



# Annual Report

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**2022–23**

“We will inspire improvement in the learning of all young Australians through world-class curriculum, assessment and reporting.”

# Acknowledgement of Country

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ACARA acknowledges the Traditional Owners and Custodians of Country and Place throughout Australia and their continuing connection to land, waters, sky and community. We pay our respects to all Aboriginal and Torres Strait Islander Peoples, histories and cultures, and to Elders past and present.

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*Australian Curriculum, Assessment and Reporting Authority Annual Report 2022–23*

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Published: October 2023

The Hon Jason Clare MP  
Minister for Education  
Parliament House  
Canberra ACT 2600

Dear Minister

ACARA Annual Report 2022–23

On behalf of the Board of the Australian Curriculum, Assessment and Reporting Authority (ACARA), I am pleased to present the annual report for the financial year ended 30 June 2023, pursuant to section 46 of the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act).

As ACARA is a corporate Commonwealth entity, this document has been prepared in accordance with the requirements of section 17BE of the *Public Governance, Performance and Accountability Rule 2014* (the PGPA Rule). The ACARA Board is the accountable authority for ACARA under the PGPA Act and is responsible for preparing and providing the annual report to you as Minister for Education.

ACARA's annual performance statements for 2022–23 are included in this document, in accordance with section 39 of the PGPA Act and Resource Management Guide No. 134 Annual performance statements for Commonwealth entities.

As per the requirements of Section 17BB of the PGPA Rule, this annual report was approved by resolution of the ACARA Board at its meeting of 22 August 2023, held at level 13, 280 Elizabeth Street, Surry Hills NSW 2010.

I acknowledge the directions set by the Education Ministers Meeting that guided ACARA's work during 2022–23 and thank the ACARA Board, Executive, staff and stakeholders for their contribution throughout the 2022–23 reporting period.

Yours sincerely



Derek Scott  
Chair

8 September 2023

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# 1.0 Overview

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## 1.1 Chair's foreword

On behalf of the ACARA Board, I am pleased to present our annual report for 2022–2023.

ACARA was established by education ministers across the country in 2008 to deliver, through collaboration, educational initiatives in the national interest. We continue that work today across the areas of curriculum, assessment and reporting, striving to support the work of education authorities, teachers and schools to achieve high educational outcomes in the classroom and help students prepare for life beyond school.

We could not undertake and successfully deliver our work without the cooperation and collaboration of multiple organisations including our partner national education agencies, education and curriculum authorities, school sectors, teachers and peak representative bodies including parent groups.

A significant achievement during the reporting year was the successful implementation of major improvements to the National Assessment Program (NAP). The NAP is the means by which governments, education authorities and schools can determine whether or not young Australians are reaching important educational goals. The data and information gained from the NAP support teaching and learning. Reforms to the NAP seek to ensure the program continues to provide the quality data and insights that help drive educational improvements. More precise data, earlier return of results and clearer reporting that sets a higher expectation for our students are being delivered and realised from 2023.

These improvements could never have been delivered as successfully as they were without the efforts of all our stakeholders who help ensure that testing and reporting are undertaken effectively and smoothly each year. The complexity of this reform program and the yearly delivery of online national assessment should not be underestimated. Its successful delivery has been a remarkable achievement for all involved.

ACARA is also focused on progressing agreed national policy initiatives in other areas, including curriculum. Following the endorsement by education ministers in early 2022 of the Australian Curriculum, Version 9.0, the organisation has been working to make sure the Australian Curriculum is well supported and understood. Familiarisation activities and the development of resources to help teachers to understand and implement the updated curriculum have been key activities during the reporting year and will continue.

At the direction of education ministers, ACARA is leading a key action of the National Teacher Workforce Action Plan, working closely with our partner agencies, the Australian Institute for Teaching and School Leadership (AITSL) and the Australian Education Research Organisation (AERO), in examining ways to support the implementation of the Australian Curriculum as part of the National Teacher Workforce Action Plan.

Also at the direction of education ministers, ACARA is leading a project to establish a national bank of assessments being developed from and aligned with existing formative assessment resources held by New South Wales, Victoria and Queensland for use by teachers and schools nationally. The project aims to deliver these resources quickly and cost-effectively, and again exemplifies the collaboration that is essential to our work as a national education agency working to deliver the key priorities of all Australian education ministers.

I would like to acknowledge the leadership provided by education ministers and thank my colleagues on the ACARA Board, ACARA's staff and executive, and our stakeholders for their efforts and their dedication in supporting the delivery of ACARA's important work.

As always, it is students, teachers, principals, parents and carers who are at the centre of what we do. While reflecting on what we have achieved in the reporting period, we are also reminded of our ongoing commitment to ACARA's purposes and the overall aim of continuous improvement in the education of all young Australians through world-class school curriculum, assessment and reporting.

**Mr Derek Scott**  
Chair, ACARA Board

## 1.2 CEO's report

Our work in recent years has focused on ongoing reform and improvement in curriculum and in assessment. The last 12 months have been no exception.

In the previous reporting period, we were proud to have all education ministers unanimously endorse revisions to the Australian Curriculum, now Version 9.0, following many years of research, consultation and collaboration, and an extensive period of review. This included input from teachers and curriculum specialists as well as from the public through a 10-week consultation period. The new curriculum is a tool for the teaching profession. It sets high expectations and standards for what all students should know and be able to do, promotes deeper conceptual understanding, and aims to support teachers to improve educational performance.

We have also continued our work on completing the final phase of the curriculum review with languages being progressively released for public comment and updated during 2022 and 2023.

Over this reporting year, the focus of our curriculum team has turned towards the development and delivery of resources and materials to support teachers, including curriculum resources, work samples and professional learning materials.

This is an important focus for the organisation and towards the end of 2022, education ministers designated ACARA to work with New South Wales, Victoria and Queensland on a mechanism by which formative assessments developed in those jurisdictions could be made available for optional use by teachers across Australia.

We are also continuing our work on Action 19 of the National Teacher Workforce Action Plan, examining ways to develop and make available optional supports to assist implementation of the Australian Curriculum. In progressing this work, we are consulting closely with our partner national education agencies, the Australian Education Research Organisation (AERO) and the Australian Institute for Teaching and School Leadership (AITSL), Education Services Australia (ESA) as well as key stakeholders across states, territories and sectors, and representatives from teacher and principal organisations and unions.

The National Assessment Program entered a new era in 2023, with NAPLAN held in March instead of May for the first time. Despite the earlier timing, testing proceeded smoothly thanks to the efforts of schools, teachers and students. A record 4.4 million online tests were taken by almost 1.3 million students in 9,390 campuses and schools across Australia. The efforts of schools, teachers and test administration authorities were critical to this transition being as seamless as possible.

An earlier NAPLAN was just one of the improvements underway for the assessment program, however, and a further important reform also completed this year was the introduction of new proficiency standards for the reporting of NAPLAN results on a reset measurement scale that takes full advantage of the more precise online tests.

This change will see parents and carers receive more meaningful information on their child's performance and will identify more struggling students who need additional support. The approach is based on the advice provided by expert teacher panels and the views of parents and carers themselves.

ACARA continues to work on the next stage of reforms in the National Assessment Program as agreed by education ministers – making assessments in science, civics and citizenship, and digital literacy available progressively from 2024. These assessments will be available on an opt-in basis and will help participating schools measure student achievement in these important areas of learning.

At an organisational level over this reporting year, we have embedded our “new normal” hybrid working arrangements that continue to support flexibility in work location while encouraging some office attendance in recognition of the benefits derived from regular face-to-face interactions. In addition to enhancing teamwork and collaboration, we have been mindful of the need to support the wellbeing of our staff and colleagues, and the importance of a strong and positive work culture.

Nonetheless, we are a national organisation with a dispersed workforce, and we continue to be well supported by our information technology team with online collaboration tools and practices that help us stay connected and work seamlessly together, whatever our locations.

We also remain strongly committed to working towards reconciliation through our Reconciliation Action Plans. From a Reflect RAP in 2017, we have challenged ourselves to extend our thinking and ways of working. In 2023, we are finalising our latest Stretch RAP aimed at embedding reconciliation as business as usual in our activities.

I would like to thank our staff, stakeholders and partners, who support ACARA in delivering our work to improve Australian schooling and who share our vision of a world-class education system for all students across the country, and our Board who help guide our progress.

**Mr David de Carvalho**

CEO, ACARA

## 1.3 About us

### Our role and function

The Australian Curriculum, Assessment and Reporting Authority (ACARA) is an independent statutory authority and a corporate Commonwealth entity established under Section 5 of the *Australian Curriculum, Assessment and Reporting Authority Act* on 8 December 2008 and operational since 28 May 2009.

As per past years, during 2022–23, ACARA executed policy directions determined by the Education Ministers Meeting regarding curriculum, assessment, data and reporting at the national level.

### Our vision

Inspire improvement in the learning of all young Australians through world-class curriculum, assessment and reporting.

### Our purpose

To be the authoritative source of advice on, and delivery of, national curriculum, assessment and reporting for all Australian education ministers, with international recognition of our work.

### Our work

We take a national approach to education through developing a robust and comprehensive national curriculum.

We run the National Assessment Program (NAP): the national tests students sit in school, aligned to the national curriculum. This includes the National Assessment Program – Literacy and Numeracy (NAPLAN).

We collect and publish on the My School website information about the performance and resources of each Australian school.

We publish a range of reports, including the NAPLAN National Report and the National Report on Schooling in Australia.

### Our organisation

The ACARA Board is ACARA's accountable authority for the purposes of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act). ACARA's operations are led by ACARA's Chief Executive Officer (CEO). The authority comprises 5 business units: Curriculum, Assessment and Reporting, Communications and Strategic Relations, Corporate Services and Office of the Chief Executive.

### Our offices

ACARA's head office is located at Level 13, Tower B, Centennial Plaza, 280 Elizabeth Street, Sydney.

ACARA's Perth office is located at Level 17, 140 St Georges Terrace, Perth.

ACARA's Melbourne office is located at Level 10, 440 Collins Street, Melbourne.

ACARA's Adelaide office is located at Level 2, 70 Hindmarsh Square, Adelaide.



## Our governance and advisory structure for 2022–23



ACARA’s governance and advisory structure is described in detail in Section 3.1.

## 2.0 Annual performance statements

### 2.1 National curriculum

#### Purpose

Provide a world-class curriculum from Foundation to Year 12 in specified learning areas as agreed to by education ministers. Assemble the evidence base required to review, develop and refine curriculum.

#### Criteria source

ACARA Corporate Plan 2022–23 and Portfolio Budget Statements (PBS) 2022–23: Education, Skills and Employment – ACARA Budget Statements – Outcome 1, Program 1.1, page 104

Performance criterion	Measure	Target
Maintain and enhance the curriculum support resources available on, and the online functionality of, the new Australian Curriculum, Version 9.0 website (released in May 2022).	Feedback on teachers' needs for implementation support resources and the online functionality of the Australian Curriculum website received.	Implementation support resources that have been endorsed by education ministers as part of ACARA's work plan are delivered and accessible through the Australian Curriculum website.

#### Result

Not achieved

Partially achieved

Achieved

#### Supporting statement

- The focus during the reporting period has been enhancing functionality of the Australian Curriculum Version 9.0 website, enabling publication of resources to support the implementation of the Australian Curriculum Version 9.0.
- During this reporting period, work samples were added to the Resources section of the Australian Curriculum Version 9.0 website. Twenty-six single-image work samples were published in December 2022. By May 2023, this had increased to 82 published work samples, which included multi-image and video work samples.
- The website curriculum selector tool was relaunched in March 2023 with enhancements to the user experience.
- ACARA's Professional learning hub was launched in May 2023, with an initial release of 2 modules focused on key changes. The hub is a new Australian Curriculum support resource for teachers and educators. Module 3 was released in June 2023.
- The Machine-Readable Australian Curriculum (MRAC) files were published in May 2023.
- Student diversity content was published in May 2023. Consultation included advice from the Students with Disability Advisory Group.

Performance criterion	Measure	Target
Maintain research into international and national curriculum trends and developments, and conduct annual monitoring processes to inform future refinements to the Australian Curriculum.	In line with agreed scope and process for curriculum research and monitoring activities, future refinements to the Australian Curriculum are identified.	Research and monitoring activities are completed.

#### Result

Not achieved

Partially achieved

Achieved

#### Supporting statement

- The Curriculum team has maintained research into international and national curriculum trends and developments through research findings, media monitoring and professional learning.
- The Australian Curriculum Review was completed in April 2022, the public website was launched on 9 May 2022 and only one state is implementing Version 9.0 in 2023, thus annual monitoring has not been undertaken at this stage.
- ACARA commissioned an evaluation of the Australian Curriculum Review process, which included the annual monitoring and evaluation process. The findings from this evaluation and further consultation with jurisdictions and sectors, teachers, unions and principal associations will inform the future approach to the annual monitoring processes, alongside the frequency cycle for the Australian Curriculum Review.
- To support the review and refinements of the English as an Additional Language/Dialect (EAL/D) curriculum resources, ACARA commissioned a literature review and a benchmarking report, including national and international approaches.

