Digital Reporting Tool data templates

This document contains all the data templates relevant for your entity.

The below data templates are designed by the Department of Finance to capture the mandatory PGPA Rule related information. These data templates are contained in the digital reporting tool and are used to populate the Transparency Portal “Data Sets” function. The population of all templates is mandatory. The data templates should be completed according to the guidance below each template. Importantly, none of the columns must be deleted and none of the column headings must be modified in the data templates.

### PGPA Rule Subsection 17AD(da) – Executive Remuneration

#### Information about remuneration for key management personnel

|  |  | Short-term benefits | | | Post‑employment benefits | Other long-term benefits | | Termination benefits | Total remuneration |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name | Position title | Base salary | Bonuses | Other benefits and allowances | Superannuation contributions | Long service leave | Other long-term benefits |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

**Notes on completing the key management personnel data template**:

* **Figures**: When entering figures in the data template, enter only the raw number. For example, for $235,673, enter the figure 235673 with no dollar signs, commas or spaces between the numbers.
* **No data to report in a cell**: Where there is no data to report in a cell, enter ‘0’ in the cell.
* **Columns**: None of the columns are to be deleted, even when there is no information to report under a column. Column headings are not to be modified.
* **Rows**: Additional rows can be added to this data template in DART to provide the required information on each key management personnel.
* **Notes and footnotes:** No notes or footnotes are to be reported in the data templates. Notes and footnotes are only to be used in the body of the annual report. For example, references to acting arrangements should be outlined in the body of the annual report, through notes or footnotes, or in a separate table.

For further guidance on reporting executive remuneration, refer to [RMG-138 Commonwealth entities' executive remuneration reporting guide for annual reports](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138).

#### Information about remuneration for senior executives

|  |  | Short-term benefits | | | Post‑employment benefits | Other long-term benefits | | Termination benefits | Total remuneration |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total remuneration bands | Number of senior executives | Average base salary | Average bonuses | Average other benefits and allowances | Average superannuation contributions | Average long service leave | Average other long-term benefits | Average termination benefits | Average total remuneration |
| $0 - $220,000 |  |  |  |  |  |  |  |  |  |
| $220,001 - $245,000 |  |  |  |  |  |  |  |  |  |
| $245,001 - $270,000 |  |  |  |  |  |  |  |  |  |
| $270,001 - $295,000 |  |  |  |  |  |  |  |  |  |
| $295,001 - $320,000 |  |  |  |  |  |  |  |  |  |
| $320,001 - $345,000 |  |  |  |  |  |  |  |  |  |
| $345,001 - $370,000 |  |  |  |  |  |  |  |  |  |
| $370,001 - $395,000 |  |  |  |  |  |  |  |  |  |
| $395,001 - $420,000 |  |  |  |  |  |  |  |  |  |
| $420,001 - $445,000 |  |  |  |  |  |  |  |  |  |
| $445,001 - $470,000 |  |  |  |  |  |  |  |  |  |
| $470,001 - $495,000 |  |  |  |  |  |  |  |  |  |
| $495,001 - $520,000 |  |  |  |  |  |  |  |  |  |

**Notes on completing the senior executives data template**:

**To avoid duplicate reporting, ensure those listed as key management personnel are not captured in the senior executive data template.**

* **No data to report for senior executives**: If an entity pays no remuneration to senior executives in the reporting period, the entity will not be required to complete this data template. In these instances, the entity should select ‘No Data To Declare’ in the DART.
* **No data to report against a remuneration band**: If an entity pays remuneration to senior executives but has no information to report against one or multiple remuneration bands, the entity should not report on those rows in the data template. For example, an entity who has information to report against all of the remuneration bands, except against the ‘$345,001 - $370,000’ remuneration band and the ‘$470,001 - $495,000’ remuneration bands onwards, should not report any information (including ‘0’) against the ‘$345,001 - $370,000’ and ‘$470,001 - $495,000’ remuneration band rows in the data template. Entities should exclude those rows with no information in the body of the annual report.
* **Remuneration bands**: The figures within the ‘Total remuneration bands’ column must not be modified or combined.
* **Columns**: None of the columns are to be deleted, even when there is no information to report under a column. Column headings are not to be modified.
* **Figures**: When entering figures in the data template, enter only the raw number. For example, for $235,673, enter the figure 235673 with no dollar signs, commas or spaces between the numbers.
* **No data to report in a cell**: Where there is information to report on a remuneration band, but no data to report in a particular cell, (for example average termination payments), enter ‘0’ in the cell.
* **Notes and footnotes:** No notes or footnotes are to be reported in the data templates. Notes and footnotes are only to be used in the body of the annual report.

