G Financial statements

This appendix presents the audited financial statements for the Productivity Commission for 2012-13.

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INDEPENDENT AUDITOR'S REPORT
To the Assistant Treasurer
Report on the Financial Statements
I have audited the accompanying financial statements of Product ivity Commission for
the year ended 30 June 2013, which comprise: a Statement by the Chairman and Chief
Finance Officer; Statement of Comprehensive Income; Balance Sheet; Statement of
Changes in Equity; Cash Flow Statement; Schedule of Commitments; and Notes
comprising a Summary of Significant Accounting Policies and other explanatory
information.
Chairman's Responsibility for the Financial Statements
The Chairman of the Productivity Commission is responsible for the preparation of
financial statements that give a true and fair view in accordance with the Finance
Minister's Orders made under the Financial Management and Accountability Act 1997,
including the Australian Accounting Standards, and for such internal control as is
necessary to enable the preparation of the financial statements that give a true and fair
view and are free from material misstatement , whether due to fraud or error.
Auditor's Responsibility
My responsibility is to express an opinion on the financial statements based on my audit.
I have conducted my audit in accordance with the Australian National Audit Office
Auditing Standards, which incorporate the Australian Auditing Standards. These
auditing standards require that I comply with relevant ethical requirements relating to
audit engagements and plan and perform the audit to obtain reasonable assurance about
whether the financial statements are free from material misstatement.
An audit involves performing procedures to obtain audit evidence about the amounts
and disclosures in the financial statements_ The procedures selected depend on the
auditor's judgement, including the assessment of the risks of material misstatement of
the financial statements, whether due to fraud or error. In making those risk
assessments, the auditor considers internal control relevant to the Productivity
Commission's preparation of the financial statements that give a true and fair view 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 Productivity
Commission's internal control. An audit also includes evaluating the appropriateness of
the accounting policies used and the reasonableness of accounting estimates made by
the Chairman of the Productivity Commission, as well as evaluating the overall
presentation of the financial statements. Continued next page.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide
a basis for my audit opinion.
Independence
In conducting my audit. I have followed the independence requirements of the
Australian National Audit Office, which incorporate the requirements of the Australian
accounting profession.
Opinion
in my opinion, the financial statements of the Productivity Commission:
(a) have been prepared in accordance with the Finance Minister's Orders made under
the Fianncial Management and Accountability Act 1997, including the Australian
Accounting Standards; and
(13) give a true and fair view of the matters required by the Finance Minister's Orders
including the Productivity Commission's financial position as at 30 June 2013 and
of its financial performance and cash flows for the year then funded.
Report on Other Legal and Regulatory Requirements
Note 15 of the financial statements discloses information on the Productivity
Commission's review of its exposure to risks of not complying with statutory
conditions on payments from annual appropriations which fund statutory payments.
Non-compliance with statutory conditions may lead to a contravention of section 83 of
the Constitution, which requires that no money shall be drawn from the Treasury of the
Commonwealth except under an appropriation made by law,
As disclosed in Note 15, the review is planned ibr completion in 2013-14.
Australian National Audit Office
Michael J Watson
Group Executive Director
Delegate of the Auditor-General
Canberra
23 August 2013

From the Chairman's Office
Statement by the Chairman and Chief Finance Officer
In our opinion, the attached financial statements for the year ended 30 June 2013 are
based on properly maintained financial records and give a true and fair view of the
matters required by the Finance Minister's Orders made under the Financial
Management and Accountability Act 1997, as amended.
Peter Harris
Chairman
22 August 2013
Brian Scammell
Chief Finance Officer
21 August 2013Statement of Comprehensive Income

*for the period ended 30 June 2013*

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  | Notes | **$’000** | $’000 |
| **EXPENSES** |  |  |  |
| Employee benefits | 3A | **29,155** | 28,180 |
| Supplier expenses | 3B | **7,129** | 7,468 |
| Depreciation and amortisation | 3C | **970** | 933 |
| Finance costs | 3D | **74** | 20 |
| Write-down and impairment of assets | 3E | **53** | - |
| Losses from asset sales | 3F | **-** | 22 |
| ***Total Expenses*** |  | **37,381** | 36,623 |
|  |  |  |  |
| **LESS:** |  |  |  |
| **OWN-SOURCE INCOME** |  |  |  |
| ***Own-source revenue*** |  |  |  |
| Sale of goods and rendering of services | 4A | **1,071** | 521 |
| ***Total own-source revenue*** |  | **1,071** | 521 |
| ***Gains*** |  |  |  |
| Other gains | 4B | **40** | 33 |
| ***Total gains*** |  | **40** | 33 |
| ***Total own-source income*** |  | **1,111** | 554 |
| **Net cost of services** |  | **36,270** | 36,069 |
|  |  |  |  |
| Revenue from Government | 4C | **37,429** | 37,956 |
| **Surplus** |  | **1,159** | 1,887 |
|  |  |  |  |
| **OTHER COMPREHENSIVE INCOME** |  |  |  |
| Changes in asset revaluation surplus |  | **617** | – |
| **Total comprehensive income** |  | **1,776** | 1,887 |

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

Balance Sheet

as at 30 June 2013

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  | Notes | **$’000** | $’000 |
| **ASSETS** |  |  |  |
| **Financial Assets** |  |  |  |
| Cash and cash equivalents | 5A | **468** | 357 |
| Trade and other receivables | 5B | **23,277** | 20,139 |
| ***Total financial assets*** |  | **23,745** | 20,496 |
| **Non-Financial Assets** |  |  |  |
| Leasehold improvements | 6A | **4,960** | 4,988 |
| Property, plant and equipment | 6B, D | **717** | 777 |
| Intangibles | 6C, D | **155** | 68 |
| Other non-financial assets | 6E | **498** | 628 |
| ***Total non-financial assets*** |  | **6,330** | 6,461 |
| **Total Assets** |  | **30,075** | 26,957 |
|  |  |  |  |
| **LIABILITIES** |  |  |  |
| **Payables** |  |  |  |
| Suppliers | 7A | **379** | 295 |
| Other payables | 7B | **3,607** | 3,633 |
| ***Total payables*** |  | **3,986** | 3,928 |
| **Provisions** |  |  |  |
| Employee provisions | 8A | **12,651** | 11,721 |
| Other provisions | 8B | **480** | 406 |
| ***Total provisions*** |  | **13,131** | 12,127 |
| **Total Liabilities** |  | **17,117** | 16,055 |
| **Net Assets** |  | **12,958** | 10,902 |
|  |  |  |  |
| **EQUITY** |  |  |  |
| Contributed equity |  | **2,435** | 2,155 |
| Reserves |  | **2,771** | 2,154 |
| Retained surplus |  | **7,752** | 6,593 |
| **Total Equity** |  | **12,958** | 10,902 |