Performance criterion	Measure	Target
Refinements to the F–10 Australian Curriculum in 10 Languages subjects are undertaken in collaboration with jurisdictions and stakeholders.	In line with agreed scope, refinement of the F–10 Australian Curriculum in 10 remaining Languages subjects is completed in consultation with jurisdictions and stakeholders.	F–10 Australian Curriculum in 10 Languages subjects reviewed, and revised versions are published on Australian Curriculum, Version 9.0 website as agreed by education ministers.

#### Result

Not achieved

Partially achieved

Achieved

#### Supporting statement

- The Languages reference groups nominated by the state/territory education and curriculum authorities continued to support the review of the Australian Curriculum: Languages.
- Five Languages were endorsed and released on the Australian Curriculum website in February 2023: German, Indonesian, Korean, Modern Greek and Spanish. (The development and release

of the consultation curricula for these documents took place during the previous reporting period 2021–22.)

- Four Languages (Arabic, Hindi, Turkish and Vietnamese) consultation curricula were developed during the 2022–23 reporting period and approved for a 10-week consultation period beginning on 1 February 2023. These curricula were refined based on the consultation process and presented to the ACARA Board in June 2023 for endorsement to progress to seeking approval by the Education Ministers Meeting for publication during the 2023–24 reporting period.
- The final phases of the review of the Australian Curriculum: Languages commenced in the 2022–23 reporting period with drafting Auslan (first and second language learners), Chinese (first and background language learners), Classical languages (Classical Greek and Latin and a Framework for Classical Languages), and beginning the process for the Framework for Aboriginal Languages and Torres Strait Islander Languages. These will be completed during the 2023–24 reporting period.

Performance criterion	Measure	Target
Refinements to the Health and Physical Education curriculum in relation to mental health are undertaken.	Refinements to the Health and Physical Education curriculum in relation to mental health completed in consultation with jurisdictions and stakeholders.	Refinements to the Health and Physical Education curriculum published on Australian Curriculum, Version 9.0 website as agreed by education ministers.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- In response to an increase in mental health concerns, education ministers requested a review of the Australian Curriculum content related to mental health and wellbeing. ACARA hosted a Mental Health Forum in July 2022, inviting curriculum leaders from jurisdictions and sectors as well as experts from government agencies including the Mental Health Commission, National Children’s Commissioner, Beyond Blue, Be You, Headspace and the e-Safety Commissioner, and academics from the University of Melbourne, Monash University, Griffith University and the Murdoch Children’s Research Institute.
- Through consultation at the Mental Health Forum, the following recommendations were made:
  1. add more text to unpack the mental health and wellbeing focus area description
  2. add specific reference to loss and grief to some existing elaborations
  3. develop a Mental health and wellbeing Curriculum connection.
- Recommendations 1 and 2 were considered, actioned and published on the Australian Curriculum Version 9.0 website.
- Recommendation 3 was considered, actioned and is awaiting publication on the Australian Curriculum Version 9.0 website.

## Analysis of performance – Curriculum

### Review of the Australian Curriculum

During this reporting period, ACARA continued the Australian Curriculum Review. ACARA consulted widely with over 200 practising teachers and Languages curriculum specialists from all jurisdictions for the review of 9 Languages. Subject matter experts and state and territory professional teacher associations were consulted. The review of the Australian Curriculum: Languages continues with Auslan (first and second language learners), Chinese (first and background language learners), Classical Languages (Classical Greek and Latin and a Framework for Classical Languages) and the Framework for Aboriginal Languages and Torres Strait Islander Languages.

Preliminary research was undertaken into the review of the Australian Curriculum: Work Studies.

### National Teacher Workforce Action Plan: Action 19

ACARA was directed by education ministers through Action 19 of the National Teacher Workforce Action Plan, December 2022 to examine how optional resources can support implementation of the national curriculum, and the Australian Curriculum Review cycle frequency. This involved developing a standard set of consultation questions that were used in meetings with principal associations, professional teacher associations, teacher unions and the 3 other national education architecture agencies; and 2 forums with the F–12 Curriculum Reference Group to explore the scope of support resources needed by teachers and the frequency of the Australian Curriculum Review cycle.

### National Formative Assessment Resource Bank

In December 2022, education ministers endorsed a path forward on the Online Formative Assessment Initiative (OFAI). ACARA was directed to lead work to establish a national bank of formative assessments that will meet the needs of all jurisdictions on an opt-in basis. Formative assessments will be delivered to teachers quickly and cost-effectively by jurisdictions working together to leverage and align existing assessments from New South Wales, Victoria and Queensland.

At its meeting of 16 June 2023, the Australian Education Senior Officials Committee (AESOC) approved a National Formative Assessment Resource Bank steering committee. Prior to this, the committee met informally, with representation from Education Services Australia, New South Wales, Victoria, Queensland, South Australia, Independent Schools Australia, the National Catholic Education Commission and the Australian Government Department of Education.

### Linkage with the National Assessment Program

The National Assessment Program (NAP) is directly linked to Australian Curriculum content. Education ministers agreed to change the way NAPLAN results are reported to parents and carers. The curriculum specialists for English and Mathematics collaborated with the Literacy and Numeracy teams from Assessment to create new proficiency standards with 4 levels of achievement for each year level: Exceeding, Strong, Developing and Needs additional support.

The main study assessment for NAP – Science Literacy (NAP–SL) was held during May 2023. ACARA undertook an extended review of assessment testlets to ensure assessment items were aligned to the assessment framework in relation to both the Australian Curriculum: Science learning area and the Critical and Creative Thinking general capability.

The 2020 cycle of NAP – Information and Communication Technology Literacy (NAP–ICTL), which is the sixth in the NAP–ICTL program, was delayed by the COVID-19 pandemic and administered in 2022, resulting in an unusually extended 5-year period. Assessment modules were reviewed to ensure assessment items were positioned and aligned to the assessment framework in relation to both the Version 8.4 Australian Curriculum: Digital Technologies learning area subject and the Information and Communication Technology general capability. The public report providing the findings of the assessment will be published in late 2023.

From March to May 2023, the assessment framework for the NAP – Civics and Citizenship (NAP–CC) was reviewed. ACARA is undertaking an extended review of assessment test items to ensure they are aligned to the assessment framework in relation to the Australian Curriculum: Humanities and Social Sciences learning area subject.

## 2.2 National assessment

### Purpose

Provide a quality, comprehensive and cohesive suite of national assessments.

### Criteria source

ACARA Corporate Plan 2022–23 and Portfolio Budget Statements (PBS) 2022–23: Education, Skills and Training – ACARA Budget Statements – Outcome 1 Program 1.2, page 106

Performance criterion	Measure	Target
NAPLAN and NAP sample assessments are delivered as agreed by education ministers.	National reports are prepared and published.	National reports on results of NAPLAN and NAP sample assessments are reviewed by jurisdictions and published.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

#### NAPLAN 2022

- NAPLAN 2022 was undertaken in May 2022, with all students and schools (except for Year 3 students, who completed writing on paper; students with accessibility requirements such as Braille and some alternative curriculum schools) completing NAPLAN online. Over 1.2 million students (99.8%) in over 9,300 schools in all states and territories participated in NAPLAN online.
- Final NAPLAN 2022 Student and School Summary Reports (SSSRs) for online schools were released to test administration authorities from 5 August 2022, with a preliminary version released on 4 July 2022.
- The following NAPLAN 2022 reports were released on ACARA’s NAP website:
  - NAPLAN 2022 National Report and Report of Test Incidents were both published on 31 October 2022.
  - The NAPLAN 2022 Technical Report was published on 21 June 2023.

#### NAP-ICTL 2022

- Following postponements in 2020 and 2021 due to COVID, the NAP sample assessment cycle continued from 2022, resulting in a one-off 5-year gap (as opposed to the normal 3-year gap) in the time series for each of the sample assessments.
- The NAP-ICTL main study was conducted from 10 October to 11 November 2022, involving just under 10,000 students from 636 schools across Australia. The NAP-ICTL Public Report has been drafted for stakeholder review and is scheduled for publication in October 2023.

Performance criterion	Measure	Target
NAPLAN assessments are conducted earlier in the year, as agreed by ministers.	Test administration authorities (TAAs) receive results earlier than previous years.	TAAs receive results for non-writing domains in May 2023.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

#### NAPLAN 2023

- Following education ministers' agreement in March 2022 that NAPLAN testing would move to Term 1 from 2023, the NAPLAN tests were successfully conducted from 15 to 27 March 2023, followed by a 4-day security period.
- A record 4.4 million online tests were taken by almost 1.3 million students in 9,390 campuses and schools across Australia.
- Education ministers also agreed in February 2023 to introduce a new scale and begin a new time series from 2023 with reporting against 4 proficiency levels: Exceeding, Strong, Developing, Needs additional support.
- The resetting of the scale and introduction of proficiency standards in 2023 had one-off implications for the timing of the Student and School Summary Report (SSSRs), and subsequent delivery of individual student reports to parents and carers. This was because ACARA required data from all jurisdictions for all domains to reset the NAPLAN scale. The upload of writing data into the platform was completed on 5 May 2023 after the conclusion of jurisdictional marking operations.
- Consequently, the preliminary SSSRs and results for non-writing domains were not provided in May 2023, as the scale could not have been reset until the writing data was uploaded and analysis completed.
- On 22 June 2023, following confirmation from all TAAs that they supported the release of the NAPLAN 2023 results, ACARA released the results to TAAs to provide to schools through the SSSRs and jurisdictional reporting systems.

## Analysis of performance – Assessment

### NAPLAN

During the reporting period, ACARA worked with the NAPLAN Online Steering Committee (NOSC) and Education Services Australia (ESA) (the agency responsible for the online assessment and delivery system: “the platform”) to ensure that the earlier NAPLAN test window activities were on track and that NAPLAN tests developed by ACARA were delivered to users as expected. ACARA undertook quality assurance and certification of test items, the targeted test design and platform functionalities related to the student experience, including those delivered via the low/no bandwidth (LNB) solution.

The Platform Readiness Test (PRT) was conducted in a sample of schools from 17 to 28 October 2022 as a full end-to-end test of the platform and post-test processes, including monitoring, reporting

and quality assurance. ACARA provided branching tests for all domains for all year levels. ACARA was also responsible for quality assurance of test delivery via the LNB solutions.

Guidance materials for all readiness and assessment events were updated, as they are each year, in consultation with jurisdictions. These include the National Protocols for Test Administration as well as information for principals, school NAPLAN coordinators and test administrators.

A Service Resilience Framework was reviewed and practised in consultation with test administration authorities and ESA. The Framework outlines protocols for escalating issues and communication of these during test events.

### NAP sample

NAP sample main studies have been moved to May following the earlier NAPLAN test window. The NAP–SL 2023 main study was conducted from 1 to 26 May 2023, following a successful field trial in October/November 2022 where items were trialled and analysed for inclusion in the main study. Analysis from the NAP–SL main study is underway, with the intention to publish the NAP–SL 2023 Public Report in late 2023 or early 2024.

### NAP sample opt-in tests

ACARA, in conjunction with ESA and jurisdictions, is progressing with activities associated with NAP sample opt-in tests for implementation in 2024.

## 2.3 National data and reporting

### Purpose

Provide and apply a comprehensive and reliable national measurement framework. Facilitate the use and dissemination of data for research and policy development in accordance with agreed protocols. Present detailed, accessible, timely and meaningful school education performance information.

### Criteria source

ACARA Corporate Plan 2022–23 and Budget Portfolio Statements (PBS) 2022–23: Education, Skills and Training – ACARA Budget Statements – Outcome 1 Program 1.3, page 107

Performance criterion	Measure	Target
The National Report on Schooling in Australia is published.	The National Report on Schooling and updated data portal are on the agenda for AESOC.	The National Report on Schooling is published and the National Report on Schooling data portal is updated.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- The National Report on Schooling in Australia 2021 was reviewed by ACARA’s advisory groups and published on 20 February 2023.
- The National Report on Schooling data portal was updated, as scheduled, in December 2022 and April 2023. The data portal provides interactive access to national data sets for schooling, covering general statistics and the nationally agreed key performance measures (KPMs) for schooling specified in the Measurement Framework for Schooling in Australia. The portal allows for a timely release of statistical data relating to the National Report on Schooling in Australia in advance of the annual report being published.



Performance criterion	Measure	Target
Level of stakeholder satisfaction with the My School website meets target.	Website survey of users is conducted.	Level of satisfaction with usability of the My School website is at 60% or above.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

Changes and updates to the My School website are now in train to reflect improvements to NAPLAN reporting agreed by ministers in February 2023. It was therefore decided to delay undertaking the user satisfaction survey until after the 2022–23 reporting period to measure user satisfaction with the My School website following those changes being implemented.

## Analysis of performance – Data and reporting

The My School website was updated on 22 February 2023.

As with previous releases, the My School 2022 release included an additional year's data for some data sets. In summary, the key data collections released included:

- school profile data: 2014–2022
- finance data: 2014–2021
- VET in schools data: 2014–2021
- post-school destination data: 2014–2021
- NAPLAN data: 2014–2022.

The National Report on Schooling in Australia 2021 was published in February 2023. The National Report on Schooling data portal was updated in December 2022 and April 2023 with the latest data on schools and schooling, including:

- updates to the key performance measures for schooling for 2022
- counts of schools, students and staff for 2022, and other data from the National Schools Statistics Collection
- retention rates
- school finance data.

