



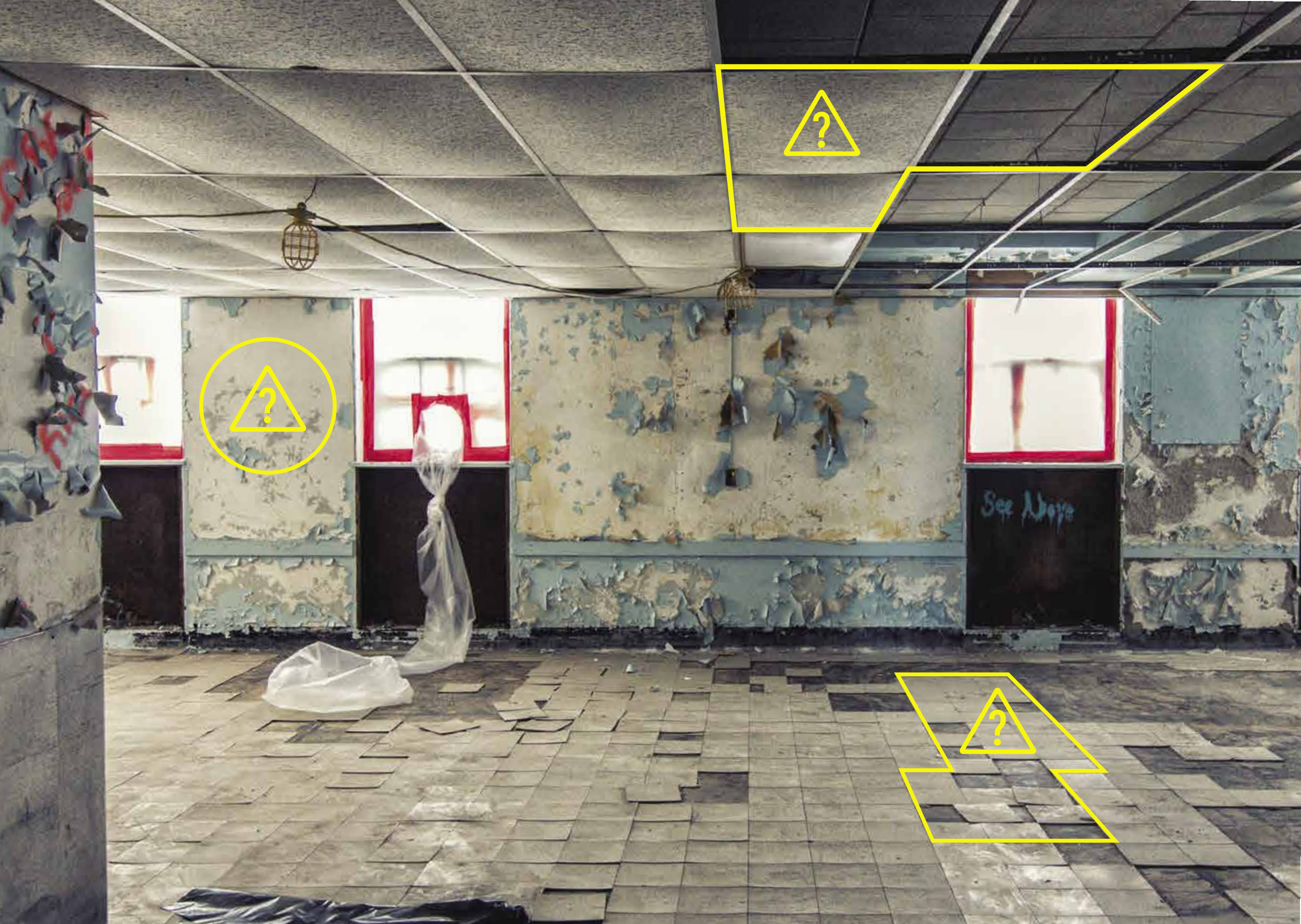
Australian Government

Asbestos Safety and Eradication Agency

Annual Report **2020-21**

ASBESTOS SAFETY







Australian Government
Asbestos Safety and Eradication Agency

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Senator the Hon Michaelia Cash
Attorney-General
Minister for Industrial Relations
Parliament House
CANBERRA ACT 2600

Dear Attorney-General

It is my pleasure to present to you the Annual Report of the Asbestos Safety and Eradication Agency for the 2020-21 year.

The report has been prepared for the purposes of section 46 of the *Public Governance, Performance and Accountability Act 2013* which requires that an annual report on the entity's activities for the year ending 30 June 2021, be given to the entity's responsible Minister for presentation to the Parliament. 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 and comply with the Public Governance, Performance and Accountability Rules 2014.

The report contains the annual performance and financial statements for the year ending 30 June 2021. These statements were prepared as required by section 39 and section 42 of the *Public Governance, Performance and Accountability Act 2013*. The financial statements comply with the applicable accounting standards.

I certify that the Asbestos Safety and Eradication Agency has a fraud control plan in place which complies with the Commonwealth Fraud Control Guidelines.

Yours sincerely

Justine Ross
Chief Executive Officer

Asbestos Safety & Eradication Agency
17 September 2021

Access and further information

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The document must be attributed as the Asbestos Safety and Eradication Agency Annual Report 2020-21.



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Section 1 **Overview**

1. Overview

Chief executive officer's year in review

I am pleased to report on the agency's progress during 2020–21 in supporting the implementation of the *National Strategic Plan for Asbestos Awareness and Management 2019–2023* (Asbestos National Strategic Plan). The global pandemic has challenged us to adapt and forge ahead to ensure continued delivery of a nationally consistent and coordinated approach to asbestos awareness, management and removal.

The Australian Government along with the state and territory governments have committed to implement the Asbestos National Strategic Plan. We provide ongoing support and guidance to assist jurisdictions to progress measures against national targets. Despite the pandemic, significant progress was made towards achieving the Asbestos National Strategic Plan aim of eliminating asbestos-related diseases in Australia.



During 2020–21 we provided advice and support to assist governments implement the Asbestos National Strategic Plan, including by hosting the Asbestos National Strategic Plan Summit for Commonwealth, state, and territory agencies that have asbestos-related responsibilities. Over 60 attendees from around Australia including from the areas of work health and safety, environmental protection, public health, education, planning and infrastructure participated in this invitation-only virtual event. We also worked with the Water Pipes Working Group to develop a nationally consistent approach for managing ageing asbestos cement water and sewer pipes in place across Australia.

During 2020–21 we continued to develop communication resources that can be easily adopted by governments and other stakeholders. The 2020 National Asbestos Awareness Week saw growth in participation by private businesses and broad coverage across all jurisdictions. Our engagement of a specialist culturally and linguistically diverse media agency to deliver asbestos awareness messages across specific social media channels targeting culturally and linguistically diverse communities in Melbourne, Sydney and Brisbane ensured the National Asbestos Awareness Week reached a diverse audience.

During 2020–21 we continued to ensure our research program is designed to assist governments implement the Asbestos National Strategic Plan. We started to explore how technology can help us better understand and manage our national asbestos legacy in the built environment. Technological advances enabled us to undertake a project to detect residential asbestos through remote sensing and data analytics, which could potentially allow tracking of roofing condition changes in residential and non-residential areas at a significant cost benefit by reducing reliance on on-site inspections. Our involvement in the 2021 Business Research and Innovation Initiative regulatory technology challenge aims to draw out ideas for more efficient and effective technologies to identify and manage asbestos containing materials in-situ.

We also continued our important work in preventing goods containing asbestos from entering Australia by managing the asbestos import and export permissions system under Customs Regulations. During 2020–21 a total of 24 permits were granted.

I am grateful to the Asbestos Safety and Eradication Council members, committee members, and stakeholders for the valuable advice and support throughout 2020–21 to assist us in achieving the objectives of the Asbestos National Strategic Plan.

Who we are

The Asbestos Safety and Eradication Agency (ASEA) was established in 2013 to coordinate the implementation of the Asbestos National Strategic Plan. The Asbestos National Strategic Plan aims to prevent exposure to asbestos fibres in order to eliminate asbestos-related disease in Australia.

ASEA is a non-corporate entity under the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). The chief executive officer is appointed under the *Asbestos Safety and Eradication Act 2013* (ASEA Act) and performs functions in accordance with that Act. ASEA staff are engaged under the *Public Service Act 1999* (PS Act).

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 Asbestos National Strategic Plan.

We 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 coordinates national actions to improve asbestos awareness and the effective and safe management, removal and disposal of asbestos. We are not a regulator. Our key functions under the ASEA Act are to:

- encourage, coordinate, monitor and report on the implementation of the Asbestos 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 Asbestos National Strategic Plan and asbestos safety
- commission, monitor and promote research about asbestos safety.

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

The National Strategic Plan for Asbestos Management and Awareness explained

The Asbestos National Strategic Plan facilitates a nationally consistent and coordinated approach to asbestos awareness, management and removal. Asbestos National Strategic Plan contains four national priorities:

1. Improve asbestos awareness to influence behavioural change
2. Identification and effective legacy management
3. Safe prioritised removal and effective waste management
4. International collaboration and leadership.

The Asbestos National Strategic Plan also contains nine targets to measure progress against the national priorities.

