that it is not appropriate.

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Auditor's responsibilities for the audit of the financial statements

My objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian National Audit Office Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the Australian National Audit Office Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control;
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control;
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Accountable Authority;
- conclude on the appropriateness of the Accountable Authority's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern; and
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Accountable Authority regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Australian National Audit Office



Peter Kerr
Executive Director
Delegate of the Auditor-General

Canberra
19 September 2019

Financial statements

Asbestos Safety and Eradication Agency

STATEMENT BY THE ACCOUNTABLE AUTHORITY AND CHIEF FINANCIAL OFFICER

In our opinion, the attached financial statements for the year ended 30 June 2019 comply with subsection 42(2) of the *Public Governance, Performance and Accountability Act 2013 (PGPA Act)*, and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the Asbestos Safety and Eradication Agency will be able to pay its debts as and when they fall due.



Signed.....

Justine Ross
Chief Executive Officer

19 September 2019



Signed.....

Shane McArdle
Acting Chief Financial Officer

19 September 2019

Asbestos Safety and Eradication Agency

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Asbestos Safety and Eradication Agency
Statement of Comprehensive Income
for the period ended 30 June 2019

| | Notes | 2019 \$'000 | 2018 \$'000 | Original Budget \$'000 |
|---|-------|----------------|----------------|---------------------------|
| NET COST OF SERVICES | | | | |
| Expenses | | | | |
| Employee Benefits | 1.1A | 1,447 | 1,565 | 1,643 |
| Suppliers | 1.1B | 2,119 | 2,775 | 1,973 |
| Depreciation and amortisation | 2.2A | 42 | 39 | 47 |
| Total expenses | | 3,608 | 4,379 | 3,663 |
| Own-Source Income | | | | |
| Own-source revenue | | | | |
| Rendering of Services | 1.2A | 226 | 197 | 225 |
| Other Revenue | 1.2B | 80 | 70 | 73 |
| Total own-source revenue | | 306 | 267 | 298 |
| Total own-source income | | 306 | 267 | 298 |
| Net (cost of)/contribution by services | | (3,302) | (4,112) | (3,365) |
| Revenue from Government | 1.2C | 3,318 | 4,016 | 3,318 |
| Surplus/(Deficit) on continuing operations | | 16 | (96) | (47) |
| Total Comprehensive income/(loss) | | 16 | (96) | (47) |

1. Detail of reclassification adjustments relating to items of other comprehensive income are disclosed in Note 1.3A
The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Statement of Comprehensive Income for not-for-profit Reporting Entities

Variances are considered to be 'major' when the difference is greater than 10% or more than \$50,000 or a lesser amount if pertinent to the understanding of the financial statements.

1. Employee benefits - the variance reflects the impact of staff vacancies over six months of the year.
2. Suppliers - the variance reflects the impact of engaging contractors to temporarily assist during periods of staff vacancies.
3. Depreciation - variance resulted from the timing of obtaining and capitalising assets during the year. The delayed acquisitions therefore impacted the commencement depreciation.

Asbestos Safety and Eradication Agency
Statement of Financial Position
as at 30 June 2019

| | Notes | 2019 \$'000 | 2018 \$'000 | Original Budget \$'000 |
|--|-------|----------------|----------------|------------------------------|
| ASSETS | | | | |
| Financial assets | | | | |
| Cash and Cash Equivalents | | 85 | 64 | 66 |
| Trade and Other Receivables | 2.1A | 3,923 | 4,193 | 4,382 |
| Total financial assets | | 4,008 | 4,257 | 4,448 |
| Non-financial assets | | | | |
| Leasehold improvements | 2.2A | 24 | 40 | - |
| Plant and equipment | 2.2A | 70 | 77 | 170 |
| Prepayments | | 52 | 64 | 52 |
| Total non-financial assets | | 146 | 181 | 222 |
| Total assets | | 4,154 | 4,438 | 4,670 |
| LIABILITIES | | | | |
| Payables | | | | |
| Suppliers | | 126 | 503 | 618 |
| Other Payables | 2.3A | 131 | 141 | 15 |
| Total payables | | 257 | 644 | 633 |
| Provisions | | | | |
| Employee Provisions | 4.1A | 257 | 229 | 365 |
| Total provisions | | 257 | 229 | 365 |
| Total liabilities | | 514 | 873 | 998 |
| Net assets | | 3,640 | 3,565 | 3,672 |
| EQUITY | | | | |
| Contributed equity | | 337 | 278 | 361 |
| Retained surplus/(Accumulated deficit) | | 3,303 | 3,287 | 3,311 |
| Total equity | | 3,640 | 3,565 | 3,672 |

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Statement of Financial Position for not-for-profit Reporting Entities

Variances are considered to be 'major' when the difference is greater than 10% or more than \$50,000 or a lesser amount if pertinent to the understanding of the financial statements.

1. Financial assets - Cash variance relates to a project completed by 30 June but not invoiced before this date. The variance in Trade receivables relates to completion of National Strategic Plan phase 2 related projects and payments to suppliers during the year therefore reducing receivables.
2. Non-financial assets - The leasehold improvement and plant and equipment categories are not separated out in the PBS. The variance relates to these items - only minimal purchases of assets required during 2018-19 as most assets were not required to be replaced, and staff vacancies lowered the need and timing of obtaining new assets.
3. Payables - Suppliers in general was less resulting from prompt payment of services provided before year end. The main variance in other payables relates to leave liability of \$65k for staff transfers to other agencies in 2017-18 which had not been invoiced to ASEA prior to the end of the financial year. Also included in other payables are normal activities of accruing for 2 days wages and employees expenses, and the annual adjustment of straight lining the fixed lease increase; and an unexpected prepaid conference income of \$24k
4. Employee Provisions - reduction relates to staff vacancies for most of the year, with the retiring and transfer of senior level long term staff, being replaced later in the year with staff on lower pay scale and less years of government service.

