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Annual Report
2022-23

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Asbestos Safety and Eradication Agency
Attention: Corporate and Finance
Level 4, 2 Constitution Avenue
Canberra ACT 2601
Email: enquiries@asbestossafety.gov.au
Phone: 1300 326 148

Other information and contact details are available at: www.asbestossafety.gov.au

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The Hon Tony Burke MP
Minister for Employment and Workplace Relations
Parliament House
Canberra ACT 2615

Dear Minister

It is my pleasure to present to you the Annual Report of the Asbestos Safety and Eradication Agency for the 2022-23 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 2023, 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 2023. 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 and Eradication Agency
26 September 2023

Level 4, 2 Constitution Avenue, Canberra, ACT 2601
Email: enquiries@asbestossafety.gov.au
Website: www.asbestossafety.gov.au



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Section 1

Overview

> CEO's report

The year in review

As I enter my fifth year of leading the coordination of the national strategy to eliminate asbestos-related diseases in Australia by preventing exposure to asbestos fibres, I remain continually inspired by all who contribute to its implementation.

I am also proud and amazed by the results of the Asbestos Safety and Eradication Agency (ASEA) team over the last year.

During 2022–23 we sought to challenge complacency within the Australian community by reminding them that the danger from asbestos is far from over. The National Asbestos Awareness Campaign was the first asbestos safety campaign of this scale to be delivered nationally in Australia. The campaign promoted the message 'Think Twice about Asbestos' and during the campaign we released our guide for councils on the illegal dumping of asbestos and asbestos risk communications guidelines. Overall, the campaign materials were viewed more than 65 million times across social media, video and digital display, exceeding Australian Government advertising benchmarks across all measures.

Another first during the period was the development of the National Residential Asbestos Heatmap (version 1.1) that predicts the probability of asbestos presence by geographic areas across Australia. The heatmap will transform asbestos risk management in the residential sector, by providing the evidence-base needed to inform the better management and removal of asbestos-containing materials (ACMs). It was developed using innovative Artificial Intelligence (AI)/Machine Learning (ML) technology, to maximise the utility of the disparate and disperse asbestos data and information that exists. This project represents a first not only for Australia, but also internationally.

During 2022–23 we also contributed to a special issue of the *Sustainability* journal 'Sustainable Practices for Asbestos Detection, Management and Disposal in the Built Environment'. *Sustainability* is a peer-reviewed scientific journal, and the purpose of the special issue publication was to highlight and promote asbestos best practice approaches in Australia and around the world to a broad audience. I'm pleased to report that six of our papers have been published on areas such as high-risk asbestos exposure groups, asbestos-related diseases, the use of AI for asbestos cement roof detection and the emergence of alternative asbestos waste technologies – all focused on the Australian context.

In May 2023, we received an exciting announcement from the Minister for Industry and Science regarding the successful proof-of-concept grant recipients from the Department of Industry's Business Research and Innovation Initiative – Regulatory Technology Round. We commenced working with two of the successful grant recipients on the development of technology for a hand-portable in-situ real-time non-contact asbestos sensor and microwave technology for in situ detection of asbestos in wall panelling. This work continues from the previous feasibility studies, focused on real-time and accurate asbestos testing.



Our important international work to support nations and non-government organisations progress asbestos bans continued throughout 2022–23. Of note, we travelled to Jakarta, Indonesia to participate in a training program on diagnosing and treating asbestos-related diseases. We provided funding support for the training which was delivered by the Asbestos and Dust Diseases Research Institute (ADDRI) as a three-day workshop. It was attended by doctors, nurses and specialists in pathology, radiology and oncology from around the country including students from the Binawan University. Given the success of the pilot program, we are discussing opportunities to provide similar training in other countries with ADDRI and Union Aid Abroad – APHEDA.

As the second phase of the Asbestos National Strategic Plan comes to an end we will develop, in consultation with our stakeholders, the third phase. The third phase aims to address ongoing asbestos risks in the built environment and support removal so far as reasonably practicable. To inform the next phase, the agency will finalise a socio-economic evaluation on asbestos management and removal options and consider the outcomes of an in-depth analysis of the 2012 Asbestos Management Review Report recommendations. In addition, the agency will undertake a desktop review of recent domestic and international government incentive programs.

In May 2023, the Australian Government announced that the 2023–24 Budget includes a measure, which will provide the agency with additional on-going funding to lead a coordinated national response to the high levels of silicosis in workers. This leverages off ASEA's 10 years of experience in coordinating national actions to prevent asbestos exposure. For this to occur, an expansion to ASEA's statutory functions is required to enable it to take on this role. It is anticipated legislative amendments will be introduced in late 2023.

I want to say a huge thank you to the dedicated staff of the ASEA, including the Asbestos Safety and Eradication Council, committee members and stakeholders for their commitment and significant contribution to addressing Australia's harmful asbestos legacy. In particular, I would like to acknowledge John Williams who chaired the Asbestos Safety and Eradication Council up until April 2023. Thank you for your commitment and generosity with which you have shared your knowledge and guided the work of the ASEA.

I am pleased to present the agency's 2022–23 Annual Report, which outlines our performance and achievements in the past year.

> About us

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 to eliminate asbestos-related diseases 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 and rules. ASEA staff are engaged under the *Public Service Act 1999* (PS Act).

Our aim

To assist in the prevention of exposure to asbestos fibres to eliminate asbestos-related diseases in Australia by coordinating 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 on reviewing and implementing the Asbestos National Strategic Plan and asbestos safety
- commission, monitor and promote research on asbestos safety.

In April 2022, the Asbestos Safety and Eradication Agency Rule 2022 was made to clarify that the agency's functions include:

- raising awareness of asbestos safety, including by developing and promoting materials on asbestos safety
- collecting and analysing data for measuring progress on preventing exposure to asbestos fibres and informing evidence-based policies and strategies
- promoting consistent messages, policies and practices in relation to asbestos safety.

The Rule responds to recommendations to improve the agency's operations in the 2019 Review of the Asbestos Safety and Eradication Agency's Role and Functions.

In addition, in May 2023 the Australian Government announced \$10.0 million of funding over four years

from 2023–24 to address the incidence of silicosis and other silica-related diseases in the workplace. This measure will improve work health and safety outcomes by expanding the functions of ASEA to include silica dust and support Safe Work Australia social partners to deliver national awareness and behaviour change initiatives relating to silica dust in the workplace.

An expansion to ASEA's statutory functions is required for this work to commence. It is anticipated legislative amendments will be introduced in late 2023.

ASEA's functions are performed in accordance with our corporate and operational plan, which is agreed to annually by the Minister for Employment and Workplace 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. The Asbestos National Strategic Plan has four national priorities:

- improve asbestos awareness to influence behavioural change
- identification and effective legacy management
- safe prioritised removal and effective waste management
- 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 Minister for Employment and Workplace Relations and for financial purposes, operates under the PGPA Act. Justine Ross has held the CEO appointment since 23 August 2018.

As at 30 June 2023, ASEA was structured into teams aligned to the Asbestos National Strategic Plan. Our operational needs are as follows (see Figure 1):

- Policy, Research, Data and Asbestos National Strategic Plan Implementation
- Asbestos National Strategic Plan – Awareness and International
- Corporate, Finance and Reporting.

Figure 1: ASEA organisational chart



Our Council

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

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

ASEC's other function includes providing advice and making recommendations to ASEA's chief executive officer and providing advice to the Minister for Employment and Workplace Relations about asbestos safety.

ASEC 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 in asbestos safety, public health, corporate governance or representation of people with asbestos-related diseases and their families.

During 2022–23, ASEC included two observers representing an otherwise unrepresented group of stakeholders or attending to provide support and assistance to a full member.

Table 1: ASEC membership

Position	Appointee	Position appointed	Appointment date	Expiry date
Member	Vacant	Chair		
Member	Vacant	Member representing the Commonwealth		
Member	Ms Jodie Deakes	Member representing state, territory and local governments	31 March 2022	30 March 2025
Member	Mr Michael Young	Member representing state, territory and local governments	22 October 2021	21 October 2024
Member	Dr Rob Walters	Member representing state, territory and local governments	3 July 2022	2 July 2025
Member	Vacant	Member representing state, territory and local governments		
Member	Mr Liam O'Brien	Member representing the interests of workers in Australia	18 March 2019	17 March 2025
Member	Vacant	Member representing the interests of employers in Australia		
Member	Vacant	Other		
Member	Vacant	Other		
Observer	Ms Vicki Hamilton OAM	Representing an otherwise unrepresented group of stakeholders (support groups)	5 July 2017	NA
Observer	Ms Simone Stevenson	Representing an otherwise unrepresented group on stakeholders (Victoria 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. Five committees operated in 2022–23:

- Research and Evaluation Committee – first established in 2015 to provide expert advice 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 on issues relating to the management of asbestos in the building, construction and demolition sectors and implementation of the Asbestos National Strategic Plan.¹
- Non-Government Asbestos Advisory Committee – first established in 2021 to provide advice on increasing awareness or asbestos-containing materials and ensuring effective management and removal of them.
- Asbestos Awareness Committee – first established in 2020 to guide the development of behaviour change programs.
- Asbestos Assessments Working Group – established in 2022 to inform the development of National Guidelines for Asbestos Assessments.

ASEA provided secretariat support in 2022–23 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.

¹ Note the Management and Removal Committee was abolished in November 2022 with members invited to join the Non-Government Asbestos Advisory Committee



Section 2 **Our Performance**

> Our performance

Annual performance statement

I, Justine Ross, as the accountable authority of the Asbestos Safety and Eradication Agency, present the ASEA's 2022–23 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

26 September 2023

Performance framework

Our performance is measured in accordance with Portfolio Budget Statement 2022–23 and our Corporate Plan 2022–23 (which is our operational plan). Our strategic direction is driven by the Asbestos National Strategic Plan.

How our portfolio budget statement, corporate plan and operational plan inter-relate

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 to fulfil our function. It also contains performance indicators for the assessment of the agency's performance of its functions during that period.

There is a high degree of overlap between the strategic actions in the Asbestos National Strategic Plan and the operational plan. The activities listed in the operational plan for 2022–23 were delivered or now form part of ongoing work.

Our 2022–23 portfolio budget statement outlines our single outcome and program, and our performance criteria.

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

Our program: We co-ordinate national actions to improve asbestos awareness and the effective and safe management, removal and disposal of asbestos. 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, territory and local government agencies about asbestos safety and commission and promote research about asbestos safety.

Performance results

The 2022–23 operational plan contained four priority areas for action:

- coordinate implementation
- asbestos awareness
- research, data and policy
- international engagement.

It also contained six performance measures listed in Table 2 below.