The Australian Schools List website was updated quarterly to align with the beginning of each school term, using updates received from school registration authorities. During the reporting year, ACARA continued to provide access to the data collected by ACARA to third parties under the *Data Access Protocols 2015*.

## 2.4 National collaboration and leadership

### Purpose

Provide effective national leadership in curriculum development, educational assessment and national reporting. Closely collaborate with jurisdictions, the non-government education sectors and relevant stakeholders in pursuing the national education agenda.

### Criteria source

Budget Portfolio Statements (PBS) 2022–23: Education, Skills and Employment – ACARA Budget Statements – Outcome 1 Program 1.4, page 108

Performance criterion	Measure	Target
An advisory structure that is fit for purpose is in place.	Internal review of advisory structure is undertaken each reporting period and level of satisfaction received is at 60% or above as measured through surveys in 2021 and 2023.	Advisory structure is reviewed and level of satisfaction received is at 60% or above as measured through surveys in 2023 and 2025.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- The last stakeholder survey conducted was in mid-2021 and reported on in 2021–22. The next survey will be undertaken in mid-2023 and reported on in 2023–24.
- For the 2022–23 period, ACARA's advisory structure supported ACARA in development and delivery of its work relating to the national curriculum, assessment and reporting, and collaboration and leadership. ACARA's advisory requirements led to the initial meeting of the First Nations Australians Advisory Group being held in July 2022. This key advisory group met under revised terms of reference drafted by the former advisory group, the Aboriginal and Torres Strait Islander Advisory Group.
- ACARA was flexible in its advisory structure, allowing for forums to be held as required to act on requests from education ministers for specific advice. During 2023–23, this meant that ACARA conducted one-off forums in addition to meetings convened under its standard advisory structure. One-day forums were held during the reporting period to gather input and feedback on matters such as mental health and the Australian Curriculum, and ways to support implementation of the national curriculum. Both brought together field experts, and government and non-government school representatives.

Performance criterion	Measure	Target
A transparent reporting process and structure are maintained and timely advice to jurisdictions is provided.	Traffic light reporting system against all ACARA's key activities is submitted to the ACARA Board and EMM.	Progress reports against the annual work plan are submitted to EMM and/or AESOC each year and at each meeting of the ACARA Board, and all advice provided when requested.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- ACARA presented a report against its 2022–23 workplan (endorsed by education ministers) to each scheduled meeting of the ACARA Board. In addition, reports on ACARA's progress against its workplan were submitted to each meeting of ACARA's Audit, Risk and Finance Committee.
- Advice upon request from education ministers was developed and presented in accordance with the request, with the advice being submitted to the ACARA Board and AESOC in advance for consideration and comment.
- Progress against ACARA's workplan is submitted to AESOC and to education ministers for consideration annually.

Performance criterion	Measure	Target
Collaboration with partners (government and non-government school sectors), national stakeholders and international education bodies is clearly maintained.	The scheduling of advisory groups and representation of ACARA at meetings of key working groups/peak body opportunities and exchanges with international bodies are evaluated internally.	There is evidence of high frequency of engagement through scheduled meetings of ACARA's key advisory groups, ACARA's attendance at key working groups and peak body opportunities, and evidence of communication with international education bodies.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- ACARA held scheduled meetings with each of its key reference groups – the National Assessment, Data, Analysis and Reporting Reference Group; the F–12 Curriculum Reference Group; the First Nations Australians Advisory Group and the Students with Disability Advisory Group – throughout the reporting period. In addition, ACARA met with its specialised working groups, specific to elements of its work, and held forums as required to gather feedback on proposals and advice being prepared for education ministers.

- ACARA attended each meeting of the Schools Policy Group, and every meeting of AESOC and EMM that included ACARA's work and related advice on the agenda.
- ACARA executive and staff met and engaged regularly with peak education bodies and continued to engage and communicate with international education bodies including the OECD and to host visiting international delegations including a delegation from the Philippines in the first half of 2023.

Performance criterion	Measure	Target
Research relating to curriculum, assessment or reporting to advance ACARA's work in these areas is commissioned and published.	Research is published.	Two pieces of research are available through ACARA's website(s) and availability communicated to stakeholders.

#### Result

Not achieved

Partially achieved

Achieved

#### Supporting statement

- ACARA undertook comprehensive research relating to student achievement before and during COVID. The intention of the research was to describe changes in achievement, and achievement gaps between different demographic subgroups, before and during COVID. This involved analysis of NAPLAN data over the years 2016 to 2022.
- At the end of 2022–23, the related report was being finalised following feedback received from AESOC.

## 2.5 Capability and risk

### Purpose

ACARA will recruit, develop and retain high-performing staff and will foster a positive and agile work culture. Its people will reflect the diversity and dynamism of the education community and will have the skills and values needed to support ACARA's ongoing responsibilities as well as advance the authority's strategic proposals.

### Criteria source

ACARA Corporate Plan 2022–23

Performance criterion	Measure	Target
Aboriginal and Torres Strait Islander employment strategy is implemented, resulting in an increase in the number of Aboriginal and Torres Strait Islander employees.	Related data is analysed internally.	Aboriginal and Torres Strait Islander employment strategy is implemented, with an increase in the number of Aboriginal and Torres Strait Islander employees.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- A First Nations employment strategy has been operating in recent years with a focus on interim placements of Aboriginal and Torres Strait Islander education students during their semester breaks. Continuing cultural awareness training in support of the program has also been undertaken. The program has been well received and is now to be revised to focus the program towards First Nations employment.

Performance criterion	Measure	Target
Risk management maturity is lifted.	Risk management framework review internal audit is conducted.	Risk management maturity rating "Mature-Advanced" is achieved.

### Result

Not achieved

Partially achieved

Achieved

### Supporting statement

- A review of the internal audit plan during the reporting period resulted in management-initiated audits to address business issues. As a result, the Risk Management Framework Review, and other audit engagements scheduled for 2022–23, was deferred.

## 3.0 Management and accountability

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### 3.1 Corporate governance

#### Enabling legislation and functions

ACARA is an independent statutory authority and a corporate Commonwealth entity established under section 5 of the *Australian Curriculum, Assessment and Reporting Authority Act 2008* (the ACARA Act) on 8 December 2008.

The ACARA Act outlines the authority's functions, which are to:

- develop and administer a national school curriculum, including curriculum content and achievement standards, for school subjects specified in ACARA's Charter
- develop and administer national assessments
- collect, manage and analyse student assessment data and other data relating to schools and comparative school performance
- facilitate information-sharing arrangements between Australian government bodies in relation to the collection, management and analysis of school data
- publish information relating to school education, including information relating to comparative school performance
- provide school curriculum resource services, educational research services and other related services
- provide information, resources, support and guidance to the teaching profession, and perform other related functions.

There were no changes to ACARA's enabling legislation in 2022–23.

#### Directions and reporting

Section 7(3) of the ACARA Act requires ACARA to perform its functions and exercise its powers in line with the Charter set by education ministers. ACARA's strategic directions are set by its Charter and any other written instructions from the Education Ministers Meeting. ACARA reports to education ministers on progress against its Charter each year. ACARA reports to the Australian Government Minister for Finance and the Australian Government Minister for Education about requirements under the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act).

#### Responsible Minister

During the reporting period (2022–23), the responsible minister for ACARA was:

- Hon Jason Clare MP, Minister for Education.

#### Governance framework

ACARA's governance framework provides the structure for informed decision-making, risk management and accountability. The framework has its foundation in the ACARA Act, which establishes a 13-member governing body. The ACARA Board (the Board) includes a Chair, Deputy Chair, and members nominated by state and territory ministers for education, the Australian Government, Independent Schools Australia (ISA) and the National Catholic Education Commission (NCEC). Each member is appointed by the minister by written instrument, with the agreement of the Education Ministers Meeting.

Among other responsibilities, ACARA Board members are required to disclose to their fellow members any material personal interest they may have in matters relating to the affairs of the authority. Information about procurement undertaken by ACARA is tabled at each meeting so Board members can disclose potential or actual conflicts. A record of all disclosures is maintained by ACARA.

The Board is accountable to the Parliament of Australia through the minister. The Board is responsible for ensuring the proper and efficient performance of ACARA and is the accountable authority under the PGPA Act.

Further information about the Board, including membership, can be seen at 3.2 The Board.

ACARA must undertake its work in accordance with any directions given by education ministers and in accordance with the Charter, which is agreed to by the Education Ministers Meeting. In progressing its work, ACARA collaborates with the Schools Policy Group (SPG) and the NAPLAN Online Steering Committee (NOSC), which, in turn, report to the Australian Education Senior Officials Committee (AESOC). ACARA's CEO is the Senior Responsible Officer for NAPLAN Online and is the Chair of NOSC.

NOSC provides advice to the Senior Responsible Officer on technical and operational matters in relation to the implementation of the NAPLAN online work program. NOSC is also a decision-making body on lower-level operational issues in relation to implementing NAPLAN online. NOSC is supported by the NAPLAN Online Working Group, which provides operational advice and feedback to NOSC about processes, policy and program activities

SPG provides high-level strategic policy advice to AESOC on national school matters and consists of senior officials with responsibility for school education policy. AESOC is directly responsible to education ministers for the execution of their decisions. In addition, AESOC provides policy advice to education ministers, considers education ministers' papers prior to their progress to ministers, and manages and coordinates jurisdictions' funding contributions for nationally agreed projects and initiatives.

ACARA's advisory structure allows for input and advice from key stakeholder groups and experts. This advice assists the executive in making recommendations to the ACARA Board and to the Education Ministers Meeting. It also supports ACARA in achieving the objectives of its Charter in a consultative and collaborative way.

A diagram illustrating ACARA's governance and advisory structure for 2022–23 is shown in section 1.3. An overview of ACARA's advisory groups in 2022–23 can be seen on the following pages.

### **Chief Executive Officer**

The Chief Executive Officer (CEO) is responsible for the operations of ACARA and is accountable to the ACARA Board. The CEO consults the Board on matters of strategic significance and provides information necessary for the Board members to fulfil their governance responsibilities.

For the financial year to 30 June 2023, ACARA's CEO was Mr David de Carvalho.

### **Executive Leadership Team**

The Executive Leadership Team is a standing committee that supports the CEO in managing the day-to-day administration of ACARA. Responsibilities include, but are not limited to, the performance of ACARA in achieving the outcomes of the Portfolio Budget Statements; in fulfilling the mission, purposes and objectives outlined in ACARA's Corporate Plan 2022–23; in allocating resources; and in managing enterprise-wide risks, legislative compliance, stakeholder relations and corporate governance. In 2022–23, the Executive Leadership Team met fortnightly.

## Advisory structure

ACARA is supported by an advisory structure made up of reference, advisory, specialist and working groups that provide input and expertise across ACARA's work priorities.

### Reference groups

ACARA has 2 key reference groups that ensure jurisdictions and a range of stakeholder organisations have regular and meaningful opportunities to provide advice and feedback to ACARA. Members represent the high-level views of their jurisdiction or organisation and, as far as practicable, communicate information back to their jurisdiction or organisation.

#### National Assessment, Data, Analysis and Reporting Reference Group

The National Assessment, Data, Analysis and Reporting Reference Group (NADAR) provides ACARA's executive with high-level advice on the appropriateness of, and opportunities and potential risks associated with, the work proposed and undertaken by ACARA within the scope of its remit. The group ensures that jurisdictions and organisations have regular and meaningful opportunities to provide advice and feedback to ACARA on its assessment and reporting work program. The group has representatives from all departments of education, test administration authorities (where these are separate from the department), the Catholic and independent school sectors, and other relevant stakeholders.

#### F–12 Curriculum Reference Group

The F–12 Curriculum Reference Group gives high-level expert advice to the ACARA executive in support of strategic initiatives that enhance the development, implementation and improvement of the Australian Curriculum. Members of this group bring a range of jurisdictional perspectives that reflect national, state and territory priorities. The group has representatives from each state and territory, and federal government, nominated by the relevant member of the Australian Education Senior Officials Committee (AESOC); one nominee from the National Catholic Education Commission (NCEC); and one nominee from Independent Schools Australia.

#### Reference groups for the Review of the F–10 Australian Curriculum

ACARA's F–12 Curriculum Reference Group is the main advisory group with oversight of key issues emerging from the Australian Curriculum Review and preparing for implementation. ACARA's other existing advisory structures also provide the mechanism for wider stakeholder engagement and consultation.

- In addition, to support ACARA's ongoing review of the F–10 Australian Curriculum: Languages, ACARA continued a curriculum reference group, made up of Languages curriculum officers and specialists from state and territory education authorities and the non-government sectors, to provide jurisdictional advice and feedback throughout the review process.

### Advisory groups

Advisory groups provide expert advice and development input throughout the year. Membership is granted through a nomination process by jurisdictions and organisations and/or based on expertise in a particular field.

#### First Nations Australians Advisory Group

The First Nations Australians Advisory Group provides ACARA with expert guidance and advice about the representation of First Nations Australians in the Australian Curriculum and NAPLAN. It also advises ACARA on the protocols and cultural sensitivities that need to be considered by ACARA business units as ACARA proceeds with its curriculum, assessment and reporting programs. The group comprises individuals with demonstrated expertise in Aboriginal and Torres Strait Islander education and community engagement.