Asbestos Safety and Eradication Agency
Statement of Changes in Equity
for the period ended 30 June 2019

| | 2019 | 2018 | Original Budget |
|--|--------------|--------------|--------------------|
| | \$'000 | \$'000 | \$'000 |
| CONTRIBUTED EQUITY | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 278 | 242 | 302 |
| Adjusted opening balance | 278 | 242 | 302 |
| Transactions with owners | | | |
| Contributions by owners | | | |
| Departmental capital budget | 59 | 60 | 59 |
| Equity injection - appropriations | - | (24) | - |
| Total transactions with owners | 59 | 36 | 59 |
| Closing balance as at 30 June | 337 | 278 | 361 |
| RETAINED EARNINGS | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 3,287 | 3,383 | 3,358 |
| Adjusted opening balance | 3,287 | 3,383 | 3,358 |
| Comprehensive income | | | |
| Surplus/(Deficit) for the period | 16 | (96) | (47) |
| Total comprehensive income | 16 | (96) | (47) |
| Closing balance as at 30 June | 3,303 | 3,287 | 3,311 |
| TOTAL EQUITY | | | |
| Opening balance | | | |
| Balance carried forward from previous period | 3,565 | 3,625 | 3,660 |
| Adjusted opening balance | 3,565 | 3,625 | 3,660 |
| Comprehensive income | | | |
| Surplus/(Deficit) for the period | 16 | (96) | (47) |
| Total comprehensive income | 16 | (96) | (47) |
| Transactions with owners | | | |
| Contributions by owners | | | |
| Departmental capital budget | 59 | 60 | 59 |
| Equity injection - appropriations | - | (24) | - |
| Total transactions with owners | 59 | 36 | 59 |
| Closing balance as at 30 June | 3,640 | 3,565 | 3,672 |

The above statement should be read in conjunction with the accompanying notes.

Accounting Policy**Equity Injections**

Amounts appropriated which are designated as 'equity injections' for a year (less any formal reductions) and Departmental Capital Budgets (DCBs) are recognised directly in contributed equity in that year.

Budget Variances Commentary**Statement of Changes in Equity for not-for-profit Reporting Entities**

Variances are considered to be 'major' when the difference is greater than 10% or more than \$50,000 or a lesser amount if pertinent to the understanding of the financial statements.

1. Opening balances carried forward for retained earnings and total equity reflect the budget being prepared before 2017-18 actual results were known.
2. Total comprehensive income (net surplus) - the budget was estimated to be cost neutral for 2018-19 however delays in staff recruitments impacted various operational and capital costs and resulted in an unanticipated small surplus.

Asbestos Safety and Eradication Agency
Cash Flow Statement

for the period ended 30 June 2019

| Notes | 2019 \$'000 | 2018 \$'000 | Budget \$'000 |
|---|----------------|----------------|------------------|
| OPERATING ACTIVITIES | | | |
| Cash received | | | |
| Appropriations | 3,575 | 4,204 | 3,318 |
| Sale of goods and rendering of services | 245 | 220 | 225 |
| Net GST received | 168 | 203 | - |
| Other | 92 | 17 | - |
| Total cash received | 4,080 | 4,644 | 3,543 |
| Cash used | | | |
| Employees | 1,527 | 1,558 | 1,643 |
| Suppliers | 2,546 | 3,088 | 1,900 |
| Total cash used | 4,072 | 4,646 | 3,543 |
| Net cash from/(used by) operating activities | 8 | (2) | - |
| INVESTING ACTIVITIES | | | |
| Cash used | | | |
| Purchase of property, plant and equipment | 19 | 24 | 59 |
| Total cash used | 19 | 24 | 59 |
| Net cash from/(used by) investing activities | (19) | (24) | (59) |
| FINANCING ACTIVITIES | | | |
| Cash received | | | |
| Contributed Equity | 32 | 24 | 59 |
| Total cash received | 32 | 24 | 59 |
| Net cash from/(used by) financing activities | 32 | 24 | 59 |
| Net increase/(decrease) in cash held | 21 | (2) | - |
| Cash and cash equivalents at the beginning of the reporting period | 64 | 66 | 66 |
| Cash and cash equivalents at the end of the reporting period | 85 | 64 | 66 |

The above statement should be read in conjunction with the accompanying notes.

Budget Variances Commentary

Cash Flow Statement for not-for-profit Reporting Entities

1. Operating activities - Cash received: "Appropriations and Cash and cash equivalents" at the beginning of the reporting period variations relate to the PBS budget position being prepared prior to 2017-18 actual results being known. "GST" and "Other" were not included in budget estimation. The increase in appropriations used resulted from actual cash drawn down of funds to pay suppliers accrued from previous year.
2. Operating activities - Cash used: "Employees" variance reflects the impact of staff vacancies over half the year. "suppliers" main variance reflects the impact of engaging contractors to temporarily assist during periods of staff vacancies, and other recruitment costs.
3. Investing activities - Cash used: "Purchase of property plant and equipment" variance due to anticipated new asset purchases and replacements not required as assets are mainly less than 2 years old and still fit for purpose.
4. Financing Activities - Cash received: "Contributed Equity" - ASEA only draws down capital funds for actual purchases. Refer cash used - Purchase of property plant and equipment comment above.
5. Net increase/(decrease) in cash held - variance relates to impact of less than anticipated asset purchases over the year.