Measuring performance

Table 2: Progress against our performance measure targets

Performance measures	Targets	Progress
Number of jurisdictions that have developed action plans aligned with the Asbestos National Strategic Plan and are reporting against the targets	All jurisdictions	Mostly achieved – Five out of the nine jurisdictions have developed action plans aligned with the Asbestos National Strategic Plans. All jurisdictions are reporting against the targets in the Asbestos National Strategic Plan.
Level of satisfaction of Asbestos Safety and Eradication Council members and other stakeholders	80% satisfaction	Achieved – 88.9%
Level of public awareness about asbestos safety	National awareness survey shows increase in awareness	Mostly achieved – Evaluation reports following National Asbestos Awareness Survey 2022 and the National Asbestos Awareness Campaign shows an increased awareness and knowledge of the health risks and there is an improving level of awareness that asbestos is common in Australian buildings. An asbestos awareness survey was not undertaken during 2022–23, however going forward the agency is developing an annual national survey to measure attitudes and awareness of asbestos amongst the population, allowing comparison year to year.
Effective stakeholder engagement	Increased reach of ASEA's communications	Achieved – The agency has increased its following and professional network on LinkedIn by 41.7% over the past 12 months through increased engagement activity.
National adoption of National Asbestos Awareness Week 2022	All jurisdictions promote National Asbestos Awareness Week 2022 and adopt ASEA's messaging	Achieved – All jurisdictions promoted and adopted ASEA's National Asbestos Awareness Week 2022 message.
Applications for permission to import and export asbestos finalised within 60 days	All applications	Achieved – All applications were finalised within 60 days.

Performance results and analysis

Performance measurement 1

The number of jurisdictions that have developed action plans aligned with the Asbestos National Strategic Plan and are reporting against the targets

Reference: Portfolio Budget Statements 2022–23 p. 70

2022–23 target	2022–23 result	Previous result
All jurisdictions	Mostly achieved	Mostly achieved

Methodology: Jurisdictional progress reports collected through the Asbestos National Strategic Plan digital reporting tool

The aim of the Asbestos National Strategic Plan is to eliminate asbestos-related diseases in Australia by preventing exposure to asbestos fibres. The Asbestos National Strategic Plan ensures there is a nationally consistent and coordinated approach to asbestos awareness, management and removal. It outlines a phased approach to eliminating asbestos-related diseases in Australia.

Phase one of the Asbestos National Strategic Plan covered the period from 2014–18. We are now in phase two covering 2019–23 and phase three is under development. The current Asbestos National Strategic Plan recognises that governments and regulatory agencies, along with businesses, unions, individual organisations, advocacy groups, researchers and members of the community all need to work together. This is the only way to achieve coordinated and more effective asbestos management.

The Commonwealth and all state and territory governments have agreed to implement the Asbestos National Strategic Plan, which commits signatories to develop jurisdictional action plans aligned with the four national priorities and to report progress against the nine national targets.

In accordance with the Asbestos National Strategic Plan, we have prepared progress reports that examine achievements against the nine national targets based on information provided by the Commonwealth, state and territory governments and relevant research undertaken by ASEA. These include a mid-term progress report and mid-term review report.

Key observations from the mid-term progress report include:

- Although the implementation phase of the Asbestos National Strategic Plan is at its midpoint progress has been delayed due to the impact of the COVID-19 pandemic, which has competed for government resources that may have been allocated to asbestos awareness and management. The increase in silica exposures in workplaces has also dominated the attention of work health and safety regulators.
- The benefit of having a national strategic plan and a national body dedicated to asbestos issues has been evident during this period, as the spotlight and momentum could be maintained.
- The reporting showed that governments are still strengthening their asbestos data collection and coordination capabilities and consequently information for some targets is incomplete.

As at 30 June 2023:

- five out of nine jurisdictions have action plans aligned with Asbestos National Strategic Plan in place
- all jurisdictions are reporting against the nine national targets set out in the Asbestos National Strategic Plan.

It is expected that the remaining jurisdictions will have action plans in place by 30 June 2024.

Data and information for 2021–22 is being collected and it is anticipated that a further progress report will be published in 2023.

Performance measurement 2

Level of satisfaction of Asbestos Safety and Eradication Council members and other stakeholders

Reference: Portfolio Budget Statements 2022–23 p. 70

2022–23 target	2022–23 result	Previous result
80% of members are satisfied with the agency's delivery of the how activities identified in the operational plan	Achieved 88.9%	Achieved 100%

Methodology: Survey of Asbestos Safety and Eradication Council members and observers

Under section 42 of the ASEA Act we are required to prepare an operational plan that outlines the activities we will undertake to achieve our outcomes for the year. We also prepare an Agency Work Plan that details the specific projects it will undertake in support of the operational plan activities.

As part of the 2022–23 annual performance reporting cycle, a survey of Asbestos Safety and Eradication Council members and observers was undertaken. They were asked to rate their level of satisfaction in the agency's achievements against the activities outlined in the operational plan.

Of the nine surveys issued, eight responses (88.9%) indicated members were either satisfied or very satisfied with the agency delivering on the activities outlined in the operational plan and one response (11.1%) was not returned.

Performance measurement 3

Level of public awareness about asbestos safety

Reference: Portfolio Budget Statements 2022–23 p. 70

2022–23 target	2022–23 result	Previous result
National awareness survey shows increase in awareness	Mostly achieved	Mostly achieved

Methodology: Mixed method survey approach using research from the National Asbestos Awareness Survey to measure progress towards Asbestos National Strategic Plan targets and an evaluation of the National Asbestos Awareness Campaign

National target one of the Asbestos National Strategic Plan focuses on increased awareness and knowledge of the health risks of asbestos-containing materials, as well as increased awareness of where to source trusted information about asbestos. National target one aims for increased awareness and knowledge about asbestos to be achieved among the following key cohorts:

- all tradespersons in contact with asbestos-containing materials
- all workers in workplaces with asbestos-containing materials, and
- 80% of homeowners and home occupiers.

We engaged SEC Newgate Research to conduct a nationally representative survey to measure progress towards the Asbestos National Strategic Plan targets — evaluating knowledge, attitudes, behaviours and information needs regarding asbestos risks in 2022.

The survey found that over 90% of Australians know where to source trusted information about asbestos and around 80% of Australians know about asbestos and its health risks.

The National Asbestos Awareness Survey report and accompanying factsheet have been published on our website [National Asbestos Awareness Survey 2022](#).

In addition, we launched a national campaign to improve asbestos awareness and influence behaviour change to prevent exposure to asbestos fibres. The campaign consisted of two phases of advertising targeting DIY home improvers and tradespeople delivered in November and December 2022, and again in March and April 2023—known peak periods for undertaking home improvement projects and renovations.

Overall, the campaign materials were displayed more than 65 million times across social media (11 million), video (3 million) and digital display (51 million). Universal McCann, the Australian Government’s media buyer, reported that the campaign exceeded Australian Government advertising benchmarks across all measures. In mid-2023 we will be seeking approval to develop a campaign for 2023–24 which will closely resemble the successful 2022–23 campaign and include potential new channels, such as radio.

An asbestos awareness survey was not undertaken in 2022–23. However, going forward we are planning to develop an annual national survey to measure attitudes and awareness of asbestos amongst the population, allowing comparison year to year. This survey will also be used to provide a benchmark from which to measure campaign effectiveness and will align with the whole-of-government evaluation framework as much as possible. It is anticipated that the awareness survey will commence in early 2024 to align with the launch of the third phase of the Asbestos National Strategic Plan and precede Easter campaign activity.

Performance measurement 4

Effective stakeholder engagement		
Reference: Portfolio Budget Statements 2022–23 p. 71		
2022–23 target	2022–23 result	Previous result
Increased reach of ASEA's communications	Achieved	Achieved
Methodology: Development of a Communications Strategy Guide specific to each project		

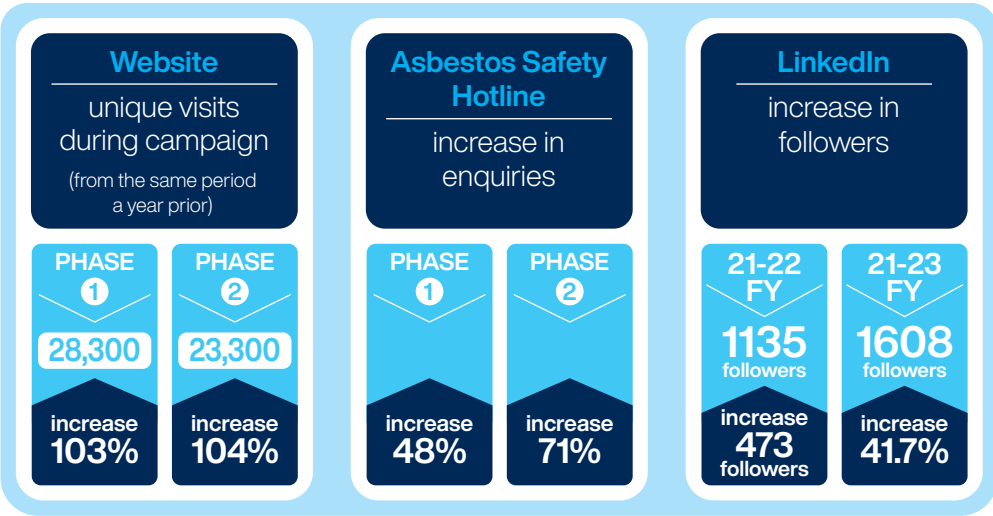
In 2022–23, we developed a Communications Strategy Guide to standardise our communications processes, document how a project will be communicated both internally and externally, as well as to plan the various assets and content that need to be developed for promotion of a project.

The communications strategy is considered at the start of the project and is refined while the project is running to ensure the deliverables are continuously being promoted and shared with our stakeholders. In addition, it also allows us to be more proactive rather than reactive with our communications activities for each project, and ensures we maximise what we deliver to our stakeholders.

To communicate with the public about asbestos exposure risks we primarily use targeted paid advertising to reach specific audiences through the ongoing National Asbestos Awareness Campaign. The campaign consisted of two phases of advertising targeting DIY home improvers and tradespeople delivered in November and December 2022, and again in March and April 2023—known peak periods for undertaking home improvement projects and renovations.

To communicate with our stakeholders about our work and resources we use a variety of channels including electronic direct mail and LinkedIn posts.

As a result, we have seen a significant increase in traffic to our website, Asbestos Safety Hotline and our professional network on LinkedIn has grown by 41.7% over the past 12 months.



Performance measurement 5

National adoption of National Asbestos Awareness Week 2022		
Reference: Portfolio Budget Statements 2022–23 p. 71		
2022–23 target	2022–23 result	Previous result
All jurisdictions promote National Asbestos Awareness Week 2022 and adopt ASEA’s messages	Achieved	Achieved
Methodology: Evaluation of the National Asbestos Awareness Campaign 2022–23		

In 2022–23, we developed a National Asbestos Awareness Campaign (NAAC), which was the first national advertising campaign of this scale delivered in Australia aimed at improving awareness of the dangers of asbestos. The NAAC was delivered in two phases:

- Phase 1 – 20 November to 23 December 2022
- Phase 2 – 12 March to 22 April 2023.

Phase 1 of the NAAC included National Asbestos Awareness Week (NAAW) is held on the last week of November every year. Memorial ceremonies are held around the country on the last Friday of the month to remember the many lives lost through asbestos-related diseases.