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

Statement of Changes in Equity

for the period ending 30 June 2013

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Item | Retained earnings | | Asset revaluation surplus | | Contributed equity | | Total equity | |
|  | ***2013*** | *2012* | ***2013*** | *2012* | ***2013*** | *2012* | ***2013*** | *2012* |
|  | **$’000** | $’000 | **$’000** | $’000 | **$’000** | $’000 | **$’000** | $’000 |
| **Opening balance** |  |  |  |  |  |  |  |  |
| Balance carried forward from previous period | **6,593** | 4,706 | **2,154** | 2,154 | **2,155** | 1,804 | **10,902** | 8,664 |
|  |  |  |  |  |  |  |  |  |
| **Comprehensive Income** |  |  |  |  |  |  |  |  |
| Other comprehensive income | **–** | – | **617** | – | **–** | – | **617** | – |
| Surplus for the period | **1,159** | 1,887 | **–** | – | **–** | – | **1,159** | 1,887 |
| **Total comprehensive income** | **1,159** | 1,887 | **617** | – | **–** | – | **1,781** | 1,887 |
|  |  |  |  |  |  |  |  |  |
| **Transactions with owners** |  |  |  |  |  |  |  |  |
| ***Contributions by Owners*** |  |  |  |  |  |  |  |  |
| Departmental capital budget | **–** | – | **–** | – | **280** | 351 | **280** | 351 |
| **Sub-total transactions with owners** | **–** | – | **–** | – | **280** | 351 | **280** | 351 |
| **Closing balance as at  30 June** | **7,752** | 6,593 | **2,771** | 2,154 | **2,435** | 2,155 | **12,958** | 10,902 |

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

Cash Flow Statement

for the period ended 30 June 2013

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  | Notes | **$’000** | $’000 |
| **OPERATING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Appropriations |  | **36,081** | 34,613 |
| Sales of goods and rendering of services |  | **1,211** | 584 |
| Net GST received |  | **645** | 1,011 |
| ***Total cash received*** |  | **37,937** | 36,208 |
|  |  |  |  |
| **Cash used** |  |  |  |
| Employees |  | **28,217** | 26,537 |
| Suppliers |  | **7,682** | 8,603 |
| Section 31 receipts transferred to OPA |  | **1,927** | 1,101 |
| ***Total cash used*** |  | **37,826** | 36,241 |
| **Net cash from (used by) operating activities** | 9 | **111** | (33) |
|  |  |  |  |
| **INVESTING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Proceeds from sales of property, plant and equipment |  | **-** | 3 |
| ***Total cash received*** |  | **-** | 3 |
|  |  |  |  |
| **Cash used** |  |  |  |
| Purchase of property, plant and equipment |  | **405** | 252 |
| ***Total cash used*** |  | **405** | 252 |
| **Net cash (used by) investing activities** |  | **(405)** | (249) |
|  |  |  |  |
| **FINANCING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Contributed equity |  | **405** | 252 |
| ***Total cash received*** |  | **405** | 252 |
|  |  |  |  |
| **Net cash from financing activities** |  | **405** | 252 |
|  |  |  |  |
| ***Net increase (decrease) in cash held*** |  | **111** | (30) |
| Cash and cash equivalents at the beginning of the reporting period |  | **357** | 387 |
| ***Cash and cash equivalents at the end of the reporting period*** | 5A | **468** | 357 |

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

Schedule of Commitments

as at 30 June 2013

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$’000** | $’000 |
| **BY TYPE** |  |  |  |
| **Commitments receivable** |  |  |  |
| GST recoverable on commitments |  | **(2,048)** | (2,342) |
| ***Total commitments receivable*** |  | **(2,048)** | (2,342) |
| **Commitments payable** |  |  |  |
| **Other commitments** |  |  |  |
| Operating leases 1 |  | **22,063** | 25,344 |
| Other commitments 2 |  | **468** | 420 |
| ***Total other commitments*** |  | **22,531** | 25,764 |
| **Net commitments by type** |  | **20,483** | 23,422 |
|  |  |  |  |
| **BY MATURITY** |  |  |  |
| **Commitments receivable** |  |  |  |
| **Other commitments receivable** |  |  |  |
| One year or less |  | **(329)** | (321) |
| From one to five years |  | **(1,161)** | (1,300) |
| Over five years |  | **(558)** | (721) |
| ***Total other commitments receivable*** |  | **(2,048)** | (2,342) |
| **Commitments payable** |  |  |  |
| **Operating lease commitments** |  |  |  |
| One year or less |  | **3,185** | 3,222 |
| From one to five years |  | **12,735** | 14,191 |
| Over five years |  | **6,143** | 7,931 |
| ***Total operating lease commitments*** |  | **22,063** | 25,344 |
| **Other commitments** |  |  |  |
| One year or less |  | **433** | 310 |
| From one to five years |  | **35** | 110 |
| Over five years |  | **–** | – |
| ***Total other commitments*** |  | **468** | 420 |
| **Net commitments by maturity** |  | **20,483** | 23,422 |

Note: Commitments are GST inclusive where relevant.

1 Operating leases included are effectively non-cancellable and comprise:

***Leases for office accommodation and carparking***

Lease payments are subject to a fixed percentage annual increase in accordance with the lease agreement. In Melbourne, the current lease expires on 31 May 2021, with a five year option. In Canberra the current lease expires on 30 April 2017, with a five year option.

***Agreements for the provision of motor vehicles to senior executive officers***

Lease payments are fixed at the commencement of each vehicle lease. Vehicles are returned on lease expiry.

2 Other commitments are primarily contracts for office services.

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

## Notes to and forming part of the Financial Statements

**Note Description**

1 Summary of Significant Accounting Policies

2 Events after the Reporting Period

3 Expenses

4 Income

5 Financial Assets

6 Non-Financial Assets

7 Payables

8 Provisions

9 Cash Flow Reconciliation

10 Contingent Liabilities and Assets

11 Senior Executive Remuneration

12 Remuneration of Auditors

13 Financial Instruments

14 Financial Assets Reconciliation

15 Appropriations

16 Compensation and Debt Relief

17 Reporting of Outcomes

18 Net Cash Appropriation Arrangements

### Note 1: Summary of Significant Accounting Policies

### Objectives of the Productivity Commission

The Productivity Commission (the Commission) is an Australian Government controlled entity. The Commission is the Australian Government’s independent research and advisory body on a range of economic, social and environmental issues affecting the welfare of Australians. The Commission’s work extends to the public and private sectors, including areas of State, Territory and local government, as well as federal responsibility. The Commission is a not-for-profit entity.

The Commission is structured to meet one outcome:

*Outcome 1: Well-informed policy decision-making and public understanding on matters relating to Australia’s productivity and living standards, based on independent and transparent analysis from a community-wide perspective.*

Activities contributing toward this outcome are classified as departmental. Departmental activities involve the use of assets, liabilities, income and expenses controlled or incurred by the Commission in its own right.

The continued existence of the Commission in its present form and with its present program is dependent on Government policy and on continuing funding by Parliament for the Commission’s administration and program.

The Australian Government continues to have regard to developments in case law, including the High Court’s most recent decision on Commonwealth expenditure in *Williams v Commonwealth* (2012) 288 ALR 410, as they contribute to the larger body of law relevant to the development of Commonwealth programs.  In accordance with its general practice, the Government will continue to monitor and assess risk and decide on any appropriate actions to respond to risks of expenditure not being consistent with constitutional or other legal requirements.