For further guidance on reporting executive remuneration, refer to [[RMG-138 Commonwealth entities' executive remuneration reporting guide for annual reports](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138)](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138).

#### Information about remuneration for other highly paid staff

|  |  | Short-term benefits | | | Post‑employment benefits | Other long-term benefits | | Termination benefits | Total remuneration |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Total remuneration bands | Number of other highly paid staff | Average base salary | Average bonuses | Average other benefits and allowances | Average superannuation contributions | Average long service leave | Average other long-term benefits | Average termination benefits | Average total remuneration |
| $260,000 - $270,000 |  |  |  |  |  |  |  |  |  |
| $270,001 - $295,000 |  |  |  |  |  |  |  |  |  |
| $295,001 - $320,000 |  |  |  |  |  |  |  |  |  |
| $320,001 - $345,000 |  |  |  |  |  |  |  |  |  |
| $345,001 - $370,000 |  |  |  |  |  |  |  |  |  |
| $370,001 - $395,000 |  |  |  |  |  |  |  |  |  |
| $395,001 - $420,000 |  |  |  |  |  |  |  |  |  |
| $420,001 - $445,000 |  |  |  |  |  |  |  |  |  |
| $445,001 - $470,000 |  |  |  |  |  |  |  |  |  |
| $470,001 - $495,000 |  |  |  |  |  |  |  |  |  |
| $495,001 - $520,000 |  |  |  |  |  |  |  |  |  |

**Notes on completing the other highly paid staff template:**

**To avoid duplicate reporting, ensure those listed as key management personnel or senior executives are not captured in the other highly paid staff data template.**

**No data to report for other highly paid staff**: If an entity pays no remuneration to other highly paid staff in the reporting period, the entity will not be required to complete this data template. In these instances, the entity should select ‘No Data to Declare’ in the DART.

* **No data to report against a remuneration band**: If an entity pays remuneration to other highly paid staff but has no information to report against one or multiple remuneration bands, the entity should not report on those rows in the data template. For example, an entity who has information to report against all of the remuneration bands, except against the ‘$345,001 - $370,000’ remuneration band and the ‘$470,001 - $495,000’ remuneration bands onwards, should not report any information (including ‘0’) against the ‘$345,001 - $370,000’ and ‘$470,001 - $495,000’ remuneration band rows in the data template. Entities should exclude those rows with no information in the body of the annual report.
* **Remuneration bands**: The figures within the ‘Total remuneration bands’ column must not be modified or combined.
* **Columns**: None of the columns are to be deleted, even when there is no information to report under a column. Column headings are not to be modified.
* **Figures**: When entering figures in the data template, enter only the raw number. For example, for $235,673, enter the figure 235673 with no dollar signs, commas or spaces between the numbers.
* **No data to report in a cell**: Where there is information to report on a remuneration band, but no data to report in a particular cell, (for example average termination payments), enter ‘0’ in the cell.
* **Notes and footnotes:** No notes or footnotes are to be reported in the data templates. Notes and footnotes are only to be used in the body of the annual report.

For further guidance on reporting executive remuneration, refer to [[RMG-138 Commonwealth entities' executive remuneration reporting guide for annual reports](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138)](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138).

### PGPA Rule Subparagraphs 17AE(1)(aa)(i)-(iii) – Accountable Authority

#### Details of Accountable Authority during the reporting period (2024-25)

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Period as the accountable authority or member within the reporting period | |
| Name | Position Title/Position held | Start Date (1 July 2024 or after) | End Date (30 June 2025 or before) |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |
|  | - | - | - |

**Note on completing the above data template**: Additional rows can be added to this data template in DART to provide the required information on each member of the accountable authority, within the reporting period.