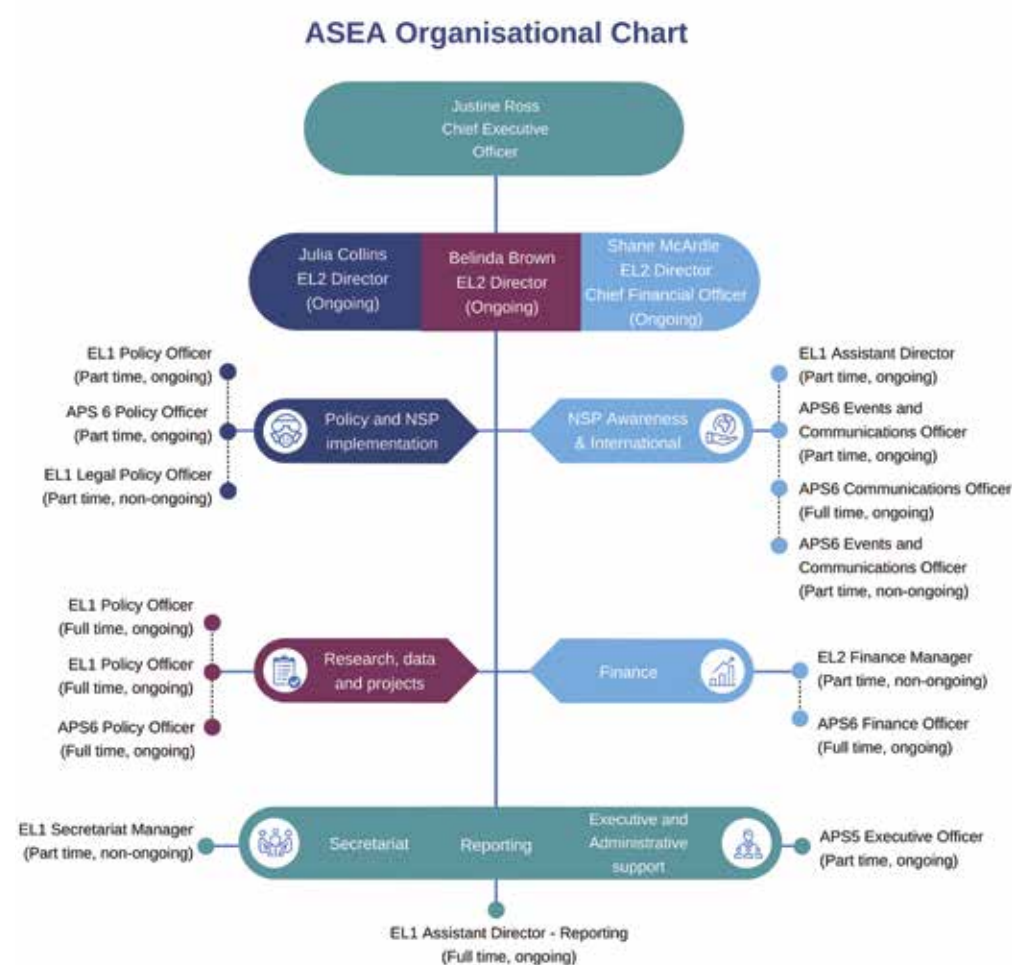
Organisational structure

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 PGPA Act. Justine Ross has held this appointment since 23 August 2018.

As at 30 June 2021, ASEA was structured into three teams aligned to our key function of coordinating the implementation of Asbestos National Strategic Plan as follows (see Figure 1):

- Awareness, International and Finance
- Research, Data and Projects
- Policy and Asbestos National Strategic Plan Implementation.

Figure 1. ASEA Organisational Chart



Our Council

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

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

The 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 2020–21, ASEC had four observers representing an otherwise unrepresented group of stakeholders, or attending to provide support and assistance to a full member.

As at 30 June 2021 the ASEC members and observers were:

Position	Appointee	Position appointed	Appointment date	Expiry date
Chair	Mr John Williams	Chair	17 April 2020	16 April 2023
Member	Mr David Cains	Member representing the Commonwealth	17 April 2020	16 April 2023
Member	Ms Tracy Mackey	Member representing state, territory and local governments	17 April 2020	16 April 2023
Member	Mr Chris Wicks	Member representing state, territory and local governments	17 April 2020	16 April 2023
Member	Ms. Melina Sehr	Member representing state, territory and local governments	3 April 2019	2 April 2022
Member	Mr. Tony Circelli	Member representing state, territory and local governments	20 August 2018	19 August 2021
Member	Mr. Liam O'Brien	Member representing the interests of workers in Australia	18 March 2019	17 March 2022
Member	Ms. Tracey Browne	Member representing the interests of employers in Australia	17 April 2020	16 April 2023
Member	Ms. Nancy Milne OAM	Other	17 April 2020	16 April 2023
Member	Ms. Carolyn Davis	Other	17 April 2020	16 April 2023
Observer	Ms Vicki Hamilton OAM	Representing an otherwise unrepresented group of stakeholders (Support Groups)	5 July 2017	NA
Observer	Dr Robert Walters	Representing an otherwise unrepresented group of stakeholders (Tasmania)	5 May 2017	NA
Observer	Dr Peter McGarry	Representing an otherwise unrepresented group of stakeholders (Queensland)	9 March 2018	NA
Observer	Ms Simone Stevenson	Representing an otherwise unrepresented group of stakeholders (Victorian Asbestos Eradication Agency)	14 March 2018	NA

Our committees and working groups

Under section 24(1) of the ASEA Act, the chief executive officer may establish committees to assist in the performance of their functions or the functions of ASEC. Four committees operated in 2020–21:

- Research and Evaluation Committee – first established in 2015 to provide expert advice to the agency on technical research projects, strategies and methodologies to achieve the aim of the Asbestos National Strategic Plan
- Management and Removal 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 Asbestos National Strategic Plan
- Water Pipes Working Group – 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
- Asbestos Awareness Committee – first established in 2020 to guide the development of behaviour change programs.

ASEA provided secretariat support in 2020–21 for:

- Heads of Workplace Safety Authorities 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 – 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.

The background of the slide is a photograph of a weathered wooden fence. The fence is made of vertical wooden planks, some of which are greyed with age and have visible rust or staining. A semi-transparent white rectangular box is overlaid on the right side of the image, containing the section title.

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 2020–21 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

17 September 2021

Our performance framework

Our performance is measured in accordance with Portfolio Budget Statement 2020–21, our Corporate Plan (which is the Asbestos National Strategic Plan) and our Operational Plan 2020–21.

How our Portfolio Budget Statement, Corporate Plan and Operational Plan interrelate

As stated above, the Asbestos National Strategic Plan is our corporate plan. The portfolio budget statement links the performance criteria with the Asbestos 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 strategic actions in the Asbestos National Strategic Plan and the operational plan. Operational plan activities for 2020–21 were either delivered or now form part of on-going work.

Our 2020–21 portfolio budget statement outlines our single outcome and program, and our performance criteria.

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

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

Our performance results

ASEA's key functions relate to administering the Asbestos National Strategic Plan, which aims to prevent exposure to asbestos fibres in order to eliminate asbestos-related diseases.

In 2020–21 we achieved this by effectively supporting the Asbestos National Strategic Plan with research, reporting, evaluation and advice. We also collaborated with Commonwealth, state, territory and local government agencies about asbestos safety.

Performance Criteria: Coordinate, monitor and report on the implementation of the Asbestos National Strategic Plan
Target: Effectively support the Asbestos National Strategic Plan through research, reporting, evaluation and advice
Deliverable: Assist governments to implement the Asbestos National Strategic Plan
<ul style="list-style-type: none">provided guidance on how to develop action plans aligned with the Asbestos National Strategic Plan, measured progress against the national targets and helped jurisdictions develop more sophisticated governance and reporting systemsparticipated in inter-agency coordination group meetingshosted an annual forum for jurisdictions to discuss implementation challenges and shared informationidentified and shared effective practices in asbestos awareness training, managing asbestos-cement water pipes, managing asbestos in emergencies and natural disastershosted events to enable collaboration and cooperation on asbestos safety issuesidentified and reported on leading Australian research on asbestos-related diseasesanalysed findings and recommendations from research conducted under Asbestos National Strategic Plan 2014–18 to identify where further action and research may be neededadministered the asbestos import permit system and worked closely with the Australian Border Force to prevent illegal imports containing asbestos entering Australia through strict regulation of import and export activity through the asbestos permit systemprovided support for regulators in identifying and responding to illegal imports that have entered Australiacollected evidence and supported technological advances in managing the harmful asbestos legacy remaining in our built environment including developing an evidence-based national picture of asbestos containing materials still in the residential environmentundertook preliminary research on current laws applying to vendor and agent disclosure for residential properties that may contain asbestos, as well as the awareness and practices of agents and property managers about disclosure

Deliverable: Improve the collection of data to measure targets

- established a dedicated website with an online reporting tool and resources to assist governments address various asbestos issues and to improve the collection and analysis of data provided by jurisdictions to provide a national picture
- developed reporting templates and other materials to assist governments implement the Asbestos National Strategic Plan
- published Australian Border Force data on asbestos testing and detections carried out at the border
- contributed to the co-design of a national bushfire data needs framework for applied research and operations to feed into the Australian Research Data Commons to improve coordination, bushfire planning and response management
- refined a model that estimates the amount of asbestos material used in the built environment and the rate at which it is being removed to better manage future volumes of asbestos waste

Deliverable: Support local governments with their asbestos-related responsibilities

- mapped asbestos waste facilities around Australia and the travel times to these facilities to identify barriers to accessing asbestos disposal services
- liaised with government and non-government stakeholders to assist in the implementation of Asbestos National Strategic Plan in remote communities

Deliverable: Develop and distribute consistent awareness messages, including consistency in public health messaging, with the core objective of encouraging behavioural change

- continue to develop education resources to improve the general public's understanding of the risk associated with disturbing asbestos-containing materials
- undertook awareness activities including social media, production of guidance materials, stakeholder engagement
- coordinated National Asbestos Awareness Week
- refreshed ASEA's website and target awareness messages at homeowners and do-it-yourself activities during the COVID-19 pandemic

Deliverable: Conduct annual awareness survey

- conducted awareness surveys on target group

Deliverable: Continue to assist South-East Asian and Pacific countries in moving towards implementing asbestos bans

- educated South-East Asian and Pacific countries about the history of the Australian asbestos ban, how it came into force and how it is enforced today
- shared information around legislation, compensation, waste removal, work health and safety and asbestos management and the impacts of asbestos-related disease
- delivered a presentation to Lao Government Ministers, National Assembly members, non-government organisations and industry representatives on the Australian experience in dealing with legacy asbestos issues and how the Lao Peoples Democratic Republic can circumvent these issues
- liaised with the Secretariat of the Pacific Regional Environment Program to share knowledge and provided advice, including on: waste and asbestos management policies; and planning towards implementing of an asbestos ban across member countries of the PacWaste Plus program initially, then in other pacific island countries
- continue to work with the Department of Agriculture, Water and the Environment as the lead agency on the Rotterdam Convention

Assessment: Achieved

How were these deliverables measured?

- commitment to action plans aligned with national priorities from all jurisdictions
- positive progress against national targets
- increased reach of ASEA's communications
- high level of satisfaction among ASEC members and other stakeholders
- successful 2020 National Asbestos Awareness campaign
- project evaluations
- demonstrated compliance with asbestos permit conditions

Analysis

As reflected in the activities supporting the Asbestos National Strategic Plan, we have continued our focus on preventing exposure to asbestos fibres and eliminating asbestos-related disease in Australia through coordinating the implementation of the Asbestos National Strategic Plan. The Commonwealth and all state and territory governments have agreed to implement the second phase of the Asbestos National Strategic Plan – launched in November 2019 – and we have actively worked with jurisdictions to support implementation. This has included providing reporting templates and guidance on how to measure progress against the national targets and participating in interagency coordination group meetings. We have also conducted research to assist jurisdictions to better manage Australia's asbestos legacy and plan effectively for its eventual removal and disposal.