NAAW is organised by the agency, in partnership with state and territory government agencies and non-government organisations. The aim of awareness week is to raise awareness amongst the public and key trades about the health risks associated with exposure to asbestos fibres, where asbestos products can be found and what are safe behaviours around asbestos.

The 2022–23 awareness week, from the 21–27 November 2022, reminded Australians to ‘Think Twice About Asbestos’. This year, we asked home occupiers and tradespeople to ‘do things the right way’ by ensuring the proper and lawful disposal of asbestos. The aim of the campaign was on preventing the intentional illegal dumping of asbestos and the often-unintentional improper disposal of asbestos waste in kerbside bins.

The awareness week targeted the following cohorts:

- do-it-yourself (DIY) home improvers and their families and peers
- tradespeople such as construction workers, plumbers and electricians contracted by home occupiers to carry out maintenance, repairs or renovations
- cultural and linguistically diverse (CALD) audiences – the top four low English proficiency groups were targeted with translated campaign materials – Chinese, Simplified Chinese, Vietnamese and Arabic.

A stakeholder pack providing a range of materials for organisations and individuals to use was developed to achieve a nationally consistent awareness campaign including:

- a strategy to reach out to and engage with local government councils around the country, with a view to them adopting our materials in their local areas
- materials for CALD communities that are vulnerable to exposure risks
- development and execution of a social media and digital strategy.

During the awareness week we:

- provided funding to asbestos support groups to assist with the delivery of campaign materials
- partnered with the Insurance Council of Australia and Local Government NSW
- engaged a public relations agency to promote the release of the Asbestos Risk Communications Guidelines and Action on illegal disposal of asbestos – a Guide for Local Government.

All jurisdictions promoted the NAAW and organised various events including webinars, seminars, paid advertising and memorial ceremonies.

In addition, NSW ran a complementary local campaign ‘Be Asbestos Ready’ using adapted national campaign creative.

An evaluation of the NAAW campaign has demonstrated success across all evaluation measures. Importantly, there was strong take up of the pack and messaging by a broad range of stakeholder organisations – all state and territory government jurisdictions, non-government and industry. The stakeholder pack also received strong positive stakeholder feedback both before and after NAAW.



An evaluation report for both phase 1 and phase 2 of the NAAC is currently being finalised and will be made available on our website.

In 2023–24, we will once again develop a NAAC using the campaign assets developed for 2022–23.

Performance measurement 6

Applications for permission to import and export asbestos finalised within 60 days		
Reference: Portfolio Budget Statements 2022–23 p. 71		
2022–23 target	2022–23 result	Previous result
All applications are finalised within 60 days	Achieved	Achieved
Methodology: Applications are assessed in accordance with ASEA's standard operating procedures for asbestos import and export permissions		

Importing or exporting asbestos or goods containing asbestos is prohibited under Australian law, except in limited circumstances where permission to import and/or export can be granted. We administer the process for applying for permission to import or export asbestos or goods containing asbestos under customs regulations. Applications are considered on a case-by-case basis.

Permission to import goods that contain asbestos may only be granted for the purpose of:

- research, analysis or display
- waste may be imported from an Australian External Territory for disposal in a state or territory.

Permission to export can be granted in a broader range of circumstances.

The administration of the import permit system allows samples of goods to be imported for testing at National Association of Testing Authorities-accredited laboratories to determine if asbestos is present before bulk shipments of the goods are imported. If asbestos is detected in a sample, the goods will not be imported.

In 2022–23, we updated our website to provide clearer instructions on how to apply and how to renew a permit to import or export asbestos.

A total of 24 permits were granted in 2022–23. Of these:

- 20 were asbestos import permits granted in accordance with regulation 4C of the Customs (Prohibited Imports) Regulations 1956 for the purpose of research, analysis or display
- 1 was an export permit granted in accordance with regulation 4 of the Customs (Prohibited Exports) Regulations 1958
- 3 were asbestos import and export permits granted in accordance with both regulation 4C of the Customs (Prohibited Imports) Regulations 1956 and regulation 4 of the Customs (Prohibited Exports) Regulations 1958.

All applications were finalised within 60 days from the date the application was received.



Section 3

Our Achievements

> Our achievements

Achievements 2022–23

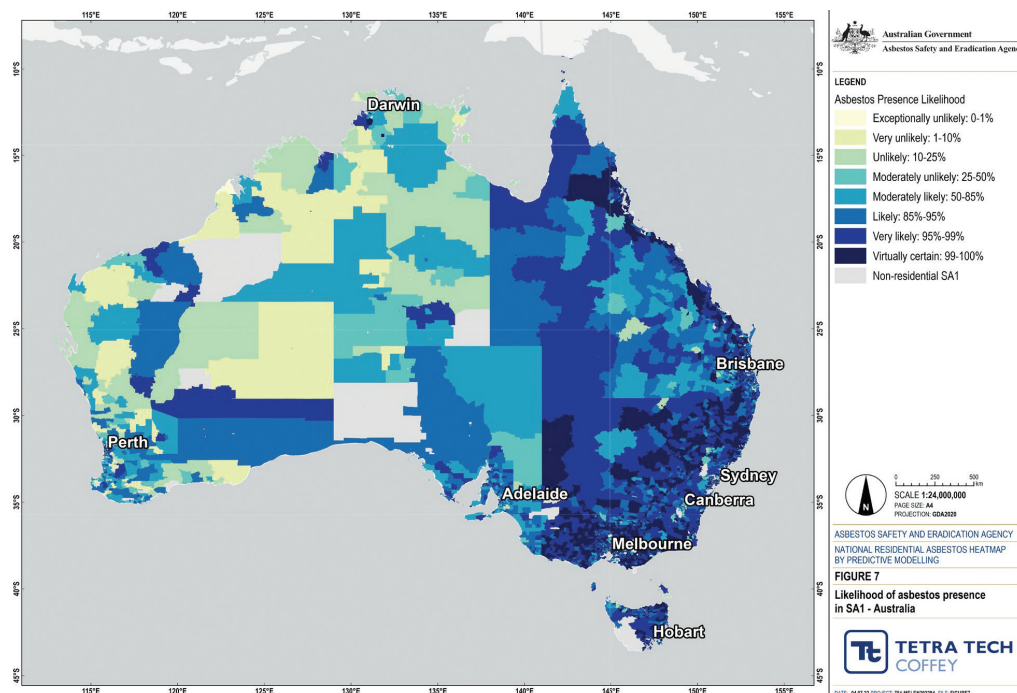
Over the past 12 months we delivered results against all priority actions identified in our 2022–23 Operational and Corporate Plan. Case studies of some of the achievements are provided below.

2022–23 priority action area – Co-ordinate implementation

Case study – National Residential Asbestos Heatmap

In 2022–23, we developed the first ever National Residential Asbestos Heatmap (version 1.1) that predicts the probability of asbestos presence by geographic areas across Australia (see Figure 2). The heatmap transforms asbestos risk management in the residential sector, by providing the evidence-base needed to inform ACM management and removal decisions.

Figure 2: National Residential Asbestos Heatmap (version 1.1)



We collaborated with consultants Tetra Tech Coffey and academic researchers from the University of New South Wales (UNSW) City Futures Research Centre to complete the first version of the heatmap in 2022. It was developed using cutting AI/ML technology to maximise the utility of the disparate and disperse asbestos data and information that exists. This project represents a first not only for Australia, but also internationally.

The heatmap is hosted online in a secure WebGIS platform, allowing authorised users to access the significant amount of underlying data that supports it. Detailed interrogation and analysis of the rich heatmap data that is now available can guide asbestos policy and strategic planning at national, state and local government levels by assisting with:

- targeting asbestos safety awareness-raising where it is needed
- targeting compliance activity
- planning resources for safe removal
- planning for future asbestos disposal facilities
- supporting disaster resilience, response and recovery.

Feedback from demonstration roadshows held between October 2022 and February 2023 in all eight jurisdictions, with jurisdictional asbestos coordination groups and other government officials responsible for implementing the Asbestos National Strategic Plan, indicated that the heatmap improved their residential asbestos legacy knowledge and that they could use it in strategic, tactical or regulatory settings.

We are currently in the process of updating the heatmap to create v1.2.

2022–23 priority action area – Asbestos awareness

Case study: National Asbestos Awareness Campaign

In November 2022, we launched a national campaign to improve asbestos awareness and influence behaviour change to prevent exposure to asbestos fibres. The campaign aimed to challenge complacency within the Australian community by reminding them that the danger from asbestos is far from over. This was the first asbestos safety campaign of this scale to be delivered nationally in Australia. The campaign consisted of two phases of advertising targeting DIY home improvers and tradespeople delivered in November and December 2022, and again in March and April 2023—known peak periods for undertaking home improvement projects and renovations. Figure 3 shows an advertising poster.

Figure 3: National campaign advertising poster



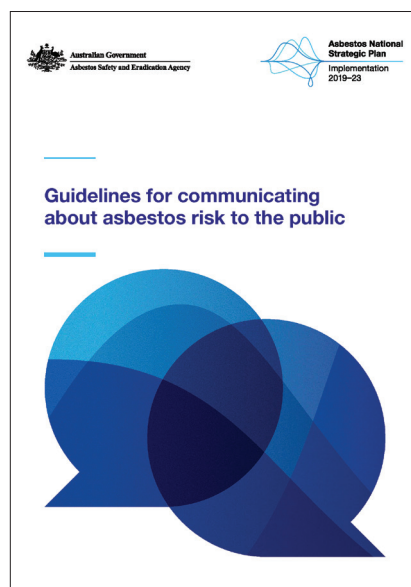
The agency's research and that of its stakeholders has revealed that the community knows asbestos causes cancer and other diseases. However, people do not always act safely when dealing with asbestos. This is due to behavioural barriers, including a lack of knowledge of where asbestos can be found in the home. Research undertaken by the agency in 2021 also found that over a third of home improvers who encountered asbestos admitted to disposing of it illegally – most commonly placing it in kerbside bins.

The theme for National Asbestos Awareness Week 2022 and the first phase of the campaign was the proper disposal of asbestos waste. The theme for phase two focused on more general messaging around the dangers of asbestos and how to stay safe.

Overall, the campaign materials were displayed more than 65 million times across social media (11 million), video (3 million) and digital display (51 million). Universal McCann, the Australian Government's media buyer, reported that the campaign exceeded Australian Government advertising benchmarks across all measures.

Case study: Asbestos Risk Communication Guidelines and communicating asbestos facts and figures

Figure 4: Our guidelines



In November 2022, as part of our National Asbestos Awareness Week campaign, we launched the Asbestos Risk Communications Guidelines (see Figure 4). These were developed to address challenges in communicating asbestos risk to the public. The aim of the guidelines is to ensure that asbestos information communicated to the Australian public is clear, consistent and evidence based.

The guidelines:

- provide a 'how to' for developing effective messages to prevent or respond to asbestos exposure
- include asbestos facts and figures – model language that can be used to communicate key information with the aim of achieving nationally consistent messaging.

A unique set of factors makes communicating the risks associated with airborne asbestos fibres more challenging than other public health risks such as sun exposure, COVID-19 or smoking. Communicators can encounter a range of individual risk perceptions, from complacent or not concerned, to extremely concerned. Since asbestos can be a highly emotive issue that can quickly escalate and cause public alarm, it is important for communicators to know how to communicate the risk of harm effectively, to address and allay public concern.