### PGPA Rule Paragraphs 17AG(2)(d)-(e) – Significant non-compliance with the Finance Law

|  |  |
| --- | --- |
| Description of non-compliance | Remedial Action |
|  |  |
|  |  |

**Note on completing the above data template:** Add an additional row for each significant non-compliance in DART. For guidance on the reporting requirement refer to [RMG-214 Notification of significant non-compliance with the finance law](https://www.finance.gov.au/government/managing-commonwealth-resources/notification-significant-non-compliance-finance-law-rmg-214)*.*

PGPA Rule Paragraphs 17AG(2A)(b)-(e) – Audit committee

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Member name** | **Qualifications, knowledge, skills or experience (include formal and informal as relevant)** | **Number of meetings attended** | **Total number of meetings held** | **Total annual remuneration**  **(GST inc.)** | **Additional Information (including role on committee)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Note on completing the above data template:** You canadd an additional row for each member of the Audit Committee in DART, as needed. Include any information critical to interpreting the data provided for individual members in the additional information column, if there is no additional information provide “N/A”. When entering the figures, use whole dollar formatting for thousands, for example report $235,673 with no spaces between the numbers. When there is no remuneration for the audit committee member’s service report $0. For guidance on the reporting requirement refer to [RMG-202 Audit Committees](https://www.finance.gov.au/publications/resource-management-guides/audit-committees-rmg-202)*.*

PGPA Rule Paragraph 17AG(2A)(a) – Audit committee charter

|  |  |
| --- | --- |
| **Direct electronic address of the charter determining the functions of the audit committee** | |
| **URL** |  |

**Note on completing the above data template:** This URL can be added directly into DART when preparing the Annual Report for publication on the Transparency Portal.

### PGPA Rule Paragraph 17AG(4)(aa) – Management of Human Resources

#### **Note on completing the below data templates**: The below data templates regarding ongoing and non-ongoing employees are to be completed by **all entities**.

#### All Ongoing Employees (2024-25)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Man/Male | | | Woman/Female | | | Non-binary | | | Prefers not to answer | | | Uses a different term | | | *Total* |
|  | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* |  |
| NSW | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Qld | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| SA | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Tas | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Vic | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| WA | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| ACT | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| NT | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| External Territories | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Overseas | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| *Total* | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |

**Note on completing the above data template:** External territories are territories of Australia which are external to the borders of Australia. Examples include Norfolk Island and the Australian Antarctic Territory. Please see [https://www.infrastructure.gov.au/territories-regions-cities/australian-territories](https://www.regional.gov.au/territories/) for further information.

#### All Non-Ongoing Employees (2024-25)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Man/Male | | | Woman/Female | | | Non-binary | | | Prefers not to answer | | | Uses a different term | | | *Total* |
|  | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* |  |
| NSW | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Qld | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| SA | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Tas | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Vic | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| WA | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| ACT | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| NT | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| External Territories | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| Overseas | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |
| *Total* | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | *-* |

**Note on completing the above data template:** External territories are territories of Australia which are external to the borders of Australia. Examples include Norfolk Island and the Australian Antarctic Territory. Please see [https://www.infrastructure.gov.au/territories-regions-cities/australian-territories](https://www.regional.gov.au/territories/) for further information.

### PGPA Rule Paragraph 17AG(4)(b) – Management of Human Resources

**Note on completing the below data templates**: The following data templates are to only be completed for entities that employee staff under the *Public Service Act 1999* (PS Act)*.* For entities that do not employ staff under the PS Act, these data templates are to be completed with zeros.

### PGPA Rule Subparagraphs 17AG(4)(b)(i)-(iv) – Australian Public Sector (APS) Classification and Gender

#### Australian Public Service Act Ongoing Employees (2024-25)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Man/Male | | | Woman/Female | | | Non-binary | | | Prefers not to answer | | | Uses a different term | | | Total |
|  | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* |  |
| SES 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SES 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SES 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| EL 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| EL 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 6 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 5 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 4 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| *Total* | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

#### Australian Public Service Act Non-Ongoing Employees (2024-25)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Man/Male | | | Woman/Female | | | Non-binary | | | Prefers not to answer | | | Uses a different term | | | Total |
|  | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* | **Full time** | **Part time** | *Total* |  |
| SES 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SES 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| SES 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| EL 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| EL 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 6 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 5 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 4 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 3 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 2 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| APS 1 | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| *Total* | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |

### 

### PGPA Rule Subparagraphs 17AG(4)(b)(i)-(iii) – Employment type by Full time and Part time Status

#### Australian Public Service Act Employees by Full time and Part time Status (2024-25)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Ongoing | | | Non-Ongoing | | | *Total* |
|  | **Full time** | **Part time** | *Total Ongoing* | **Full time** | **Part time** | *Total Non-Ongoing* |  |
| SES 3 | - | - | - | - | - | - | *-* |
| SES 2 | - | - | - | - | - | - | *-* |
| SES 1 | - | - | - | - | - | - | *-* |
| EL 2 | - | - | - | - | - | - | *-* |
| EL 1 | - | - | - | - | - | - | *-* |
| APS 6 | - | - | - | - | - | - | *-* |
| APS 5 | - | - | - | - | - | - | *-* |
| APS 4 | - | - | - | - | - | - | *-* |
| APS 3 | - | - | - | - | - | - | *-* |
| APS 2 | - | - | - | - | - | - | - |
| APS 1 | - | - | - | - | - | - | - |
| Other | - | - | - | - | - | - | - |
| *Total* | - | - | - | - | - | - | - |

### PGPA Rule Subparagraph 17AG(4)(b)(v) – Employment type by Location

#### Australian Public Service Act Employment type by location (2024-25)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Ongoing | Non-Ongoing | *Total* |
| NSW | - | - | *-* |
| Qld | - | - | *-* |
| SA | - | - | *-* |
| Tas | - | - | *-* |
| Vic | - | - | *-* |
| WA | - | - | *-* |
| ACT | - | - | *-* |
| NT | - | - | *-* |
| External Territories |  |  |  |
| Overseas | - | - | *-* |
| *Total* | - | - | *-* |

**Note on completing the above data template:** External territories are territories of Australia which are external to the borders of Australia. Examples include Norfolk Island and the Australian Antarctic Territory. Please see [https://www.infrastructure.gov.au/territories-regions-cities/australian-territories](https://www.regional.gov.au/territories/) for further information.

### PGPA Rule Subparagraph 17AG(4)(b)(vi) – Indigenous Employment

#### Australian Public Service Act Indigenous Employment (2024-25)

|  |  |
| --- | --- |
|  | *Total* |
| Ongoing | *-* |
| Non-Ongoing | *-* |
| *Total* | *-* |

### PGPA Rule Subparagraph 17AG(4)(c)(i) – Employment Arrangements of SES and Non-SES employees

#### Australian Public Service Act Employment arrangements (2024-25)

|  |  |  |  |
| --- | --- | --- | --- |
|  | SES | Non-SES | *Total* |
| Arrangement Title. | - | - | *-* |
| Arrangement Title.. | - | - | *-* |
| Arrangement Title… | - | - | *-* |
| Arrangement Title…. | - | - | *-* |
| Arrangement Title….. | - | - | *-* |
| Arrangement Title…… | - | - | *-* |
| Arrangement Title……. | - | - | *-* |
| Arrangement Title…….. | - | - | *-* |
| *Total* | - | - | *-* |

**Note on completing the above data template**: Include the number of SES employees and non-SES employees of the entity covered by each type of enterprise agreement, arrangements, contracts or determinations during the period. Additional rows can be added into DART for each type of agreement or arrangement.

### PGPA Rule Subparagraph 17AG(4)(c)(ii) – Salary Ranges by Classification level

#### Australian Public Service Act Employment salary ranges by classification level (Minimum/Maximum) (2024-25)

|  |  |  |
| --- | --- | --- |
|  | Minimum Salary | Maximum Salary |
| SES 3 | - | - |
| SES 2 | - | - |
| SES 1 | - | - |
| EL 2 | - | - |
| EL 1 | - | - |
| APS 6 | - | - |
| APS 5 | - | - |
| APS 4 | - | - |
| APS 3 | - | - |
| APS 2 | - | - |
| APS 1 | - | - |
| Other | - | - |
| *Minimum/Maximum range* | - | - |

**Note on completing the data template:** The minimum/maximum range are designed to capture the lowest and highest salaries available in your entity, for example in most cases this would be the minimum APS 1 salary and the maximum SES 3 salary.