### 1.2 Basis of Preparation of the Financial Statements

The financial statements are general purpose financial statements and are required by section 49 of the *Financial Management and Accountability Act 1997*.

The financial statements have been prepared in accordance with:

* Finance Minister’s Orders (FMOs) for reporting periods ending on or after 1 July 2012; and
* Australian Accounting Standards and Interpretations issued by the Australian Accounting Standards Board (AASB) that apply for the reporting period.

The financial statements have been prepared on an accrual basis and in accordance with the historical cost convention, except for certain assets and liabilities at fair value. Except where stated, no allowance is made for the effect of changing prices on the results or the financial position.

The financial statements are presented in Australian dollars and values are rounded to the nearest thousand dollars unless otherwise specified.

Unless an alternative treatment is specifically required by an accounting standard or the FMOs, assets and liabilities are recognised in the Balance Sheet when and only when it is probable that future economic benefits will flow to the Commission or a future sacrifice of economic benefits will be required and the amounts of the assets or liabilities can be reliably measured. However, assets and liabilities arising under executor contracts are not recognised unless required by an accounting standard. Liabilities and assets that are unrecognised are reported in the Schedule of Commitments.

Unless alternative treatment is specifically required by an accounting standard, income and expenses are recognised in the Statement of Comprehensive Income when and only when the flow, consumption or loss of economic benefits has occurred and can be reliably measured.

### 1.3 Significant Accounting Judgements and Estimates

In the process of applying the accounting policies listed in this note, the Commission has made the following judgements that have the most significant impact on the amounts recorded in the financial statements:

* The fair value of leasehold improvements has been taken to be the fair value of similar leasehold improvements as determined by an independent valuer.
* The long service leave liability is calculated using the shorthand method developed by the Australian Government Actuary. This method is impacted by fluctuations in the Commonwealth Government 10 year Treasury Bond rate.

No accounting assumptions or estimates have been identified that have a significant risk of causing a material adjustment to carrying amounts of assets and liabilities within the next accounting period.

### New Australian Accounting Standards

#### Adoption of New Australian Accounting Standard Requirements

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

New standards, amendments to standards or interpretations that were issued prior to the sign-off date and are applicable to the current reporting period did not have a financial impact, and are not expected to have a future financial impact on the Commission.

#### Future Australian Accounting Standard Requirements

New standards, amendments to standards or interpretations that were issued by the Australian Accounting Standards Board prior to the sign-off date and are applicable for future reporting periods are not expected to have a future financial impact on the Commission.

### Revenue

Revenue from the sale of goods is recognised when:

* the risks and rewards of ownership have been transferred to the buyer;
* the Commission retains no managerial involvement or effective control over the goods;
* the revenue and transaction costs incurred can be reliably measured; and
* it is probable that the economic benefits associated with the transaction will flow to the Commission.

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

* the amount of revenue, stage of completion and transaction costs incurred can be reliably measured; and
* the probable economic benefits associated with the transaction will flow to the Commission.

The stage of completion of contracts at the reporting date is determined by reference to the proportion that costs incurred to date bear to the estimated total costs of the transaction.

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

#### 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 Commission 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.

### Gains

#### Other Resources Received Free of Charge

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

Resources received free of charge are recorded as either revenue or gains depending on their nature.

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 (Refer to Note 1.7).

#### Sale of Assets

Gains from disposal of assets are recognised when control of the asset has passed to the buyer.

### Transactions with the Government as Owner

#### 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.

#### Other Distributions to Owners

The FMOs require that distributions to owners be debited to contributed equity unless it is in the nature of a dividend.

### Employee Benefits

Liabilities for ‘short‑term employee benefits’ (as defined in AASB 119 *Employee Benefits*) and termination benefits due within twelve months of the end of reporting period are measured at their nominal amounts.

The nominal amount is calculated with regard to the rates expected to be paid on settlement of the liability.

Other long-term employee benefits are measured as net total of the present value of the defined benefit obligation at the end of the reporting period minus the fair value at the end of the reporting period of plan assets (if any) out of which the obligations are to be settled directly.

#### 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 Commission 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 applied at the time the leave is taken, including the Commission’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 use of the Australian Government Actuary’s shorthand method using the Standard Commonwealth sector probability profile. The estimate of the present value of the liability takes into account attrition rates and pay increases through promotion and inflation.

#### Separation and Redundancy

Provision is made for separation and redundancy benefit payments. The Commission recognises a provision for termination when it has developed a detailed formal plan for the terminations and has informed those employees affected that it will carry out the terminations. The amount of the provision is $837,708 (2012: $84,084).

#### Superannuation

The majority of staff at the Commission are members of the Commonwealth Superannuation Scheme (CSS), the Public Sector Superannuation Scheme (PSS) or the PSS accumulation plan (PSSap).

The CSS and PSS are 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 and Deregulation’s administered schedules and notes.

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

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

### Leases

A distinction is made between finance leases and operating leases. Finance leases effectively transfer from the lessor to the lessee substantially all the risks and rewards incidental to ownership of leased assets. An operating lease is a lease that is not a finance lease. In operating leases, the lessor effectively retains substantially all such risks and benefits.

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.

### 1.10 Borrowing Costs

All borrowing costs are expensed as incurred.

### 1.11 Cash

Cash is recognised at its nominal amount. Cash and cash equivalents includes cash on hand, demand deposits in bank accounts with an original maturity of 3 months or less that are readily convertible to known amounts of cash and subject to insignificant risk of changes in value and cash with outsiders.

### Financial Assets

The Commission classifies its financial assets in the following categories:

* financial assets as at fair value through profit or loss;
* held-to-maturity investments;
* available-for-sale financial assets; and
* loans and receivables.

The classification depends on the nature and purpose of the financial assets and is determined at the time of initial recognition. The Commission currently only holds financial assets of loans and receivables.

Financial assets are recognised and derecognised upon ‘trade date’.

#### Effective Interest Method

The effective interest method is a method of calculating the amortised cost of a financial asset and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial asset, or, where appropriate, a shorter period.

Income is recognised on an effective interest rate basis except for financial assets that are recognised at fair value through profit or loss.

#### Loans and Receivables

Trade receivables, loans and other receivables that have fixed or determinable payments that are not quoted in an active market are classified as ‘loans and receivables’. Loans and receivables are measured at amortised cost using the effective interest method less impairment. Interest is recognised by applying the effective interest rate.

#### Impairment of Financial Assets

Financial assets are assessed for impairment at the end of each reporting period.

*Financial assets held at amortised cost* – if there is objective evidence that an impairment loss has been incurred for loans and receivables held at amortised cost, the amount of the loss is measured as the difference between the asset’s carrying amount and the present value of estimated future cash flows discounted at the asset’s original effective interest rate. The carrying amount is reduced by way of an allowance account. The loss is recognised in the Statement of Comprehensive Income.

### Financial Liabilities

Financial liabilities are classified as either financial liabilities ‘at fair value through profit or loss’ or other financial liabilities. The Commission only holds other financial liabilities.