### Students with Disability Advisory Group

The Students with Disability Advisory Group provides ACARA with high-level advice and expertise regarding the needs of students with disability in relation to ACARA's curriculum, assessment and reporting programs.

The group has representatives from each state, territory and federal government education department or curriculum authority, the National Catholic Education Commission, Independent Schools Australia, the Australian Association of Special Education, Children and Young People with Disability Australia, and peak national principals' associations. The advisory group also includes 2 individuals with relevant research expertise in the area of students with disability.

### Specialist groups and forums

Specialist groups and forums provide expert advice and development input on an as-needs basis. Many are time-bound, formed for a specific purpose and retired at the end of a project. Membership is granted through a nomination process by jurisdictions and organisations, and/or is based on expertise in a particular field. During 2022–23, ACARA held a forum on mental health and wellbeing and the Australian Curriculum, and 2 forums in relation to Action 19 of the National Teacher Workforce Action Plan.

### Measurement Advisory Group

The Measurement Advisory Group provides ACARA's executive with expert, independent educational measurement and assessment advice, and input for the National Assessment Program (NAP) and the National Assessment Program – Literacy and Numeracy (NAPLAN). It also provides input into all other assessment and educational measurement activities defined by ACARA's Charter, work plan and priorities.

The group comprises nationally and/or internationally recognised independent experts in the field of educational measurement.

### National Testing Working Group

The National Testing Working Group is a forum for information-sharing and collaboration about NAPLAN between ACARA, testing authorities and stakeholders. The group provides advice on operational processes and products of NAPLAN, test development and national operational policy, and administration and reporting activities. It also provides quality assurance to achieve high-quality tests in a nationally consistent framework. The group has representatives from all test administration authorities, and the Catholic and independent school sectors.

### Finance Data Working Group

The Finance Data Working Group gives advice and assistance to ACARA's executive on ACARA's national responsibilities associated with financial reporting on schooling and Australia's schools. This helps ACARA in the collection and reporting of school finance data for My School. The group has representatives from all departments of education, the Catholic and independent school sectors, and other relevant stakeholders.

### Marking Quality Team

The Marking Quality Team participates in the development and review of NAPLAN writing prompts. Members develop consensus scores and annotations for the training, practice and control materials used to ensure national consistency of marking for the NAPLAN writing tests. The group also advises on required changes to marking guide exemplars and the online marking training package. Members attend marking training workshops, and train and monitor the markers in their jurisdiction. During the NAPLAN marking period, members provide ACARA with data for the national monitoring of marking. The Marking Quality Team works closely with the National Testing Working Group. The group has representatives from departments of education, test administration authorities (where these are separate from the department), and the Catholic and independent school sectors.

## National Report on Schooling in Australia Working Group

The National Report on Schooling in Australia (ANR) Working Group helps develop the planning framework and format for the annual National Report on Schooling in Australia, including the ANR data portal. It contributes to and reviews the draft report. The group has representatives from all departments of education, the Catholic and independent school sectors, and other relevant stakeholders.

## NAP sample assessment learning area working groups

NAP sample assessment learning area working groups give ACARA advice about proposed assessment materials from curriculum, psychometric and equity perspectives for their learning areas. They examine draft assessment instruments to make sure these instruments are of appropriate difficulty and are valid, free of bias and accessible to all participating students.

## Student Attendance Data Working Group

The Student Attendance Data Working Group gives advice and assistance with respect to ACARA's national responsibilities associated with student attendance reporting. This helps ACARA in the collection and reporting of school attendance data for My School and national student attendance for the National Report on Schooling in Australia. The group has representatives from all departments of education, the Catholic and independent school sectors, the Australian Bureau of Statistics and the Productivity Commission.

## Information-sharing groups

In addition to its formal advisory structure, ACARA convenes several information-sharing groups that help disseminate messages and materials, identify potential issues and provide feedback on key topics.

### Curriculum Directors Group

The Curriculum Directors Group facilitates information-sharing, collaboration and support for the Australian Curriculum between ACARA and representatives of federal, state and territory curriculum and school organisations. Members are drawn from government, Catholic and independent school sectors across all jurisdictions, bringing high-level curriculum implementation expertise to the group.

### Curriculum networks

Informal networks have been established comprising curriculum officers from all states, territories and sectors for each learning area, and for the primary years of schooling, to share information.

### NAP National Communications Group

The NAP National Communications Group helps facilitate implementation of the NAPLAN online communications and engagement strategy, and allows group members to be informed about ACARA's NAP communications activities. The group comprises representatives from each jurisdiction and sector through nomination by the relevant organisation. The group acts as a conduit for coordinating communications and engagement activities concerning NAPLAN within their organisation or jurisdiction.

## National Peak Parents and Principals Forum

The National Peak Parents and Principals Forum facilitates dialogue, collaboration and support between ACARA, school principals and parents. It comprises the national peak parent and principal bodies that represent state-level members and constituents, and cascades information down through their networks. Significant out-of-session collaboration occurs between ACARA and group members to distribute news and resources, cooperate on media initiatives and exchange advice on specific topics.

### Accountability and reporting

ACARA has a range of mechanisms to ensure transparency and accountability in its operations. Key documents for 2022–23 included:

- ACARA Charter – endorsed by education ministers in December 2022, providing strategic directions for ACARA
- ACARA Corporate Plan 2022–23 – a requirement of section 35 of the PGPA Act
- Portfolio Budget Statements (PBS) – annual statements informing members of the Australian Parliament on the proposed allocation of resources to government outcomes and programs
- ACARA 4-year work plan 2022–23 to 2025–26 – endorsed by education ministers in August 2022
- ACARA 4-year budget – endorsed by education ministers in October 2022
- ACARA Annual Work Plan 2022–23 – endorsed by education ministers and against which progress is monitored and reported on
- ACARA Annual Report 2021–22 – provided to the Minister for Education for presentation to the Australian Parliament, required by section 46 of the PGPA Act.

## 3.2 The Board

The *Australian Curriculum, Assessment and Reporting Authority Act 2008* (the ACARA Act) defines the structure of the ACARA Board (the Board). The Board comprises 13 members including nominees of state and territory ministers for education, the Australian Government, Independent Schools Australia (ISA) and the National Catholic Education Commission (NCEC), and the Chair and Deputy Chair. Members are appointed by the Australian Government Minister for Education, subject to agreement by the Education Ministers Meeting.

During the 2022–23 reporting period, the appointment of one member ended, in accordance with section 18 of the ACARA Act. There were 4 new appointments made.

### Board membership

Membership of the ACARA Board is established under section 13 of the ACARA Act. The ACARA Board held 10 meetings during the reporting period.

#### Chair

Derek Scott is the CEO and Principal of Haileybury, which has schools in Melbourne and Darwin, and programs in China, Vietnam and the Philippines.

Mr Scott is one of Australia's most highly regarded education leaders. He is on the Australian Government's Council for International Education and the Victorian International Education Advisory Council, and is Chair of the Associated Public Schools of Victoria. He was also one of 4 members on the panel conducting a review of Initial Teacher Education in Australia in 2021. In 2023 he was appointed to the National School Reform Agreement Ministerial Reference Group. He has an extensive background in curriculum development. Prior to joining the teaching profession, he had a career as a journalist.

## Deputy Chair

Norm Hart is a former president of the Australian Primary Principals Association (APPA), appointed to APPA in January 2011. He began his teaching career on Palm Island, Queensland, in 1975 and was appointed as a primary school principal in 1978. Over a 30-year period, Mr Hart led small one-teacher schools through to large schools with over 700 students. He has also held the positions of president of the Queensland Association of State School Principals and the Australian Government Primary Principals Association. Until his retirement as APPA president on 31 December 2014, Mr Hart represented principals in government, Catholic and independent primary schools across Australia.

## Board members (2022–23)

Details of the Accountable Authority during the reporting period (2022–23)

Period as the accountable authority or member within the reporting period						
Name	Qualifications of the Accountable Authority	Experience of the Accountable Authority	Position Title / Position held Executive / Non-Executive	Start Date (1 July 2022 or after)	End Date (30 June 2023 or before)	Attendance at meetings
Mr Derek Scott	DipEd (Mon), BA (Politics), MEd (Mgt)	Chief Executive Officer and Principal of Haileybury	Non-Executive	1 July 2022	30 June 2023	10 out of 10 meetings
Mr Norm Hart	DEd Studies, DipT, MEd, MAIGD	Former president of the Australian Primary Principals Association (APPA)	Non-Executive	1 July 2022	30 June 2023	10 out of 10 meetings
Mr Allan Blagaich	BA, DipEd	Executive Director, School Curriculum and Standards, Western Australia Department of Education	Non-Executive	1 July 2022	22 January 2023	5 out of 5 meetings
Ms Juanita Healy (Acting)	BA (Ed), BEd, MEd	Acting Executive Director, School Curriculum and Standards, Western Australia	Non-Executive	23 January 2023	30 June 2023	5 out of 5 meetings

		Department of Education					
Mr Stephen Gniel	Nominee of the Victorian Education Minister	BEd, MBA	Chief Executive Officer at Victorian Curriculum and Assessment Authority	Non-Executive	1 July 2022	30 June 2023	9 out of 10 meetings
Ms Carolyn Grantskalns	Nominee of Independent Schools Australia	BA, DipT, FACEL	Former Chief Executive of the Association of Independent Schools, South Australia	Non-Executive	1 July 2022	31 December 2022	3 out of 5 meetings
Mr Tony Luttrell	Nominee of the Tasmanian Education Minister	BCom, FCPA	Former Director, Strategic Data Management, Department of Education, Tasmania	Non-Executive	1 July 2022	30 June 2023	9 out of 10 meetings
Mr Paul Martin	Nominee of the New South Wales Education Minister	BA DipEd (Hons)	Chief Executive Officer, NSW Education Standards Authority	Non-Executive	2 September 2022	30 June 2023	7 out of 9 meetings
Dr Neil McGoran	Nominee of the National Catholic Education Commission	BA, Grad Dip Ed, Grad Cert (RE), MEd (Curric), EdD, MBA	Director, Catholic Education South Australia	Non-Executive	1 July 2022	30 June 2023	10 out of 10 meetings
Dr Fiona Mueller	Nominee of the Australian Government	BA, Grad Dip Ed, MEd, PhD	Adjunct Scholar, Centre for Independent	Non-Executive	1 July 2022	30 June 2023	9 out of 10 meetings

Studies							
Ms Jacklyn Roberts	Nominee of the Northern Territory Education Minister	BEd, MEd	Principal, Bakewell Primary School	Non-Executive	1 July 2022	30 June 2023	7 out of 10 meetings
Ms Sharon Schimming	Nominee of the Queensland Education Minister	Grad Dip (Health Sc), DipT, MEd (Leadership)	Associate Director-General, Early Childhood and State Schools, Department of Education	Non-Executive	2 September 2022	30 June 2023	8 out of 9 meetings
Ms Deonne Smith	Nominee of the South Australian Education Minister	BEd	Executive Director Curriculum and Learning, Department for Education	Non-Executive	2 September 2022	30 June 2023	8 out of 9 meetings
Ms Jane Simmons PSM	Nominee of the Australian Capital Territory Education Minister	BEd (Music), MEd (Admin)	Deputy Director-General, ACT Education Directorate	Non-Executive	1 July 2022	30 June 2023	10 out of 10 meetings
Mr Andrew Wrigley	Nominee of Independent Schools Australia	BEd, MEd	Executive Director, Association of Independent Schools of the ACT	Non-Executive	9 March 2023	30 June 2023	2 out of 3 meetings

## Meetings of the Board (2022–23)

Date	Meeting	Location
24 August 2022	Meeting no. 107	Sydney, NSW
20 October 2022 and 31 October 2022	Meeting no. 108	Microsoft Teams / Virtual
14 November 2022	Special purpose meeting	Microsoft Teams / Virtual
7–8 December 2022	Meeting no. 109	Hobart, Tas
20 December 2022	Special purpose meeting	Microsoft Teams / Virtual
1 February 2023	Special purpose meeting	Microsoft Teams / Virtual
16 February 2023	Meeting no. 110	Microsoft Teams / Virtual
20 April 2023	Meeting no. 111	Sydney, NSW
18 May 2023	Special purpose meeting	Microsoft Teams / Virtual
21–22 June 2023	Meeting no. 112	Brisbane, Qld

## Committees of the Board (2022–23)

### Audit, Risk and Finance Committee

The Audit, Risk and Finance Committee provides independent assurance and advice to the ACARA Board on ACARA's risk, control and compliance framework, financial performance and external financial statement responsibilities. The [Audit, Risk and Finance Committee Charter](#) is published to ACARA's website.

#### Direct electronic address of the charter determining the functions of the audit committee

**URL** <https://www.acara.edu.au/docs/default-source/corporate-publications/audit-and-risk-committee-charter1.pdf>

### Audit, Risk and Finance Committee membership

ACARA's Audit, Risk and Finance Committee comprises 5 members (including the Chair), with a minimum of 2 members of the ACARA Board.