### PGPA Rule Subparagraphs 17AG(4)(d)(iii)-(iv) – Performance Pay by Classification level

#### Australian Public Service Act Employment Performance Pay by classification level (2024-25)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Number of employees receiving performance pay | Aggregated (sum total) of all payments made | Average of all payments made | Minimum payment made to employees | Maximum payment made to employees |
| SES 3 | - | - | - | - | - |
| SES 2 | - | - | - | - | - |
| SES 1 | - | - | - | - | - |
| EL 2 | - | - | - | - | - |
| EL 1 | - | - | - | - | - |
| APS 6 | - | - | - | - | - |
| APS 5 | - | - | - | - | - |
| APS 4 | - | - | - | - | - |
| APS 3 | - | - | - | - | - |
| APS 2 | - | - | - | - | - |
| APS 1 | - | - | - | - | - |
| Other | - | - | - | - | - |
| *Total* | - | - |

**Note on completing the data template:** Where an entity does not provide performance pay zeros are to be provided in the data template. The total row is to only be completed for the number of employees and the total of all payments made.

### PGPA Rule Subparagraphs 17AG(7)(a)(i)-(iv) – Reportable Consultancy Contracts

#### Expenditure on Reportable Consultancy Contracts (2024-25)

|  |  |  |
| --- | --- | --- |
|  | **Number** | **Expenditure $’000 (GST inc.)** |
| New contracts entered into during the reporting period | - | - |
| Ongoing contracts entered into during a previous reporting period | - | - |
| Total | - | - |

**Note on completing the above data template:** This data template reflects the requirements for reportable consultancy contracts. Complete this data template with the **GST inclusive dollar figures (in whole dollars formatting for thousands, for example report $235,673 as 236** with no spaces between the numbers).

### PGPA Rule Subparagraph 17AG(7A)(a)(i)-(iv) – Reportable Non-Consultancy Contracts

#### Expenditure on Reportable Non-Consultancy Contracts (2024-25)

|  |  |  |
| --- | --- | --- |
|  | **Number** | **Expenditure $’000 (GST inc.)** |
| New contracts entered into during the reporting period | - | - |
| Ongoing contracts entered into during a previous reporting period | - | - |
| Total | - | - |

**Note on completing the above data template:** This data template reflects the requirements for reportable non-consultancy contracts. Complete this data template with the **GST inclusive dollar figures (in whole dollars formatting for thousands, for example report $235,673 as 236** with no spaces between the numbers).

### PGPA Rule Subsections 17AGA(2)-(3) – Additional information about organisations receiving amounts under reportable consultancy contracts or reportable non-consultancy contracts

#### Organisations Receiving a Share of Reportable Consultancy Contract Expenditure (2024-25)

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Organisation ABN** | **Expenditure $’000 (GST inc.)** |
| Organisation name | (ABN). | - |
| Organisation name | (ABN).. | - |
| Organisation name | (ABN)… | - |
| Organisation name | (ABN)…. | - |
| Organisation name | (ABN)….. | - |

**Note on completing the above data template:** This data template reflects the additional information requirements for reportable consultancy contracts. Complete this data template **with the GST inclusive dollar figures (in whole dollars formatting for thousands, for example report $235,673 as 236** with no spaces between the numbers). Additional rows can be added as necessary in DART. Organisations should be reported separately if they have different Australian Business Number’s (ABNs). Organisation names should be reported as they appear on AusTender.

#### Organisations Receiving a Share of Reportable Non-Consultancy Contract Expenditure (2024-25)

|  |  |  |
| --- | --- | --- |
| **Name of Organisation** | **Organisation ABN** | **Expenditure $’000 (GST inc.)** |
| Organisation name | (ABN). | - |
| Organisation name | (ABN).. | - |
| Organisation name | (ABN)… | - |
| Organisation name | (ABN)…. | - |
| Organisation name | (ABN)….. | - |

**Note on completing the above data template:** This data template reflects the additional information requirements for reportable non-consultancy contracts. Complete this data template with the **GST inclusive dollar figures (in whole dollars and formatting for thousands, for example report $235,673 as 236** with no spaces between the numbers). Additional rows can be added as necessary in DART. Organisations should be reported separately if they have different Australian Business Numbers (ABNs). Organisation names should be reported as they appear on AusTender.