Overview

The Asbestos Safety and Eradication Agency (ASEA) is an Australian Government controlled entity. It is a not-for-profit entity. ASEA was established by the *Asbestos Safety and Eradication Agency Act 2013* to administer the National Strategic Plan for Asbestos Management and Awareness (NSP).

The Basis of Preparation

The financial statements are general purpose financial statements and are required by section 42 of the *Public Governance, Performance and Accountability Act 2013*

The financial statements have been prepared in accordance with:

- a) *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR); and
- b) Australian Accounting Standards and Interpretations – Reduced Disclosure Requirements issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars and values are rounded to nearest thousand dollars unless otherwise specified.

New Accounting Standards

All new, revised, amending standards and/or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a material effect on the ASEA's financial statements.

Future Australian Accounting Standard Requirements

AASB15 - Revenue from contracts with customers, will be applicable to ASEA. As a Tier 2 entity, ASEA will be required to adopt AASB15 and apply changes and make disclosures in the 2019-20 financial statements. ASEA made an assessment under AASB1058 and determined that it does not have a material effect on the ASEA's financial statements.

AASB16 leases comes into effect from July 1 2019. ASEA has assessed that AASB16 will apply to ASEA commencing from 2019-20 financial year. Materiality cannot be determined as yet due to the current sub lease arrangement expiring in December 2020.

Taxation

The ASEA is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST). Revenues, expenses and non-financial assets are recognised net of GST except:

- where the amount of GST incurred is not recoverable from the Australian Taxation Office; and
- for receivables and payables

Events After the Reporting Period

There have been no events subsequent to 30 June 2019 that have the potential to significantly affect the ongoing structure and financial activities of the agency.

Financial Performance

This section analyses the financial performance of Asbestos Safety and Eradication Agency for the year ended 2019.

1.1 Expenses

| | 2019 | 2018 |
|--------------------------------|--------------|--------------|
| | \$'000 | \$'000 |
| 1.1A: Employee Benefits | | |
| Wages and salaries | 1,156 | 1,220 |
| Superannuation | | |
| Defined contribution plans | 100 | 121 |
| Defined benefit plans | 88 | 95 |
| Leave and other entitlements | 74 | 70 |
| Separation and redundancies | 29 | 59 |
| Total employee benefits | 1,447 | 1,565 |

Accounting Policy

Accounting policies for employee related expenses is contained in the People and relationships section.

1.1B: Suppliers

Goods and services supplied or rendered

| | | |
|--|--------------|--------------|
| Contractors | 434 | 418 |
| Consultants | 427 | 928 |
| Conferences | 308 | 280 |
| Travel | 141 | 131 |
| Marketing | 104 | 105 |
| Services Provided Free of Charge | 80 | 70 |
| Shared Services Centre charges | 159 | 180 |
| Printing/recruitment/training and Other administrative costs | 188 | 378 |
| Total goods and services supplied or rendered | 1,841 | 2,490 |

| | | |
|--|--------------|--------------|
| Goods supplied | 161 | 254 |
| Services rendered | 1,680 | 2,236 |
| Total goods and services supplied or rendered | 1,841 | 2,490 |

Other suppliers

| | | |
|-------------------------------|--------------|--------------|
| Operating lease rentals | | |
| Minimum lease payments | 272 | 272 |
| Workers compensation expenses | 6 | 13 |
| Total other suppliers | 278 | 285 |
| Total suppliers | 2,119 | 2,775 |

Leasing commitments

Asbestos Safety and Eradication Agency in its capacity as lessee of part Level 10, 255 Elizabeth Street, Sydney has entered into a 5 year Sub-lease arrangement ending 31 December 2020 with no option to extend. Lease payments are subject to an increase of 3.75% per annum as per the Memorandum of Understanding (MOU) sub-lease agreement.

Commitments for minimum lease payments in relation to non-cancellable operating leases are payable as follows:

| | | |
|--|------------|------------|
| Within 1 year | 273 | 263 |
| Between 1 to 5 years | 142 | 415 |
| More than 5 years | - | - |
| Total operating lease commitments | 415 | 678 |

Accounting Policy

Where an asset is acquired by means of a finance lease, the asset is capitalised at either the fair value of the lease property or, if lower, the present value of minimum lease payments at the inception of the contract and a liability is recognised at the same time and for the same amount.

The discount rate used is the interest rate implicit in the lease. Leased assets are amortised over the period of the lease. Lease payments are allocated between the principal component and the interest expense.

Operating lease payments are expensed on a straight-line basis which is representative of the pattern of benefits derived from the leased assets.

Asbestos Safety and Eradication Agency

1.2 Own-Source Revenue and gains

| | 2019 | 2018 |
|--|--------|--------|
| | \$'000 | \$'000 |

Own-Source Revenue

1.2A: Rendering of Services

| | | |
|--|------------|------------|
| Rendering of services | 226 | 197 |
| Total sale of goods and rendering of services | 226 | 197 |

Accounting Policy

Revenue from the rendering of services is recognised by reference to the stage of completion of contracts at the reporting date. The revenue is recognised when:

- a) the amount of revenue, stage of completion and transactions costs incurred can be reliably measured; and
- b) the probable economic benefits associated with the transaction will flow to the entity.

The stage of completion of contracts at the reporting date is determined by reference to services performed to date as a percentage of total services to be performed.

Receivables for goods and services, which have 30 day terms, are recognised at the nominal amounts due less any impairment allowance account. Collectability of debts is reviewed at end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

1.2B: Other Revenue

Resources received free of charge

| | | |
|----------------------------|-----------|-----------|
| External audit fee ANAO | 80 | 70 |
| Total other revenue | 80 | 70 |

Accounting Policy

Resources Received Free of Charge

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if they had not been donated. Use of those resources is recognised as an expense. Resources received free of charge are recorded as either revenue or gains depending on their nature.