During the reporting period, ACARA’s Audit, Risk and Finance Committee comprised:

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)
Mr Tony Luttrell	BCom, FCPA	4 out of 4 meetings	4	\$5,077	Chair and Board member
Dr Lisa Barnes	BEd, JP, FTIA, FCPA, MBA, DBA, GAICD, FTIA, FGIA, FCIA, CAANZ	4 out of 4 meetings	4	\$4,564	Deputy Chair and independent member
Mr Dennis Clark	BEd, DipEd, FCPA, FCA, FCIS, FGIA, FAICG(Dip), FAIM, MIIA (Aust), MIMC, MIPAA, MRMIA, MGRCI	4 out of 4 meetings	4	\$4,564	Independent member
Mr Norm Hart	BEd Studies, DipT, MEd, MAICD	4 out of 4 meetings	4	\$0	Board member
Dr Fiona Mueller	BA, Grad Dip Ed, MED, PhD	2 out of 3 meetings	3 (appointed August 2022)	\$1,369	Board member

### Audit, Risk and Finance Committee meetings

During 2022–23, the Audit, Risk and Finance Committee met 4 times.

Date	Meeting	Apologies	Location
9 August 2022	Meeting no. 58	Nil	Microsoft Teams / Virtual
8 November 2022	Meeting no. 59	Dr Fiona Mueller	Microsoft Teams / Virtual
2 February 2023	Meeting no. 60	Nil	Microsoft Teams / Virtual
2 June 2023	Meeting no. 61	Nil	Microsoft Teams / Virtual

## 3.3 Risk management

ACARA has a risk management framework in place, which sets guidelines for risk management at all levels of the organisation, including stipulating ACARA’s risk appetite in various domains.

The aims of ACARA’s risk management framework are to:

- enable ACARA to proactively identify and manage its risks in a systematic and structured way
- integrate risk management processes into strategic and business planning
- promote risk awareness and attention to the ongoing review, treatment, monitoring and reporting of risks throughout the organisation.

The structure of ACARA's documents and the corresponding implementation process, including terminology, assessment and evaluation criteria, are based on the standard for risk management ISO 31000 and align with guidance material issued by the Australian Government Department of Finance.

### **Fraud control**

Under Australian Government legislation, there is a requirement for all agencies to have a fraud control plan. ACARA had a fraud control policy and plan in place in 2022–23.

The core objectives of ACARA's fraud control policy are to identify potential fraud risk categories to which ACARA is exposed and outline responsibilities for fraud control.

ACARA has also undertaken fraud risk assessments and has in place appropriate mechanisms that meet the specific needs of ACARA for preventing, detecting, investigating and dealing with fraud. During the reporting period, ACARA took all reasonable measures to prevent fraud and had systems in place to appropriately deal with any detected instances of fraud relating to the entity.

ACARA's fraud control register is reviewed by the Audit, Risk and Finance Committee and the ACARA Board on a quarterly basis.

## **3.4 Financial management**

ACARA is an independent statutory authority and a corporate Commonwealth entity that manages funding in accordance with its Charter. Its funding is approved by the Education Ministers Meeting, which has endorsed a 50% contribution by the Commonwealth and 50% pro rata contributions by state and territory governments.

ACARA also delivers priority projects on behalf of the Australian Government, which provides a separate revenue source above its Charter funding.

ACARA manages all funding in compliance with government policy, guidelines and legislative requirements, where applicable. ACARA's financial accountability and reporting responsibilities are set out in section 46 of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) and are based on efficient, effective and ethical use of allocated resources. ACARA works within a financial control framework, which ensures that ACARA administers its responsibilities appropriately and effectively.

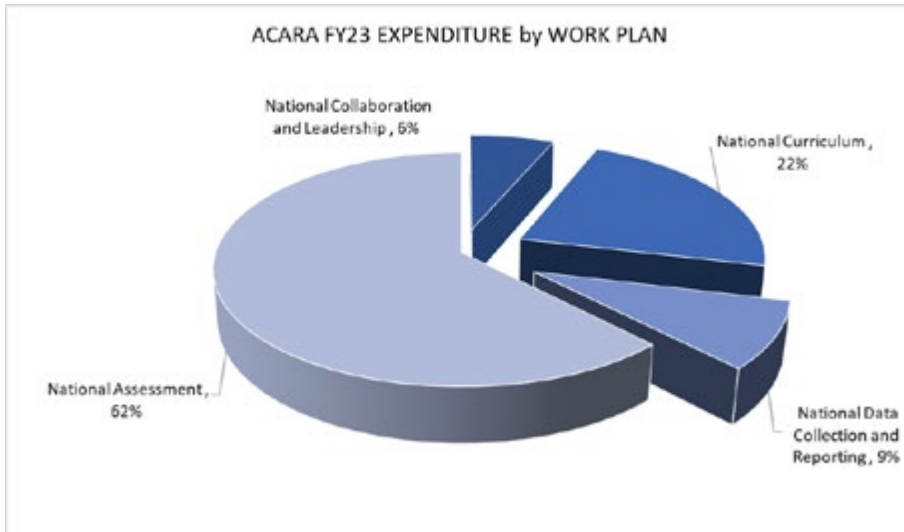
### **Analysis of financial performance**

ACARA reported a deficit charter result of (\$0.743) million for the year ended 30 June 2023, against a budgeted deficit of (\$0.422) million.

Additionally, there were project funds received and monies spent in FY23 that equated to a surplus of \$2.386 million, making the total ACARA result a surplus of \$1.643 million.

As at 30 June 2023, the cash and cash-equivalent balance of ACARA was \$7.873 million. Throughout the year, where cash and cash-equivalents exceeded ACARA's at call requirements, they were transferred to investments in accordance with ACARA's investment strategy.

The following pie graph provides a breakdown of ACARA Charter Program Expenditure for the year ended 30 June 2023.



### **Factors that have affected or may affect operations**

No major financial factors have impacted ACARA's operations to date. ACARA's operations are dependent on funding from state, territory and federal governments.

### **Reportable decisions or issues**

Under section 19(1)(c), (d) or (e) of the PGPA Act, ACARA must notify the Australian Government Minister for Education of any significant decisions or issues. There were no significant decisions or issues reportable under these provisions for the year ended 30 June 2023.

## 3.5 Workforce management

### Staff profile

As at 30 June 2023, ACARA's employees comprised 97.9 full-time equivalent (FTE) staff, in addition to one staff member engaged as a secondee from a state or territory agency.

All ongoing employees, current reporting period (2022–23)

	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	21	-	21	23	4	27	-	-	-	-	-	-	-	-	-	48
Qld	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	1
SA	2	-	2	-	1	1	-	-	-	-	-	-	-	-	-	3
Tas	-	-	-	-	1	1	-	-	-	-	-	-	-	-	-	1
Vic	1	-	1	2	-	2	-	-	-	-	-	-	-	-	-	3
WA	4	-	4	5	2	7	-	-	-	-	-	-	-	-	-	11
ACT	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	1
NT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
External Territories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Overseas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total</b>	<b>28</b>	<b>-</b>	<b>28</b>	<b>32</b>	<b>8</b>	<b>40</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68</b>

All non-ongoing employees, current reporting period (2022–23)

	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	5	-	5	6	4	10	-	-	-	-	-	-	-	-	-	15
Qld	1	-	1	5	-	5	-	-	-	-	-	-	-	-	-	6
SA	1	-	1	-	-	-	-	-	-	-	-	-	-	-	-	1
Tas	-	-	-	1	-	1	-	-	-	-	-	-	-	-	-	1
Vic	3	-	3	5	-	5	-	-	-	-	-	-	-	-	-	8
WA	2	-	2	3	1	4	-	-	-	-	-	-	-	-	-	6
ACT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
NT	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
External Territories	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
Overseas	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	0
<b>Total</b>	<b>12</b>	<b>-</b>	<b>12</b>	<b>20</b>	<b>5</b>	<b>25</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>37</b>

As at 30 June 2022, ACARA's employees comprised 98.57 full-time equivalent (FTE) staff, in addition to 7 staff members engaged as secondees from state or territory agencies.

All ongoing employees, previous reporting period (1 July 2021 – 30 June 2022)

	Male			Female			Indeterminate			Total
	Full time	Part time	Total Male	Full time	Part time	Total Female	Full time	Part time	Total Indeterminate	
<b>NSW</b>	15	1	16	19	5	24	-	-	-	40
<b>Qld</b>	-	-	-	-	-	-	-	-	-	-
<b>SA</b>	1	-	1	-	-	-	-	-	-	1
<b>Tas</b>	-	-	-	-	-	-	-	-	-	-
<b>Vic</b>	-	-	-	1	-	1	-	-	-	1
<b>WA</b>	4	-	4	2	2	4	-	-	-	8
<b>ACT</b>	-	-	-	-	-	-	-	-	-	-
<b>NT</b>	-	-	-	-	-	-	-	-	-	-
<b>External territories</b>	-	-	-	-	-	-	-	-	-	-
<b>Overseas</b>	-	-	-	-	-	-	-	-	-	-
<i>Total</i>	20	1	21	22	7	29	-	-	-	50

All non-ongoing employees, previous reporting period (1 July 2021 – 30 June 2022)

	Male			Female			Indeterminate			Total
	Full time	Part time	Total Male	Full time	Part time	Total Female	Full time	Part time	Total Indeterminate	
<b>NSW</b>	6	-	6	11	1	12	-	-	-	18
<b>Qld</b>	1	-	1	1	-	1	-	-	-	2
<b>SA</b>	-	1	1	2	-	2	-	-	-	3
<b>Tas</b>	-	-	-	-	-	-	-	-	-	-
<b>Vic</b>	1	-	1	3	-	3	-	-	-	4
<b>WA</b>	3	-	3	7	-	7	-	-	-	10
<b>ACT</b>	1	-	1	-	-	-	-	-	-	1
<b>NT</b>	-	-	-	-	-	-	-	-	-	-
<b>External territories</b>	-	-	-	-	-	-	-	-	-	-
<b>Overseas</b>	-	-	-	-	-	-	-	-	-	-
<i>Total</i>	12	1	13	24	1	25	-	-	-	38

ACARA's diverse workforce brings to the organisation a valuable range of skills and expertise, helping foster productive relationships within the education sector. Many staff members are considered experts in their fields, bringing to their roles important local and international experience. They have been recruited or seconded from positions within state and territory education departments; curriculum, assessment and certification authorities; the non-government school sector; federal and state government agencies; and the private sector. This means that ACARA's workforce reflects the complexity and dynamism of Australia's education community.

A key aspect of ACARA's work involves collaboration with a broad network of advisory and reference groups from states and territories. Although members of these groups are not represented in ACARA's staff profile, they make a significant national contribution to ACARA's work and achievements.

## Reconciliation Action Plan

During the reporting period, ACARA developed its 2023–25 Reconciliation Action Plan (RAP) in consultation with the ACARA First Nations Australians Advisory group (FNAAG). The 2023–25 RAP focuses on relationships, respect and opportunities. Each action in the RAP has been developed around 5 questions: What will we do? Why are we doing it? Who will do this? When will this be done? How will we know if we've achieved our aim?

ACARA's CEO will ensure that the FNAAG, with its experience and expertise, is actively involved in monitoring the RAP. Their insights will be invaluable in supporting ACARA's reconciliation efforts.

The RAP focuses on promoting understanding of First Nations Australian Peoples, histories and cultures among our staff, having regard for First Nations Australians' perspectives in developing and delivering our work, as well as supporting understanding and reconciliation in all facets of our work. ACARA's RAP can be viewed on the ACARA website.

## Executive Leadership Team

The Executive Leadership Team (ELT) is responsible for ACARA's day-to-day operations and contributing to ACARA's strategic direction. The team has evolved with ACARA and comprised the following staff over the course of the financial year:

- Chief Executive Officer, Mr David de Carvalho
- Executive Director, Assessment and Reporting, Mr Russell Dyer
- Executive Director, Curriculum, Ms Sharon Foster
- Executive Director, Communications and Strategic Relations, Ms Ann-Maree Ashburn
- Director, Corporate Services and Chief Financial Officer, Mr Thomas Begeng.

### Chief Executive Officer

**Mr David de Carvalho** joined ACARA in March 2019, bringing to ACARA a wealth of leadership experience from the education sector and from the public sector at both the federal and state government levels.

Mr de Carvalho was chief executive officer of the New South Wales Education Standards Authority from January 2017 until February 2019. Prior to that, he was deputy secretary at the New South Wales Department of Family and Community Services.

Mr de Carvalho has also led the National Catholic Education Commission and was head of the Higher Education Division in the Australian Government Department of Education. He started his career as a secondary school teacher and has served on the boards of the Australian Council for Educational Research and the Curriculum Corporation (now Education Services Australia).

Mr de Carvalho was reappointed as ACARA's CEO in March 2022.

### Executive Director, Assessment and Reporting

**Mr Russell Dyer** joined ACARA in June 2022, with over 40 years' experience in education in Western Australia.

Prior to joining ACARA, Mr Dyer's most recent position was Assistant Executive Director, Examinations, Certification and Testing in the Western Australian Department of Education supporting the School Curriculum and Standards Authority.