Financial liabilities are recognised and derecognised upon ‘trade date’.

#### Other Financial Liabilities

Other financial liabilities, including 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).

### Contingent Liabilities and Contingent Assets

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

Details of each class of contingent liabilities and contingent assets are disclosed in Note 10: Contingent Liabilities and Contingent Assets.

### 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 they were recognised in the transferor’s accounts immediately prior to the restructuring.

### Property, Plant and Equipment

#### Asset Recognition Threshold

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

The initial cost of an asset includes an estimate of the cost of dismantling and removing the item and restoring the site on which it is located. This is particularly relevant to ‘make-good’ provisions in property leases taken up by the Commission where there exists an obligation to ‘make-good’ premises. These costs are included in the value of the Commission’s leasehold improvements with a corresponding provision for the ‘make-good’ recognised.

#### Revaluations

Fair values for each class of asset are determined as shown below:

|  |  |
| --- | --- |
| Asset class | Fair value measured at |
| Leasehold improvements | Depreciated replacement cost |
| Property, plant and equipment | Market selling price |

Following initial recognition at cost, property, plant and equipment are carried at fair value less subsequent accumulated depreciation and accumulated impairment losses. Valuations are conducted with sufficient frequency to ensure that the carrying amounts of assets do not differ materially from the assets’ fair values at the reporting date. The regularity of independent valuations depends upon the volatility of movements in market values for the relevant assets. Assets were revalued by the Australian Valuation Office (AVO) as at 30 June 2013.

Revaluation adjustments are made on a class basis. Any revaluation increment is credited to equity under the heading of asset revaluation reserve except to the extent that it reverses a previous revaluation decrement of the same asset class that was previously recognised in surplus/deficit. Revaluation decrements for a class of assets are recognised directly in the surplus/deficit except to the extent that they reverse a previous revaluation increment for that class.

Any accumulated depreciation as at the revaluation date is eliminated against the gross carrying amount of the asset and the asset restated to the revalued amount.

#### Depreciation

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the Commission 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:

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
| Leasehold improvements and make-good | **Lease term** | Lease term |
| Plant and equipment | **3 to 20 years** | 3 to 20 years |
| Intangibles (computer software) | **5 years** | 5 years |

#### Impairment

All assets were assessed for impairment at 30 June 2013. 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 to sell* 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 Commission were deprived of the asset, its *value in use* is taken to be its depreciated replacement cost.

#### Derecognition

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

### Intangibles

The Commission’s intangibles comprise commercially purchased software for internal use. These assets are carried at cost less accumulated amortisation and accumulated impairment losses.

Software is amortised on a straight-line basis over its anticipated useful life. The useful lives of the Commission’s software are 5 years (2012: 5 years).

All software assets were assessed for indications of impairment as at 30 June 2013.

### Taxation

The Commission is exempt from all forms of taxation except Fringe Benefits Tax (FBT) and the Goods and Services Tax (GST).

Revenues, expenses and assets are recognised net of GST except:

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

### Note 2: Events after the Reporting Period

There was no subsequent event that had the potential to significantly affect the on-going structure and financial activities of the Commission.

### Note 3: Expenses

#### Note 3A: Employee Benefits

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Wages and salaries | **21,081** | 20,475 |
| Superannuation: |  |  |
| Defined contribution plans | **1,163** | 989 |
| Defined benefit plans | **3,015** | 2,543 |
| Leave and other entitlements | **2,885** | 4,089 |
| Separation and redundancies | **1,011** | 84 |
| ***Total employee benefits*** | **29,155** | 28,180 |

#### Note 3B: Suppliers

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| ***Goods and Services*** |  |  |
| Consultants | **37** | 140 |
| Contractors | **115** | 229 |
| Travel | **1,204** | 1,217 |
| IT services | **717** | 636 |
| Other administration expenses | **2,203** | 2,405 |
| ***Total goods and services*** | **4,276** | 4,627 |
|  |  |  |
| Goods and services are made up of: |  |  |
| Provision of goods – related entities | **5** | 6 |
| Provision of goods – external parties | **226** | 245 |
| Rendering of services – related entities | **256** | 253 |
| Rendering of services – external parties | **3,789** | 4,123 |
| ***Total goods and services*** | **4,276** | 4,627 |
|  |  |  |
| ***Other supplier expenses*** |  |  |
| Operating lease rentals – external parties: |  |  |
| Minimum lease payments | **2,817** | 2,790 |
| Workers compensation expenses | **36** | 51 |
| ***Total other supplier expenses*** | **2,853** | 2,841 |
| ***Total supplier expenses*** | **7,129** | 7,468 |

#### Note 3C: Depreciation and Amortisation

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$‘000** | $‘000 |
| Depreciation: |  |  |  |
| Buildings - leasehold improvements |  | **724** | 726 |
| Property, plant and equipment |  | **213** | 175 |
| ***Total depreciation*** |  | **937** | 901 |
|  |  |  |  |
| Amortisation: |  |  |  |
| Intangibles: |  |  |  |
| Computer software |  | **33** | 32 |
| ***Total amortisation*** |  | **33** | 32 |
| ***Total depreciation and amortisation*** |  | **970** | 933 |

#### Note 3D: Finance Costs

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$’000** | $’000 |
| Unwinding of discount |  | **74** | 20 |
| ***Total finance costs*** |  | **74** | 20 |

#### Note 3E: Write-down and Impairment of Assets

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$’000** | $’000 |
| Asset write-downs and impairments from: |  |  |  |
| Revaluation decrement: |  |  |  |
| Property, plant and equipment |  | **53** | – |
| ***Total write-down and impairment of assets*** |  | **53** | – |

#### Note 3F: Losses from Asset Sales

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$’000** | $’000 |
| Property, plant and equipment: |  |  |  |
| Proceeds from sale |  | **–** | (3) |
| Carrying value of assets sold |  | **–** | 21 |
| Selling expense |  | **–** | 4 |
| ***Total losses from asset sales*** |  | **–** | 22 |

### Note 4: Income

#### **Revenue**

#### Note 4A: Sale of Goods and Rendering of Services

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$‘000** | $‘000 |
| Provision of goods – external parties | **6** | 36 |
| Rendering of services – related entities | **1,024** | 436 |
| Rendering of services – external parties | **41** | 49 |
| ***Total sales of goods and rendering of services*** | **1,071** | 521 |

#### **Gains**

#### Note 4B: Other Gains

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Resources received free of charge | **40** | 33 |
| ***Total other gains*** | **40** | 33 |

#### **Revenue from Government**

#### Note 4C: Revenue from Government

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Appropriations: |  |  |
| Departmental appropriations | **37,429** | 37,956 |
| ***Total revenue from Government*** | **37,429** | 37,956 |

### Note 5: Financial assets

#### Note 5A: Cash and Cash Equivalents

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$’000** | $’000 |
| Cash on hand or on deposit |  | **468** | 357 |
| ***Total cash and cash equivalents*** |  | **468** | 357 |