Although implementation of the Asbestos National Strategic Plan has been challenging for some during the global COVID-19 pandemic, we have focused on asbestos awareness activities in target groups (e.g. people undertaking do-it-yourself projects) and continued to develop educational resources aimed at improving the general public's understanding of the risk associated with disturbing asbestos-containing materials. We also reviewed and refreshed our asbestos awareness and safety brochures to modernise and ensure the information contained within them is current and relevant.

We worked with the Water Pipes Working Group to complete guidelines for a nationally consistent approach for managing asbestos cement water and sewer pipes that remain in place across Australia.

National Asbestos Awareness Week in November 2020 was successful in achieving broad coverage with over 110 different organisations (government, non-government, political and commercial) using materials from the campaign pack we provided. We also engaged a specialist culturally and linguistically diverse media agency to deliver the awareness messages across four language communities in Melbourne, Sydney and Brisbane.

Drawing on advances in technology, we undertook a project to detect residential asbestos roofing through remote sensing and data analytics. The project tested a high-resolution satellite processing method for asbestos roofing used in Europe.

We were one of four Commonwealth agencies selected for the 2021 Business Research and Innovation Initiative, a regulatory technology challenge round administered by the Department of Industry, Science, Energy and Resources. This challenge will draw out ideas for more efficient and effective technologies for the identification and management of asbestos containing materials in our environment.

We continue to assist South-East Asian and Pacific countries in moving towards implementing asbestos bans, although this work has experienced disruption due to COVID-19.

As a result of these outcomes, we have achieved our targets for 2020–21 of effectively supporting the Asbestos National Strategic Plan with research, reporting, evaluation and advice.

The next section highlights our key achievements for 2020–21.

Section 3

Our Achievements

3. Our achievements

Highlights from 2020–21

Implementation of the Asbestos National Strategic Plan

The Commonwealth and all state and territory governments have agreed to implement the second phase of the Asbestos National Strategic Plan since it was launched in November 2019. At that time the Western Australian government provided in-principle support pending further consultation, and in December 2020 announced it fully endorsed the Asbestos National Strategic Plan.

Noting that multiple agencies are involved in asbestos management, the Commonwealth Minister for Industrial Relations wrote to all state and territory ministers responsible for work health and safety, encouraging governments to establish interagency coordination groups as the most effective way of implementing the Asbestos National Strategic Plan within their jurisdiction.

Most governments have now set up coordination groups and are developing or updating local action plans for asbestos awareness and management.

We have been actively working with jurisdictions to support implementation. This has included:

- providing reporting templates and guidance on how to measure progress against the national targets
- participating in interagency coordination group meetings
- conducting research to assist governments better manage Australia's asbestos legacy and plan effectively for its eventual removal and disposal.

Asbestos National Strategic Plan Summit

On 1 and 2 December 2020 we hosted a virtual summit on the implementation of the Asbestos National Strategic Plan. The summit was an invitation-only event specifically for state, territory and Commonwealth agencies with asbestos-related responsibilities.

Around 65 officials from around Australia attended, representing various portfolios including work health and safety, environmental protection, public health, education, planning and infrastructure.

Participants discussed the collection of data for reporting progress against the national targets and representatives from each jurisdiction presented on how they are tracking in relation to implementing the Asbestos National Strategic Plan.

The participation highlighted that, given the nature and extent of Australia's asbestos legacy, no one agency – be that national or state – can address it alone; we must all work together.

Data collection

We will collate data annually to provide a national picture of progress against the nine national targets. Jurisdictions are expected to report 2020–21 data against the national targets by September 2021. We are planning to hold a second summit on the Asbestos National Strategic Plan in November 2021.

A mid-term review of the Asbestos National Strategic Plan will commence at the end of 2021.

The review will provide an opportunity to refine the data collection, reporting and analysis methodologies and to identify specific challenges in meeting the targets.

Asbestos-cement Water and Sewer Pipe Guidelines

In response to the 2018 report *Case studies of asbestos water pipe management practices* we established the Water Pipes Working Group in 2018 as a consultative forum. The group's role is to develop a nationally consistent approach for managing approximately 40,000 km of ageing asbestos cement water and sewer pipes that remain in place across Australia.

Working with the group, we produced draft Asbestos Cement Water and Sewer Pipe Management Guidelines designed to assist water agencies eliminate or minimise the risk of exposure to asbestos fibres from asbestos cement water and sewer pipes. The guidelines provide advice on in situ management, remediation techniques, removal, transport and disposal.

In developing the guidelines, we analysed relevant provisions in state and territory work health and safety and environment protection laws and considered how they apply to the management of asbestos cement pipes when in use and when decommissioned. While the guidelines aim to set a national benchmark for managing asbestos cement pipes, they highlight where this may not be possible due to differences in the laws across Australia.

The guidelines were released for public comment from 29 June to 7 August 2020. We received 29 submissions from government agencies, councils, industry, unions, and non-government organisations.

As asbestos cement pipes are under the management or control of water agencies, the prevention of asbestos exposure risks is primarily a work health and safety matter. The draft guidelines were therefore referred to Safe Work Australia for consideration. On 22 June 2021, Safe Work Australia members endorsed the guidelines in principle, subject to amendments to address comments from members.

National Asbestos Exposure Register

The National Asbestos Exposure Register (NAER) records details of suspected or actual asbestos exposure for anyone who knows or thinks they have been exposed, whether at work, in the home or in the community.

The register captures information about where and when potential exposure occurred and whether the individual has been diagnosed with an asbestos-related disease. The data is stored securely and can be accessed by the individual in future as a record of the exposure event.

Using the data recorded, we can report trends in potential asbestos exposure based on age, gender, location, type of exposure, frequency of exposure and where the potential exposure occurred.

However, as the NAER is voluntary, self-reported and the information recorded is based on each registrant's recollection of events, the data does not provide an accurate picture of asbestos exposures or asbestos-related disease in Australia.

Figures 2 and 3 below show trends in registrations over the past eight years. The total registrations from 1 July 2013 to 30 June 2021 is **11,852**.

The number of registrations lodged between 1 July 2020 to 30 June 2021 was 1319, indicating a continuous reduction from a peak of 1770 registrations in 2016–17.

Figure 2. National Asbestos Exposure Register registrations 1 July 2013 to 30 June 2021

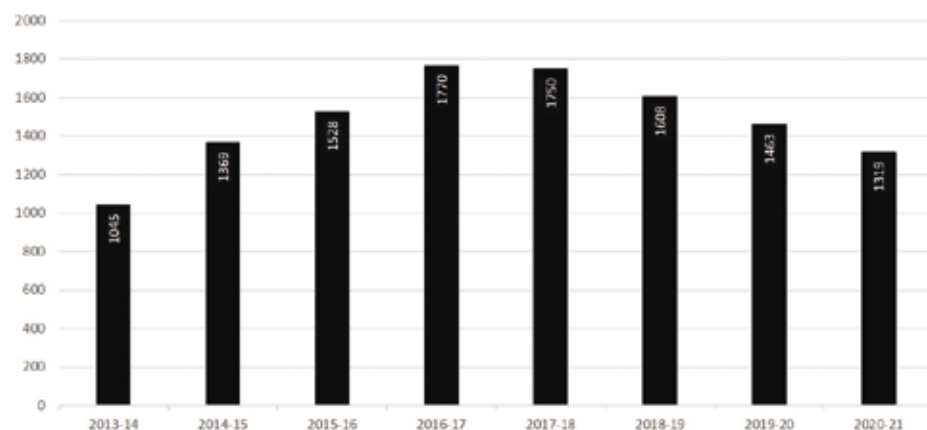
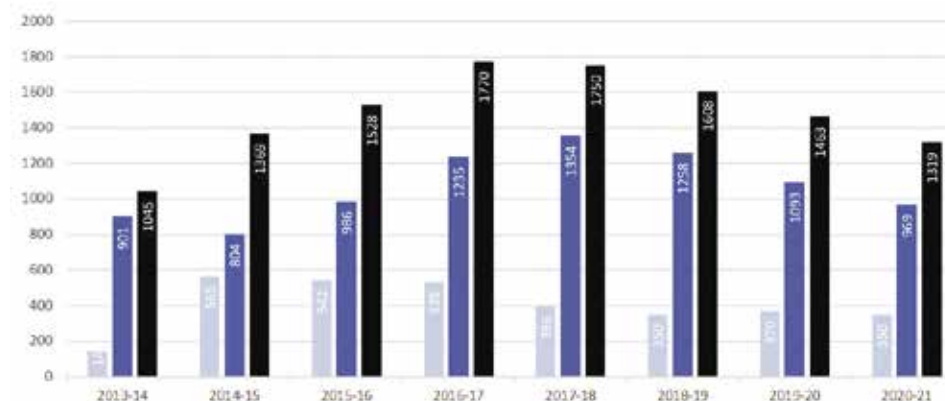


Figure 3. National Asbestos Exposure Register identifying exposure settings 1 July 2013 to 30 June 2021



National Asbestos Awareness Week 2020 activities

National Asbestos Awareness Week is held annually in the last week of November to highlight the risks of exposure to asbestos fibres and diseases that can result in the community.

In 2020, we achieved nationally consistent dates for the week across all jurisdictions and in most local government areas across Australia. The theme for 2020 was *'Asbestos lurks in more places than you'd think'* with a sub-theme *'Before you start, be aware.'* See **Figure 4** for examples of the advertising material used.

Figure 4. National Asbestos Awareness Week advertising material



An evaluation showed that the week was successful in achieving broad coverage, with over 110 different organisations (government, non-government, political and commercial) using materials from the campaign pack provided.

National Asbestos Awareness Week 2020 also saw growth in the participation of individual private businesses, accessing and using our campaign materials translating into increased traffic to our website and sustained increase in social media reach and engagement.

We will build on the successes of National Asbestos Awareness Week 2020 with a broader, more targeted campaign during National Asbestos Awareness Week 2021 between 23–28 November 2021.