These guides are for communicators in both government and non-government. They provide resources containing verified information about asbestos to remove variations in public information. This acts as a barrier to achieving good public health outcomes.

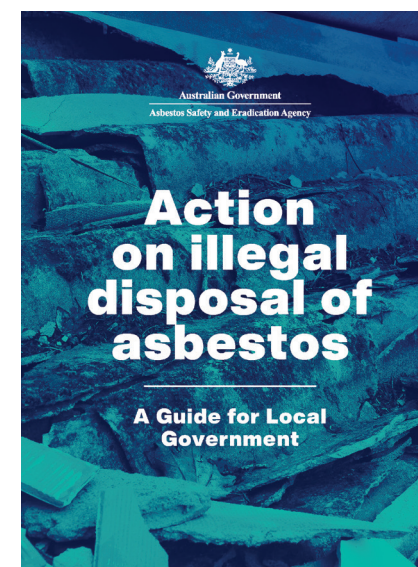
The guides were developed in consultation with a broad range of stakeholders, including government departments, individuals, peak bodies, trade unions, victim support groups, industry and local councils.

We also developed a stakeholder pack, which was distributed to assist organisations who wish to promote the release of these guides to their network.

2022-23 priority action area – Research, data and policy

Case study: Action on illegal dumping of asbestos: A Guide for Local Government

Figure 5: Our guide for local government



We developed a guide for local government to assist with combatting illegal disposal of asbestos, which was launched during National Asbestos Awareness Week 2022 (see Figure 5). This was to support councils who have an important role to play in eliminating or minimising the risks caused by illegal asbestos disposal, as one of the first places the community will turn to for help and advice.

The guide is based on information collected on council interventions to address illegal disposal of asbestos across Australia and research involving 173 councils. The data was collected either via an online survey, with follow-up in-depth interviews for a small proportion of these, or desktop research.

Key findings included that:

- 71% of local government bodies across Australia consider asbestos to be a significant issue
- 20% currently have no active illegal asbestos disposal-related interventions
- current interventions are focused on surveillance, enforcement and clean up, leaving a missed opportunity to intervene earlier to prevent illegal dumping in the first place.

The guide provides advice to councils on ways to change community behaviour throughout the asbestos waste journey, from awareness through to removal and finally to the disposal stage. It encourages preventative strategies, such as asbestos awareness and education programs, along with existing interventions.

The guide was condensed into a 2-page Quick Reference Guide and has been promoted through LinkedIn, via Local Government Association representatives in each state and territory, and the Australian Local Government Association newsletter. It has also been picked up by various news outlets and industry/trade associations across the country.

We have also developed a series of Factsheets drawn from the guide that started to be rolled out throughout 2023 via LinkedIn, to further promote and drive attention to the guide.

2022–23 priority action area – International engagement

Case study: Asbestos-related diseases in South-East Asia

A key challenge associated with progressing asbestos bans in many South-East Asian countries is that the long latency of asbestos-related diseases (ARDs) coupled with the inability to diagnose cases and the under-reporting of ARDs are masking the disease burden already present. There is a lack of awareness amongst governments of the real human and economic cost of continuing asbestos use.

In addressing this issue, we carried out a comprehensive analysis to quantify ARDs in four countries in South-East Asia (Vietnam, Lao People's Democratic Republic (PDR), Indonesia and Cambodia) using the World Health Organization's Global Burden of Disease data and other sources of evidence. A detailed report was produced for each country.

We complemented this research by engaging The Centre for International Economics to determine the feasibility of estimating the economic burden of ARDs in Vietnam, Lao PDR, Indonesia and Cambodia, based on publicly available information.

The research found that the ARD burden for these countries can be estimated, but it would need to rely on international estimates for health care costs (due to the lack of in-country data) and accommodate the under-reporting of ARDs. The results could contribute to the evidence base for national action plans to progress bans on asbestos production and use.

We developed a fact sheet and shared the Indonesian results of the research at a symposium on diagnosing and treating ARDs held in Jakarta, Indonesia in June 2023. The symposium was part of a capacity building program supported by ASEA, Union Aid Abroad - APHEDA and delivered by the ADDRI.

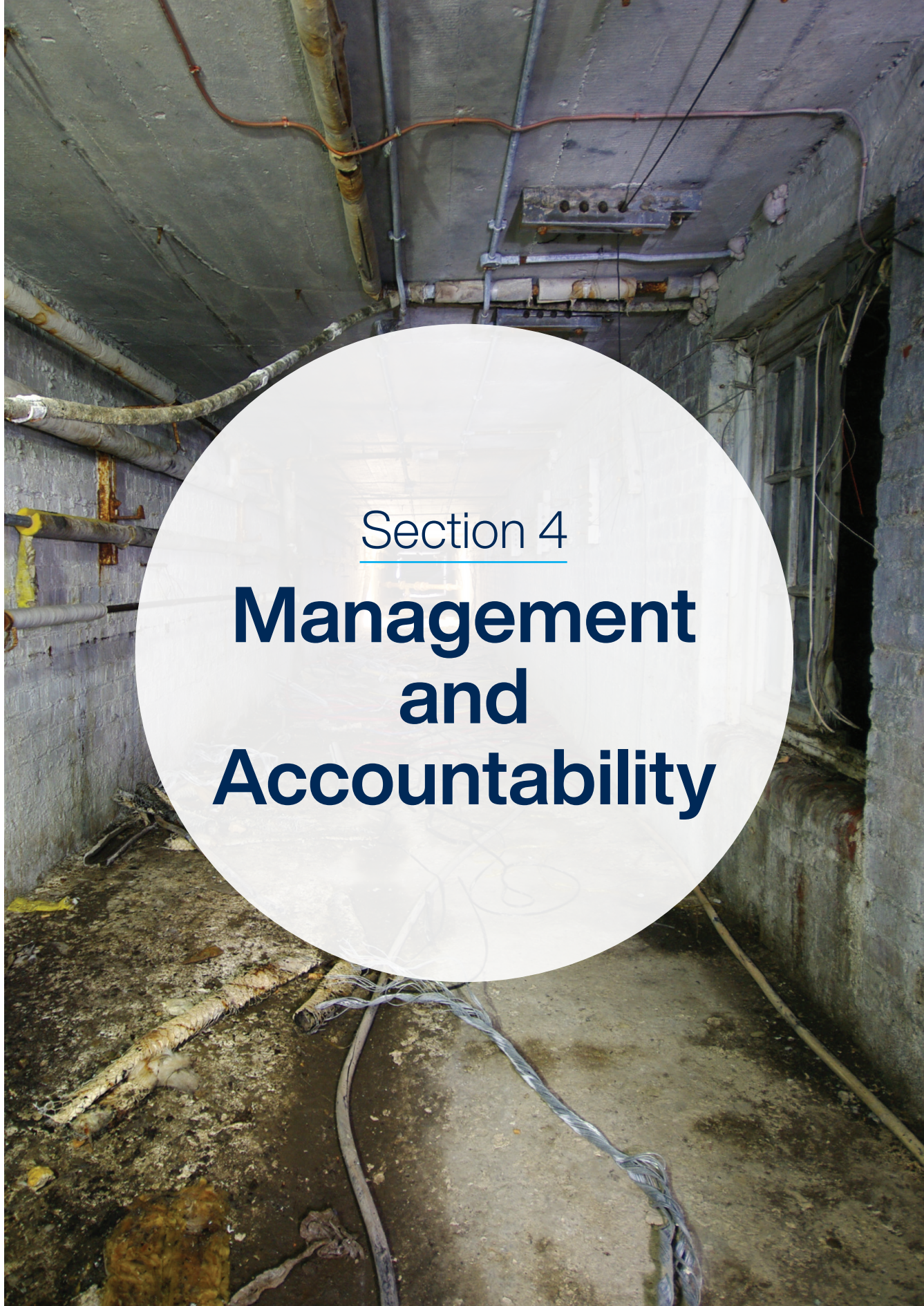
We will publish fact sheets that can be translated for promoting the research results in the other countries.

The year ahead

In 2023–24 we will continue to co-ordinate implementation and develop, seek agreement and launch the third phase of the Asbestos National Strategic Plan and undertake the activities outlined in our Operational and Corporate Plans.

In May 2023, the Australian Government announced that the 2023–24 budget includes a measure that will provide the agency with additional on-going funding to lead a coordinated national response to the high levels of silicosis in workers. For this to occur, an expansion to ASEA's statutory functions is required to enable it to take on this role. It is anticipated legislative amendments will be introduced in late 2023.

Like its role in relation to asbestos and ARDs its expanded remit would complement, not replace, the responsibilities of work health and safety and public health regulators and agencies including Safe Work Australia. In this regard, ASEA would work together with other agencies in the same way it does to combat asbestos risks. This leverages off ASEA's 10 years of experience in coordinating national actions to prevent asbestos exposure.



Section 4 **Management and Accountability**

> Management and accountability

During 2022–23 we continued to embrace new ways of working and provide 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. These are online, making it easier for staff to attend and complete work.

As an extra small agency, our corporate governance structure and processes are streamlined and include weekly meetings with all staff and the executive overseeing our risk management system and corporate compliance. Regular reporting on our risk profile is provided to the Audit and Risk Committee.

Our people

During 2022–23 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, fostering talent and supporting the employment of a diverse workforce.

Our employees

As at 30 June 2023, 20 staff were employed, comprising 18 ongoing and 2 non-ongoing. We were within our Average Staffing Level (ASL) limit as not all staff are full-time (see Table 3).

Table 3: Australian Public Service Act 1999 employees by full-time and part-time status 2022–23

Level	Ongoing			Non-ongoing			Total
	Full-time	Part-time	Total	Full-time	Part-time	Total	
SES 3	0	0	0	0	0	0	0
SES 2	0	0	0	0	0	0	0
SES 1	0	0	0	0	0	0	0
EL 2	2	0	2	0	2	2	4
EL 1	7	2	9	0	0	0	9
APS 6	3	1	4	0	0	0	4
APS 5	0	1	1	0	0	0	1
APS 4	0	0	0	0	0	0	0
APS 3	2	0	2	0	0	0	2
APS 2	0	0	0	0	0	0	0
APS 1	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0
Total	14	4	18	0	2	2	20

We support part-time and flexible working arrangements, with 30% of staff working part time.

Statistics on gender

Female representation at the agency is 80%, which is higher than the Australian Public Service as a whole. Male representation in the agency is 20%.

Location

We have office space in Sydney and Canberra and an employee based in Queensland (see Table 4).

Table 4: location based on state or territory of employment

	Ongoing	Non-ongoing	Total
NSW	8	0	8
QLD	1	0	1
ACT	9	2	11
Total	18	2	20

Terms and conditions of employment including remuneration

Accountable authority

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 (see Table 5).

Table 5: Details about our accountable authority

Name	Position title	Commencement date	End date
Justine Ross	Chief Executive Officer	1 July 2022	30 June 2023

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) (see Table 6). We do not have any senior executives or other highly paid staff. Senior leadership roles are undertaken by key management personnel who are Directors at the EL2 level.