Mr Dyer began his career as a science teacher and has worked in a range of roles including supporting teaching and learning, gifted and talented, curriculum development, school performance and review, standards setting, senior secondary certification, the administration of Year 12 examinations, and national and state testing, including NAPLAN and the Online Literacy and Numeracy Assessment.

Mr Dyer has extensive experience on state and national initiatives, including implementing the reforms to the Western Australian Certificate of Education and leading the transition to NAPLAN online in Western Australia.

### Executive Director, Curriculum

**Ms Sharon Foster was appointed Director, Curriculum** at ACARA in November 2021. She initially joined ACARA in September 2020 as Senior Manager, leading the consultation process for the Australian Curriculum Review.

Ms Foster came to ACARA from the Victorian Curriculum and Assessment Authority (VCAA), where she was the Manager of the Victorian Curriculum: F-10 Unit, responsible for the development and delivery of the Victorian F-10 Curriculum. Prior to that, she worked in senior program and policy roles across the Department of Education and Training, Victoria, focused on developing and delivering curriculum projects and professional learning programs.

Ms Foster started her career as a secondary school teacher and progressed to assistant principal before moving into the health sector to develop education programs and projects. Throughout her career, she has also worked as an education and communications consultant for a range of private sector and not-for-profit organisations.

### Executive Director, Communications and Strategic Relations

**Ms Ann-Maree Ashburn** joined ACARA in July 2016 with over 20 years' experience in government, communications and stakeholder relations. Ms Ashburn has worked at a senior level in government, including as a ministerial adviser, and has held senior corporate affairs and communications roles in the corporate and not-for-profit sectors, including at Oil States International, Insurance Australia Group, the American Chamber of Commerce in Singapore, and Hill and Knowlton.

### Executive Director and Chief Financial Officer, Corporate Services

**Mr Thomas Begeng** joined ACARA in October 2019. Immediately prior to joining ACARA, Mr Begeng was managing director of a consulting practice specialising in technology transformation projects. Mr Begeng has over 20 years' experience in a range of board, senior finance and operations roles in the corporate, government and not-for-profit sectors, including chief financial officer and board member of Medibank Health Solutions, director of corporate services for Lifeline Australia and chief operating officer of HealthShare NSW.

Mr Begeng has a Bachelor of Commerce (Accounting) and is a member of the Institute of Public Accountants (Australia), Institute of Financial Accountants (UK) and The CEO Institute.

## 3.6 Reporting on other requirements

### Evidence to parliamentary committees

ACARA attended the following hearings of the Senate Education and Employment Legislation Committee to give evidence:

- Budget estimates (10 November 2022)
- Supplementary budget estimates (16 February 2023)
- Budget estimates (1 June 2023).

### Judicial decisions and reviews by outside bodies

There was no decision by the Administrative Appeals Tribunal (AAT) in relation to ACARA's operations during the reporting period.

There were no reports made about ACARA's performance or ACARA's officers or employees by the Auditor-General, parliamentary committees, the Commonwealth Ombudsman or the Office of the Australian Information Commissioner.

### Compliance with the PGPA Act

During 2022–23, ACARA maintained appropriate internal controls and processes to review its compliance with the finance law, including to ensure that instances of significant non-compliance were notified to the responsible minister in accordance with section 19 of the *Public Governance, Performance and Accountability Act 2013* (the PGPA Act). ACARA identified no instances of significant non-compliance and did not report any non-compliance to the Minister for Education in the reporting period.

### Work health and safety

ACARA is committed to providing a workplace that enables all activities to be executed in a healthy and safe environment, where employees feel safe and are not at risk of physical or mental injury.

ACARA has a Work Health and Safety (WHS) committee that holds scheduled meetings during the year. The Audit, Risk and Finance Committee and the ACARA Board are provided with an update on WHS issues at each meeting. The WHS committee continues to meet on a quarterly basis to seek to improve WHS processes and have oversight of ACARA's WHS plans and processes.

The Audit, Risk and Finance Committee noted that a more in-depth analysis of WHS issues should be presented; this was completed in December 2022. The COVID-19 pandemic had been the focus in recent years; however, ACARA's attention has since shifted to the management of hazards and risk associated with office and home-based work. Wellbeing program support has continued. Promotion of WHS has since been undertaken, including a WHS infographic promoting communication channels.

ACARA's Employee Assistance Program (EAP) provider, Lifeworks, continues to provide access to wellbeing and mental health support material and resources via their online portal. Comcare due diligence training has been recommended for ACARA's PCBU (person conducting a business or undertaking) to better understand their obligations under the WHS Act and as a PCBU. Fire warden training continues for both the Sydney office and Perth offices.

The occurrence of WHS matters each year is low. Regular reporting to ELT through the WHS committee ensures appropriate due diligence and duty of care. There were no incidents reported for the previous year and no investigations were required into high potential incidents or a serious incident. Hazard reporting remains low but has been encouraged, particularly with risks associated with remote working.



## **WHS performance**

During 2022–23, no new claims were submitted to Comcare. No provisional improvement notices (section 90, *Work Health and Safety Act 2011*), prohibition notices (section 195) or improvement notices (section 191) were issued. There were no investigations undertaken by Comcare arising out of ACARA's responsibility in "conducting a business or undertaking", in accordance with the Act.

ACARA's Audit, Risk and Finance Committee is advised of any issues arising and the actions carried out to mitigate WHS risks.

In 2022–23, consistent with the legislative requirements of the *Work Health and Safety Act 2011*, and in managing practices throughout the pandemic, ACARA aimed to provide and promote a safe and healthy workplace by:

- eliminating or reducing the risk of hazards, while continuing to provide the option to work from home for all staff, with ongoing support offered for employees' and contractors' essential home office setups
- promoting the Employee Assistance Program and monitoring take-up throughout
- continuing support for influenza vaccinations with pharmacy vouchers, ensuring availability of influenza vaccinations for all ACARA staff
- encouraging staff reporting of any incidents or hazards in addition to office inspections.

## **Insurance and indemnities**

During the reporting period, ACARA held insurance protecting directors and officers from liability for the consequences of managerial misconduct or negligence, to the extent that the provision of the indemnity is not prevented by applicable legislation.

## **Ministerial directions and government policy orders**

No policy orders or ministerial directions under the Act or instrument have been issued by the Australian Government under the PGPA Act during the year.

## **Ecologically sustainable development and environmental performance**

ACARA continues its commitment to ecological sustainability across its operations. During the reporting period, ACARA continued to embed the use of new technologies and to improve flexible workplace practices. This was enabled by means of 2 initiatives:

- All ACARA offices use videoconferencing facilities as a preference to travel, wherever possible.
- ACARA continued its recycling program through its Sydney office tenancy. Items that are recycled include glass, paper, metal, plastics and printer cartridges.

## Emissions

Reporting year	Portfolio	Entity Name		
2022-23	Education, Skills and Employment	Australian Curriculum, Assessment and Reporting Authority		
Emission Source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity (Location Based Approach)	N/A	79,098	6,408	85,507
Natural Gas	-	N/A	-	-
Fleet Vehicles	-	N/A	-	-
Domestic Flights	N/A	N/A	97,344	97,344
Other Energy	-	N/A	-	-
<b>Total kg CO2-e</b>		79,098	103,753	182,851

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

Emission Source	Scope 1 kg CO2-e	Scope 2 kg CO2-e	Scope 3 kg CO2-e	Total kg CO2-e
Electricity (Market Based Approach)	N/A	75,922	10,048	85,970
Natural Gas	-	N/A	-	-
Fleet Vehicles	-	N/A	-	-
Domestic Flights	N/A	N/A	97,344	97,344
Other Energy	-	N/A	-	-
<b>Total kg CO2-e</b>		75,922	107,393	183,314

## **4.0 Financial statements**

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Saminda Maddumahewa  
Australian National Audit Office  
GPO Box 707  
Canberra ACT 2601

Dear Saminda

## **MANAGEMENT REPRESENTATION LETTER**

### **2022–23 FINANCIAL STATEMENTS AND OTHER MATTERS**

This representation letter is provided in connection with your audit of the financial statements of the Australian Curriculum, Assessment and Reporting Authority (ACARA) for the year ended 30 June 2023, for the purpose of your expressing an opinion as to whether the financial statements are presented fairly in accordance with the Australian Accounting Standards and the *Public Governance, Performance and Accountability Act 2013* (PGPA Act).

We confirm the following representations (numbered 1 to 25 below) to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

#### *Financial Statements*

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement dated 7 March 2023 and the PGPA Act, for the preparation of the financial statements that (i) present fairly ACARA's financial position, financial performance and cash flows; and (ii) comply with Australian Accounting Standards – Simplified Disclosures and the Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR).
2. We have kept accounts and records in accordance with section 41 of the PGPA Act, that properly record and explain ACARA's transactions and financial position. The accounts and records have been kept in a way that complies with any requirements prescribed by the FRR, enables the preparation of the annual financial statements required by section 42 of the PGPA Act, and allows those financial statements to be conveniently and properly audited in accordance with the PGPA Act.
3. All transactions have been recorded in the accounting records and are reflected in the financial statements.
4. The selection and application of accounting policies is appropriate.
5. All events occurring subsequent to the date of the financial statements 30 June 2023, and for which the Australian Accounting Standards – Simplified Disclosures and FRR require adjustment or disclosure, have been adjusted or disclosed.
6. There are no uncorrected misstatements in the financial statements.
7. The methods, the significant assumptions and the data used in making accounting estimates and the related disclosures are appropriate to achieve recognition, measurement or disclosure is in accordance with Australian Accounting Standards

- Simplified Disclosures and the Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR).
8. The following matters have been recognised, measured, presented and disclosed in accordance with the Australian Accounting Standards – Simplified Disclosures and FRR:
- Plans and intentions that may affect the carrying value or classification of assets and liabilities;
  - Liabilities, both actual and contingent;
  - Title to, or control over, assets, the liens or encumbrances on assets, and assets pledged as collateral; and
  - Aspects of laws, regulations and contractual agreements that may affect the financial statements, including non-compliance.

*Information Provided*

9. We have provided you with:
- Access to all information, such as records and documentation and other matters, of which we are aware that is relevant to the preparation of the financial statements (including all information relevant to the preparation of disclosures);
  - Additional information that you have requested from us for the purpose of the audit;
  - Unrestricted access to persons within ACARA from whom you determined it necessary to obtain audit evidence;
10. We acknowledge our responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud.
11. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
12. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of that affects ACARA and involves:
- Management;
  - Employees who have significant roles in internal control; or
  - Others where the fraud could have a material effect on the financial statements.
13. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting ACARA's financial statements communicated by employees, former employees, analysts, regulators or others.
14. We have disclosed to you all deficiencies in internal control of which we are aware that are relevant to financial reporting.
15. We have disclosed to you the identity of ACARA's related parties and all the related party relationships and transactions of which we are aware.

16. We have appropriately accounted for and disclosed related party relationships and transactions of which we are aware in accordance with the requirements of the Australian Accounting Standards – Simplified Disclosures and FRR.
17. We have disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing financial statements.
18. Neither ACARA nor any of its officers, employees or agents has committed an offence under the *Criminal Code Act 1995* in relation to the bribery of a foreign public official.
19. We have disclosed to you all known, actual or possible litigation and claims whose effects should be considered when preparing the financial statements, and these have been disclosed and accounted for in accordance with the Australian Accounting Standards – Simplified Disclosures and the FRR.
20. We will provide you with a printer’s proof of the Annual Report in a timely manner once it has been approved by the accountable authority for issuance.
21. We have informed you of any departure expected in the preparation of the Annual Report from the requirements of section 46 of the PGPA Act and the PGPA Rules.
22. We will ensure that the financial statements and any other elements of the Annual Report are consistent with one another, and that the Annual Report does not contain any material misstatements.

*Commonwealth of Australia Consolidated Financial Statements*

23. In addition to our responsibilities regarding the preparation of ACARA’s financial statements, we are required by the Department of Finance to complete the Reporting Pack. The Reporting Pack has not been completed and authorised for submission to the Department of Finance at the time this representation letter is being signed. We acknowledge that you will require separate representations from us when the Reporting Pack is finalised.

*Publication on website*

24. With respect to publication of the audited financial statements on our website, we acknowledge that:
  - we are responsible for the electronic presentation of the audited financial statements;
  - we will ensure that the electronic version of the audited financial statements and the auditor’s report on the website will be identical to the final signed hard copy version;
  - we will clearly differentiate between audited and unaudited information in the construction of the entity’s website as we understand the risk of potential misrepresentation;
  - we have assessed the controls over the security and integrity of the data on the website, and that adequate procedures are in place to protect the integrity of the information published; and

- we will present the auditor's report only with the entity's full financial statements.

*Publication on Transparency Portal (transparency.gov.au)*

25. With respect to publication of our annual report on transparency.gov.au, we acknowledge that:

- we are responsible for ensuring that the annual report is published on transparency.gov.au as soon as practicable after the annual report is tabled in the Parliament;
- we will ensure the information uploaded to transparency.gov.au is identical to the annual report tabled in the Parliament, including an identical copy of the Auditor's report; and
- we will ensure that the financial statement information is accurately entered into the digital reporting tool and is identical to the final signed hard copy of the audited financial statements.