Engagement of hardware chains

As part of National Asbestos Awareness Week 2020, we also targeted a total of 32 Bunnings retail hardware stores in known asbestos hot spots across several jurisdictions, sending a kit of safety brochures, posters and merchandise to each store. Due to the restrictions in place in Victoria because of the COVID-19 pandemic, we did not focus efforts there.

In 2021, we plan to refine this strategy and contact stores directly again. We will also continue to work with the head office of Bunnings.

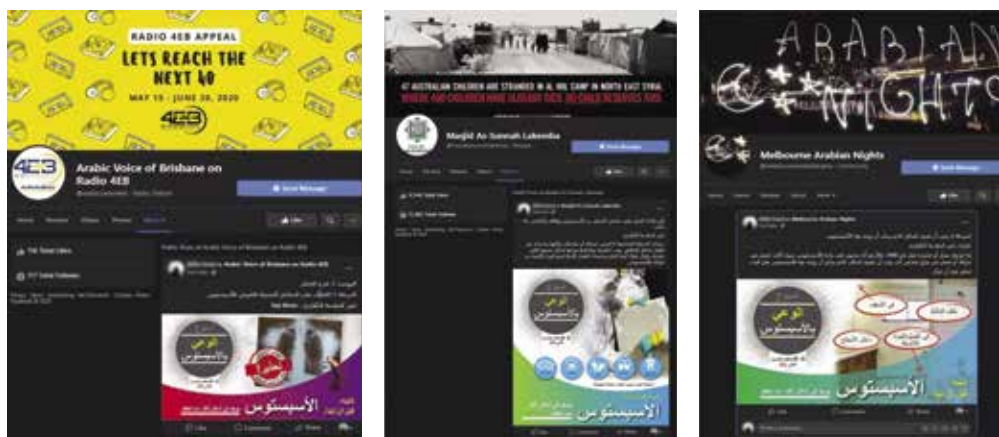
Successful delivery of a culturally and linguistically diverse pilot project to raise awareness

In the lead up to National Asbestos Awareness Week 2020, we engaged a specialist culturally and linguistically diverse media agency to deliver an awareness pilot across four language communities in Melbourne, Sydney and Brisbane. Running for over three weeks, the project focused on specific social media channels targeting culturally and linguistically diverse communities on those cities (particularly Facebook, WeChat and Weibo) to gauge extensive data from these language communities.

The pilot included translating National Asbestos Awareness Week materials into the four most prominent languages (Arabic, Chinese – Mandarin, Chinese – Cantonese and Vietnamese) in those capital cities. The potential distribution audiences across the four language groups included over 300,000 Arabic, almost 100,000 Vietnamese and approximately 450,000 combined Chinese Mandarin and Cantonese members of those communities.

Figure 5. Culturally and linguistically diverse pilot translations





We will use the outcomes of this pilot to develop a specific culturally and linguistically diverse campaign as part of future National Asbestos Awareness Week activities and ongoing, targeted campaigns where appropriate.

Refreshing our website

The curtailing of awareness engagement activities in 2020 due to COVID-19 allowed us to review and refresh the website as the main engagement avenue with the community. The key aims of the refresh were to:

- promote engagement and usability, considering what our users want and need
- clearly divide key information across the site:
 - asbestos in the home
 - asbestos in the environment
 - asbestos in the workplace
 - import and export information
- ensure that content provides credibility and clear referrals to who can help (either the agency or a third party).

The refresh allowed us to analyse where gaps in publicly available information existed and work to fill them, particularly in the residential area around do-it-yourself projects home renovation. Recognising jurisdictional and other Commonwealth agencies already focused on asbestos in the workplace (SafeWork Australia and state based SafeWork/WorkSafe) and asbestos in the environment (jurisdictional environmental protection agencies and local government), it was necessary to make web content in those areas more general.

Part of the website refresh process included commissioning three short, animated videos to provide clear, concise information to the public in an engaging and easily digestible way.

Updating public resources – asbestos awareness and safety brochures

This year our asbestos awareness and safety brochures to modernise them and ensure the information contained within them is current and relevant. Consultation with key stakeholders, industry groups as well as employer and employee associations was undertaken as a part of the review process.

New 'mobile first' responsive websites are also being created for each brochure.

At the end of 2020–21, the status of the updates were as follows:

- Construction trades – brochure and website complete and live
- Homeowners and home renovators – brochure and website complete and live
- Electricians – brochure complete and live, website
- Plumbers – brochure complete and live, website
- Fire protection trades professionals – brochure
- Automotive industry and historic vehicle enthusiasts – brochure under review
- 4320 General maintenance workers – to be commenced in 2021–22
- Restoration industry workers – to be commenced in 2021–22.

Communication activities will also be undertaken throughout 2021–22 to promote the new and refreshed brochures and websites.

Technology

Advances in technology can support and help build the evidence base for the better management of our national asbestos legacy in the built environment. Highlights include two projects in 2020–21.

Business Research and Innovation Initiative

We were one of four Commonwealth agencies selected for the 2021 Business Research and Innovation Initiative regulatory technology challenge round administered by the Department of Industry, Science, Energy and Resources. Our technology challenge was developed to draw out ideas for more efficient and effective technologies for the identification and management of asbestos containing materials, for example, ideas for apps or detection devices that can be used on site and in real-time. Work on the challenge continues in 2021–22 with several technology feasibility studies planned to commence around October 2021, and potentially up to two eligible projects for further proof of concept development over 2022. Further information is also available on the business.gov.au/BRII webpage at <https://business.gov.au/grants-and-programs/business-research-and-innovation-initiative>.

National Residential Asbestos Roofing Hotspots

In 2021, a new method in Australia to detect residential asbestos roofing through remote sensing and data analytics was trialled. The project tested a high-resolution satellite processing method for asbestos roofing used in Europe. The project then adapted and expanded this method and went on to test and validate a mixed methods approach, combining urban analytics, high-resolution satellite or aerial imagery, and machine learning to detect asbestos roofing in the residential environment by predictive modelling. **Figure 6** illustrates the method and an example of the results from one of the residential study areas. Overall, approximately 13,000 homes in around 56 sample study areas (700 km²) were estimated to have asbestos roofing, or on average around two in 100 dwellings.

The method proved to be both a time and cost-efficient way to help estimate the density and the location of remaining asbestos cement roofing in the residential environment. More areas around Australia were examined than would have been possible with the man-hours required to do on-ground assessments. More digital information and data were brought together to share with all levels of government for planning and managing legacy asbestos in residential building materials that are aging and reaching the end of their product life.

This work also has the potential to allow for tracking changes of roofing condition and volumes over time, and inform removal work for residential asbestos cement roofing, and the reduction over time of Australia's asbestos legacy. The roofing project data will feed into the overall residential asbestos heatmap project being undertaken in 2021–22.

Figure 6. Residential asbestos roofing heatmap



Future work

Awareness and behaviour change

National Asbestos Awareness Week 2021

The National Asbestos Awareness Week is an annual event and forms a core pillar of our work under Priority 1 of the Asbestos National Strategic Plan.

In 2021, we will partner with a strategic communication company to research and develop powerful new awareness materials that focus on behaviour change in two core audiences – the do-it-yourself projects renovator/repair sector of the public, and with tradespersons working in homes.

National Asbestos Awareness Week provides us with an opportunity to engage with a broader range of key stakeholders, providing them with comprehensive resources and assistance rolling these out to the community.

As part of National Asbestos Awareness Week 2021, we will be prioritising local government stakeholders, in particular local Councils in hot spots of concern – areas that research has identified as having a high rate of legacy asbestos in the residential environment. We will also work closely with the jurisdictions and non-government stakeholders including employer and employee associations.

Research projects

In the 2021–22, we will undertake research projects that measure asbestos awareness, attitudes, and behaviours in targeted cohorts of the Australian community. This survey work, combined with the results of the national residential asbestos heatmap that we are developing, will enable us to clearly focus our awareness efforts and tailor them to address information gaps and exposure asbestos risks at home and in the community.

Surveying national awareness, attitudes and behaviours

In line with Priority 1 of the Asbestos National Strategic Plan, the first project will use quantitative and qualitative research focused on do-it-yourself home renovators within the homeowners and occupiers cohort.

Using quantitative research to compare results and analyse change from the survey conducted in 2020, we will measure current home renovation/improvement behaviours and asbestos awareness and attitudes. Qualitative research will provide a deeper understanding of segments that make up this group, to gauge if there are demographic differences which impact attitude and behaviours towards asbestos safety.

We will use these findings to develop informed tailored awareness messaging and communications materials and use the most effective channels to distribute these messages.

The second project will be a roll out of a national survey to collate information on the remaining cohorts – tradespersons, workers in buildings with asbestos-containing materials and home owners and occupiers.

This will provide us with quantitative data to help measure the current levels of awareness and attitudes, following a range of awareness projects delivered by ASEA and our stakeholders. These findings will assist with measuring progress against National Target 1 of the Asbestos

National Strategic Plan and help identify the additional work required to meet this target and achieve an improvement in asbestos awareness to influence behavioural change.

National residential asbestos heatmap

We are developing a national residential asbestos heatmap as part of an evidence-based national picture that assesses the likelihood of asbestos-containing materials being present in the residential environment (National Target 9 of the Asbestos National Strategic Plan).

Currently, asbestos registers only provide information on commercial or public buildings. This project will estimate the presence of asbestos-containing materials in the residential environment, thereby filling a gap in housing information and helping ensure that the right action is taken to prevent asbestos exposure, and to facilitate safe and timely removal and disposal.

The aim of the heatmap is to provide all levels of government with meaningful information for planning and managing legacy asbestos in residential building materials that are aging and reaching the end of their product life. The heatmap will show best estimates of the likelihood of asbestos-containing materials being present or absent in the residential environment. For example, by local government area, the map will provide the likelihood of high levels of asbestos being present in the residential built environment (e.g. outdoor fence, external roof or walls, indoor walls, ceilings or flooring).

Preparations have commenced for a national residential asbestos heatmap using data-driven analytics and an artificial intelligence approach to help develop a national picture of asbestos containing materials remaining in the residential environment. In 2020–21 we compiled a first collation for the heatmap evidence-base with residential asbestos datasets, for the presence and absence of asbestos in housing, from various government agencies, industry, and academic researchers. We went out to tender for the data and technology skills required to develop a national residential asbestos heatmap to predict the presence of asbestos-containing building materials in residential properties.