1.2C: Revenue from Government

Appropriations

| | | |
|--------------------------------------|--------------|--------------|
| Departmental appropriations | 3,318 | 4,016 |
| Total revenue from Government | 3,318 | 4,016 |

Accounting Policy

Revenue from Government

Amounts appropriated for departmental appropriations for the year (adjusted for any formal additions and reductions) are recognised as Revenue from Government when the entity gains control of the appropriation, except for certain amounts that relate to activities that are reciprocal in nature, in which case revenue is recognised only when it has been earned. Appropriations receivable are recognised at their nominal amounts.

Financial Position

This section analyses Asbestos Safety and Eradication Agency's assets used to conduct its operations and the operating liabilities incurred as a result. Employee related information is disclosed in the People and Relationships section.

2.1 Financial Assets

| | 2019 | 2018 |
|---|-----------|-----------|
| | \$'000 | \$'000 |
| 2.1A Hidden: Cash and Cash Equivalents | | |
| Cash in special accounts | - | - |
| Cash on hand or on deposit | 85 | 64 |
| Other | - | - |
| Total cash and cash equivalents | 85 | 64 |

Accounting Policy

Cash is recognised at its nominal amount. Cash and cash equivalents includes:

- a) cash on hand; and
- b) demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value.

2.1A: Trade and Other Receivables

Goods and services receivables

| | | |
|---|-----------|-----------|
| Goods and services | 23 | 22 |
| Total goods and services receivables | 23 | 22 |

Appropriations receivables

| | | |
|---|--------------|--------------|
| Appropriation receivable | 3,877 | 4,108 |
| Total appropriations receivables | 3,877 | 4,108 |

Other receivables

| | | |
|--|--------------|--------------|
| GST receivable from the Australian Taxation Office | 23 | 63 |
| Total other receivables | 23 | 63 |
| Total trade and other receivables (gross) | 3,923 | 4,193 |
| Total trade and other receivables (net) | 3,923 | 4,193 |

Credit terms for goods and services were within 30 days (2018: 30 days).

Accounting Policy

Financial assets

Trade receivables, loans and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principal and interest, that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

Note: Financial assets measured at fair value through other comprehensive income are not reduced by an impairment loss account. This loss account should not be reported in the Statement of Financial Position separately, and should be disclosed in the notes. An additional disclosure will need to be included to meet this requirement as per AASB 9.16A.

Asbestos Safety and Eradication Agency

2.2 Non-Financial Assets

2.2A: Reconciliation of the Opening and Closing Balances of Leasehold improvements and Plant and equipment

| | Leasehold improvements \$'000 | Plant and equipment \$'000 | Total \$'000 |
|---|-------------------------------------|----------------------------------|-----------------|
| As at 1 July 2018 | | | |
| Gross book value | 74 | 103 | 177 |
| Accumulated depreciation, amortisation and impairment | (34) | (26) | (60) |
| Total as at 1 July 2018 | 40 | 77 | 117 |
| Additions | | | |
| Purchase | - | 19 | 19 |
| Depreciation and amortisation | (16) | (26) | (42) |
| Total as at 30 June 2019 | 24 | 70 | 94 |
| Total as at 30 June 2019 represented by | | | |
| Gross book value | 74 | 122 | 196 |
| Accumulated depreciation, amortisation and impairment | (50) | (52) | (102) |
| Total as at 30 June 2019 | 24 | 70 | 94 |

There were no indicators of impairment found for property, plant and equipment.

Property, plant and equipment are not expected to be sold or disposed of within the next 12 months.

Revaluations of non-financial assets

No revaluation performed as assets are less than 3 years old and internally assessed as still fit for purpose

Asbestos Safety and Eradication Agency

Accounting Policy

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange and liabilities undertaken. Financial assets are initially measured at their fair value plus transaction costs where appropriate.

Assets acquired at no cost, or for nominal consideration, are initially recognised as assets and income at their fair value at the date of acquisition, unless acquired as a consequence of restructuring of administrative arrangements. In the latter case, assets are initially recognised as contributions by owners at the amounts at which they were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Purchases of property, plant and equipment are initially recognised at cost in the statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where they form part of a group of similar items which are significant in total).

Revaluations

Following initial recognition at cost, property, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets did not differ materially from the assets' fair values as at the reporting date. The regularity of independent valuations depended upon the volatility of movements in market values for the relevant assets. No revaluation performed as assets are less than 3 years old and internally assessed as still fit for purpose.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reversed a previous revaluation decrement of the same asset class that was previously recognised in the surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous revaluation increment for that class. Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

| Class | 2019 | 2018 |
|-------------------------|--------------------------------------|--------------------------------------|
| Leasehold Improvements: | Lesser of 4 years or the lease term. | Lesser of 4 years or the lease term. |
| Plant and Equipment: | 4 to 5 years | 4 to 5 years |

Impairment

All assets were assessed for impairment at 30 June 2019. Where indications of impairment exist, the asset's recoverable amount is estimated and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

Derecognition

An item of property, plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Asbestos Safety and Eradication Agency

2.3 Payables

| | 2019 | 2018 |
|--------------------------------------|------------|------------|
| | \$'000 | \$'000 |
| 2.3A: Other Payables | | |
| Salaries and wages | 14 | 10 |
| Superannuation | 2 | 2 |
| Separations and redundancies | 65 | 95 |
| Fixed lease increase | 26 | 31 |
| Prepayments received/unearned income | 24 | 3 |
| Total other payables | 131 | 141 |
| Other payables to be settled | | |
| No more than 12 months | 105 | 110 |
| More than 12 months | 26 | 31 |
| Total other payables | 131 | 141 |

Unearned revenues are payments for future services to be performed or goods to be delivered.

