

Departmental Costing Model Principles

1. Direct Remuneration Costs

- a. **Base Salary:** the [APS Remuneration Data](#)¹ published by the Australian Public Service Commission provides the benchmark base salary data.

i.

s47D, 47E(d)

Standard APS Classifications	s47D, 47E(d)
Graduate	
APS 1	
APS 2	
APS 3	
APS 4	
APS 5	
APS 6	
EL 1	
EL 2	
SES 1	
SES 2	
SES 3	

- b. **Superannuation:** 15.4 per cent of base salary, the actual contribution rate for the Public Sector Superannuation Accumulation Plan (PSSap) for all civilian/non-uniformed staff.
- i. This is not to be indexed over the forward years in the template as indexation will flow through the indexation of base salary.
- c. **Long Service Leave:**

s47D, 47E(d)

 per cent of base salary.
- i. This is not to be indexed over the forward years in the template as indexation will flow through the indexation of base salary.

2. Standard Marginal On-Costs and Overheads

- a. **Workers' compensation premiums:** Actual premium paid by the agency per full-time equivalent (FTE).

s47D, 47E(d)
- b. **Staff training and development:**

s47D, 47E(d)

 per cent of base salary per FTE.

¹ Australian Public Service Commission-[APS Remuneration Data 31 December 2024](#) |

²

s47D, 47E(d)





- i. This is not to be indexed over the forward years in the template as indexation will flow through the indexation of base salary.
- ii. These costs may increase with the classification of the employee, and this component is expressed as a percentage of base salary rather than as a fixed amount.
- c. Human Resources support costs: s47D, 47E(d) per FTE, indexed over the forward years.
 - i. This includes recruitment (including related marginal costs such as advertising, legal, etc.), induction, orientation, security vetting and payroll services.
- d. Organisational services costs: s47D, 47E(d) per FTE, indexed over the forward years.
 - i. This includes office consumables, postage and courier services, legal costs covering general legal services related to the agency's day-to-day functions (such as contract review and drafting and routine legal advice on corporate and operational activities), publishing and printing, management overheads, and travel costs (such as airfares, taxi, car hire, etc).
 - ii. The amount is set at this level to accommodate other miscellaneous marginal costs of a similar nature involved in implementing the New Policy Proposal (NPP).
- e. Desktop information and communication technology services (operation and maintenance) costs: s47D, 47E(d) per FTE, indexed over the forward years.
 - i. This includes desktop computer rental/lease costs, standard bulk software user licence costs, standard help desk services, routine maintenance costs, and telecommunications costs.
- f. Property operating expenses: s47D, 47E(d) per FTE, indexed over the forward years.
 - i. This category includes building rent or lease, related utility service charges, routine maintenance and building security services.

3. All other policy and program-specific departmental cost items

- a. There is an underlying assumption that the standard departmental costing template will apply to the majority of NPPs. In exceptional circumstances, alternative program-specific costs may be agreed with Finance. However, these costs must be material in relation to the cost of the NPP.
 - i. Examples might include the acquisition of specialist equipment to support a particular project or a major post implementation evaluation of a significant new program.
 - ii. Regular travel to an entity's national office is not considered an exceptional circumstance.

