Digital Reporting Tool data templates

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

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 Annual Reporting Tool and are used to populate the Transparency Portal find data function. The population of all templates in their current form is mandatory, do not add or delete any of the templates or sections, rows or columns of the templates which contain headings in the Digital Annual Reporting Tool. These data templates can be copied into the body of the digital annual report, if desired.

PGPA Rule Section 28E (f) (i)–(v) – Director

Details of Director during the reporting period (2023-24)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | | | Period as the Director | | |
| Name | Qualifications of the Director | Experience of the Director | | Position Title /  Position held | Executive / Non-Executive | Start Date  (1 July 2023 or after) | End Date  (30 June 2024 or before) | Number of meetings of the board of the company attended |
| Name. |  |  | |  |  | - | - | - |
| Name.. |  |  | |  |  | - | - | - |
| Name… |  |  | |  |  | - | - | - |
| Name…. |  |  | |  |  | - | - | - |

**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 Director, within the reporting period. The information provided regarding an individual Director’s qualifications and the experience will be subjective to the company completing the data template. The company is best placed to determine what information meets this reporting requirement.

PGPA Rule Section 28E (ga)(i)-(iv) – 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 Companies.**

All Ongoing Employees (2023-24)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 (2023-24)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 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 Section 28E (oa) 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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**Note on completing the above data template**: When entering the figures, use whole dollar formatting for thousands, for example report $235,673 with no spaces between the numbers. Additional rows can be added to this data template in DART to provide the required information on each key management personnel. For guidance on reporting executive remuneration refer to [*Resource Management Guide 139 Commonwealth companies Executive Remuneration Reporting Guide for Annual Reports.*](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-companies-executive-remuneration-reporting-guide-annual-reports-rmg-139)

PGPA Rule Section 28E (ob) (ii)-(v) - 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 can add 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 [*Resource Management Guide 202 Audit Committees*](https://www.finance.gov.au/publications/resource-management-guides/audit-committees-rmg-202).

PGPA Rule Section 28E (ob) (i) - 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.

Financial Statements Summary for Commonwealth Companies

The below financial statements summary data templates are a subset of the full audited financial statements contained in your company’s annual report. These line items are used for the purpose of populating the find data function of [www.transparency.gov.au](http://www.transparency.gov.au) for comparison across all Commonwealth entities and companies.

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 company'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 company, 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 companies.

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 entity in the first instance, for assistance with populating the templates.

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

Extract of Statement of Comprehensive Income for the period ended 30 June 2024

**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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2024** | **30 June 2023** | **Original Budget** |
|  | **$'000** | **$'000** | **$'000** |
| **NET COST OF SERVICES** |  |  |  |
| **Expenses** |  |  |  |
| Employee benefits expense | - | - | - |
| Suppliers 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 2024

**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.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **30 June 2024** | **30 June 2023** | **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 2024

**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 2024** | **30 June 2023** | **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 2024

**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 2024** | **30 June 2023** | **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 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** | - | - | - |

Notes to the Current distinction for assets and liabilities 2023-24

**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 2024** | **30 June 2023** |
|  | $'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 (2023-24)

**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 2024** | **30 June 2023** |
|  | $'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 | - | - |