Table 6: Key management personnel remuneration

Name	Position title	Base salary	Bonuses	Other benefits and allowances	Superannuation contributions	Long service leave	Other long-term benefits	Termination benefits	Total remuneration
Justine Ross	CEO	278,403	0	22,455	47,567	11,095	0	0	359,520
Julia Collins	Director (EL2)	163,262	0	12,243	25,459	3,652	0	0	204,616
Shane McArdle	Director (EL2)	119,659	0	9,986	21,912	4,412	0	94,462	250,431
Total	-	561,324	0	44,684	94,938	19,159	0	94,462	814,567

The appointment of Mr John Williams as the part-time ASEC chairperson expired on 16 April 2023. Mr Paul Bastian was appointed the new chairperson from 30 June 2023 to 29 September 2023.

Employee remuneration

As at 30 June 2023, all non-senior executive service (SES) employees were covered by the terms and conditions of the Asbestos Safety and Eradication Agency Determination 2023/01, which was determined by the chief executive officer on 19 February 2023 under subsection 24(1) of the *Public Service Act 1999* (see Table 7). Remuneration increased by 3% from 14 February 2023.

Table 7: Australian Public Service Act 1999 employment salary ranges by classification level

Classification level	Minimum salary	Maximum salary
SES 3	0	0
SES 2	0	0
SES 1	0	0
EL 2	133,143	159,821
EL 1	113,144	125,048
APS 6	92,012	101,182
APS 5	81,846	87,501
APS 4	74,128	79,277
APS 3	68,146	70,979
APS 2	61,022	65,025
APS 1	51,955	56,805
Other	31,172	47,279
Minimum/maximum range	31,172	159,821

Performance pay

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

Allowances and non-remuneration benefits

The Asbestos Safety and Eradication Agency Determination 2023/01 contains several 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 and a Bring Your Own Device Allowance to cover use of personal mobile phones for agency business.

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:

- employee assistance program provided by Benestar
- workstation assessments
- health benefit allowance
- voluntary influenza vaccinations.

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 2022–23 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 and Workplace Relations Diversity and Inclusion Strategy. We are committed to creating an inclusive and diverse workplace for everyone including for Aboriginal and Torres Strait Islander peoples, people with disability, people who identify as LGBTI+, and people with diverse linguistic and cultural backgrounds.

Ethical standards

We maintained our commitment to high ethical standards in 2022– 23 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 2022– 23 reporting period, there were no formal cases involving alleged breaches of the values or the code of conduct.

Disability reporting

Australia's Disability Strategy 2021–2031 is the overarching framework for inclusive policies, programs and infrastructure that will support people with disability to participate in all areas of Australian life. The strategy sets out where practical changes will be made to improve the lives of people with disability in Australia. It acts to ensure the principles underpinning the United Nations Convention on the Rights of Persons with Disabilities are incorporated into Australia's policies and programs that affect people with disability, their families and carers. All levels of government have committed to deliver more comprehensive and visible reporting under the strategy. A range of reports on progress of the strategy's actions and outcome areas are published and available at Australia's Disability Strategy Hub | Disability Gateway.

Disability reporting is included the Australian Public Service Commission’s State of the Service reports and the Australian Public Service (APS) Statistical Bulletin. These reports are available on the Australian Public Service Commission (APSC) website.

ASEA reports against national targets to show how they are contributing to changing the lives of people with disability.

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 and Risk Committee

The chief executive officer has established an Audit and Risk Committee (see Table 8). The Audit and Risk Committee’s charter determines its functions consistent with the PGPA Act and PGPA Rule.

The functions of the Audit and Risk 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 and Risk Committee, members and meeting attendance can be found on our website (<https://www.asbestossafety.gov.au/what-we-do/asbestos-safety-eradication-agency/audit-and-risk-committee>).

Table 8: Audit and Risk Committee

Member name, qualifications, knowledge, skills or experience	Number of meetings attended	Total number of meetings held	Total annual remuneration (GST inc.)	Additional Information
Mr Stephen Sheehan Mr Sheehan, Chair of the Audit and Risk Committee, has 40 years’ experience including in managerial finance strategic governance and planning. He served as chief financial officer in a number of Australian Government departments and has undertaken various other public and private sector roles. Mr Sheehan is a fellow of CPA Australia and holds a Bachelor of Commerce.	3	3	\$11,220	Nil
Dr Peta Miller Dr Miller has over 40 years’ experience in public and private sectors developing and implementing strategic work health and safety policy.	3	3	\$1,374	Nil
Mr Nick Miller Mr Miller has over 30 years’ experience in the APS including Chief Financial Officer at ASEA.	3	3	\$2,061	Nil

The Audit and Risk Committee Charter can be found on our website <https://www.asbestossafety.gov.au/research-publications/asea-audit-committee-charter-and-membership>.

External scrutiny

External audit

The Australian National Audit Office (ANAO) provides our external audit services. The outcome of the 2022–23 financial statements audit is in Section 5 of this report. We were not subject to any other ANAO audits during 2022–23.

No capability reviews were conducted during 2022–23.

Judicial decisions and decisions of administrative tribunals

No judicial or tribunal decisions or decisions of the Australian Information Commissioner that could have a significant impact on agency operations were made during 2022–23 or are pending.

Parliamentary committees

No adverse reports of ASEA's operations by a Parliamentary Committee, Commonwealth Ombudsman or Auditor-General were made in 2022–23 or are pending.

Fraud

We comply with section 10 of the PGPA Rule and the Australian Government Fraud Control Policy in 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 Fraud Control Plan is designed to communicate clearly to staff and contractors the requirements under the PGPA Act. It is a living document and is reviewed on a regular basis. The Fraud Control Plan was updated in June 2023. We will ensure that serious noncompliance and fraud are 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 for 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 on our website (Access to Information | Asbestos Safety and Eradication Agency).

We received no requests under the FOI Act in 2022–23.

No applications to the Office of the Australian Information Commissioner or the Administrative Appeals Tribunal were made in 2022–23 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 stock take of fixed and intangible assets in 2022–23 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 2022–23 can be found in our financial statements in Section 5 of this report.

Purchasing

During 2022–23, procurement and purchasing activities (except for any instance reported in the 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 was non-discriminatory
- used public resources in an efficient, effective, economical and ethical manner that was consistent 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 access clauses

All ASEA's awarded contracts or Deeds of Standing Offer valued at more than \$100,000 (inclusive of GST) entered into during 2022–23 contained an ANAO 'access to contractors premises' clause.

Exempt contracts

There were no contracts more than \$10,000 (inclusive of GST) or standing offers that were exempt from the requirement to publish on AusTender during 2022–23.

Small business

ASEA supports small business participation in the Australian Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website (Statistics on Australian Government Procurement Contracts | Department of Finance).

We support SME's by paying providers of goods and services as soon as practicable and within required timeframes and engaging in ongoing monitoring and improvement of our procurement and contracting practices.

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

Grants

No grants were awarded during 2022–23.

Consultants

Due to our small size, it is necessary to engage consultants to provide specialist expertise or independent research.

The decision to engage consultants during 2022–23 was made in accordance with the PGPA Act and related regulations including the Commonwealth Procurement Rules and relevant internal policies. We select consultants using panel arrangements, by making an open approach to market or by limited tender.

Prior to engaging consultants, we consider 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 2022–23, ASEA entered into six new reportable consultancy contracts (table 9) and 10 new non-consultancy contracts. One non-consultancy contract was ongoing (table 11).

Annual reports contain information about actual expenditure on reportable and consultancy and non-consultancy contracts (see Tables 9–12). Information on the value these contracts is available on the AusTender (tenders.gov.au) website.

Table 9: Expenditure on reportable consultancy contracts 2022–23

Reportable consultancy contracts 2022–23	Number	Expenditure \$
New contracts entered into during the reporting period	6	339,332
Ongoing contracts entered into during the reporting period	0	-

Table 10: Organisation receiving a share of reportable consultancy contract expenditure 2022–23

Organisation receiving a share of reportable consultancy contract expenditure 2022–23	Expenditure \$	Per cent %
Union Aid Abroad - APHEDA	165,000	49%
Tetra Tech Coffey	64,736	19%
Urbis Pty Ltd	39,792	12%
The Centre for International Economics	39,188	12%
Simon Khatib	18,649	5%

Table 11: Expenditure on reportable non-consultancy contracts 2022–23

Reportable non-consultancy contracts 2022–23	Number	Expenditure \$
New contracts entered into during the reporting period	10	486,732
Ongoing contracts entered into during the reporting period	1	20,196

Table 12: Organisation receiving a share of reportable non-consultancy contract expenditure 2022–23

	Expenditure \$	Per cent %
Universal McCann, a division of Mediabrands Australia Pty Ltd	290,664	57%
Asbestos Diseases Research Institute	55,000	11%
Paper Moose	48,400	10%
Icon Agency Pty Ltd	20,900	4%
Arrow Collaborative Communications t/a GoodChat TV	20,196	4%

Advertising

As required under section 311A of the *Commonwealth Electoral Act 1918*, particulars of payments for advertising over a certain amount for advertising must be reported. In 2022–23 we engaged Universal McCann, a division of Mediabrands Australia Pty Ltd, to provide advertising services to raise asbestos awareness and the effective and safe management, removal and disposal of asbestos. The total expenditure was \$290,664. Further information is available at <https://www.asbestosafety.gov.au/> and on the Department of Finance's website.

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.

As such, we are committed to minimising the environmental impact of our operations and do this by:

- operating a paper, plastic, glass and cardboard recycling program
- using energy-efficient office machinery
- recycling toner cartridges and waste toner
- 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 default
- using office paper that is carbon neutral, recycled and/or has an environmental sustainability rating.

Australian Public Service Net Zero 2030

APS Net Zero 2030 is the Australian Government's policy for the Australian Public Service (APS) to reduce greenhouse gas emissions to net zero by 2030 and transparently report on its emissions. All non corporate Commonwealth entities are required to publicly report on their emissions from their operations in annual reports commencing 2022–23.

The Greenhouse Gas Emissions Inventory presents greenhouse gas emissions over the 2022–23 period. Results are presented based on Carbon Dioxide Equivalent (CO₂-e) emissions. Greenhouse gas emissions reporting has been developed with methodology that is consistent with the whole-of-Australian Government approach as part of the APS Net Zero 2030 policy. Not all data sources were available at the time of the report and adjustments to baseline data may be required in future reports.

CO₂-e reporting on ASEA's shared accommodation site in Sydney was undertaken by the primary lease holder (Digital Transformation Agency) and is not included in Table 13 below.

Table 13: Greenhouse gas emissions inventory – location-based method 2022–23

Emission source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity (Location Based Approach)	NA	8,943	735	9,678
Natural gas	-	NA	-	-
Fleet vehicles	-	NA	-	-
Domestic flights	NA	NA	16,042	16,042
Other energy	-	NA	-	-
Total kg CO2-e	-	8,943	16,778	25,720

NA Not applicable

The electricity emissions reported above are calculated using the location-based approach. When applying the market-based method, which accounts for activities such as Greenpower, purchased LGCs and/or being in the ACT, the total emissions for electricity, are in Table 14 below.