PGPA Rule Paragraph 17AF(1)(b) Report on Financial Performance Summary

Entity Resource Statement (2024-25)

**Note:** The table below should include amounts subject to quarantine s.51. Information below should be sourced from an entity’s appropriation notes included with their audited financial statements.

|  | **Current available appropriation  (a)** | **Payments made (b)** | **Balance remaining (a)-(b)** |
| --- | --- | --- | --- |
|  | $'000 | $'000 | $'000 |
| **Departmental** |  |  |  |
| Annual appropriations - ordinary annual services | - | - | - |
| Prior year appropriations available - ordinary annual services | - | - | - |
| Annual appropriations - other services - non-operating | - | - | - |
| Prior year appropriations available - other services - non-operating | - | - | - |
| Total departmental annual appropriations **(c)** | - | - | - |
| Total departmental special appropriations **(d)** | - | - | - |
| Opening balance - special accounts | - | - | - |
| Special account receipts | - | - | - |
| Total special accounts **(e)** | - | - | - |
| less departmental appropriations drawn from annual/special appropriations and credited to special accounts **(f)** | - | - | - |
| **Total departmental resourcing (c+d+e-f)** | **-** | **-** | **-** |
| **Administered** |  |  |  |
| Annual appropriations - ordinary annual services | - | - | - |
| Prior year appropriations available - ordinary annual services | - | - | - |
| Annual appropriations - other services - non-operating | - | - | - |
| Prior year appropriations available - other services - non-operating | - | - | - |
| Annual appropriations - other services - specific payments to States, ACT, NT and local government | - | - | - |
| Prior year appropriations available other services - specific payments to States, ACT, NT and local government | - | - | - |
| Annual appropriations - other services - new administered expenses | - | - | - |
| Prior year appropriations available - other services - new administered expenses | - | - | - |
| Total administered annual appropriations **(g)** | - | - | - |
| Total administered special appropriations **(h)** | - | - | - |
| Opening balance - special accounts | - | - | - |
| Special account receipts | - | - | - |
| Total special accounts receipts **(i)** | - | - | - |
| less administered appropriations drawn from annual/special appropriations and credited to special accounts **(j)** | - | - | - |
| less payments to corporate entities from annual/special appropriations **(k)** | - | - | - |
| **Total administered resourcing (g+h+i-j-k)** | **-** | **-** | **-** |
| **Total resourcing and payments for entity X** | **-** | **-** | **-** |

Financial Statements Summary for non-Corporate Commonwealth Entities

The below financial statements summary data templates are a subset of the full audited financial statements contained in your entity’s annual report. These line items are used for the purpose of populating the find data function and financial ratios reported by [www.transparency.gov.au](http://www.transparency.gov.au).

These individual line items should be read in isolation of each other. In many cases the “total” lines will not equal the sum of the previous line items above. This is because there may be other line items that are included in full audited financial statements, but these are not to be inserted or added to these data templates.

The presentation of expenses and liabilities should be consistent with the entity’s audited annual financial statements. If the required figure in the data template corresponds to a negative number in the financial statements, please insert the negative number in the data templates. Where a negative number is displayed in brackets in the financial statements, you are required to remove the brackets and present the negative number in the data template using the minus symbol instead, i.e. change (1,234) to -1,234.

Where a particular line item has a zero (0) value for your entity, these are to be reported as a 0, in the data templates. Cells are not to be left blank or contain the (-) symbol. This is to ensure consistency of the information across all Commonwealth entities. For tables containing an “Original Budget” column, entities should refer to equivalent financial tables in the Portfolio Budget Statements.

It is recommended that the data entered in the templates is **quality assured** by your Financial Reporting team against the audited financial statements.

Please consult with your Financial Reporting team or portfolio agency in the first instance, for assistance with populating the templates.

For policy and guidance on financial statement disclosure requirements, entities should refer to RMG-125 Commonwealth Entities Financial Statements Guide, the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015* (FRR) and/or the applicable Australian Accounting Standard (AAS).