Asbestos Safety and Eradication Agency

Funding

This section identifies Asbestos Safety and Eradication Agency's funding structure.

3.1 Appropriations

3.1A: Annual Appropriations ('Recoverable GST exclusive')

Annual Appropriations for 2019

| | Annual Appropriation \$'000 | Adjustments to appropriation ² \$'000 | Total appropriation \$'000 | Appropriation applied in 2019 (current and prior years) \$'000 | Variance ¹ \$'000 |
|-----------------------------|-----------------------------------|--|----------------------------------|--|---------------------------------|
| Departmental | | | | | |
| Ordinary annual services | 3,318 | 296 | 3,614 | 3,893 | (279) |
| Capital Budget ³ | 59 | - | 59 | 33 | 26 |
| Other services | | | | | |
| Equity Injections | | | | | - |
| Total departmental | 3,377 | 296 | 3,673 | 3,926 | (253) |

1. The variance in the Departmental ordinary annual services relates to the settlement of 2017-18 supplier payables in the current financial year.
2. Adjustments to Appropriations relate to S74 Receipts for ASEA's annual conference and leave liability for staff transferring into the Agency.
3. Departmental Capital Budgets are appropriated through Appropriation Act (No.1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.

Annual Appropriations for 2018

| | Annual Appropriation \$'000 | Adjustments to appropriation ⁴ \$'000 | Total appropriation \$'000 | Appropriation applied in 2018 (current and prior years) \$'000 | Variance ¹ \$'000 |
|--------------------------------|-----------------------------------|--|----------------------------------|--|---------------------------------|
| Departmental | | | | | |
| Ordinary annual services | 4,016 | 215 | 4,231 | 4,424 | (193) |
| Capital Budget ³ | 60 | - | 60 | 9 | 51 |
| Other services | | | | | |
| Equity Injections ⁴ | - | (24) | (24) | 14 | (38) |
| Total departmental | 4,076 | 191 | 4,267 | 4,447 | (180) |

1. The variance in the Departmental ordinary annual services relates to the settlement of 2016-17 supplier payables in the current financial year.
2. Adjustments to Appropriations relate to S74 Receipts for ASEA's annual conference and leave liability for staff transferring into the Agency.
3. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1) and Supply Act (No.1). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts.
4. Equity injections were appropriated through Appropriation Act (No. 4) 2013-14. The Act was repealed in March 2018 resulting in \$23,771.20 being returned.

3.1B: Unspent Annual Appropriations ('Recoverable GST exclusive')

| | 2019 \$'000 | 2018 \$'000 |
|--|----------------|----------------|
| Departmental | | |
| Appropriation Act (No. 1) 2016-17 - Capital Budget (DCB) - Non Operating | - | 32 |
| Appropriation Act (No. 1) 2017-18 - Capital Budget (DCB) - Non Operating | 59 | 60 |
| Appropriation Act (No. 1) Operating 2017-18 ¹ | 526 | 4,080 |
| Appropriation Act (No. 1) - Departmental Capital Budget (DCB) 2018-19 | 59 | |
| Appropriation Act (No. 1) - Operating 2018-19 | 3,318 | |
| Total departmental | 3,962 | 4,172 |

1. This amount includes cash at bank which is appropriation drawn down but unspent as at 30 June 2019.

People and relationships

This section describes a range of employment and post employment benefits provided to our people and our relationships with other key people.

4.1 Employee Provisions

| | 2019 \$'000 | 2018 \$'000 |
|----------------------------------|----------------|----------------|
| 4.1A: Employee Provisions | | |
| Leave | 257 | 229 |
| Total employee provisions | 257 | 229 |

Accounting policy

Liabilities for 'short-term employee benefits and termination benefits expected within twelve months of the end of reporting period are measured at their nominal amounts.

Leave

The liability for employee benefits includes provision for annual leave and long service leave.

No provision has been made for sick leave as all sick leave in non-vesting and the average sick leave taken in future years by employees of the entity is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including the entity's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the shorthand method as prescribed by the Department of Finance. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

Superannuation

Under the Superannuation Legislation Amendment (Choice of Funds) Act 2004, staff of the agency are able to become a member of any complying superannuation fund. A complying superannuation fund is one that meets the requirements under the Income Tax Assessment Act (1997) and the Superannuation Industry (Supervision) Act 1993.

Staff are members of a scheme of their choice, the Public Sector Superannuation Scheme (PSS), or the PSS accumulation plan (PSSap), or other superannuation funds held outside the Australian Government.

The PSS is a defined benefit schemes for the Australian Government. The PSSap is a defined contribution scheme.

The liability for defined benefits is recognised in the financial statements of the Australian Government and is settled by the Australian Government in due course. This liability is reported in the Department of Finance's administered schedules and notes.

The entity makes employer contributions to the employees' superannuation scheme at rates determined by an actuary to be sufficient to meet the current cost to the Government. The entity accounts for the contributions as if they were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding contributions for the final day of the year.

Asbestos Safety and Eradication Agency

4.2 Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity. The entity has determined the key management personnel to be the Chief Executive. Key management personnel remuneration is reported in the table below:

| | 2019 \$'000 | 2018 \$'000 |
|---|----------------|----------------|
| Short-term employee benefits | 258 | 268 |
| Post-employment benefits | 40 | 32 |
| Other long-term employee benefits | 43 | 29 |
| Total key management personnel remuneration expenses¹ | 341 | 329 |

The total number of key management personnel that are included in the above table is 2 individuals (2018: 1). The current CEO commenced after the previous CEO retired at the end of his 5 year appointment in August 2018.