#### Note 5B: Trade and Other Receivables

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2013** | 2012 |
|  |  | **$’000** | $’000 |
| **Goods and Services:** |  |  |  |
| Goods and services – related entities |  | **41** | - |
| Goods and services – external parties |  | **39** | 72 |
| ***Total receivables for goods and services*** |  | **80** | 72 |
|  |  |  |  |
| **Appropriations receivable:** |  |  |  |
| For existing programs |  | **23,103** | 19,953 |
| ***Total appropriations receivable*** |  | **23,103** | 19,953 |
|  |  |  |  |
| **Other receivables:** |  |  |  |
| GST receivable from the Australian Taxation Office |  | **85** | 112 |
| Other |  | **9** | 2 |
| ***Total other receivables*** |  | **94** | 114 |
| ***Total trade and other receivables (gross)*** |  | **23,277** | 20,139 |
|  |  |  |  |
| Receivables are expected to be recovered in: |  |  |  |
| No more than 12 months |  | **23,277** | 20,139 |
| More than 12 months |  | **–** | – |
| ***Total trade and other receivables (net)*** |  | **23,277** | 20,139 |
|  |  |  |  |
| Receivables are aged as follows: |  |  |  |
| Not overdue |  | **23,260** | 20,137 |
| Overdue by: |  |  |  |
| 0 to 30 days |  | **-** | - |
| 31 to 60 days |  | **-** | 1 |
| 61 to 90 days |  | **-** | - |
| More than 90 days |  | **17** | 1 |
| ***Total receivables (gross)*** |  | **23,277** | 20,139 |

Credit Terms for goods and services were within 30 days (2012: 30 days)

### Note 6: Non-Financial Assets

#### Note 6A: Leasehold Improvements

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Leasehold improvements: |  |  |
| Fair value | **4,960** | 6,077 |
| Accumulated depreciation | **-** | (1,089) |
| ***Total leasehold improvements*** | **4,960** | 4,988 |
| ***Total land and buildings*** | **4,960** | 4,988 |

No indicators of impairment were found for leasehold improvements.

No leasehold improvements are expected to be sold or disposed of within the next 12 months.

#### Note 6B: Property, Plant and Equipment

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Property, plant and equipment: |  |  |
| Fair value | **722** | 1,125 |
| Accumulated depreciation | **(5)** | (348) |
| ***Total property, plant and equipment*** | **717** | 777 |

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

No property, plant or equipment is expected to be sold or disposed of within the next 12 months.

***Revaluations of non-financial assets***

All revaluations were conducted in accordance with the revaluation policy stated at Note 1. On 30 June 2013, an independent valuer from the Australian Valuation Office conducted the revaluations.

The revaluation increment for leasehold improvements and decrement for plant and equipment were credited and debited respectively to the asset revaluation reserve by asset class, and included in the equity section of the balance sheet; decrements for plant and equipment were also expensed.

#### Note 6C: Intangibles

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Computer software: |  |  |
| Purchased | **693** | 573 |
| Accumulated amortisation | **(538)** | (505) |
| ***Total intangibles*** | **155** | 68 |

No indicators of impairment were found for intangible assets.

No intangibles are expected to be sold or disposed of within the next 12 months.

#### Note 6D: Analysis of Property, Plant and Equipment, and Intangibles

Reconciliation of the opening and closing balances of property, plant and equipment, and intangibles (2012-13)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leasehold improvements | Property, plant & equipment | Computer software purchased | Total |
|  | **$’000** | **$’000** | **$’000** | **$’000** |
| **As at 1 July 2012** |  |  |  |  |
| Gross book value | **6,077** | **1,125** | **573** | **7,775** |
| Accumulated depreciation / amortisation and impairment | **(1,089)** | **(348)** | **(505)** | **(1,942)** |
| **Net book value 1 July 2012** | **4,988** | **777** | **68** | **5,833** |
| Additions:  By purchase | **–** | **285** | **120** | **405** |
| Revaluations and impairments recognised in other comprehensive income | **696** | **(79)** | **–** | **617** |
| Revaluation recognised in the operating result | **–** | **(53)** | **–** | **(53)** |
| Depreciation / amortisation expense | **(724)** | **(213)** | **(33)** | **(970)** |
| **Net book value 30 June 2013** | **4,960** | **717** | **155** | **5,832** |
|  | | | | |
| **Net book value as of 30 June 2013 represented by**: | | | | |
| Gross book value | **4,960** | **722** | **693** | **6,375** |
| Accumulated depreciation/amortisation and impairment | **–** | **(5)** | **(538)** | **(543)** |
| **Net book value as of 30 June 2013** | **4,960** | **717** | **155** | **5,832** |

Reconciliation of the opening and closing balances of property, plant and equipment, and intangibles (2011-12)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leasehold improvements | Property, plant & equipment | Computer software purchased | Total |
|  | $’000 | $’000 | $’000 | $’000 |
| **As at 1 July 2011** |  |  |  |  |
| Gross book value | 6,116 | 929 | 562 | 7,607 |
| Accumulated depreciation / amortisation and impairment | (402) | (203) | (475) | (1,080) |
| **Net book value 1 July 2011** | 5,714 | 726 | 87 | 6,527 |
| Additions:  By purchase | – | 247 | 13 | 260 |
| Depreciation / amortisation expense | (726) | (175) | (32) | (933) |
| Disposals:  Other | – | (21) | – | (21) |
| **Net book value 30 June 2012** | 4,988 | 777 | 68 | 5,833 |
|  | | | | |
| **Net book value as of 30 June 2012 represented by**: | | | | |
| Gross book value | 6,077 | 1,125 | 573 | 7,775 |
| Accumulated depreciation/amortisation and impairment | (1,089) | (348) | (505) | (1,942) |
| **Net book value as of 30 June 2012** | 4,988 | 777 | 68 | 5,833 |

#### Note 6E: Other Non-financial Assets

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Prepayments | **498** | 628 |
| ***Total other non-financial assets*** | **498** | 628 |
|  |  |  |
| Total other non-financial assets – are expected to be recovered in: |  |  |
| No more than 12 months | **498** | 628 |
| More than 12 months | **–** | – |
| ***Total other non-financial assets*** | **498** | 628 |

No indicators of impairment were found for other non-financial assets.

### Note 7: Payables

#### Note 7A: Suppliers

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Trade creditors and accruals | **379** | 295 |
| ***Total suppliers payables*** | **379** | 295 |
|  |  |  |
| Supplier payables expected to be settled within 12 months: |  |  |
| Related entities | **54** | 38 |
| External parties | **325** | 257 |
| ***Total suppliers payables*** | **379** | 295 |

Settlement was usually made within 30 days.