For queries relating to the template, please contact Department of Finance at [dar@finance.gov.au](mailto:dar@finance.gov.au)*.*

Extract of Departmental Statement of Comprehensive Income for the period ended 30 June 2025

**Note:** Please refer to equivalent note to PRIMA template “Statement of Comprehensive Income” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements. For example, the net (cost of) services should be entered as a negative, but income and expenses entered as a positive.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **NET COST OF SERVICES** |  |  |  |
| **Expenses** |  |  |  |
| Employee benefits expense | - | - | - |
| Suppliers expense | - | - | - |
| Depreciation and amortisation expense | - | - | - |
| Grants expense | - | - | - |
| Total Expenses | - | - | - |
| **Own-source income** |  |  |  |
| Total own-source revenue | - | - | - |
| Total own-source income | - | - | - |
| **Net (cost of)/contribution by services** | - | - | - |
| Revenue from Government | - | - | - |
| Share of associates and joint ventures | - | - | - |
| Surplus/(Deficit) before income tax on continuing operations | - | - | - |
| **Surplus/(Deficit) after income tax on continuing operations** | - | - | - |
| **Total comprehensive income/(loss)** | - | - | - |

Extract of Statement of Financial Position as at 30 June 2025

**Note:** Please refer to equivalent note to PRIMA template “Statement of Financial Position” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements. Net assets should be shown as a positive.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **ASSETS** |  |  |  |
| Total financial assets | - | - | - |
| Total non-financial assets | - | - | - |
| Total assets | - | - | - |
| **LIABILITIES** |  |  |  |
| Total payables | - | - | - |
| Total interest bearing liabilities | - | - | - |
| Total provisions | - | - | - |
| Total liabilities | - | - | - |
| **Net Assets** | - | - | - |
| **EQUITY** |  |  |  |
| Total equity | - | - | - |

Extract of Statement of Changes in Equity for the period ended 30 June 2025

**Note:** Please refer to equivalent excel tab in PRIMA template “Statement of Changes in Equity” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **Opening balance as at 1 July** |  |  |  |
| Balance carried forward from previous period | - | - | - |
| Adjusted opening balance | - | - | - |
| **Comprehensive income** |  |  |  |
| Total comprehensive income | - | - | - |
| **Closing balance as at 30 June** | - | - | - |

Extract of Cash flow Statement for period ended 30 June 2025

**Note:** Please refer to equivalent note to PRIMA template “Cash Flow Statement” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **OPERATING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Total cash received | - | - | - |
| **Cash used** |  |  |  |
| Total cash used | - | - | - |
| Net cash from/(used by) operating activities | - | - | - |
| **INVESTING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Total cash received | - | - | - |
| **Cash used** |  |  |  |
| Purchase of property, plant and equipment | - | - | - |
| Purchase of intangibles | - | - | - |
| Purchase of financial instruments | - | - | - |
| Total cash used | - | - | - |
| Net cash from/(used by) investing activities | - | - | - |
| **FINANCING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Total cash received | - | - | - |
| **Cash used** |  |  |  |
| Total cash used | - | - | - |
| Net cash from/(used by) financing activities | - | - | - |
| Net increase/(decrease) in cash held | - | - | - |
| **Cash and cash equivalents at the end of the reporting period** | - | - | - |

Extract of Departmental Current distinction for assets and liabilities 2024-25

**Note:** Please refer to equivalent note to PRIMA note “Current/non-current distinction for assets and liabilities” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

|  |  |  |
| --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** |
|  | $'000 | $'000 |
| **Assets expected to be recovered in** |  |  |
| Total no more than 12 months | - | - |
| **Liabilities expected to be settled in** |  |  |
| Total no more than 12 months | - | - |

Commonwealth Leases – Departmental Leases under AASB 16 (2024-25)

**Note:** Please refer to equivalent note to PRIMA note “Net cash appropriation arrangements”, “Cash Flow Statement” and “Statement of departmental asset movements” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

|  |  |  |
| --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** |
|  | $'000 | $'000 |
| Note to depreciation –  Depreciation on right-of-use assets | - | - |
| Cash flow – operating activities –  Interest Payments on lease liabilities | - | - |
| Cash flow – financing activities –  Principal payments of lease liabilities | - | - |