Section 4

Management and Accountability

4. Management and accountability

During 2020–21 we continued to embrace new ways of working as a result of the COVID-19 pandemic. We continued to apply the *COVID SAFE: Return to the Office Plan* through the latter part of 2020 and early 2021, while providing flexible working arrangements for staff requesting to work from home under formal agreements. We continue to invest in staff development by identifying training and other opportunities which have all been transferred online, making it easier for staff to attend and complete.

We continued the review of our records management practices commenced in the 2019–20 year, greatly improving our compliance obligations relating to record keeping and significantly reducing the time involved creating, storing and retrieving documents.

As a micro agency, our corporate governance structure and processes are streamlined and include weekly meetings with all staff and the executive who oversee the risk management system and corporate compliance. Regular reporting on ASEA's risk profile is provided to the Audit Committee.

In September 2020, we published and applied a full suite of internal policies and guidelines to comply with human resources, travel, finance and accountability requirements.

Our people

During 2020–21 our organisational structure remained stable and aligned to our key function of coordinating the implementation of the Asbestos National Strategic Plan. We continue to adapt and improve our internal capabilities by adapting skills and fostering talent.

Our employees

As at 30 June 2021, 18 staff were employed, comprising fourteen ongoing and four non-ongoing. We were within our Average Staffing Level (ASL) limit as not all staff are full-time.

This is an increase in five ASL since 30 June 2020 as a result of an increase to appropriations and ASL announced in the 2021 Budget, with a number of those staff commencing after this announcement.

Agency staff numbers as at 30 June 2021			Employment status			
Classification	Male	Female	Ongoing full-time	Ongoing part-time	Non-ongoing full-time	Non-ongoing part-time
EL2	2	2	3	-	-	1
EL1	-	7	3	2	-	2
APS6	1	5	3	2	-	1
APS5	-	1	-	1	-	-
APS4	-	-	-	-	-	-
Total	3	15	9	5	-	4

ASEA supports part-time and flexible working arrangements with 50 per cent of staff working part-time. There are no employees who identify as Indigenous Australians.

Statistics on gender

Female representation at ASEA is 83 per cent, which is higher than the Australian Public Service as a whole.

Location

ASEA has offices in three locations – Sydney, Canberra and Brisbane. As at 30 June 2021, eight staff were located at its New South Wales office at 280 Elizabeth Street, Sydney with three staff members in Queensland and seven 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 does 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 on a full-time basis on 19 November 2018 for a period of five years, and is the accountable authority.

The chair of ASEC, Mr John Williams, was appointed on a part-time basis on 17 April 2020 for a period of three years.

		Short term benefits			Post-employment benefits	Other long term benefits		Termination benefits	Total remuneration
Name	Position title	Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits		
Justine Ross	Chief Executive Officer	267,932	-	-	42,721	6,746	-	-	317,399

		Period as the accountable authority or member within the reporting period	
Name	Position title/position held	Date of commencement	Date of cessation
Justine Ross	Chief Executive Officer	1 July 2020	30 June 2021

Employee remuneration

As at 30 June 2021, 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 14 February 2019 under subsection 24(1) of the Public Service Act 1999.

	Minimum salary	Maximum salary
SES 3	-	-
SES 2	-	-
SES 1	-	-
EL 2	124,368.00	149,287.00
EL 1	105,687.00	116,806.00
APS 6	85,947.00	94,513.00
APS 5	76,451.00	81,733.00
APS 4	69,242.00	74,052.00
APS 3	63,242.00	66,301.00
APS 2	57,000.00	60,739.00
APS 1	48,530.00	53,061.00
Other	29,118.00	44,163.00
Minimum/maximum range	29,118.00	149,287.00

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.

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

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 2020–21 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. We have 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
- Aboriginal 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 in 2020–21 by reinforcing the Australian Public Service values and code of conduct.

Our induction programs highlighted the importance of the 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 Australian Public Service employer.

During the 2020–21 reporting period, there were no formal cases involving alleged breaches of the values or the 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 Australian Public Service 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 was 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.

The National Disability Strategy was set to expire in 2020 and be replaced with a new strategy to take us into the next decade. On 4 December 2020, Disability Ministers from across Australia issued a Statement of Continued Commitment to the National Disability Strategy until a new National Disability Strategy is finalised.

Internal accountability

To ensure internal conformance and accountability, we have in place:

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

Audit committee

ASEA's chief executive officer has established an audit committee. The audit committee's charter determines its functions consistent with the PGPA Act and PGPA Rule.

The functions of the audit committee are to review the appropriateness of our:

- financial reporting
- performance reporting
- system of risk oversight and management
- system of internal control.

Information about our audit committee, members, meeting attendance and Charter can be found on our website at www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency/access-information/audit-committee

Member name and qualifications, knowledge, skills or experience	Number of meetings attended / total number of meetings	Total annual remuneration (GST inc.)	Additional information
STONE, Joanna (chair) Ms Stone is currently the Chief Operating Officer for the Australian Financial Security Authority. Joanna has formal finance qualifications with substantial public and private sector management experience and extensive experience across several audit committees as member and chair.	3 of 3	\$0	N/A
RAJKOVIC, Peta Ms Rajkovic is a Certified Practising Accountant and holds a Bachelor of Commerce degree. Peta serves as an independent member. Peta's career includes 18 years' corporate and financial management experience across various portfolios in the Australian Public Service, 15 of which were at the Executive level.	1 of 3	\$0	N/A
COLLINS, Julia Ms Collins has over 20 years' experience in work health and safety policy and regulation, having held senior leadership positions in both the public and private sector. Julia's qualifications include a master's degree in Public Administration and a Graduate Diploma in Safety Science.	2 of 3	\$0	N/A
MILLER, Peta Dr Miller is a senior human factor professional with over 40 years of experience within the public and private sectors developing and implementing strategic work health and safety policy and practice and research translation. Peta has extensive knowledge of the Australian work health and safety legislative framework and related national and jurisdictional policy development processes.	1 of 3	\$0	Peta Miller commenced as an Audit Committee member on 17 June 2021
MILLER, Nick Mr Miller recently retired following over 30 years in the Australian Public Service with roles across a number of portfolios including Director and Chief Financial Officer at ASEA and Director of Business Management and Communications at the National Industrial Chemicals Notification and Assessment Scheme.	1 of 3	\$0	Nick Miller commenced as an Audit Committee member on 17 June 2021

External scrutiny

External audit

The Australian National Audit Office provides our external audit services. The outcome of the 2020–21 financial statements audit is in Part 5 of this report. We were not subject to any other Australian National Audit Office audits during 2020–21.

No capability reviews were conducted during 2020–21.

Judicial decisions and decisions of administrative tribunals

No judicial or tribunal decisions that could have a significant impact on agency operations were made during 2020–21 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 2020–21 or are pending.

Significant issues relating to non-compliance with the finance law

ASEA had no significant issues to report to its minister in relation to non-compliance with the finance law during 2020–21.

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.

Our five-year Fraud Control Plan covers the life of the Asbestos National Strategic Plan. It is designed to communicate clearly to staff and contractors the requirements under the PGPA Act. It is a living document and will be updated as necessary during this period. We will ensure that serious non-compliance and fraud is dealt with promptly and effectively, a register of incidents is maintained, and that training opportunities in fraud awareness will be identified and offered to staff.

Freedom of Information

We are covered by the *Freedom of Information Act 1982* (Cth) (FOI Act) and are required to publish information to the public as part of the Information Publication Scheme. 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 Information Publication Scheme requirements. ASEA's current publication scheme information can be found at www.asbestossafety.gov.au/research-publications.

ASEA received no requests under the FOI Act in 2020–21.

No applications to the Office of the Australian Information Commissioner or the Administrative Appeals Tribunal were made in 2020–21 with respect to any decision made by us under the FOI Act.

Asset management, purchasing and grants

Asset management

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

Our stocktake of fixed and intangible assets in 2020–21 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 2020–21 can be found in our financial statements in Part 5 of this report.

Purchasing

During 2020–21, procurement and purchasing activities (with the exception of any instance reported in its Certificate of Compliance) 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 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 2020–21 contained an Australian National Audit Office '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 2020–21.

Small business

We support small and medium enterprises 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 small and medium enterprises would be familiar with.

ASEA supports small business participation in the Commonwealth Government procurement market. Small and medium enterprises and small enterprise participation statistics are available on the Department of Finance's website.

Grants

No grants awarded by ASEA during 2020–21.

Consultants

Due to our size, 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 2020–21, four new consultancy contracts were entered into involving total actual expenditure of \$402,594.70 (inclusive of GST). In addition, five ongoing consultancy contracts were active during the period, involving total actual expenditure of \$160,338.75 (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

As required under section 311A of the *Commonwealth Electoral Act 1918*, particulars of payments made by the agency during 2020–21 over a certain amount for advertising must be reported.


There was nil expenditure by ASEA during 2020–21.

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 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.

A photograph of a dilapidated room, likely a basement or storage area. The walls are covered in peeling paint and graffiti. A large, dark pillar stands on the left. The floor is made of large, light-colored tiles, some of which are missing or damaged. A white plastic bag and a black plastic bag are on the floor. A window in the background is covered with a white plastic sheet. A small, round, woven basket hangs from the ceiling.

Section 5

Our Financial Performance

5. Our financial performance

Financial overview

At the end of 2020-2021 financial year we posted a comprehensive loss of \$60,000. Removing depreciation (\$43,000) and the cash impact of applying AASB 16 *Leases* (\$7,000) we had a \$10,000 net cash operating overspend (note 3.2A of the financial statements refer).

The annual appropriation allocation to ASEA for the 2020-21 year was again one of the lowest since its establishment in 2013. However, additional measures announced in the May 2021 Budget will see increases to appropriations and ASL over the forward estimates.

ASEA did not have any significant changes in the financial results during or after the current reporting period. For the previous reporting period a restatement was made retrospectively applying AASB Interpretation 132 *Intangible Assets – Web Site Costs* which requires that only revenue generating websites may be capitalised (the Overview note in the financial statements refer).

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 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 2021:

- (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 2021 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 as at 30 June 2021 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 (including Independence Standards)* (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.