1. The above key management personnel remuneration excludes the remuneration and other benefits of the Portfolio Minister. The Portfolio Minister's remuneration and other benefits are set by the Remuneration Tribunal and are not paid by the entity.

Related party relationships:

The entity is an Australian Government controlled entity. Related parties to this entity are Key Management Personnel including the Portfolio Minister.

Transactions with related parties:

Significant transactions with related parties can include:

- the payments of grants or loans;
- purchases of goods and services;
- asset purchases, sales transfers or leases;
- debts forgiven; and
- guarantees.

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by the entity, it has been determined that the related party transactions to be separately disclosed in the 2018-19 Financial year are \$0 (2018: \$0).

Managing uncertainties

This section analyses how the Asbestos Safety and Eradication Agency manages financial risks within its operating environment.

5.1 Contingent Assets and Liabilities

The ASEA does not have any quantifiable or non-quantifiable contingent liabilities or contingent assets as at 30 June 2019 (\$2018: \$0). Therefore no schedule is required.

Accounting Policy

Contingent liabilities and contingent assets are not recognised in the statement of financial position but are reported in the notes. They may arise from uncertainty as to the existence of a liability or asset or represent an asset or liability in respect of which the amount cannot be reliably measured. Contingent assets are disclosed when settlement is probable but not virtually certain and contingent liabilities are disclosed when settlement is greater than remote.

Asbestos Safety and Eradication Agency

5.2 Financial Instruments

| | 2019 | 2018 |
|---|------------|------------|
| | \$'000 | \$'000 |
| 5.2A: Categories of Financial Instruments | | |
| Financial Assets under AASB 139 | | |
| Loans and receivables | | |
| Cash and cash equivalents | - | 64 |
| Trade and other receivables | - | 22 |
| Total loans and receivables | - | 86 |
| Financial Assets under AASB 9 | | |
| Financial assets at amortised cost | | |
| Cash and cash equivalents | 85 | - |
| Trade and other receivables | 23 | - |
| Total financial assets at amortised cost | 108 | - |
| Total financial assets | 108 | 86 |
| Financial Liabilities | | |
| Financial liabilities measured at amortised cost | | |
| Trade creditors and accruals | 126 | 503 |
| Total financial liabilities measured at amortised cost | 126 | 503 |
| Total financial liabilities | 126 | 503 |

Classification of financial assets on the date of initial application of AASB 9.

| Financial assets class | Note | AASB 139 original classification | AASB 9 new classification | AASB 139 carrying amount at 1 July 2018 \$'000 | AASB 9 carrying amount at 1 July 2018 \$'000 |
|-------------------------------|------|----------------------------------|---------------------------|--|--|
| Cash and Cash Equivalents | | Held-to-maturity | Amortised Cost | 64 | 64 |
| Trade receivables | 2.1A | Held-to-maturity | Amortised Cost | 22 | 22 |
| Total financial assets | | | | 86 | 86 |

The net fair value of the financial instruments approximate their carrying amounts.

Accounting Policy

Financial assets

With the implementation of AASB 9 *Financial Instruments* for the first time in 2019, the entity classifies its financial assets in the following categories:

- a) financial assets at fair value through profit or loss;
- b) financial assets at fair value through other comprehensive income; and
- c) financial assets measured at amortised cost.

The classification depends on both the entity's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition.

Financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Comparatives have not been restated on initial application.

Financial Assets at Amortised Cost

Financial assets included in this category need to meet two criteria:

1. the financial asset is held in order to collect the contractual cash flows; and
2. the cash flows are solely payments of principal and interest (SPPI) on the principal outstanding amount.

Amortised cost is determined using the effective interest method.

Effective Interest Method

Income is recognised on an effective interest rate basis for financial assets that are recognised at amortised cost.

Financial Assets at Fair Value Through Other Comprehensive Income (FVOCI)

Financial assets measured at fair value through other comprehensive income are held with the objective of both collecting contractual cash flows and selling the financial assets and the cash flows meet the SPPI test.

Any gains or losses as a result of fair value measurement or the recognition of an impairment loss allowance is recognised in other comprehensive income.

Financial Assets at Fair Value Through Profit or Loss (FVTPL)

Financial assets are classified as financial assets at fair value through profit or loss where the financial assets either doesn't meet the criteria of financial assets held at amortised

cost or at FVOCI (i.e. mandatorily held at FVTPL) or may be designated.

Financial assets at FVTPL are stated at fair value, with any resultant gain or loss recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest earned on the financial asset.

Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period based on Expected Credit Losses, using the general approach which measures the loss allowance based on an amount equal to *lifetime expected credit losses* where risk has significantly increased, or an amount equal to *12-month expected credit losses* if risk has not increased.

The simplified approach for trade, contract and lease receivables is used. This approach always measures the loss allowance as the amount equal to the lifetime expected credit losses.

A write-off constitutes a derecognition event where the write-off directly reduces the gross carrying amount of the financial asset.

Financial liabilities

Financial liabilities are classified as either financial liabilities 'at fair value through profit or loss' or other financial liabilities. Financial liabilities are recognised and derecognised upon 'trade date'.

Financial Liabilities at Fair Value Through Profit or Loss

Financial liabilities at fair value through profit or loss are initially measured at fair value. Subsequent fair value adjustments are recognised in profit or loss. The net gain or loss recognised in profit or loss incorporates any interest paid on the financial liability.

Financial Liabilities at Amortised Cost

Financial liabilities, including borrowings, are initially measured at fair value, net of transaction costs. These liabilities are subsequently measured at amortised cost using the effective interest method, with interest expense recognised on an effective interest basis.