Table 14: Greenhouse gas emissions inventory – market-based method 2022–23

Emission Source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity (Market Based Approach)	NA	730	97	827
Natural Gas	-	NA	-	-
Fleet Vehicles	-	NA	-	-
Domestic Flights	NA	NA	16,042	16,042
Other Energy	-	NA	-	-
Total kg CO2-e	-	730	16,139	16,870

NA Not applicable

Section 5

Our Financial Performance

> Our financial performance

Financial overview

At the end of the 2022–23 financial year we posted a surplus of \$845k. A net cash adjustment of \$113k was added to give a cash operating surplus of \$958k. The surplus was largely due to the leasehold improvements we received free of charge on entering into a memorandum of understanding with the Australian Building and Construction Commission for the benefits and obligations as the tenant under the lease and side deed and nominal ownership of a fit out at our office in Canberra at no cost transfer to ASEA on 1 February 2023.

The annual appropriation allocation to the agency for 2022–23 was \$4.547m. This is after whole-of-government savings withholdings of \$115k.

As indicated in our 2021–22 annual report, the agency planned to devote significant resources to conducting awareness activities in 2022–23. Part 3 of this Annual Report highlights those activities.

Another project the agency planned to devote significant resources to was conducting an evaluation of the societal and economic costs and benefits of taking a more proactive approach to asbestos management and removal to inform the actions in phase three of the Asbestos National Strategic Plan. Due to the complexity of the evaluation process, it was unable to be completed within the 2022–23 reporting period and will slip into 2023–24. This largely accounts for the remaining proportion of the surplus.

Significant asset holdings - we took on the fit out for the office space at Level 4, 2 Constitution Avenue, Canberra ACT 2601 in February 2023. The fit out resulted in a greater than expected surplus in our financial results for the 2022–23 reporting period.

The agency was provided with an additional appropriation in the 2023–24 budget to assist with the incidence of silicosis and other silica-related diseases in the workplace. An expansion to the agency's statutory functions is required for this work to commence. Legislative amendments were introduced into Parliament in September 2023. There are no other matters or circumstances that are anticipated to have a significant impact on the agency's future operations or finances.

Independent auditor's report



INDEPENDENT AUDITOR'S REPORT

To the Minister for Employment and Workplace Relations

Opinion

In my opinion, the financial statements of the Asbestos Safety and Eradication Agency (the Entity) for the year ended 30 June 2023:

- comply with Australian Accounting Standards – Simplified Disclosures and the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*; and
- present fairly the financial position of the Entity as at 30 June 2023 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 2023 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 an Overview and 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 – Simplified Disclosures 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

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

25 September 2023

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 2023 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

25 September 2023



Signed.....

Marion Ries
Chief Financial Officer

25 September 2023

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Asbestos Safety and Eradication Agency
Statement of Comprehensive Income
for the period ended 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
NET COST OF SERVICES				
Expenses				
Employee benefits	1.1A	2,592	2,560	2,432
Suppliers	1.1B	1,619	1,875	2,045
Depreciation and amortisation	2.2A	369	268	191
Finance costs		22	4	12
Total expenses		4,602	4,707	4,680
Own-source income				
Own-source revenue				
Other revenue	1.2A	70	70	68
Total own-source revenue		70	70	68
Gains				
Other gains	1.2B	831	-	-
Total gains		831	-	-
Total own-source income		901	70	68
Net cost of services		(3,701)	(4,637)	(4,612)
Revenue from Government	1.2C	4,546	4,735	4,547
Total comprehensive income/(loss)		845	98	(65)

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

Refer to Note 6.2 for Explanations of Major Variances to Original Budget.

Asbestos Safety and Eradication Agency
Statement of Financial Position
as at 30 June 2023

	Notes	2023 \$'000	2022 \$'000	Original Budget \$'000
ASSETS				
Financial assets				
Cash and cash equivalents	2.1A	124	111	111
Trade and other receivables	2.1B	4,780	4,709	4,709
Total financial assets		4,904	4,820	4,820
Non-financial assets				
Buildings	2.2A	1,051	184	62
Leasehold improvements	2.2A	745	-	-
Plant and equipment	2.2A	28	36	27
Prepayments		10	4	4
Total non-financial assets		1,834	224	93
Total assets		6,738	5,044	4,913
LIABILITIES				
Payables				
Suppliers	2.3A	195	274	274
Other payables	2.3B	72	58	58
Total payables		267	332	332
Interest bearing liabilities				
Leases	2.4A	1,069	193	67
Total interest bearing liabilities		1,069	193	67
Provisions				
Employee provisions	4.1A	829	805	805
Total provisions		829	805	805
Total liabilities		2,165	1,330	1,204
Net assets		4,573	3,714	3,709
EQUITY				
Contributed equity		527	513	573
Retained surplus		4,046	3,201	3,136
Total equity		4,573	3,714	3,709

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

Refer to Note 6.2 for Explanations of Major Variances to Original Budget.

Asbestos Safety and Eradication Agency
Statement of Changes in Equity
for the period ended 30 June 2023

	2023	2022	Original Budget
	\$'000	\$'000	\$'000
CONTRIBUTED EQUITY			
Opening balance			
Balance carried forward from previous period	513	454	513
Transactions with owners			
Contributions by owners			
Departmental capital budget	60	59	60
Return of lapsed departmental capital budget	(46)	-	-
Closing balance as at 30 June	527	513	573
RETAINED EARNINGS			
Opening balance			
Balance carried forward from previous period	3,201	3,103	3,201
Comprehensive income			
Surplus/(deficit) for the period	845	98	(65)
Closing balance as at 30 June	4,046	3,201	3,136
TOTAL EQUITY			
Opening balance			
Balance carried forward from previous period	3,714	3,557	3,714
Comprehensive income			
Surplus/(deficit) for the period	845	98	(65)
Transactions with owners			
Departmental capital budget	14	59	60
Closing balance as at 30 June	4,573	3,714	3,709

The above statement should be read in conjunction with the accompanying notes.
Refer to Note 6.2 for Explanations of Major Variances to Original Budget.

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.

Asbestos Safety and Eradication Agency
Cash Flow Statement

for the period ended 30 June 2023

	2023	2022	Original Budget
	\$'000	\$'000	\$'000
OPERATING ACTIVITIES			
Cash received			
Appropriations	4,480	4,240	4,547
Net GST received	141	143	-
Other	170	271	-
Total cash received	4,791	4,654	4,547
Cash used			
Employees	2,585	2,385	2,432
Suppliers	1,918	1,985	1,977
Borrowing costs	22	4	12
Total cash used	4,525	4,374	4,421
Net cash from operating activities	266	280	126
INVESTING ACTIVITIES			
Cash used			
Purchase of plant and equipment	9	17	60
Total cash used	9	17	60
Net cash used by investing activities	(9)	(17)	(60)
FINANCING ACTIVITIES			
Cash received			
Appropriations - Departmental Capital Budget	12	-	60
Total cash received	12	-	60
Cash used			
Principal payments of lease liabilities	256	247	126
Total cash used	256	247	126
Net cash used by financing activities	(244)	(247)	(66)
Net increase in cash held	13	16	-
Cash and cash equivalents at the beginning of the reporting period	111	95	111
Cash and cash equivalents at the end of the reporting period	124	111	111

The above statement should be read in conjunction with the accompanying notes.
Refer to Note 6.2 for Explanations of Major Variances to Original Budget.

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 Awareness and Management.

ASEA is structured to meet the following outcome currently:

"To assist in the prevention of exposure to asbestos fibres and the elimination of asbestos-related disease in Australia through implementing the National Strategic Plan for Asbestos Awareness and Management in Australia."

ASEA receives only departmental appropriations from the Government.

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 – including simplified disclosures for Tier 2 Entities under AASB 1060 *General Purpose Financial Statements - Simplified Disclosures for For-Profit and Not-for-Profit Tier 2 Entities* 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 reported at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position. The financial statements are presented in Australian dollars and values are rounded to nearest thousand dollars unless otherwise specified.

New Accounting Standards

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

Standard/ Interpretation	Nature of change in accounting policy, transitional provisions, and adjustment to financial statements
AASB 2021-2 <i>Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definition of Accounting Estimates</i> (AASB 2021-2) and	AASB 2021-2 amends AASB 7, AASB 101, AASB 108, AASB 134 and AASB Practice Statement 2. The amending standard requires the disclosure of material, rather than significant, accounting policies, and clarifies what is considered a change in accounting policy compared to a change in accounting estimate.
AASB 2021-6 <i>Amendments to Australian Accounting Standards - Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards</i> (AASB 2021-6)	AASB 2021-6 amends the Tier 2 reporting requirements set out in AASB 1049, AASB 1054 and AASB 1060 to reflect the changes made by AASB 2021-2. The details of the changes in accounting policies and adjustments are disclosed below and in the relevant notes to the financial statements. This amending standard is not expected to have a material impact on ASEA's financial statements for the current reporting period or future reporting periods.

Taxation

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 trade creditors.

Events After the Reporting Period

For 2023-24 ASEA has been provided with additional appropriation to assist with the incidence of silicosis and other silica-related diseases in the workplace. An expansion to ASEA's statutory functions is required for this work to commence and legislative amendments have been introduced into Parliament. Subject to the passage of legislation the outcome will be reviewed.

Financial Performance

This section analyses the financial performance of Asbestos Safety and Eradication Agency for the year ended 2023

1.1 Expenses

	2023	2022
	\$'000	\$'000

1.1A: Employee benefits

Wages and salaries	1,897	1,904
Superannuation		
Defined contribution plans	227	227
Defined benefit plans	123	100
Leave and other entitlements	221	329
Separations and redundancies	124	-
Total employee benefits	2,592	2,560

Accounting Policy

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

1.1B: Suppliers

Goods and services supplied or rendered

Consultants	375	657
Conferences	-	56
Travel	187	45
Graphic design for publications about asbestos safety	115	133
Marketing and communications about asbestos safety	303	296
Services provided free of charge - audit fees	63	63
Shared Services Centre charges ¹	195	277
Property	44	10
Council sitting and travel fees	34	27
Training	18	27
Other administrative costs	73	58
Sponsorships	202	217

Total goods and services supplied or rendered

Goods supplied	45	31
Services rendered	1,564	1,835
Total goods and services supplied or rendered	1,609	1,866

Other suppliers

Workers compensation expenses	10	9
Total other suppliers	10	9
Total suppliers	1,619	1,875

1. Services provided include payroll, accounts processing, ITC and office support from the Service Delivery Office of the Department of Finance and the Department of Employment and Workplace Relations.

Asbestos Safety and Eradication Agency
Notes to and forming part of the financial statements

1.2 Own-Source Revenue and Gains	2023	2022
	\$'000	\$'000

Own-Source Revenue

1.2A: Other revenue

Resources received free of charge		
Resources received free of charge - audit fee ANAO	63	63
Other	7	7
Total other revenue	70	70

Accounting Policy

Resources Received Free of Charge

Resources received free of charge are recognised as revenue when, and only when, a fair value can be reliably determined and the services would have been purchased if these 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.