#### Note 7B: Other Payables

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Wages and salaries | **617** | 614 |
| Superannuation | **106** | 97 |
| Prepayments received/unearned income | **110** | 59 |
| Rent (lease) payable | **987** | 853 |
| Lease incentive | **1,784** | 2,010 |
| Other | **3** | - |
| ***Total other payables*** | **3,607** | 3,633 |
|  |  |  |
| Total other payables are expected to be settled in: |  |  |
| No more than 12 months | **1,061** | 995 |
| More than 12 months | **2,546** | 2,638 |
| **Total other payables** | **3,607** | 3,633 |

### Note 8: Provisions

#### Note 8A: Employee Provisions

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Leave | **11,813** | 11,637 |
| Separations and redundancies | **838** | 84 |
| ***Total employee provisions*** | **12,651** | 11,721 |
| Employee provisions are expected to be settled in: |  |  |
| No more than 12 months | **3,915** | 2,941 |
| More than 12 months | **8,736** | 8,780 |
| ***Total employee provisions*** | **12,651** | 11,721 |

#### Note 8B: Other Provisions

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Provision for restoration obligations | **480** | 406 |
| ***Total other provisions*** | **480** | 406 |
|  |  |  |
| Other provisions are expected to be settled in: |  |  |
| No more than 12 months | **–** | – |
| More than 12 months | **480** | 406 |
| ***Total other provisions*** | **480** | 406 |

|  |  |
| --- | --- |
|  | **Provision for restoration $’000** |
| **Carrying amount 1 July 2012** | **406** |
| Additional provisions made | **–** |
| Amounts used | **–** |
| Unwinding of discount or change in discount rate | **74** |
| **Closing balance 2013** | **480** |

The Commission currently has 1 agreement for the leasing of premises which has a provision requiring the Commission to restore the premises to its original condition at the conclusion of the lease. The Commission has made a provision to reflect the present value of this obligation. (2012: 1 agreement)

### Note 9: Cash Flow Reconciliation

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$‘000** | $’000 |
| **Reconciliation of cash and cash equivalents as per Balance Sheet to Cash Flow Statement** | | |
| **Cash and cash equivalents as per:** |  |  |
| Cash flow statement | **468** | 357 |
| Balance sheet | **468** | 357 |
| **Difference** | **–** | – |
|  | | |
| **Reconciliation of net cost of services to net cash from operating activities:** | | |
| Net cost of services | **(36,270)** | (36,069) |
| Add revenue from Government | **37,429** | 37,956 |
|  |  |  |
| **Adjustments for non-cash items** |  |  |
| Depreciation / amortisation | **970** | 933 |
| Net write down of non-financial assets | **53** | - |
| (Gain) / loss on disposal of assets | **-** | 22 |
|  |  |  |
| **Change in assets / liabilities:** | | |
| (Increase) / decrease in net receivables | **(3,263)** | (4,171) |
| (Increase) / decrease in prepayments | **130** | (73) |
| Increase / (decrease) in employee provisions | **930** | 1,541 |
| Increase / (decrease) in supplier payables | **84** | (298) |
| Increase / (decrease) in other payables | **(26)** | 106 |
| Increase / (decrease) in other provisions | **74** | 20 |
| ***Net cash from / (used by) operating activities*** | **111** | (33) |

### Note 10: Contingent Assets and Liabilities

At 30 June 2013, to the best of its knowledge, the Commission was not exposed to any unrecognised contingencies that would have any material effect on the financial statements. (2012: Nil)

The Commission had no significant remote contingencies.

### Note 11: Senior Executive Remuneration

#### Note 11A: Senior Executive Remuneration Expense for the Reporting Period

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$** | $ |
| **Short-term employee benefits:** |  |  |
| Salary | **6,010,422** | 5,043,558 |
| Annual leave accrued | **487,850** | 413,585 |
| Performance bonus | **-** | 158,895 |
| ***Total short-term employee benefits*** | **6,498,272** | 5,616,038 |
|  |  |  |
| **Post-employment benefits:** |  |  |
| Superannuation | **1,268,998** | 789,430 |
| ***Total post-employment benefits*** | **1,268,998** | 789,430 |
|  |  |  |
| **Other long-term employee benefits:** |  |  |
| Long-service leave | **159,060** | 134,846 |
| ***Total other long-term employee benefits*** | **159,060** | 134,846 |
|  |  |  |
| **Total senior executive remuneration expenses** | **7,926,330** | 6,540,313 |
| ***Notes***: | | |
| 1. This note includes remuneration of members of the Commission and employees in the Senior Executive Service. | | |
| 2. Note 11A was prepared on an accrual basis (therefore the performance bonus expenses disclosed above may differ from the cash 'Bonus paid' in Note 11B). | | |
| 3. Note 11A excludes acting arrangements and part-year service where total remuneration expensed as a senior executive was less than $180,000. The number of senior executives included in 2013 is 32. (2012: 27) | | |
| 4. During the year the Commission paid nil in termination benefits to senior executives. (2012: nil) | | |

#### Note 11B: Average Annual Reportable Remuneration Paid to Substantive Senior Executives during the Reporting Period

Average annual reportable remuneration paid to substantive senior executives in 2013

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Average annual reportable remuneration1** | **Substantive Senior Executives** | **Reportable Salary2** | **Contributed Superannuation3** | **Bonus paid4** | **Total Reportable Remuneration** |
|  | **No.** | **$** | **$** | **$** | **$** |
| **Total reportable remuneration**  **(including part-time arrangements):** |  |  |  |  |  |
| Less than $180,000 | **9** | **96,680** | **13,785** | **–** | **110,465** |
| $180,000 to $209,999 | **5** | **174,796** | **25,771** | **–** | **200,567** |
| $210,000 to $239,999 | **7** | **190,477** | **31,177** | **–** | **221,654** |
| $240,000 to $269,999 | **7** | **219,456** | **31,774** | **–** | **251,230** |
| $270,000 to $299,999 | **1** | **259,621** | **34,899** | **–** | **294,520** |
| $300,000 to $329,999 | **3** | **274,727** | **38,399** | **–** | **313,126** |
| $330,000 to $359,999 | **1** | **299,461** | **47,435** | **–** | **346,896** |
| $510,000 to $539,999 | **2** | **347,718** | **181,529** | **–** | **529,247** |
| **Total number of substantive senior executives** | **35** |  |  |  |  |

Average annual reportable remuneration paid to substantive senior executives in 2012

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Average annual reportable remuneration1** | Substantive Senior Executives | Reportable Salary2 | Contributed Superannuation3 | Bonus paid4 | Total Reportable Remuneration |
|  | No. | $ | $ | $ | $ |
| **Total reportable remuneration**  **(including part-time arrangements):** |  |  |  |  |  |
| Less than $180,000 | 13 | 100,168 | 13,619 | 1,844 | 115,631 |
| $180,000 to $209,999 | 6 | 166,232 | 25,197 | 4,337 | 195,766 |
| $210,000 to $239,999 | 6 | 188,143 | 28,254 | 9,357 | 225,754 |
| $240,000 to $269,999 | 4 | 211,900 | 28,414 | 10,309 | 250,623 |
| $270,000 to $299,999 | 2 | 249,655 | 34,111 | 8,596 | 292,362 |
| $300,000 to $329,999 | 1 | 285,871 | 21,586 | – | 307,457 |
| $330,000 to $359,999 | 2 | 293,943 | 36,525 | 6,590 | 337,058 |
| $450,000 to $479,999 | 1 | 400,950 | 62,004 | – | 462,954 |
| $480,000 to $509,999 | 1 | 441,903 | 65,537 | – | 507,440 |
| **Total number of substantive senior executives** | 36 |  |  |  |  |

***Notes:***

**1** This table reports members of the Commission and substantive senior executives who received remuneration during the reporting period. Each row represents an averaged figure based on headcount for the individuals in the band.