Supplier and other payables are recognised at amortised cost. Liabilities are recognised to the extent that the goods or services have been received (and irrespective of having been invoiced).

Asbestos Safety and Eradication Agency

5.3 Fair Value Measurement

The following tables provide an analysis of assets and liabilities that are measured at fair value. The remaining assets and liabilities disclosed in the statement of financial position do not apply the fair value hierarchy.

| | 2019 | 2018 |
|-------------------------------------|---------------|---------------|
| | \$'000 | \$'000 |
| 5.3A: Fair Value Measurement | | |
| Non-financial assets | | |
| Leasehold improvements | 24 | 40 |
| Plant and equipment | 70 | 77 |
| Total Non-financial assets | 94 | 117 |

The entity internally assessed its assets as in good working order and fit for purpose. Most assets are less than 3 years old and our review of the assets have not identified any impairment, or need to be replaced. The Entity has determined that the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset. Therefore the measurement being depreciated replacement cost was used to represent fair value.

Other information

6.1 Aggregate Assets and Liabilities

6.1A: Aggregate Assets and Liabilities

| | 2019 | 2018 |
|---|--------------|--------------|
| | \$'000 | \$'000 |
| Assets expected to be recovered in: | | |
| No more than 12 months | 4,060 | 4,321 |
| More than 12 months | 94 | 117 |
| Total assets | 4,154 | 4,438 |
| Liabilities expected to be settled in: | | |
| No more than 12 months | 408 | 745 |
| More than 12 months | 106 | 128 |
| Total liabilities | 514 | 873 |



Section 6

References and Index

6



References and Index

Glossary of abbreviations and acronyms

| | |
|--------------------|--|
| ACM | Asbestos-containing materials |
| ACWG | Asbestos Communications Working Group |
| agency | Asbestos Safety and Eradication Agency |
| ANAO | Australian National Audit Office |
| APS | Australian Public Service |
| APSC | Australian Public Service Commission |
| ARD | Asbestos-related disease |
| ASEA Act | Asbestos Safety and Eradication Agency Act 2013 |
| ASEC | Asbestos Safety and Eradication Council |
| ASGN | Asbestos Support Group Network |
| ASL | Average Staffing Level |
| BCDS | Building Construction and Demolition Sector Committee |
| CEO | Chief Executive Officer |
| COAG | Council of Australian Governments |
| Council | Asbestos Safety and Eradication Council |
| DIY | Do-it-yourself (renovators/renovations) |
| EL | Executive Level |
| Finance law | For the purpose of the PGPA Act, finance law comprises: the PGPA Act the PGPA Rule any other instrument made under the PGPA Act (for example: Commonwealth Procurement Rules (CPRs), Commonwealth Grants Rules and Guidelines (CGRGs) and PGPA (Financial Reporting) Rule 2015 (FRR); accountable authority instructions under section 20A; determinations establishing special accounts under section 78; determinations transferring functions between non-corporate Commonwealth entities under section 75; and government policy orders under sections 22 or 93) an Appropriation Act. |
| FOI Act | <i>Freedom of Information Act 1982</i> |
| GST | Goods and Services Tax |
| HWSA | Heads of Workplace Safety Authorities |
| Minister | Attorney-General and Minister for Industrial Relations (unless otherwise stated) |

| | |
|-----------------|---|
| NAER | National Asbestos Exposure Register |
| NSP/Plan | National Strategic Plan for Asbestos Awareness and Management |
| PBS | Portfolio Budget Statement |
| PGPA Act | <i>Public Governance, Performance and Accountability Act 2013</i> |
| SES | Senior Executive Service |
| WHO | World Health Organization |
| WPWG | Water Pipes Working Group |