Gains

1.2B: Other gains

Resources received free of charge		
Leasehold improvements, plant and equipment	829	-
Other	2	-
Total other gains	831	-

Accounting Policy

Resources Received Free of Charge

Contributions of assets at no cost of acquisition or for nominal consideration are recognised as gains at their fair value when the asset qualifies for recognition, unless received from another Government entity as a consequence of a restructuring of administrative arrangements. ASEA received the leasehold improvements and a multi functional device when it took over an accommodation lease on the abolition of the Australian Building and Construction Commission.

1.2C: Revenue from Government

Appropriations		
Departmental appropriations	4,546	4,735
Total revenue from Government	4,546	4,735

Accounting Policy

Revenue from Government

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

Asbestos Safety and Eradication Agency
Notes to and forming part of the financial statements

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

	2023	2022
	\$'000	\$'000

2.1A: Cash and cash equivalents

Cash on hand or on deposit	124	111
Total cash and cash equivalents	124	111

Accounting Policy

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

- cash on hand; and
- demand deposits in bank accounts with an original maturity of three 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	70	59
Total goods and services receivables	70	59

Appropriations receivables

Appropriation receivable	4,690	4,622
Total appropriations receivables	4,690	4,622

Other receivables

GST receivable from the Australian Taxation Office	20	28
Total other receivables	20	28
Total trade and other receivables (gross)	4,780	4,709
Total trade and other receivables (net)	4,780	4,709

Credit terms for goods and services were within 30 days (2022: 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.

2.2A: Reconciliation of non-financial assets

	Buildings \$'000	Leasehold improvements \$'000	Plant and equipment \$'000	Total ¹ \$'000
As at 1 July 2022				
Gross book value	621	-	117	738
Accumulated depreciation, amortisation and impairment	(437)	-	(81)	(518)
Total as at 1 July 2022	184	-	36	220
Additions				
Purchase	-	-	9	9
Donation/Gift	-	826	3	829
Right-of-use-assets	1,206	-	-	1,206
Depreciation and amortisation	-	(81)	(20)	(101)
Depreciation on right-of-use-assets	(268)	-	-	(268)
Disposals				
Gross book value	(621)	-	-	(621)
Depreciation and amortisation	550	-	-	550
Total as at 30 June 2023	1,051	745	28	1,824
Total as at 30 June 2023 represented by				
Gross book value	1,206	826	129	2,161
Accumulated depreciation, amortisation and impairment	(155)	(81)	(101)	(337)
Total as at 30 June 2023	1,051	745	28	1,824
Carrying amount of right-of-use assets	1,051			

There were no indicators of impairment found for non-financial assets.

During 2023 ASEA disposed of 6 obsolete laptops (2022: 10) and received free of charge the fitout for the leasehold at Level 4, 2 Constitution Avenue Canberra (\$826k) plus a multi-function device (\$3k).

1. Excludes prepayments

Accounting Policy

Acquisition of Assets

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 these were recognised in the transferor's accounts immediately prior to the restructuring.

Asset Recognition Threshold

Purchases of property, plant and equipment are 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 these 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 these items were owned. 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.

Depreciation

Depreciable leasehold improvements and 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:

Buildings (Right-of-use leases):	Lease term or to the end of its useful life (2022: Lease term or to the end of its useful life)
Leasehold Improvements:	Lease term or to the end of its useful life (2022: N/A)
Plant and Equipment:	4 to 5 years (2022: 4 to 5 years)

Revaluations

Prior to 2023 ASEA had a policy of not revaluing plant and equipment as it was held at cost. During 2023 ASEA acquired a significant asset in the form of leasehold improvements which may be subject to revaluation in the future.

Impairment

All non-financial assets were assessed for impairment at 30 June 2023. 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 plant and equipment is derecognised upon disposal or when no further future economic benefits are expected from its use or disposal.

Asbestos Safety and Eradication Agency
Notes to and forming part of the financial statements

2.3 Payables

	2023 \$'000	2022 \$'000
2.3A: Suppliers		
Trade creditors	1	94
Accruals	194	180
Total supplier payables	195	274
2.3B: Other payables		
Salaries and wages	62	50
Superannuation	10	8
Total other payables	72	58

Accounting Policy

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). Supplier payable are settled within 20 days.

Asbestos Safety and Eradication Agency
Notes to and forming part of the financial statements

2.4 Interest Bearing Liabilities

	2023 \$'000	2022 \$'000
2.4A: Leases		
Lease Liabilities	1,069	193
Total leases	1,069	193

Total cash outflow for leases for the year ended 30 June 2023 was \$278,101 (2022: \$250,943).

ASEA has two current accommodation leases in Sydney and Canberra with remaining terms of less than 5 and 4 years respectively.

Maturity Analysis of Contractual Undiscounted Cashflows:

Within 1 year	255	138
Between 1-5 years	890	55
Total Leases	1,145	193

Accounting Policy

Leases

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.

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 2023					
	Annual Appropriation ¹ \$'000	Adjustments to appropriation ² \$'000	Total appropriation \$'000	Appropriation applied in 2023 (current and prior years) \$'000	Variance \$'000
Departmental					
Ordinary annual services	4,661	170	4,831	4,486	345
Capital Budget ³	60	-	60	12	48
Total departmental	4,721	170	4,891	4,498	393

1. \$115,000 was withheld under section 51 of the PGPA Act to contribute to:

- the Whole of Government savings measure from external labour hire, advertising, travel and legal expenses (\$113,000); and
- the *An Ambitious and Enduring APS Reform Plan* measure (\$2,000) lead by the Department of Prime Minister and Cabinet.

2. Adjustments to Appropriations relate to Section 74 Receipts. The largest portion (71%) relates to leave liabilities for staff transferring into ASEA.

3. Departmental Capital Budgets are appropriated through *Appropriation Act (No.1)*, form part of ordinary annual services and are not separately identified in the Appropriation Acts.

3.1B: Unspent annual appropriations ('recoverable GST exclusive')

	2023 \$'000	2022 \$'000
Departmental		
<i>Supply Act (No. 1) - Departmental Capital Budget (DCB) 2020-21</i> ¹	34	34
<i>Appropriation Act (No. 1) - Departmental Capital Budget (DCB) 2020-21</i> ¹	12	24
<i>Appropriation Act (No. 1) - Operating 2021-22</i> ²	25	4,616
<i>Appropriation Act (No. 1) - Departmental Capital Budget (DCB) 2021-22</i>	59	59
<i>Supply Act (No. 1) - Departmental Capital Budget (DCB) 2022-23</i>	25	-
<i>Supply Act (No. 3) - Departmental Capital Budget (DCB) 2022-23</i>	35	-
<i>Supply Act (No. 1) - Operating 2022-23</i>	1,943	-
<i>Supply Act (No. 3) - Operating 2022-23</i> ³	2,842	-
Total departmental	4,975	4,733

1. These amounts will lapse on 1 July 2023.

2. The 2022 amount includes cash at bank (\$111,000) which is appropriation drawn down but unspent as at 30 June 2022.

3. This amount includes cash at bank (\$124,000) which is appropriation drawn down but unspent as at 30 June 2023.

3.2A: Net cash appropriation arrangements

	2023 \$'000	2022 \$'000
Total comprehensive income - as per the Statement of Comprehensive Income	845	98
<i>Plus</i> : depreciation/amortisation of assets funded through appropriations (departmental capital budget funding and/or equity injections) ¹	101	23
<i>Plus</i> : depreciation of right-of-use assets ²	268	245
<i>Less</i> : lease principal repayments ²	(256)	(247)
Net Cash Operating Surplus attributable to ASEA	958	119

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.

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

	2023	2022
	\$'000	\$'000

4.1A: Employee provisions

Leave and other entitlements	829	805
Total employee provisions	829	805

Accounting policy

Employee Benefits

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 is 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 staff attrition rates and pay increases through promotion and inflation.

Superannuation

The entity's staff are members of the Public Sector Superannuation Scheme (PSS), 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 ASEA makes employer contributions to the employees' defined benefit 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 amounts were contributions to defined contribution plans.

The liability for superannuation recognised as at 30 June represents outstanding employer contributions.

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. Key management personnel remuneration is reported in the table below:

	2023	2022
	\$'000	\$'000
Short-term employee benefits	606	705
Post-employment benefits	95	115
Other long-term employee benefits	19	20
Termination benefits	94	-
Total key management personnel remuneration¹	814	840

The total number of key management personnel (KMP) that are included in the above table is three individuals (2022: 4). The remuneration totals (on a pro rata basis) for KMP include those staff who ceased in those roles.

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.

4.3 Related Party Disclosures

Related party relationships:

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

Transactions with related parties

Significant transactions with related parties can include:

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

Giving consideration to relationships with related entities, and transactions entered into during the reporting period by ASEA, it has been determined that the related party transactions to be separately disclosed in the 2022-23 financial year are \$0 (2022: \$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 2023 (2022: \$0).

Accounting Policy

Contingent liabilities and contingent assets are not recognised in the statement of financial position but are reported in the notes. These 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	2023 \$'000	2022 \$'000
5.2: Categories of financial instruments		
Financial assets at amortised cost		
Cash and cash equivalents	124	111
Trade and other receivables	70	59
Total financial assets at amortised cost	194	170
Total financial assets	194	170
Financial Liabilities		
Financial liabilities measured at amortised cost		
Trade creditors and accruals	195	274
Total financial liabilities measured at amortised cost	195	274
Total financial liabilities	195	274

Accounting Policy

Financial assets

In accordance with AASB 9 *Financial Instruments*, the entity classifies its financial assets in the following categories:

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

The classification depends on both the entity's business model for managing the financial assets and contractual cash flow characteristics at the time of initial recognition. Financial assets are recognised when the entity becomes a party to the contract and, as a consequence, has a legal right to receive or a legal obligation to pay cash and derecognised when the contractual rights to the cash flows from the financial asset expire or are transferred upon trade date.

Comparatives have not been restated on initial application.

Financial Assets at Amortised Cost

Financial assets included in this category must meet two criteria:

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

Amortised cost is determined using the effective interest method.

Effective Interest Method

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

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

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

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

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

Financial assets are classified as financial assets at fair value through profit or loss where the financial assets either doesn't meet the criteria of financial assets held at amortised cost or at FVOCI (i.e. mandatorily held at FVTPL) or may be designated.