GPO Box 707 CANBERRA ACT 2601
38 Sydney Avenue FORREST ACT 2603
Phone (02) 6203 7300 Fax (02) 6203 7777

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

17 September 2021

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 2021 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

16 September 2021



Signed.....
Shane McArdle
Chief Financial Officer

16 September 2021

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Asbestos Safety and Eradication Agency
Statement of Comprehensive Income
for the period ended 30 June 2021

		2021	2020	Original Budget
	Notes	\$'000	\$'000	\$'000
NET COST OF SERVICES				
Expenses				
Employee Benefits	1.1A	1,790	1,892	1,845
Suppliers	1.1B	1,288	1,493	1,406
Depreciation and amortisation	2.2A	349	322	249
Finance Costs		6	3	-
Impairment Loss Allowance on Financial Instruments		-	3	-
Write-Down and Impairment of Assets		7	-	-
Total expenses		3,440	3,713	3,500
Own-Source Income				
Own-source revenue				
Revenue from contracts with customers	1.2A	-	173	-
Other Revenue	1.2B	60	60	73
Total own-source revenue		60	233	73
Gains				
Property Related Gain		1	-	-
Total gains		1	-	-
Total own-source income		61	233	73
Net cost of services		(3,379)	(3,480)	(3,427)
Revenue from Government - Departmental annual appropriation				
		3,319	3,313	3,319
Total Comprehensive loss		(60)	(167)	(108)

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

Budget Variances Commentary

Statement of Comprehensive Income

Variances are reported on the basis of professional judgement.

1. Employee benefits - the slight variance of -3% (-\$55k) reflects the lag between staff departures and the onboarding of new staff.
2. Suppliers - the variance of -8% (-\$117k) is due to accommodation costs being reflected in the depreciation line item as the arrangements for work points was determined to be a lease under AASB 16 and recognised as a right of use asset. The budget was in suppliers.
3. Depreciation and amortisation - the variance of 40% (\$100k) is due to the recognition of a right of use asset for office space as mentioned in comment 2.
4. Other Revenue - the variance of -18% (-\$13k) is due to the reduced resources received free of charge from the ANAO for audit services without the budget being adjusted accordingly.

Asbestos Safety and Eradication Agency
Statement of Financial Position
as at 30 June 2021

		2021	2020	Original Budget
	Notes	\$'000	\$'000	\$'000
ASSETS				
Financial assets				
Cash and Cash Equivalents	2.1A	95	195	195
Trade and Other Receivables	2.1B	4,218	3,746	3,630
Total financial assets		4,313	3,941	3,825
Non-financial assets				
Buildings	2.2A	325	137	-
Leasehold improvements	2.2A	-	8	-
Plant and equipment	2.2A	42	84	77
Prepayments		8	11	11
Total non-financial assets		375	240	271
Total assets		4,688	4,181	4,096
LIABILITIES				
Payables				
Suppliers		210	67	67
Other Payables	2.3A	44	29	29
Total payables		254	96	96
Interest bearing liabilities				
Leases	2.4A	336	141	-
Total interest bearing liabilities		336	141	-
Provisions				
Employee Provisions	4.1A	541	385	385
Total provisions		541	385	385
Total liabilities		1,131	622	481
Net assets		3,557	3,559	3,615
EQUITY				
Contributed equity		454	396	454
Retained surplus		3,103	3,163	3,161
Total equity		3,557	3,559	3,615

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

The Right of Use asset relating to the property lease is included in Buildings.

Budget Variances Commentary

Statement of Financial Position

Variances are reported on the basis of professional judgement.

1. Financial assets - Cash and cash equivalents budget was higher than actual by 51% (\$100k) as the budget defaulted in the Central Budget Management System to be the closing balance figures of 2020. This unusual event was due to the pandemic which delayed the budget until October 2020 rather than May. ASEA did not make adjustments to this default position.
2. Financial assets - The variance in Other receivables of 16% (\$588k) is predominantly due to the Appropriation Receivable budget being understated but also affected by new staff whose leave entitlements have transferred from other APS agencies.
3. Non-financial assets - The variance of 38% (\$103k) is a mainly due to accommodation costs being capitalised and the removal of the intangibles as mentioned in the Overview note. There was also delayed investment in plant and equipment due to supply interruption as a result of the pandemic.
4. Payables - Supplier payables were higher than expected by 213% (\$143k) due to the pay cycle run occurring in the subsequent financial year. This also partly accounts for the higher than planned Appropriation Receivable balance.
5. Payables - Other payables variance of 53% (\$15k) reflects the difference in the number of accrued days of salaries and superannuation between 2021 and 2020 as a consequence of the budget timing mentioned in comment 1.
6. Interest bearing liabilities - Leases, this variance of \$336k is a result of unplanned capitalisation of accommodation costs.
7. Provisions - The variance of 40% (\$156k) is a result of ASEA recruiting staff with large leave entitlement balances from other APS agencies.

Asbestos Safety and Eradication Agency

Statement of Changes in Equity

for the period ended 30 June 2021

	2021	2020	Original Budget
	\$'000	\$'000	\$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	396	337	396
Adjusted opening balance	396	337	396
Transactions with owners			
Contributions by owners			
Departmental capital budget	58	59	58
Total transactions with owners	58	59	58
Closing balance as at 30 June	454	396	454
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	3,163	3,303	3,269
Adjustment on initial application of AASB 16	-	27	-
Adjusted opening balance	3,163	3,330	3,269
Comprehensive income			
Deficit for the period	(60)	(167)	(108)
Total comprehensive income	(60)	(167)	(108)
Closing balance as at 30 June	3,103	3,163	3,161
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	3,559	3,640	3,665
Adjustment for changes in accounting policies	-	27	-
Adjusted opening balance	3,559	3,667	3,665
Comprehensive income			
Deficit for the period	(60)	(167)	(108)
Total comprehensive income	(60)	(167)	(108)
Transactions with owners			
Contributions by owners			
Departmental capital budget	58	59	58
Total transactions with owners	58	59	58
Closing balance as at 30 June	3,557	3,559	3,615

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 reported on the basis of professional judgement.

1. Opening balances carried forward for retained earnings variance of \$106k relates to the restatement of capitalised website costs as an expense.

Asbestos Safety and Eradication Agency

Cash Flow Statement

for the period ended 30 June 2021

	2021	2020	Budget
Notes	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	2,831	3,550	3,435
Sale of goods and rendering of services	-	190	-
Net GST received	93	106	-
Other	139	44	-
Total cash received	3,063	3,890	3,435
Cash used			
Employees	1,772	1,834	1,845
Suppliers	1,204	1,687	1,333
Borrowing costs	6	3	-
Total cash used	2,982	3,524	3,178
Net cash from operating activities	81	366	257
INVESTING ACTIVITIES			
Cash used			
Purchase of property, plant and equipment and intangibles	-	45	174
Total cash used	-	45	174
Net cash used by investing activities	-	(45)	(174)
FINANCING ACTIVITIES			
Cash received			
Departmental Capital Budget	118	59	58
Total cash received	118	59	58
Cash used			
Principal payments of lease liabilities	299	270	141
Total cash used	299	270	141
Net cash used by financing activities	(181)	(211)	(83)
Net increase/(decrease) in cash held	(100)	110	-
Cash and cash equivalents at the beginning of the reporting period	195	85	195
Cash and cash equivalents at the end of the reporting period	95	195	195

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

Budget Variances Commentary

Cash Flow Statement for not-for-profit Reporting Entities

Variances are reported on the basis of professional judgement.

1. Operating activities - Cash received: the variance of -811% (-\$372k) is predominantly due to the Appropriation Receivable budget being overstated as mentioned in the balance sheet commentary.
2. Operating activities - Cash used: Suppliers variance of -10% (-\$129k) mainly is a result of recognising the right of use asset on leases which moved those cash flows down into the Financing Activities line (see comment 5).
3. Investing activities - Cash used: the variance of -100% (-\$174k) is due to delayed investment in additional computer equipment and the guidance to expense website costs as mentioned in the Overview note.
4. Financing Activities - Cash received: the variance of 103% (\$60k) is due to a timing difference in capital funds drawn down that related to the prior years software investments.
5. Financing Activities - Cash used: the variance of 112% (\$158k) is a result of unplanned capitalisation of accommodation costs offset by having the last month of rent on the Sydney lease waived.

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

Adoption of New Australian Accounting Standard Requirements

No accounting standard has been adopted earlier than the application date as stated in the standard.

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 entity's financial statements.

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

Comparative Figures Amendment for 2020 Financial Year

During 2020 the agency capitalised the development of its business portal (website) and carried it as a work in progress until completion in August 2020. It was subsequently brought to ASEA's attention that AASB Interpretation 132 requires that website costs can only be capitalised in the circumstance where a direct revenue is generated for the entity and adjusted accordingly.

The agency has restated the following line items as detailed in the table below.

Financial Statement	Line item	Original \$'000	Adjustment \$'000	Restated \$'000
Statement of Comprehensive Income	Expenses - suppliers	1,387	106	1,493
Statement of Financial Position	Non-financial assets	346	(106)	240
Cash Flow Statement	Investing activities - cash used	151	(106)	45
	Operating activities - cash used	1,581	106	1,687
Statement of Changes in Equity	Deficit for the period	(61)	(106)	(167)

Events After the Reporting Period

There have been no events subsequent to 30 June 2021 that have the potential to significantly affect the ongoing structure and financial activities of the agency.

Impact of COVID-19

In preparing ASEA's financial statements, the impacts of COVID-19 have been considered in the assumptions and estimates used in impairment testing of financial and non-financial assets, fair value measurements and other areas of the financial statements such as the recognition of provisions. Although there have been events and conditions related to COVID-19 that have impacted ASEA, they do not culminate in material uncertainty about ASEA's ability to continue as a going concern. ASEA will continue to monitor this assessment as changes occur in its operating environment.

Asbestos Safety and Eradication Agency

Financial Performance

This section analyses the financial performance of Asbestos Safety and Eradication Agency for the year ended 2021

1.1 Expenses

	2021	2020
	\$'000	\$'000
1.1A: Employee Benefits		
Wages and salaries	1,394	1,442
Superannuation		
Defined contribution plans	153	152
Defined benefit plans	85	93
Leave and other entitlements	158	205
Total employee benefits	1,790	1,892

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

Accommodation hosting	-	104
Contractors	34	200
Consultants	511	172
Conferences	-	309
Travel	29	115
Marketing	109	77
Services Provided Free of Charge	60	60
Shared Services Centre charges	253	308
Printing/recruitment/training and Other administrative costs	286	141
Total goods and services supplied or rendered	1,282	1,486

Goods supplied	21	80
Services rendered	1,261	1,406
Total goods and services supplied or rendered	1,282	1,486

Other suppliers

Workers compensation expenses	6	7
Total other suppliers	6	7
Total suppliers	1,288	1,493

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

	2021	2020
	\$'000	\$'000

Own-Source Revenue

1.2A: Revenue from contracts with customers

Rendering of services	-	173
Total revenue from contracts with customers	-	173

Disaggregation of revenue from contracts with customers

Annual conference registrations fees	-	108
Annual conference sponsorships and trade stall holders	-	65
Total annual conference revenue	-	173

Accounting Policy

ASEA hosted a conference in Perth in November 2019 to which attendees paid a registration fee and the agency received some sponsorship support.