**2** ’Reportable salary’ includes the following:

1. gross payments (less any bonuses paid, which are separated out and disclosed in the ‘bonus paid’ column);
2. reportable fringe benefits (at the net amount prior to ‘grossing up’ for tax purposes); and
3. exempt foreign employment income; and
4. any salary sacrificed amounts.

**3** The ‘contributedsuperannuation’ amount is the average cost to the Commission for the provision of superannuation benefits to substantive senior executives in that reportable remuneration band during the reporting period. The ‘contributedsuperannuation’ amount includes additional lump sum contributions paid to Comsuper, where applicable.

**4** ’Bonus paid’ represents average actual bonuses paid during the reporting period in that reportable remuneration band. The ‘bonus paid’ within a particular band may vary between financial years due to various factors such as individuals commencing with or leaving the Commission during the financial year.

#### Note 11C: Average Annual Reportable Remuneration Paid to Other Highly Paid Staff during the Reporting Period

Average annual reportable remuneration paid to other highly paid staff in 2013

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Average annual reportable remuneration1** | **Staff** | **Reportable Salary2** | **Contributed Superannuation3** | **Bonus paid4** | **Total Reportable Remuneration** |
|  | **No.** | **$** | **$** | **$** | **$** |
| **Total reportable remuneration**  **(including part-time arrangements):** |  |  |  |  |  |
| $180,000 to $209,999 | **1** | **162,537** | **27,911** | **-** | **190,448** |
| $210,000 to $239,999 | **1** | **183,944** | **35,042** | **-** | **218,986** |
| **Total number of other highly paid staff** | **2** |  |  |  |  |

Average annual reportable remuneration paid to other highly paid staff in 2012

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Average annual reportable remuneration1** | Staff | Reportable Salary2 | Contributed Superannuation3 | Bonus paid4 | Total Reportable Remuneration |
|  | No. | $ | $ | $ | $ |
| **Total reportable remuneration**  **(including part-time arrangements):** |  |  |  |  |  |
| $180,000 to $209,999 | 1 | 163,662 | 32,649 | 3,381 | 199,692 |
| **Total number of highly paid staff** | 1 |  |  |  |  |

***Notes:***

**1** This table reports staff:

1. who were employed by the Commission during the reporting period;
2. whose reportable remuneration was $180,000 or more for the financial period; and
3. were not required to be disclosed in Tables A or B.

Each row is an averaged figure based on headcount for individuals in the band.

**2** ’Reportable salary’ includes the following:

1. gross payments (less any bonuses paid, which are separated out and disclosed in the ‘bonus paid’ column);
2. reportable fringe benefits (at the net amount prior to ‘grossing up’ for tax purposes); and
3. exempt foreign employment income; and
4. any salary sacrificed amounts.

**3** The ‘contributedsuperannuation’ amount is the average cost to the Commission for the provision of superannuation benefits to other highly paid staff in that reportable remuneration band during the reporting period.

**4** ’Bonus paid’ represents average actual bonuses paid during the reporting period in that reportable remuneration band. The ‘bonus paid’ within a particular band may vary between financial years due to various factors such as individuals commencing with or leaving the Commission during the financial year.

### Note 12: Remuneration of Auditors

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Financial statement audit services were provided free of charge to the Commission by the Australian National Audit Office (ANAO).  The fair value of the services provided was:  Financial statement audit services | **40** | 33 |
|  | **40** | 33 |

No other services were provided by the ANAO.

### Note 13: Financial Instruments

#### Note 13A: Categories of financial instruments

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| **Financial Assets** |  |  |
| Loans and receivables |  |  |
| Cash and cash equivalents | **468** | 357 |
| Trade receivables | **80** | 72 |
| **Carrying amount of financial assets** | **548** | 429 |
|  |  |  |
| **Financial Liabilities** |  |  |
| At amortised cost: |  |  |
| Payables – suppliers | **379** | 295 |
| **Carrying amount of financial liabilities** | **379** | 295 |

#### Note 13B: Net income and expense from financial assets

There is no income or expense from financial assets – loans and receivables in the year ending 30 June 2013. (2012: nil)

#### Note 13C: Net income and expense from financial liabilities

There is no income or expense from other financial liabilities in the year ending 30 June 2013. (2012: nil)

#### Note 13D: Fair value of financial instruments

There are no financial instruments held at 30 June 2013 where the carrying amount is not a reasonable approximation of fair value. (2012: nil)

#### Note 13E: Credit Risk

The Commission is exposed to minimal credit risk as loans and receivables are cash and trade receivables. The maximum exposure to credit risk is the risk that arises from potential default of a debtor. This amount is equal to the total of trade receivables (2013: $80,000 and 2012: $72,000). The Commission has assessed that there is no risk of default on payment.

The Commission’s credit risk is reduced as it mainly deals with other government agencies.

The Commission holds no collateral to mitigate against credit risk.

No financial instruments were impaired in 2013. (2012: nil)

Ageing of financial assets that are not past due nor impaired and past due but not impaired are shown at Note 5B.

#### Note 13F: Liquidity Risk

The Commission’s financial liabilities are payables. The exposure to liquidity risk is based on the notion that the Commission will encounter difficulty in meeting its obligations associated with financial liabilities. This is highly unlikely due to appropriation funding and mechanisms available to the Commission (eg. Advance to the Finance Minister) and internal policies and procedures put in place to ensure there are appropriate resources to meet its financial obligations.

The Commission is appropriated funding from the Australian Government. The Commission manages its budgeted funds to ensure it has adequate funds to meet payments as they fall due. In addition, the Commission has policies in place to ensure timely payments are made when due and has no past record of default.

All financial liabilities mature within one year. (2012: one year)

The Commission has no derivative financial liabilities in either the current or prior year.

#### Note 13G: Market Risk

The Commission holds basic financial instruments that do not expose the Commission to certain market risks.

The Commission is not exposed to currency risk, other price risk or interest rate risk.