Yours sincerely,



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Chief Executive Officer

22nd August 2023



Chief Financial Officer

22nd August 2023

**AUSTRALIAN CURRICULUM, ASSESSMENT AND REPORTING  
AUTHORITY**

**FINANCIAL STATEMENTS**

**FOR THE FINANCIAL YEAR ENDED**

**30 JUNE 2023**



## Statement by the Accountable Authority, Chief Executive Officer and Chief Financial Officer

In our opinion, the attached financial statements for the year ended 30 June 2023 comply with subsection 42 (2) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), and are based on properly maintained financial records as per subsection 41 (2) of the PGPA Act.

In our opinion, at the date of this statement, there were reasonable grounds to believe that the Australian Curriculum, Assessment and Reporting Authority (ACARA), has sufficient funds to meet its debts and will be able to pay its debts as and when they fall due.

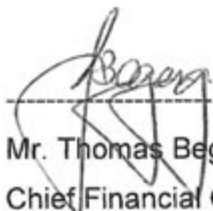
This Statement is made in accordance with a resolution of the directors.



Mr. Derek Scott  
Chair, Accountable Authority  
Dated this 22<sup>nd</sup> day of August 2023



Mr. David de Carvalho  
Chief Executive Officer  
Dated this 22<sup>nd</sup> day of August 2023



Mr. Thomas Begeng  
Chief Financial Officer  
Dated this 22<sup>nd</sup> day of August 2023

## Statement of Comprehensive Income For the Year Ended 30 June 2023

	Note	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>NET COST OF SERVICES</b>				
<b>Expenses</b>				
Employee benefits	2.1(a)	16,289	14,916	16,386
Suppliers	2.1(b)	13,734	13,158	9,866
Depreciation and amortisation	3.2	1,662	1,136	1,859
Finance costs	2.1(c)	62	72	44
Write-down of assets	2.1(d)	-	-	-
<b>Total expenses</b>		<b>31,747</b>	<b>29,282</b>	<b>28,155</b>
<b>Own Source Income</b>				
<b>Revenue</b>				
Revenue from Jurisdictions – States and Territories	2.2(a)	14,170	13,400	14,211
Other revenue – Projects	2.2(a)	4,822	2,376	-
Interest – Bank deposits	2.2(b)	228	28	100
<b>Total own source revenue</b>		<b>19,220</b>	<b>15,804</b>	<b>14,311</b>
<b>Net cost of / (contribution by) services</b>		<b>12,527</b>	<b>13,478</b>	<b>13,844</b>
Revenue from Government – Australian Government	2.2(a)	14,170	13,400	13,844
<b>Surplus / (deficit) attributable to the Australian Government</b>		<b>1,643</b>	<b>(78)</b>	<b>-</b>
<b>Other Comprehensive Income</b>				
Changes in asset revaluation		-	-	-
<b>Total comprehensive income / (deficit) attributable to the Australian Government</b>		<b>1,643</b>	<b>(78)</b>	<b>-</b>

### Budget Variances Commentary

- Supplier expenses and other revenue – In FY23 ACARA received additional project funding that was not known at the time of setting the budget. This then created more expenses with external suppliers for FY23.
- Depreciation and amortisation – The budget assumed a new piece of IP would be commissioned in Q4 of FY23. The timing on this has been delayed with planned commissioning taking place in Q1 FY24.
- Interest: bank deposits – Substantially improved interest rates for short term investments allowed for ACARA to make more interest than budgeted for.

Variances are considered to be "major" based on the following:

- The variance between budget and actual is greater than 10%; and
- An item below this threshold but which is considered important for the readers understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of ACARA.

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

**Statement of Financial Position**  
**As at 30 June 2023**

	Note	2023 \$'000	2022 \$'000	Original Budget \$'000
<b><u>Assets</u></b>				
<b><i>Financial Assets</i></b>				
Cash and cash equivalents	3.1 (a)	7,873	5,972	5,457
Trade and other receivables	3.1 (b)	217	219	218
Accrued revenue		28	350	350
<b><i>Total financial assets</i></b>		<b>8,118</b>	<b>6,541</b>	<b>6,025</b>
<b><i>Non-financial assets</i></b>				
Fixtures and fittings	3.2(a)	36	54	36
Plant and equipment	3.2(a)	127	72	100
Intangibles	3.2(a)	4,599	4,367	4,431
Right-of-use assets	3.2(a)	3,043	4,006	4,176
Other non-financial assets	3.2(b)	819	506	506
<b><i>Total non-financial assets</i></b>		<b>8,624</b>	<b>9,005</b>	<b>9,249</b>
<b><i>Total Assets</i></b>		<b>16,742</b>	<b>15,546</b>	<b>15,274</b>
<b><u>Liabilities</u></b>				
<b><i>Payables</i></b>				
Suppliers	3.3(a)	3,560	3,428	3,004
Other payables	3.3(c)	420	327	-
<b><i>Total payables</i></b>		<b>3,980</b>	<b>3,755</b>	<b>3,004</b>
<b><i>Interest-bearing liabilities</i></b>				
Leases	3.4	3,514	4,473	4,618
<b><i>Total interest-bearing liabilities</i></b>		<b>3,514</b>	<b>4,473</b>	<b>4,618</b>
<b><i>Provisions</i></b>				
Make-good provision	3.5	449	444	449
Employee provisions	4.1	2,884	2,602	2,930
<b><i>Total provisions</i></b>		<b>3,333</b>	<b>3,046</b>	<b>3,379</b>
<b><i>Total Liabilities</i></b>		<b>10,827</b>	<b>11,274</b>	<b>11,001</b>
<b>Net Assets</b>		<b>5,915</b>	<b>4,272</b>	<b>4,273</b>
<b><u>Equity</u></b>				
Retained surplus		5,915	4,272	4,273
<b>Total Equity</b>		<b>5,915</b>	<b>4,272</b>	<b>4,273</b>

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

### **Budget Variances Commentary**

1. Cash and cash equivalents – In late FY23 ACARA received \$2.5m for NFARB project funding. Due to timing, these funds could not be spent before the end of the financial year. The work and related expense for this project will take place in FY24.
2. Accrued Revenue – The only applicable revenue to accrue was interest due on term deposits.
3. Plant and equipment – There were Sydney meeting room upgrades throughout the year, as well as an upgrade to the Perth board room.
4. Suppliers – The June'23 invoice and PO accrual was higher than anticipated with a large number of contract milestones being met.
5. Leases – The budget was set before decisions around the Perth lease were finalised. There has also been a change in view for future lease renewals, as most staff remain working from home.

Variances are considered to be "major" based on the following:

- The variance between budget and actual is greater than 10%; and
- An item below this threshold but which is considered important for the readers understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of ACARA.

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

## Statement of Changes in Equity For the Year Ended 30 June 2023

	Retained earnings			Total equity		
	2023 \$'000	2022 \$'000	Original Budget \$'000	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>Balance carried forward from previous period</b>	4,272	4,350	4,273	4,272	4,350	4,273
Adjustment for changes in accounting policies	-	-	-	-	-	-
<b>Adjusted opening balance</b>	4,272	4,350	4,273	4,272	4,350	4,273
<b>Comprehensive Income</b>						
(Deficit) / Surplus for the period	1,643	(78)	-	1,643	(78)	-
Other comprehensive income	-	-	-	-	-	-
<b>Total comprehensive income</b>	1,643	(78)	-	1,643	(78)	-
<b>Closing balance as at 30 June</b>	5,915	4,272	4,273	5,915	4,272	4,273

### Budget Variances Commentary

1. Closing balance as at 30 June – The technical surplus achieved this year is driven by project funding received late in FY23. It could not be spent before the end of the year, but due to the contract in place was required to be recognised as revenue under AASB1058. Permission has been granted from the Department of Finance for a technical surplus in FY23 and a technical loss in FY24.

Variances are considered to be "major" based on the following:

- The variance between budget and actual is greater than 10%; and
- An item below this threshold but which is considered important for the readers understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of ACARA.

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

## Cash Flow Statement

### For the Year Ended 30 June 2023

	2023 \$'000	2022 \$'000	Original Budget \$'000
<b>OPERATING ACTIVITIES</b>			
<b>Cash Received</b>			
Receipts from Government – Australian Government	17,758	14,058	15,682
Receipts from Jurisdictions – States and Territories	15,258	14,058	12,374
Interest	205	25	100
Net GST received	1,376	1,821	-
Other cash received	633	599	-
<b>Total cash received</b>	<b>35,230</b>	<b>30,561</b>	<b>28,156</b>
<b>Cash used</b>			
Employees	(16,751)	(14,651)	(16,387)
Suppliers	(14,576)	(15,891)	(10,287)
Interest payments on lease liability	(60)	(57)	(44)
<b>Total cash used</b>	<b>(31,387)</b>	<b>(30,599)</b>	<b>(26,718)</b>
<b>Net cash received from operating activities</b>	<b>3,843</b>	<b>(38)</b>	<b>1,438</b>
<b>INVESTING ACTIVITIES</b>			
<b>Cash used</b>			
Purchase of Property, Plant and Equipment, and Intangibles	(971)	(3,449)	(945)
Disposal of Property, Plant and Equipment	-	-	-
<b>Total cash used</b>	<b>(971)</b>	<b>(3,449)</b>	<b>(945)</b>
<b>Net cash used by investing activities</b>	<b>(971)</b>	<b>(3,449)</b>	<b>(945)</b>
<b>FINANCING ACTIVITIES</b>			
<b>Cash used</b>			
Payment of Lease Liabilities	(971)	(959)	(1,008)
<b>Total cash used</b>	<b>(971)</b>	<b>(959)</b>	<b>(1,008)</b>
<b>Net cash used by financing activities</b>	<b>(971)</b>	<b>(959)</b>	<b>(1,008)</b>
<b>Net increase/(decrease) in cash held</b>	<b>1,901</b>	<b>(4,446)</b>	<b>(515)</b>
<i>Cash and cash equivalents at the beginning of the reporting period</i>	5,972	10,418	5,972
<b><i>Cash and cash equivalents at the end of the reporting period</i></b>	<b>7,873</b>	<b>5,972</b>	<b>5,457</b>

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

## Budget Variances

1. Receipts – Additional project funding was provided to ACARA in FY23.
2. Interest – Improved interest rates on term deposit investments created a benefit for ACARA.
3. Suppliers – Additional project work required additional spend with suppliers.

Variances are considered to be "major" based on the following:

- The variance between budget and actual is greater than 10%; and
- An item below this threshold but which is considered important for the readers understanding or is relevant to an assessment of the discharge of accountability and to an analysis of performance of ACARA.

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

## Index to the Notes to and forming part of the Financial Statements for the year ended 30 June 2023

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## 1. Overview

### 1.1 Objectives of the Entity

ACARA is a corporate not for profit Australian Commonwealth controlled entity. ACARA is structured to meet the following outcome:

Outcome 1: Improved quality and consistency of school education in Australia through a national curriculum, national assessment, data collection and performance reporting system.

The continued existence of ACARA in its present form and current programs is dependent on Education Ministers Meeting policy, and on continued funding by Commonwealth, State and Territory governments.

### 1.2 Basis of Preparation of the Financial Report

The financial statements are required by section 42 of the Public Governance, Performance and Accountability Act 2013.

The financial statements and notes have been prepared in accordance with:

- Public Governance, Performance and Accountability (Financial Reporting) Rule 2015 (FRR); and
- Australian Accounting Standards and Interpretations – including simplified disclosures for Tier 2 Entities under AASB 1060 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 are 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 and are rounded to the nearest thousand dollars unless otherwise specified.

### 1.3 Critical Estimates and Judgements

The ACARA Sydney lease has no changes in FY23, and the Perth lease extension was recalculated to include the practical timing application of the initial 2 months being rent free from mid Dec'22 to mid Feb'23.

### 1.4 New Australian Accounting Standards

#### Adoption of New Australian Accounting Standard Requirements

Two amending standards (AASB 2021-2 and AASB 2021-6) were adopted earlier than the application date as stated in the standard. These amending standards have been adopted for the 2022-23 reporting period.

The following amending standards were issued prior to the signing of the statement by the accountable authority and chief financial officer, were applicable to the current reporting period and did not have a material effect on the entity's financial statements:

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

## 1.5 Taxation

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

## 1.6 Events after Reporting Period

No matters or circumstances have arisen since the end of the financial year which significantly affected or may significantly affect the results of the financial statements as at 30 June 2023.

## 2. Financial Performance

### 2.1 Expenses

#### 2.1(a): Employee benefits

Wages and salaries	
Superannuation	
Leave and other entitlements	
Separation and redundancies	
<b>Total employee benefits</b>	

	2023 \$'000	2022 \$'000
	13,349	12,575
	1,507	1,299
	1,428	1,023
	5	19
	16,289	14,916

#### Accounting Policy: Employee benefits:

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

#### 2.1(b): Suppliers

##### Goods and services supplied or rendered

Secondments, casual staff, contractors, and consultants	
NAPLAN item development and testing	
Website development and maintenance	
Travel and accommodation	
Staff related expenses – payroll tax and recruitment	
Consultants – Curriculum Development & NAP	
Office infrastructure	
IT expenses	
Audit fees payable to the ANAO	
Legal Expenses	
Other operational expenditure	

##### Total goods and services supplied or rendered

Goods supplied	
Services supplied	

##### Total goods and services supplied or rendered

##### Other suppliers

Operating lease rentals	
Short term and low value leases	
Workers' compensation expense	

##### Total other suppliers

##### Total Suppliers

	2023 \$'000	2022 \$'000
	3,126	3,617
	5,153	3,277
	407	337
	387	152
	1,094	917
	466	1,407
	334	315
	1,519	1,882
	48	48
	176	108
	838	867
	13,548	12,927
	727	676
	12,821	12,251
	13,548	12,927
	107	140
	79	91
	186	231
	13,734	13,158

The Entity has short-term lease commitments of \$14,067 as at 30 June 2023.