List of requirements

| PGPA Rule Reference | Part of Report | Description | Requirement | 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 | vi |
| 17AD(h) | Aids to access | | | |
| 17AJ(a) | | Table of contents. | Mandatory | viii |
| 17AJ(b) | | Alphabetical index. | Mandatory | 88 |
| 17AJ(c) | | Glossary of abbreviations and acronyms. | Mandatory | 79 |
| 17AJ(d) | | List of requirements. | Mandatory | 80 |
| 17AJ(e) | | Details of contact officer. | Mandatory | v |
| 17AJ(f) | | Entity's website address. | Mandatory | v |
| 17AJ(g) | | Electronic address of report. | Mandatory | v |
| 17AD(a) | Review by accountable authority | | | |
| 17AD(a) | | A review by the accountable authority of the entity. | Mandatory | 12 |
| 17AD(b) | Overview of the entity | | | |
| 17AE(1)(a)(i) | | A description of the role and functions of the entity. | Mandatory | 13 |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|---------------------|----------------|--|-----------------------------------|----------------|
| 17AE(1)(a)(ii) | | A description of the organisational structure of the entity. | Mandatory | 14 |
| 17AE(1)(a)(iii) | | A description of the outcomes and programmes administered by the entity. | Mandatory | 25 |
| 17AE(1)(a)(iv) | | A description of the purposes of the entity as included in corporate plan. | Mandatory | 13 |
| 17AE(1)(aa)(i) | | Name of the accountable authority or each member of the accountable authority. | Mandatory | 44 |
| 17AE(1)(aa)(ii) | | Position title of the accountable authority or each member of the accountable authority. | Mandatory | 44 |
| 17AE(1)(aa)(iii) | | Period as the accountable authority or member of the accountable authority within the reporting period. | Mandatory | 44 |
| 17AE(1)(b) | | An outline of the structure of the portfolio of the entity. | Portfolio departments – mandatory | Not applicable |
| 17AE(2) | | Where the outcomes and programmes 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 | Not applicable |
| 17AD(c) | | Report on the Performance of the entity | | 24-28 |
| | | <i>Annual performance Statements</i> | | |
| 17AD(c)(i); 16F | | Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule. | Mandatory | 25 |
| 17AD(c)(ii) | | <i>Report on Financial Performance</i> | | 50-77 |
| 17AF(1)(a) | | A discussion and analysis of the entity's financial performance. | Mandatory | 51 |
| 17AF(1)(b) | | A table summarising the total resources and total payments of the entity. | Mandatory | |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|---------------------|-------------------------------|---|---------------------------|----------------|
| 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 the entity's future operation or financial results. | If applicable, Mandatory. | Not applicable |
| 17AD(d) | Management and Accountability | | | 40-49 |
| | <i>Corporate Governance</i> | | | |
| 17AG(2)(a) | | Information on compliance with section 10 (fraud systems) | Mandatory | 47 |
| 17AG(2)(b)(i) | | A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared. | Mandatory | vi |
| 17AG(2)(b)(ii) | | 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 | vi |
| 17AG(2)(b)(iii) | | A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity. | Mandatory | vi |
| 17AG(2)(c) | | An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance. | Mandatory | 14, 22, 41, 42 |
| 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 | 47 |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|--------------------------------------|----------------|--|--------------------------|------|
| <i>External Scrutiny</i> | | | | |
| 17AG(3) | | Information on the most significant developments in external scrutiny and the entity's response to the scrutiny. | Mandatory | 47 |
| 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 | 47 |
| 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 | 47 |
| 17AG(3)(c) | | Information on any capability reviews on the entity that were released during the period. | If applicable, Mandatory | 47 |
| <i>Management of Human Resources</i> | | | | |
| 17AG(4)(a) | | An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives. | Mandatory | 41 |
| 17AG(4)(aa) | | Statistics on the entity's employees on an ongoing and non ongoing basis, including the following: | Mandatory | 43 |
| | | (a) statistics on full time employees; | | |
| | | (b) statistics on part time employees; | | |
| | | (c) statistics on gender; | | |
| | | (d) statistics on staff location. | | |
| 17AG(4)(b) | | Statistics on the entity's APS employees on an ongoing and non ongoing basis; including the following: | Mandatory | 43 |
| | | > Statistics on staffing classification level; | | |
| | | > Statistics on full time employees; | | |
| | | > Statistics on part time employees; | | |
| | | > Statistics on gender; | | |
| | | > Statistics on staff location; | | |
| | | > Statistics on employees who identify as Indigenous. | | |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|--------------------------|----------------|--|--------------------------|----------------|
| 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 | 44 |
| 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 | 44 |
| 17AG(4)(c)(ii) | | The salary ranges available for APS employees by classification level. | Mandatory | 45 |
| 17AG(4)(c)(iii) | | A description of non salary benefits provided to employees. | Mandatory | 45 |
| 17AG(4)(d)(i) | | Information on the number of employees at each classification level who received performance pay. | If applicable, Mandatory | 45 |
| 17AG(4)(d)(ii) | | Information on aggregate amounts of performance pay at each classification level. | If applicable, Mandatory | Not applicable |
| 17AG(4)(d)(iii) | | Information on the average amount of performance payment, and range of such payments, at each classification level. | If applicable, Mandatory | Not applicable |
| 17AG(4)(d)(iv) | | Information on aggregate amount of performance payments. | If applicable, Mandatory | Not applicable |
| <i>Assets Management</i> | | | | |
| 17AG(5) | | An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities. | If applicable, mandatory | 47 |
| <i>Purchasing</i> | | | | |
| 17AG(6) | | An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> . | Mandatory | 47-48 |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|--|----------------|--|--------------------------|----------------|
| <i>Consultants</i> | | | | |
| 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 | 48 |
| 17AG(7)(b) | | 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]". | Mandatory | 48 |
| 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 | 48 |
| 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 | 48 |
| <i>Australian National Audit Office Access Clauses</i> | | | | |
| 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 | Not applicable |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|-------------------------------|----------------|--|--------------------------|----------------|
| <i>Exempt contracts</i> | | | | |
| 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 | Not applicable |
| <i>Small business</i> | | | | |
| 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 | 48 |
| 17AG(10)(b) | | An outline of the ways in which the procurement practices of the entity support small and medium enterprises. | Mandatory Completed | 48 |
| 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 | Not applicable |
| <i>Financial Statements</i> | | | | |
| 17AD(e) | | Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act. | Mandatory | 50-XX |
| <i>Executive Remuneration</i> | | | | |
| 17AD(da) | | Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2 3 of the Rule. | Mandatory | 44 |
| 17AD(f) | | Other Mandatory Information | | |

| PGPA Rule Reference | Part of Report | Description | Requirement | Page |
|---------------------|----------------|---|--------------------------|----------------|
| 17AH(1)(a)(i) | | 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 | Not applicable |
| 17AH(1)(a)(ii) | | If the entity did not conduct advertising campaigns, a statement to that effect. | If applicable, Mandatory | 49 |
| 17AH(1)(b) | | 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 | Not applicable |
| 17AH(1)(c) | | Outline of mechanisms of disability reporting, including reference to website for further information. | Mandatory | 46 |
| 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 | 47 |
| 17AH(1)(e) | | Correction of material errors in previous annual report | If applicable, mandatory | Not applicable |
| 17AH(2) | | Information required by other legislation | Mandatory | 45-46, 49 |

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4000
DEATHS EACH YEAR
FROM ARD's



NO KNOWN
SAFE LEVEL OF
EXPOSURE



3RD WAVE
HAS NOT
PEAKED YET

6300
TONNES ILLEGALLY
DUMPED PER YEAR



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asbestossafety
.gov.au**