The price of the service provided was fixed and there was no non-cash consideration component. The revenue was recognised at the point of the conference completion. A conference was not held in 2020-21.

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	60	60
Total other revenue	60	60

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.

Asbestos Safety and Eradication Agency

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

	2021 \$'000	2020 \$'000
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2.1A: Cash and Cash Equivalents

Cash on hand or on deposit	95	195
Total cash and cash equivalents	95	195

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.

2.1B: Trade and Other Receivables

Goods and services receivables		
Goods and services	125	83
Total goods and services receivables	125	83

Appropriations receivables

Appropriation receivable	4,068	3,640
Total appropriations receivables	4,068	3,640

Other receivables

GST receivable from the Australian Taxation Office	25	23
Total other receivables	25	23
Total trade and other receivables (gross)	4,218	3,746
Total trade and other receivables (net)	4,218	3,746

Credit terms for goods and services were within 30 days (2020: 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.

Asbestos Safety and Eradication Agency

2.2 Non-Financial Assets

2.2A: Reconciliation of the Opening and Closing Balances of Property, Plant and Equipment and Intangibles

	Buildings \$'000	Leasehold improvements \$'000	Plant and equipment \$'000	Total \$'000
As at 1 July 2020				
Gross book value	411	74	167	652
Accumulated depreciation, amortisation and impairment	(274)	(66)	(83)	(423)
Total as at 1 July 2020	137	8	84	229
Additions				
Right of use asset	517	-	-	517
Depreciation and amortisation	(306)	(8)	(35)	(349)
Write down and impairment	(23)	-	(7)	(30)
Total as at 30 June 2021	325	-	42	367
Total as at 30 June 2021 represented by				
Gross book value	517	-	129	646
Accumulated depreciation, amortisation and impairment	(192)	-	(87)	(279)
Total as at 30 June 2021	325	-	42	367

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

Property, plant and equipment and intangibles 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 mostly less than 3 years old and internally assessed as still fit for purpose.

Asbestos Safety and Eradication Agency

2.3 Payables

	2021	2020
	\$'000	\$'000
2.3A: Other Payables		
Salaries and wages	38	25
Superannuation	6	4
Total other payables	44	29

2.4 Interest Bearing Liabilities

	2021	2020
	\$'000	\$'000
2.4A: Leases		
Finance Leases	336	141
Total leases	336	141

Total cash outflow for leases for the year ended 30 June 2021 was \$304,415 (2020: \$273,219).

Accounting Policy

Refer to Overview section for the accounting policy on leases.

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).

Lease Right of Use (ROU) Assets

Leased ROU assets are capitalised at the commencement date of the lease and comprise of the initial lease liability amount, initial direct costs incurred when entering into the lease less any lease incentives received. These assets are accounted for by Commonwealth lessees as separate asset classes to corresponding assets owned outright, but included in the same column as where the corresponding underlying assets would be presented if they were owned.

On initial adoption of AASB 16 the ASEA has adjusted the ROU assets at the date of initial application by the amount of any provision for onerous leases recognised immediately before the date of initial application. Following initial application, an impairment review is undertaken for any right of use lease asset that shows indicators of impairment and an impairment loss is recognised against any right of use lease asset that is impaired. Lease ROU assets continue to be measured at cost after initial recognition in Commonwealth agency, GGS and Whole of Government financial statements.

Revaluations

Following initial recognition at cost, property, plant and equipment (excluding ROU assets) are carried at fair value. 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	2021	2020
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

The depreciation rates for ROU assets are based on the commencement date to the earlier of the end of the useful life of the ROU asset or the end of the lease term.

Impairment

All assets were assessed for impairment at 30 June 2021. 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.

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 2021

	Annual Appropriation \$'000	Adjustments to appropriation ³ \$'000	Total appropriation \$'000	Appropriation applied in 2021 (current and prior years) \$'000	Variance ¹ \$'000
Departmental					
Ordinary annual services	3,319	139	3,458	2,973	485
Capital Budget ²	58	-	58	118	(60)
Total departmental	3,377	139	3,516	3,091	425

- The variance in the Departmental ordinary annual services reflects the reduced business activity due to the pandemic.
- 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.
- Adjustments to Appropriations relate to S74 Receipts for leave liabilities for staff transferring into ASEA.

Annual Appropriations for 2020

	Annual Appropriation \$'000	Adjustments to appropriation ² \$'000	Total appropriation \$'000	Appropriation applied in 2020 (current and prior years) \$'000	Variance ¹ \$'000
Departmental					
Ordinary annual services	3,313	233	3,546	3,761	(215)
Capital Budget ³	59	-	59	59	(0)
Total departmental	3,372	233	3,605	3,820	(215)

- The variance in the Departmental ordinary annual services relates to prior year supplier payables settled in the current financial year.
- 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.
- Adjustments to Appropriations relate to S74 Receipts for leave liabilities for staff transferring into ASEA.

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

	2021 \$'000	2020 \$'000
Departmental		
Appropriation Act (No. 1) - Departmental Capital Budget (DCB) 2018-19	-	59
Appropriation Act (No. 1) - Operating 2018-19	-	404
Supply Act (No. 1) - Departmental Capital Budget (DCB) 2019-20	-	25
Supply Act (No. 1) - Operating 2019-20	-	1,381
Appropriation Act (No. 1) - Departmental Capital Budget (DCB) 2019-20	-	34
Appropriation Act (No. 1) - Operating 2019-20	691	1,932
Supply Act (No. 1) - Operating 2020-21	1,937	-
Appropriation Act (No. 1) - Operating 2020-21 ¹ .	1,477	-
Supply Act (No. 1) - Departmental Capital Budget (DCB) 2020-21	34	-
Appropriation Act (No. 1) - Departmental Capital Budget (DCB) 2020-21	24	-
Total departmental	4,163	3,835

- This amount includes cash at bank which is appropriation drawn down but unspent as at 30 June 2021.

Asbestos Safety and Eradication Agency

3.2A: Net Cash Appropriation Arrangements

	2021 \$'000	2020 \$'000
Total comprehensive (loss) - as per the Statement of Comprehensive Income	(60)	(167)
<i>Plus</i> : depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	43	48
<i>Plus</i> : depreciation of right-of-use assets ²	306	274
<i>Less</i> : lease principal repayments ²	(299)	(270)
Net Cash Operating Surplus/ (Deficit)	(10)	(115)

1. From 2010-11, the Government introduced net cash appropriation arrangements where revenue appropriations for depreciation/amortisation expenses of non-corporate Commonwealth entities and selected corporate Commonwealth entities were replaced with a separate capital budget provided through equity injections. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.

2. The inclusion of depreciation/amortisation expenses related to ROU leased assets and the lease liability principal repayment amount reflects the impact of AASB 16 Leases, which does not directly reflect a change in appropriation arrangements.

Asbestos Safety and Eradication Agency

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

	2021 \$'000	2020 \$'000
4.1A: Employee Provisions		
Leave	541	385
Total employee provisions	541	385

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. ASEA has determined the key management personnel to be the Chief Executive. Key management personnel remuneration is reported in the table below:

	2021 \$'000	2020 \$'000
Short-term employee benefits	268	269
Post-employment benefits	43	43
Other long-term employee benefits	7	10
Total key management personnel remuneration expenses¹	318	322

The total number of key management personnel that are included in the above table is 1 individual (2020: 1).

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 ASEA.

Asbestos Safety and Eradication Agency

4.3 Related Party Disclosures

Related party relationships:

ASEA is a 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 ASEA, it has been determined that the related party transactions to be separately disclosed in the 2020-21 Financial year are \$0 (2020: \$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

ASEA does not have any quantifiable or non-quantifiable contingent liabilities or contingent assets as at 30 June 2021 (2020: \$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.

5.2 Financial Instruments

	2021	2020
	\$'000	\$'000

5.2A: Categories of Financial Instruments

Financial assets at amortised cost

Cash and cash equivalents	95	195
Trade and other receivables	125	83
Total financial assets at amortised cost	220	278
Total financial assets	220	278

Financial Liabilities

Financial liabilities measured at amortised cost

Trade creditors and accruals	210	67
Total financial liabilities measured at amortised cost	210	67
Total financial liabilities	210	67

5.2B: Net gains or losses on financial assets

Financial assets at amortised cost

Impairment	-	(3)
Net losses on financial assets at amortised cost	-	(3)

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:

- financial assets at fair value through profit or loss;
- financial assets at fair value through other comprehensive income; and
- 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:

- the financial asset is held in order to collect the contractual cash flows; and
- 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.

	2021 \$'000	2020 \$'000
5.3A: Fair Value Measurement		
Non-financial assets		
Leasehold improvements	-	8
Plant and equipment	42	84
Total Non-financial assets	42	92

ASEA 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. ASEA 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 Current/non-current distinction for assets and liabilities

6.1A: Current/non-current distinction for assets and liabilities

	2021 \$'000	2020 \$'000
Assets expected to be recovered in:		
No more than 12 months		
Cash and Cash Equivalents	95	195
Trade and Other Receivables	4,218	3,746
Buildings	230	-
Plant and equipment	3	-
Prepayments	8	11
Total no more than 12 months	4,554	3,952
More than 12 months		
Buildings	95	137
Leasehold improvements	-	8
Plant and equipment	39	84
Total more than 12 months	134	229
Total assets	4,688	4,181
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	210	67
Other Payables	44	29
Leases	235	141
Employee Provisions	193	134
Total no more than 12 months	682	371
More than 12 months		
Leases	101	-
Employee Provisions	348	251
Total more than 12 months	449	251
Total liabilities	1,131	622