Extract of Regulatory Charging Summary Note

**Note:** Please refer to equivalent note to PRIMA note “Regulatory Charging Summary” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

For a list of entities who need to prepare this note, please see [Regulatory Charging Summary note disclosures](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-financial-statements-guide-rmg-125/appendix-e-regulatory-charging-summary-note-disclosures) in RMG-125.

|  |  |  |
| --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** |
|  | $'000 | $'000 |
| **Expenses** |  |  |
| Departmental | - | - |
| Administered | - | - |
| Total expenses | - | - |
| **External Revenue** |  |  |
| Payments to portfolio departments | - | - |
| Departmental | - | - |
| Administered | - | - |
| **Total external revenue** | - | - |

Extract of Administered Statement of Comprehensive Income for the period ended 30 June 2025

**Note:** Please refer to equivalent note to PRIMA note “Administered Schedule of Comprehensive Income” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

For example, the net (cost of) services should be entered as a negative, but income and expenses entered as a positive.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **NET COST OF SERVICES** |  |  |  |
| **Expenses** |  |  |  |
| Suppliers | - | - | - |
| Personal benefits | - | - | - |
| Depreciation and amortisation | - | - | - |
| Grants | - | - | - |
| Total expenses | - | - | - |
| **Income** |  |  |  |
| **Revenue** |  |  |  |
| Total taxation revenue | - | - | - |
| Total non-taxation revenue | - | - | - |
| Total income | - | - | - |
| **Net (cost of)/contribution by services** | - | - | - |
| **OTHER COMPREHENSIVE INCOME** |  |  |  |
| **Total comprehensive income/(loss)** | - | - | - |

Extract of Administered Schedule of Assets and Liabilities as at 30 June 2025

**Note:** Please refer to equivalent note to PRIMA note “Administered Schedule of Assets and Liabilities” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **ASSETS** |  |  |  |
| Total financial assets | - | - | - |
| Total non-financial assets | - | - | - |
| Total assets | - | - | - |
| **LIABILITIES** |  |  |  |
| Total payables | - | - | - |
| Total interest bearing liabilities | - | - | - |
| Total provisions | - | - | - |
| Total liabilities | - | - | - |
| **Net Assets** | - | - | - |

Extract of Administered Reconciliation Schedule for the period ended 30 June 2025

**Note:** Please refer to equivalent note to PRIMA note “Administered Reconciliation Schedule” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** |  |
|  | $'000 | $'000 |  |
| Opening assets less liabilities as at 1 July | - | - |  |
| Closing assets less liabilities as at 30 June | - | - |  |

Extract of Administered Cash Flow Statement for the period ended 30 June 2025

**Note:** Please refer to equivalent note to PRIMA note “Administered Cash Flow Statement” located at [Financial reporting for Commonwealth entities](https://www.finance.gov.au/government/financial-reporting-and-accounting-policy/financial-reporting-commonwealth-entities). The figures entered in this template should reflect the audited financial statements

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2025** | **30 June 2024** | **Original Budget** |
|  | $'000 | $'000 | $'000 |
| **OPERATING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Total cash received | - | - | - |
| **Cash used** |  |  |  |
| Total cash used | - | - | - |
| Net cash from/(used by) operating activities | - | - | - |
| **INVESTING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Total cash received | - | - | - |
| **Cash used** |  |  |  |
| Purchase of property, plant and equipment | - | - | - |
| Purchase of intangibles | - | - | - |
| Purchase of financial instruments | - | - | - |
| Total cash used | - | - | - |
| Net cash from/(used by) investing activities | - | - | - |
| **FINANCING ACTIVITIES** |  |  |  |
| **Cash received** |  |  |  |
| Total cash received | - | - | - |
| **Cash used** |  |  |  |
| Total cash used | - | - | - |
| Net cash from/(used by) financing activities | - | - | - |
| **Cash from Official Public Account** |  |  |  |
| Total Cash from Official Public Account | - | - | - |
| **Cash To Official Public Account** |  |  |  |
| Total Cash to Official Public Account | - | - | - |
| Net increase/(decrease) in cash held | - | - | - |
| **Cash and cash equivalents at the end of the reporting period** | - | - | - |