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

Impairment of Financial Assets

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

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

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

Financial liabilities

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

Financial Liabilities at Fair Value Through Profit or Loss

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

Financial Liabilities at Amortised Cost

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

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

Other information

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

	2023 \$'000	2022 \$'000
Assets expected to be recovered in:		
No more than 12 months		
Cash and Cash Equivalents	124	111
Trade and Other Receivables	4,780	4,709
Prepayments	10	4
Total no more than 12 months	4,914	4,824
More than 12 months		
Buildings	1,051	184
Leasehold improvements	745	-
Plant and equipment	28	36
Total more than 12 months	1,824	220
Total assets	6,738	5,044
Liabilities expected to be settled in:		
No more than 12 months		
Suppliers	195	274
Other Payables	72	58
Leases	225	119
Employee Provisions	276	311
Total no more than 12 months	768	762
More than 12 months		
Leases	844	74
Employee Provisions	553	494
Total more than 12 months	1,397	568
Total liabilities	2,165	1,330

Asbestos Safety and Eradication Agency

Notes to and forming part of the financial statements

6.2 Explanations of Major Variances to Original Budget

The following provides explanations of major variance between the budget for ASEA as presented in the October 2022-23 Employment and Workplace Relations Budget Statements (PBS) and ASEA's 2022-23 final outcome as presented in accordance with Australian Accounting Standards. The budget is not audited. Major variances are those deemed relevant to an analysis of ASEA's performance and are not focused on merely numerical differences between budget and actual amounts.

6.2: Explanations of Major Variances to Original Budget

for the period ending 30 June 2023

Note(s)	Explanation of major variances	Affected line item(s) and statement(s)
1.1A	Employee benefits - The variation of 7% (\$160k) is due to the profile of employed staff being at a higher classification level to that budgeted.	Employee benefits Statement of Comprehensive Income
1.1B 2.2A	Suppliers - The variation of -21% (-\$426k) is due to a range of factors including: higher than budgeted employee expense and a corresponding underspend in supplier expenses; and property lease costs (\$268k) being incorrectly budgeted as supplier costs rather than as depreciation expense under AASB16.	Suppliers Depreciation and amortisation Statement of Comprehensive Income
	Finance costs - The variation of 83% (\$10k) is because accommodation lease arrangements were significantly increased after the budget was developed.	Finance costs Statement of Comprehensive Income
1.2B 2.2A	Gains, Leasehold improvements - no budget was made for the unexpected leasehold improvements ASEA received free of charge.	Property related gains Statement of Comprehensive Income Non-financial assets Statement of Financial Position
2.1A	Cash and cash Equivalents - the variation of 12% (\$13k) to budget is a result of supplier payment timing.	Cash and cash Equivalents Statement of Financial Position
2.2A 2.4A	Buildings variance of 1,595% (\$989k) is due to accommodation lease arrangements changing significantly since the development of the budget estimates. On 31 January 2023 ASEA entered into a memorandum of understanding with the Australian Building and Construction Commission (ABCC) for those benefits and obligations as the tenant under the Lease and Side Deed and nominal ownership of the fit out of the premises at no cost transfer to ASEA from 1 February 2023.	Non-financial assets Leases Statement of Financial Position Net Cash used - all activities Cash Flow Statement
2.3A 2.3B	Payables - the variation of -20% (-\$65k) is less than the historical amounts on which the budget was based.	Payables Statement of Financial Position
	Total comprehensive income/(loss) - variance of -1,400% (\$910k) is mainly due to the leasehold improvements received free of charge from the ABCC coupled with slippage into next year of a major project due to contractor performance.	Total Comprehensive income/(loss) Statement of Comprehensive Income
	In summary:	Surplus/(Deficit) for the period Statement of Changes in Equity
	surplus	Actual 845
	plus net cash adjustment	Budget (65)
	less revenue windfall	113
	"controllable" surplus	829
		-
		-



Section 6

Reference and index

> References and Index

Glossary of abbreviations and acronyms

AI	Artificial Intelligence
ACM	Asbestos-containing materials
ADDRI	Asbestos and Dust Diseases Research Institute
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
ANSP	National Strategic Plan for Asbestos Awareness and Management 2019–2023
Union aid abroad – APHEDA	Australian People for Health, Education and Development Abroad
APS	Australian Public Service
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
ASL	Average Staffing Level
CALD	Culturally and Linguistically Diverse
CEO	Chief Executive Officer
CO2-e	Carbon Dioxide Equivalent
DIY	Do-it-yourself (renovators/renovations)
EDM	Electronic Direct Mail
EL	Executive Level
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, Commonwealth Grants Rules and Guidelines 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
LGCs	large-scale generation certificates

Minister	Minister for Workplace Relations (unless otherwise stated)
ML	Machine Learning
NAAW	National Asbestos Awareness Week
NAAC	National Asbestos Awareness Campaign
PGPA Act	Public Governance, Performance and Accountability Act 2013
PGPA Rule	<i>Public Governance and Accountability Rule 2014</i>
PS Act	Public Service Act 1999
SES	Senior Executive Service
Rule	Asbestos Safety and Eradication Agency Rule 2022
SME	Small and Medium Enterprises

List of requirements

PGPA Rule Reference	Page number	Description	Requirement
17AD(g)	Letter of transmittal		
17AI	1	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
17AD(h)	Aids to access		
17AJ(a)	3	Table of contents (print only).	Mandatory
17AJ(b)	83	Alphabetical index (print only).	Mandatory
17AJ(c)	72	Glossary of abbreviations and acronyms.	Mandatory
17AJ(d)	74	List of requirements.	Mandatory
17AJ(e)	Inside cover	Details of contact officer.	Mandatory
17AJ(f)	Inside cover	Entity's website address.	Mandatory
17AJ(g)	Inside cover	Electronic address of report.	Mandatory
17AD(a)	Review by accountable authority		
17AD(a)	6	A review by the accountable authority of the entity.	Mandatory
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	8	A description of the role and functions of the entity.	Mandatory
17AE(1)(a)(ii)	9	A description of the organisational structure of the entity.	Mandatory
17AE(1)(a)(iii)	16	A description of the outcomes and programmes administered by the entity.	Mandatory
17AE(1)(a)(iv)	16	A description of the purposes of the entity as included in corporate plan.	Mandatory
17AE(1)(aa)(i)	16	Name of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(ii)	33	Position title of the accountable authority or each member of the accountable authority	Mandatory
17AE(1)(aa)(iii)	33	Period as the accountable authority or member of the accountable authority within the reporting period	Mandatory

PGPA Rule Reference	Page number	Description	Requirement
17AE(1)(b)	10	An outline of the structure of the portfolio of the entity.	Portfolio departments mandatory
17AE(2)	N/A	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
17AD(c)	Report on the Performance of the entity		
	<i>Annual performance Statements</i>		
17AD(c)(i); 16F	16	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory
17AD(c)(ii)	<i>Report on Financial Performance</i>		
17AF(1)(a)	46	A discussion and analysis of the entity's financial performance.	Mandatory
17AF(1)(b)	50	A table summarising the total resources and total payments of the entity.	Mandatory
17AF(2)	54	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.
17AD(d)	Management and Accountability		
	<i>Corporate Governance</i>		
17AG(2)(a)	40	Information on compliance with section 10 (fraud systems)	Mandatory
17AG(2)(b)(i)	1	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory

PGPA Rule Reference	Page number	Description	Requirement
17AG(2)(b)(ii)	1	A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.	Mandatory
17AG(2)(b)(iii)	1	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory
17AG(2)(c)	37	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory
17AG(2)(d) – (e)	N/A	A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non compliance with Finance law and action taken to remedy non compliance.	If applicable, Mandatory
Audit Committee			
17AG(2A)(a)	39	A direct electronic address of the charter determining the functions of the entity's audit committee.	Mandatory
17AG(2A)(b)	39	The name of each member of the entity's audit committee.	Mandatory
17AG(2A)(c)	39	The qualifications, knowledge, skills or experience of each member of the entity's audit committee.	Mandatory
17AG(2A)(d)	39	Information about the attendance of each member of the entity's audit committee at committee meetings.	Mandatory
17AG(2A)(e)	39	The remuneration of each member of the entity's audit committee.	Mandatory
External Scrutiny			
17AG(3)	40	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory
17AG(3)(a)	N/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

PGPA Rule Reference	Page number	Description	Requirement
17AG(3)(b)	N/A	Information on any reports on operations of the entity by the Auditor General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.	If applicable, Mandatory
17AG(3)(c)	N/A	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory
Management of Human Resources			
17AG(4)(a)	32	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory
17AG(4)(aa)	32	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
17AG(4)(b)	32, 33	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 part time employees; • Statistics on gender; • Statistics on staff location; • Statistics on employees who identify as Indigenous.	Mandatory
17AG(4)(c)	35	Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <i>Public Service Act 1999</i> .	Mandatory
17AG(4)(c)(i)	35	Information on the number of SES and non SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory
17AG(4)(c)(ii)	35	The salary ranges available for APS employees by classification level.	Mandatory

PGPA Rule Reference	Page number	Description	Requirement
17AG(4)(c)(iii)	36	A description of non salary benefits provided to employees.	Mandatory
17AG(4)(d)(i)	N/A	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory
17AG(4)(d)(ii)	N/A	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory
17AG(4)(d)(iii)	N/A	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory
17AG(4)(d)(iv)	N/A	Information on aggregate amount of performance payments.	If applicable, Mandatory
Assets Management			
17AG(5)	41	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, mandatory
Purchasing			
17AG(6)	41	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i> .	Mandatory
Reportable consultancy contracts			
17AG(7)(a)	42, 43	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

PGPA Rule Reference	Page number	Description	Requirement
17AG(7)(b)	42	A statement that “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]”.	Mandatory
17AG(7)(c)	42	A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.	Mandatory
17AG(7)(d)	42	A statement that “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.”	Mandatory
Reportable non-consultancy contracts			
17AG(7A)(a)	42	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
17AG(7A)(b)	42	A statement that “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.”	Mandatory
17AD(daa)	Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts		

PGPA Rule Reference	Page number	Description	Requirement
17AGA	42, 43	Additional information, in accordance with section 17AGA, about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts.	Mandatory
Australian National Audit Office Access Clauses			
17AG(8)	N/A	If an entity entered into a contract with a value of more than \$100 000 (inclusive of GST) and the contract did not provide the Auditor General with access to the contractor's premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.	If applicable, Mandatory
Exempt contract			
17AG(9)	N/A	If an entity entered into a contract or there is a standing offer with a value greater than \$10 000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.	If applicable, Mandatory
Small business			
17AG(10)(a)	41	A statement that "[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance's website."	Mandatory
17AG(10)(b)	41	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory

PGPA Rule Reference	Page number	Description	Requirement
17AG(10)(c)	41	If the entity is considered by the Department administered by the Finance Minister as material in nature—a statement that "[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on the Treasury's website."	If applicable, Mandatory
Financial Statements			
17AD(e)	49	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory
Executive Remuneration			
17AD(da)	34	Information about executive remuneration in accordance with Subdivision C of Division 3A of Part 2-3 of the Rule.	Mandatory
17AD(f) Other Mandatory Information			
17AH(1)(a)(i)	43	If the entity conducted advertising campaigns, a statement that "During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity's website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance's website."	If applicable, Mandatory
17AH(1)(a)(ii)	N/A	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory
17AH(1)(b)	N/A	A statement that "Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity's website]."	If applicable, Mandatory
17AH(1)(c)	37	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory

PGPA Rule Reference	Page number	Description	Requirement
17AH(1)(d)	40	Website reference to where the entity's Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory
17AH(1)(e)	N/A	Correction of material errors in previous annual report	If applicable, mandatory
17AH(2)	37, 40-44	Information required by other legislation	Mandatory

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