Section 6

References and Index

6. References and Index

Glossary of abbreviations and acronyms

AAC	Asbestos Awareness Committee
AC	Asbestos Cement
AI	Artificial Intelligence
ACM	Asbestos-containing materials
agency	Asbestos Safety and Eradication Agency
ANAO	Australian National Audit Office
Asbestos National Strategic Plan	National Strategic Plan for Asbestos Awareness and Management 2019–2023
APS	Australian Public Service
APSC	Australian Public Service Commission
ARD	Asbestos-related disease
ASEA	Asbestos Safety and Eradication Agency
ASEA Act	<i>Asbestos Safety and Eradication Agency Act 2013</i>
ASEC	Asbestos Safety and Eradication Council
ASGN	Asbestos Support Group Network
ASL	Average Staffing Level
BRII	Business Research and Innovation Initiative
CALD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
COAG	Council of Australian Governments
Council	Asbestos Safety and Eradication Council
DIY	Do-it-yourself (renovators/renovations)
DISER	Department of Industry, Science, Energy and Resources
EL	Executive Level
EPA	Environmental Protection Agency

Finance law	For the purpose of the PGPA Act, finance law comprises: <ul style="list-style-type: none">• 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
MRC	Management and Removal Committee
Minister	Attorney-General and Minister for Industrial Relations (unless otherwise stated)
NAAW	National Asbestos Awareness Week
NAER	National Asbestos Exposure Register
PBS	Portfolio Budget Statement
PGARD	Parliamentary Group for Asbestos Related Disease
PGPA Act	<i>Public Governance, Performance and Accountability Act 2013</i>
PGPA Rule	Public Governance and Accountability Rule 2014
REC	Research and Evaluation Committee
SES	Senior Executive Service
SME	Small and Medium Enterprises
WHO	World Health Organization
WHS	Workplace Health and Safety
WPWG	Water Pipes Working Group

List of requirements

PGPA Rule Reference	Description	Requirement	Page number
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	V
17AD(h)	Aids to access		
17AJ(a)	Table of contents.	Mandatory	VII
17AJ(b)	Alphabetical index.	Mandatory	89
17AJ(c)	Glossary of abbreviations and acronyms.	Mandatory	78
17AJ(d)	List of requirements.	Mandatory	80
17AJ(e)	Details of contact officer.	Mandatory	IV
17AJ(f)	Entity's website address.	Mandatory	IV
17AJ(g)	Electronic address of report.	Mandatory	IV
17AD(a)	Review by accountable authority		
17AD(a)	A review by the accountable authority of the entity.	Mandatory	10
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	A description of the role and functions of the entity.	Mandatory	11
17AE(1)(a)(ii)	A description of the organisational structure of the entity.	Mandatory	12
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity.	Mandatory	19
17AE(1)(a)(iv)	A description of the purposes of the entity as included in corporate plan.	Mandatory	18
17AE(1)(aa)(i)	Name of the accountable authority or each member of the accountable authority	Mandatory	40
17AE(1)(aa)(ii)	Position title of the accountable authority or each member of the accountable authority	Mandatory	40

PGPA Rule Reference	Description	Requirement	Page number
17AE(1)(aa)(iii)	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory	40
17AE(1)(b)	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory	NA
17AE(2)	Where the outcomes and programs administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change.	If applicable, mandatory	NA
17AD(c)	Report on the Performance of the entity		
	<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	18
17AD(c)(ii)	Report on Financial Performance		
17AF(1)(a)	A discussion and analysis of the entity's financial performance.	Mandatory	50
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	54
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	NA

PGPA Rule Reference	Description	Requirement	Page number
17AD(d)	Management and Accountability		
	Corporate Governance		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	45
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	V
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	V
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	V
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	38
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	NA
	Audit Committee		
17AG(2A)(a)	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory	43
17AG(2A)(b)	The name of each member of the entity's audit committee.	Mandatory	44
17AG(2A)(c)	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory	44
17AG(2A)(d)	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory	44
17AG(2A)(e)	The remuneration of each member of the entity's audit committee.	Mandatory	44
	External Scrutiny		

PGPA Rule Reference	Description	Requirement	Page number
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	45
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	NA
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	NA
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, mandatory	NA
	Management of Human Resources		
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	38
17AG(4)(aa)	Statistics on the entity's employees on an ongoing and non ongoing basis, including the following: (a) statistics on full time employees; (b) statistics on part time employees; (c) statistics on gender (d) statistics on staff location	Mandatory	39
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and non ongoing basis; including the following: • Statistics on staffing classification level; • Statistics on full time employees; • Statistics on full time employees; • Statistics on part time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous.	Mandatory	39

PGPA Rule Reference	Description	Requirement	Page number
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	41
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	40
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	40
17AG(4)(c)(iii)	A description of non salary benefits provided to employees.	Mandatory	41
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, mandatory	NA
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, mandatory	NA
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, mandatory	NA
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, mandatory	NA
Assets Management			
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory	NA
Purchasing			
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory	46
Reportable consultancy contracts			

PGPA Rule Reference	Description	Requirement	Page number
17AG(7)(a)	A summary statement detailing the number of new reportable consultancy contracts entered into during the period; the total actual expenditure on all such contracts (inclusive of GST); the number of ongoing reportable consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	47
17AG(7)(b)	A statement that “ <i>During [reporting period], [specified number] new reportable consultancy contracts were entered into involving total actual expenditure of \$[specified million]. In addition, [specified number] ongoing reportable consultancy contracts were active during the period, involving total actual expenditure of \$[specified million].</i> ”.	Mandatory	47
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	47
17AG(7)(d)	A statement that “ <i>Annual reports contain information about actual expenditure on reportable consultancy contracts. Information on the value of reportable consultancy contracts is available on the AusTender website.</i> ”.	Mandatory	47
Reportable non-consultancy contracts			
17AG(7A)(a)	A summary statement detailing the number of new reportable non-consultancy contracts entered into during the period; the total actual expenditure on such contracts (inclusive of GST); the number of ongoing reportable non-consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting period on those ongoing contracts (inclusive of GST).	Mandatory	NA

PGPA Rule Reference	Description	Requirement	Page number
17AG(7A)(b)	A statement that “ <i>Annual reports contain information about actual expenditure on reportable non-consultancy contracts. Information on the value of reportable non-consultancy contracts is available on the AusTender website.</i> ”	Mandatory	NA
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		
17AGA	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory	47
Australian National Audit Office Access Clauses			
17AG(8)	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, mandatory	NA
Exempt contracts			
17AG(9)	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, mandatory	NA
Small business			

PGPA Rule Reference	Description	Requirement	Page number
17AG(10)(a)	A statement that “[<i>Name of entity</i>] 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	46
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	46
17AG(10)(c)	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that “[<i>Name of entity</i>] 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	NA
Financial Statements			
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	53
Executive Remuneration			
17AD(da)	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2 3 of the Rule.	Mandatory	40
17AD(f) Other Mandatory Information			
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	NA

PGPA Rule Reference	Description	Requirement	Page number
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, mandatory	47
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	NA
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	42
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	45
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	NA
17AH(2)	Information required by other legislation	Mandatory	41, 45, 47

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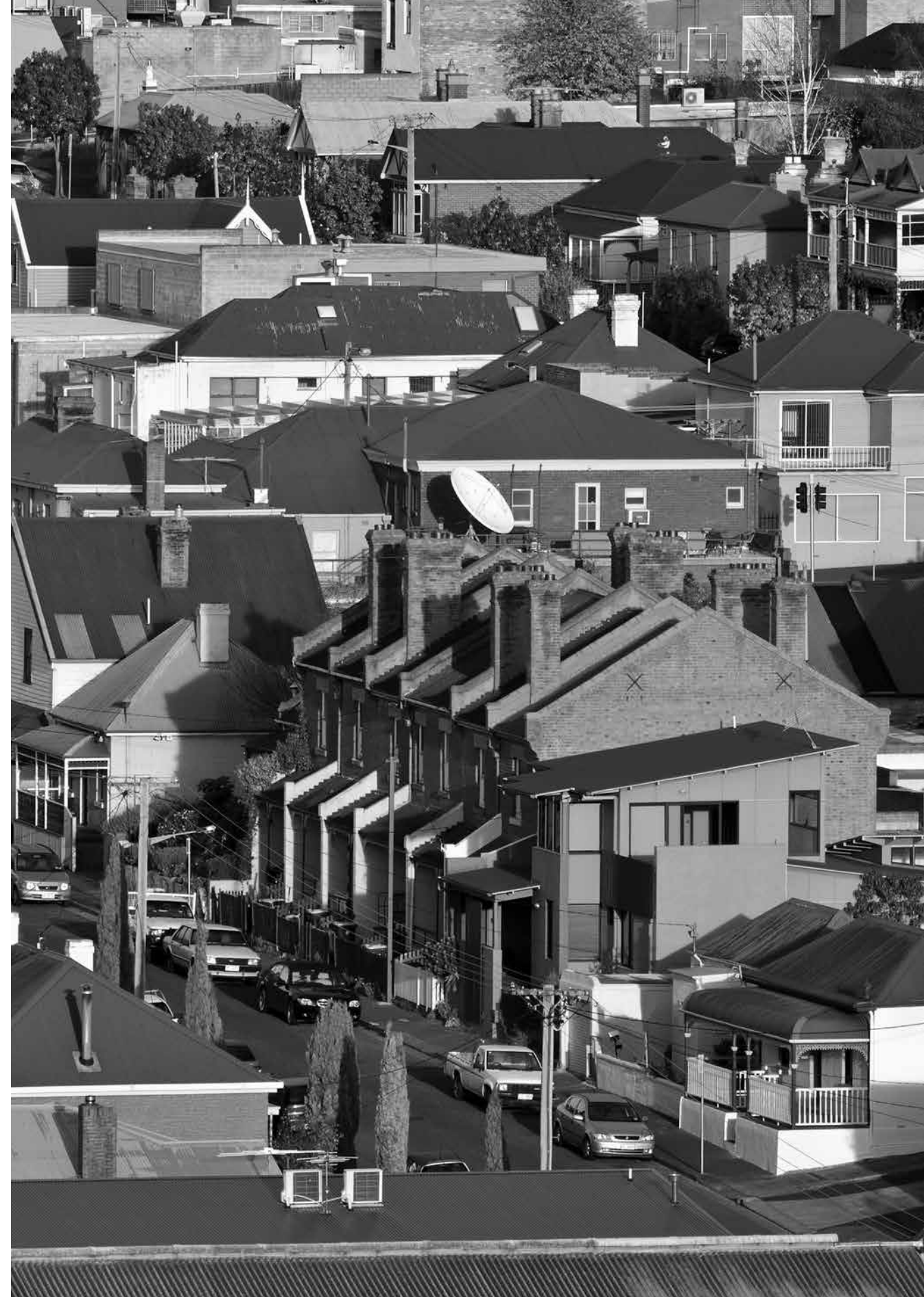
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