### Note 14: Financial Assets Reconciliation

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| **Financial Assets** |  |  |
| **Total financial assets as per balance sheet** | **23,745** | 20,496 |
| Less: non-financial instrument components: |  |  |
| Appropriations receivable | **23,103** | 19,953 |
| Other receivables | **94** | 114 |
| Total non-financial instrument components | **23,197** | 20,067 |
| **Total financial assets as per financial instrument note** | **548** | 429 |

### Note 15: Appropriations

#### Table A: Annual Appropriations (‘Recoverable GST’ exclusive)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2013 Appropriations** | | | | **Appropriation applied in 2013 (current and prior years)** | **Variance** |
|  | **Appropriation Act** | | **FMA Act** | **Total appropriation** |
|  | **Annual Appropriation** | **Appropriations reduced (a)** | **Section 31** |  |  |  |
|  | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** |
| **Departmental** |  |  |  |  |  |  |
| Ordinary annual services | **37,881** | **–** | **1,927** | **39,808** | **36,375** | **3,433** |
| ***Total departmental*** | **37,881** | **–** | **1,927** | **39,808** | **36,375** | **3,433** |

***Notes:***

1. Appropriations reduced under Appropriation Acts (No.1,3,5) 2012-13: sections 10, 11, and 12 and under Appropriation Acts (No.2,4,6) 2012-13: sections 12,13, and 14. Departmental appropriations do not lapse at financial year-end. A reduction in the Commission’s appropriation of $172,000 was included in a cross portfolio measure in the *Mid-Year Economic Fiscal Outlook 2012-13* and also included in the comparative figures in Appropriation Act No.1 2013-14. As the Finance Minister's determination effecting the reduction was not signed until on 5 August 2013 and took legal effect on 13 August 2013, the reduction is not reflected in the table above or in Table C below.
2. The Departmental appropriation in Table A is inclusive of the Departmental Capital Budget appropriation in Table B.

#### Table A: Annual Appropriations (‘Recoverable GST’ exclusive) continued

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2012 Appropriations** | | | | **Appropriation applied in 2012 (current and prior years)** | **Variance** |
|  | **Appropriation Act** | | **FMA Act** | **Total appropriation** |
|  | **Annual Appropriation** | **Appropriations reduced (a)** | **Section 31** |  |  |  |
|  | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** |
| **Departmental** |  |  |  |  |  |  |
| Ordinary annual services | 38,307 | – | 1,101 | 39,408 | 34,895 | 4,513 |
| Other services |  |  |  |  |  |  |
| Equity | – | – | – | – | – | – |
| ***Total departmental*** | 38,307 | – | 1,101 | 39,408 | 34,895 | 4,513 |

***Notes:***

1. Appropriations reduced under Appropriation Acts (No.1,3,5) 2011-12: sections 10, 11, and 12 and under Appropriation Acts (No.2,4,6) 2011-12: sections 12,13, and 14. Departmental appropriations do not lapse at financial year-end. However, the responsible Minister may decide that part or all of a departmental appropriation is not required and request the Finance Minister to reduce that appropriation.
2. The Departmental appropriation in Table A is inclusive of the Departmental Capital Budget appropriation in Table B.

#### Table B: Departmental Capital Budgets (‘Recoverable GST’ exclusive)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2013 Capital Budget Appropriations** | | **Capital Budget Appropriations applied in 2013 (current and prior years)** | | **Variance** |
|  | **Appropriation Act** | **Total Capital Budget Appropriations** | **Payments for non-financial assets 2** | **Total payments** |  |
|  | **Annual Capital Budget** |  |  |  |  |
|  | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** |
| **Departmental** |  |  |  |  |  |
| Ordinary annual services |  |  |  |  |  |
| Capital Budget 1 | **280** | **280** | **405** | **405** | **(125)** |

***Notes:***

1. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.
2. Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.

#### Table B: Departmental Capital Budgets (‘Recoverable GST’ exclusive) continued

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2012 Capital Budget Appropriations** | | **Capital Budget Appropriations applied in 2012 (current and prior years)** | | **Variance** |
|  | **Appropriation Act** | **Total Capital Budget Appropriations** | **Payments for non-financial assets 2** | **Total payments** |  |
|  | **Annual Capital Budget** |  |  |  |  |
|  | **$’000** | **$’000** | **$’000** | **$’000** | **$’000** |
| **Departmental** |  |  |  |  |  |
| Ordinary annual services |  |  |  |  |  |
| Capital Budget 1 | 351 | 351 | 252 | 252 | 99 |

***Notes:***

1. Departmental Capital Budgets are appropriated through Appropriation Acts (No.1,3,5). They form part of ordinary annual services, and are not separately identified in the Appropriation Acts. For more information on ordinary annual services appropriations, please see Table A: Annual appropriations.
2. Payments made on non-financial assets include purchases of assets, expenditure on assets which has been capitalised, costs incurred to make good an asset to its original condition, and the capital repayment component of finance leases.

#### Table C: Unspent Departmental Annual appropriations (‘Recoverable GST exclusive’)

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
| **Authority** | **$’000** | $’000 |
| Appropriation Act (No.1) 2010-11 | **336** | 741 |
| Appropriation Act (No.1) 2011-12 | **99** | 19,569 |
| Appropriation Act (No.1) 2012-13 | **23,308** | – |
| **Total as at 30 June** | **23,743** | 20,310 |

Section 83 of the Constitution provides that no amount may be paid out of the Consolidated Revenue Fund except under an appropriation made by law.

During 2012-13 additional legal advice was received by the Department of Finance and Deregulation, which indicated there could be breaches of Section 83 under certain circumstances with payments for long service leave, goods and services tax and payments under determinations of the Remuneration Tribunal. The Commission will review its processes and controls over payments for these items to minimise the possibility for future breaches as a result of these payments. The Commission has determined that there is a low risk of the certain circumstances mentioned in the legal advice applying to the Commission. The Commission is not aware of any specific breaches of Section 83 in respect of these items.

### Note 16: Compensation and Debt Relief

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$** | $ |
| **Departmental** |  |  |
| No ‘Act of Grace’ expenses were expended during the reporting period. (2012: No expenses) | **–** | – |
| No waivers of amounts owing to the Australian Government were made pursuant to subsection 34(1) of the *Financial Management and Accountability Act 1997*. (2012: No waivers) | **–** | – |
| No payments were provided under the Compensation for Detriment caused by Defective Administration (CDDA) Scheme during the reporting period. (2012: No payments) | **–** | – |
| No ex gratia payments were provided for during the reporting period. (2012: No payments) | **–** | – |
| No payments were provided in special circumstances relating to APS employment pursuant to section 73 of the *Public Service Act 1999* (PS Act) during the reporting period. (2012: No payments) | **–** | – |

### Note 17: Reporting of Outcomes

#### Note 17A: Net Cost of Outcome Delivery

|  |  |  |
| --- | --- | --- |
|  | **Outcome 1** | |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| **Departmental** |  |  |
| Expenses | **37,381** | 36,623 |
| Own-source income | **1,111** | 554 |
| **Net cost of outcome delivery** | **36,270** | 36,069 |

### Note 18: Net Cash Appropriation Arrangements

|  |  |  |
| --- | --- | --- |
|  | **2013** | 2012 |
|  | **$’000** | $’000 |
| Total comprehensive income less depreciation/amortisation expenses previously funded through revenue appropriations 1 | **2,746** | 2,820 |
| Plus: depreciation/amortisation expenses previously funded through revenue appropriation | **(970)** | (933) |
| ***Total comprehensive income – as per the Statement of Comprehensive Income*** | **1,776** | 1,887 |

1 From 2010-11, the Government introduced net cash appropriation arrangements, where revenue appropriations for depreciation/amortisation expense ceased. Entities now receive a separate capital budget provided through equity appropriations. Capital budgets are to be appropriated in the period when cash payment for capital expenditure is required.