**Accounting Policy: Short-term leases and leases of low-value assets:** ACARA has elected not to recognise right-of-use assets and lease liabilities for short-term leases of assets that have a lease term of 12 months or less and leases of low-value assets (less than \$10,000). ACARA recognises the lease payments associated with these leases as an expense on a straight-line basis over the lease term.

#### 2.1(c): Finance costs

Interest on lease liability	
<b>Total finance costs</b>	

	2023 \$'000	2022 \$'000
	62	72
	62	72

The above lease disclosures should be read in conjunction with the accompanying notes 2.1(b), 3.2(a) & 3.4

## 2. Financial Performance (cont.)

### 2.2 Own source revenue

#### 2.2(a): Revenue

Sales of goods

Rendering of services

**Total revenue**

#### **Disaggregation of revenue**

##### Major product / service line:

Operating Contributions – State and Territory Governments

Funded Projects

##### Type of customer:

Australian Commonwealth entities

State and Territory Governments

Non-Government entities

	2023 \$'000	2022 \$'000
Sales of goods	-	-
Rendering of services	18,992	15,776
<b>Total revenue</b>	<b>18,992</b>	<b>15,776</b>
<b>Disaggregation of revenue</b>		
<u>Major product / service line:</u>		
Operating Contributions – State and Territory Governments	14,170	13,400
Funded Projects	4,822	2,376
	<b>18,992</b>	<b>15,776</b>
<u>Type of customer:</u>		
Australian Commonwealth entities	3,781	1,715
State and Territory Governments	15,086	13,706
Non-Government entities	125	355
	<b>18,992</b>	<b>15,776</b>

### **Accounting Policy - Revenue from Jurisdictions and Government**

Revenue from jurisdictions is recognised when the following applies.

- ACARA has obtained control of the revenue, and the revenue can be reliably measured.
- It is detailed in the contract agreement that economic benefits associated with the transaction will flow to the entity in full.
- The stage of completion of the transaction at the end of the reporting period, can be measured reliably, and is specifically referenced in the contract agreement.
- The costs incurred for the transaction and cost to complete the transaction can be measured reliably, and milestones are detailed in the contract agreement.
- When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue shall be recognised in full in the period.

The principal activities of ACARA are detailed in the objectives of the entity (S1.1). ACARA is funded to operate as a government entity, and also complete projects as required by the governing jurisdictions. Where a performance obligation is satisfied over time, it will be stipulated in the applicable agreement, if not recognition is determined upon funds transfer. Where no specific performance obligation is stipulated revenue is recognised on receipt in accordance with AASB 1058.

The transaction price is the total amount of consideration to which ACARA expects to be entitled in exchange for transferring services to a customer. The consideration promised in a contract with a jurisdiction may include fixed amounts, variable amounts, or both. ACARA has applied the practical expedient (AASB 15.121) to the financial statements, as all remaining performance obligations were completed by June 2023.

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 end of the reporting period. Allowances are made when collectability of the debt is no longer probable.

## 2. Financial Performance (cont.)

### 2.2(b): Interest revenue

Interest revenue: Term deposits and bank accounts  
**Total interest revenue**

2023	2022
\$'000	\$'000
228	28
228	28

### Interest Revenue

Interest revenue is recognised using the effective interest method.

## 3. Financial Position

### 3.1(a): Cash and cash equivalents

Cash on hand or on deposit  
**Total cash and cash equivalents**

2023	2022
\$'000	\$'000
7,873	5,972
7,873	5,972

### Accounting Policy

Cash is recognised at its nominal amount. Cash and cash equivalents include the following:

- 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 in special accounts.

### 3.1(b) Trade and other receivables

Receivables for goods and services  
GST Receivable  
**Total trade and other receivables**

2023	2022
\$'000	\$'000
55	17
162	202
217	219

All trade and other receivables are expected to be recovered in less than 12 months.

There are no trade and other receivables that are impaired at 30 June 2023 (2022: \$nil).

### Accounting Policy - Financial assets

Trade receivables, loans and other receivables that are held for the purpose of collecting the contractual cash flows where the cash flows are solely payments of principal and interest, that are not provided at below-market interest rates, are subsequently measured at amortised cost using the effective interest method adjusted for any loss allowance.

### 3. Financial Position (cont.)

#### 3.2 Revaluations of non-financial assets and Intangible Assets

##### 3.2(a) Reconciliation of Opening and Closing Balances of Plant and Equipment, Intangibles & ROU 2023

	Fixtures & Fittings \$'000	Plant and equipment \$'000	Intangibles \$'000	Right-of-use asset \$'000	Total \$'000
<b>As at 1 July 2022</b>					
Gross book value	2,061	511	4,473	6,721	13,766
Accumulated depreciation and amortisation	(2,007)	(439)	(106)	(2,715)	(5,267)
<b>Total as at 1 July 2022</b>	54	72	4,367	4,006	8,499
Additions – by purchase	-	104	867	-	971
Revaluation – Make Good Provision	(11)	-	-	-	(11)
Revaluation – ROU Asset	-	-	-	8	8
Other movements of right of use assets (Perth lease)	-	-	-	-	-
Disposals	-	-	-	-	-
Depreciation and amortisation	(7)	(49)	(635)	-	(691)
Depreciation on right-of-use assets	-	-	-	(971)	(971)
<b>Total as at 30 June 2023</b>	36	127	4,599	3,043	7,805

No indications of impairment were found for plant and equipment.

#### Accounting Policy

##### Asset recognition threshold

Purchases of plant and equipment are recognised initially at cost in the statement of financial position, except for purchases costing less than \$2,000, which are expensed in the year of acquisition (other than where 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 Sydney taken up by the entity where there exists an obligation to return the leased space to its original condition.

These costs are included in the value of other operational expenses with a corresponding provision for the 'make good' recognised.

##### Plant and Equipment

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.

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.

### 3. Financial Position (cont.)

#### **Intangibles**

ACARA is currently constructing several internally generated intangible assets, relating to a new ICT platform. The first asset has been capitalised as at 1 May 2022, with amortisation commencing at the same time, being when the asset was commissioned. Any research costs associated with the construction of this asset were expensed during the year.

In FY22, a management decision was made to amortise this asset over 7 years. The asset value and amortisation will be reviewed on an annual basis. The initial review for potential impairment will be completed at the end of FY23.

No impairment took place in FY23, and no further intangibles were commissioned. A new IP asset will commence amortisation in Q1 of FY24.

#### **Lease Right of Use (ROU) Assets**

Leased ROU assets are capitalised at the commencement date of the lease and comprise of the initial lease liability amount, initial direct costs incurred when entering into the lease, less any lease incentives received. These assets are accounted for as separate asset classes to corresponding assets owned outright.

On initial adoption of AASB 16 ACARA adjusted the ROU assets at the date of initial application by the amount of any provision for onerous leases recognised immediately before the date of initial application. Following initial application, an impairment review is undertaken for any right of use lease asset that shows indicators of impairment and an impairment loss is recognised against any right of use lease asset that is impaired. Lease ROU assets continue to be measured at cost after initial recognition.

#### **Depreciation**

Depreciable property, plant and equipment assets are written-off to their estimated residual values over their estimated useful lives to the entity using, in all cases, the straight-line method of depreciation.

Depreciation rates (useful lives), residual values and methods are reviewed at each reporting date and necessary adjustments are recognised in the current, or current and future reporting periods, as appropriate.

Depreciation rates applying to each class of depreciable asset are based on the following useful lives:

	2023	2022
Fixtures and fittings	4 years	4 years
Plant and Equipment	3 years	3 years
Right-of-use assets	Life of lease	Life of lease

### 3. Financial Position (Cont'd)

#### Impairment

All assets were assessed for impairment at 30 June 2023.

Where indications of impairment exist, the asset's recoverable amount is estimated, and an impairment adjustment made if the asset's recoverable amount is less than its carrying amount.

The recoverable amount of an asset is the higher of its fair value less costs of disposal and its value in use. Value in use is the present value of the future cash flows expected to be derived from the asset. Where the future economic benefit of an asset is not primarily dependent on the asset's ability to generate future cash flows, and the asset would be replaced if the entity were deprived of the asset, its value in use is taken to be its depreciated replacement cost.

#### Derecognition

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

#### 3.2(b) Other non-financial assets

Prepaid expenses

Deposit Bond

**Total other non-financial assets**

	2023 \$'000	2022 \$'000
Prepaid expenses	811	493
Deposit Bond	8	13
<b>Total other non-financial assets</b>	<b>819</b>	<b>506</b>

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

#### 3.3 Payables

##### 3.3 (a): Suppliers

Trade creditors and accruals – no more than 12 months

**Total suppliers**

	2023 \$'000	2022 \$'000
Trade creditors and accruals – no more than 12 months	3,560	3,428
<b>Total suppliers</b>	<b>3,560</b>	<b>3,428</b>

Settlement is usually made net 30 days.

Payables are recognised to the extent that the goods or services have been received and not paid or where payments for services have been received in advance.

##### 3.3 (b): Deferred Revenue

Commonwealth grants - contributions

States & Territories grants – contributions

Commonwealth project funds

**Total Deferred Revenue**

	2023 \$'000	2022 \$'000
Commonwealth grants - contributions	-	-
States & Territories grants – contributions	-	-
Commonwealth project funds	-	-
<b>Total Deferred Revenue</b>	<b>-</b>	<b>-</b>

#### Deferred Revenue

Where ACARA receives grants in advance of the period for which work is yet to be completed and the contract agreement states as such, the grant is recognised as deferred revenue in the Statement of Financial Position as a liability. At 30 June 2023 the amount of deferred revenue was \$nil (2022: \$nil) in project work and charter funding.



### 3. Financial Position (Cont'd)

#### 3.3(c): Other payables

Salaries and wages
Superannuation
Payroll tax
<b>Total Other payables</b>

2023	2022
\$'000	\$'000
321	249
34	26
65	52
<b>420</b>	<b>327</b>

#### 3.4 Leases

Lease Liability – Sydney
Lease Liability – Perth
<b>Total leases</b>

2023	2022
\$'000	\$'000
3,099	3,991
415	482
<b>3,514</b>	<b>4,473</b>

Total cash outflow for leases for the year ended 30 June 2023 was \$1,031k (2022: \$1,016k).

#### Maturity Analysis

Within 1 year
Between 1 to 5 years
More than 5 years
<b>Total leases</b>

\$'000
1,101
2,631
-
<b>3,732</b>

The above disclosures should be read in conjunction with the accompanying notes 2.1(b), 2.1(c) & 3.2(a)

#### Accounting Policy

For all new contracts entered into, ACARA considers whether the contract is, or contains a lease. A lease is defined as 'a contract, or part of a contract, that conveys the right to use an asset (the underlying asset) for a period of time in exchange for consideration'.

Once it has been determined that a contract is, or contains a lease, the lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease, if that rate is readily determinable, or the department's incremental borrowing rate.

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification to the lease. When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset or profit and loss depending on the nature of the reassessment or modification.

#### 3.5 Make Good Provision

<b>Total as at 1 July 2022</b>
Additional provision made
Amounts used
Amounts reversed
Present value entry for current year
<b>Total as at 30 June 2023</b>

Provision for restoration	Total
\$'000	\$'000
444	444
-	-
-	-
(11)	(11)
16	16
<b>449</b>	<b>449</b>

ACARA currently has 1 (2022: 1) agreement for the leasing of premises which has a provision requiring the entity to restore the premises to their original condition at the conclusion of the lease. ACARA has made a provision to reflect the present value of this obligation.

## 4. People and relationships

### 4.1 Employee provisions

Leave - not more than 12 months

Leave - more than 12 months

#### Total employee provisions

2023	2022
\$'000	\$'000
1,935	1,690
948	912
2,883	2,602

### Employee Benefits Accounting Policy

Liabilities for short-term employee benefits and termination benefits expected within twelve months of the end of reporting period are measured at their nominal amounts.

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 entitlements are non-vesting and the average sick leave taken in future years by employees of ACARA is estimated to be less than the annual entitlement for sick leave.

The leave liabilities are calculated on the basis of employees' remuneration at the estimated salary rates that will be applied at the time the leave is taken, including ACARA's employer superannuation contribution rates to the extent that the leave is likely to be taken during service rather than paid out on termination.

The liability for long service leave has been determined by reference to the Australian Government shorthand method. In applying this method, the accrued long service leave for each employee as at reporting date is probability weighted, based on the Australian Government probability profile. The amount obtained for each employee is then discounted, using the ten-year Treasury bond rate. The estimate of the present value of the liability reflects the attrition rates and pay increases through promotion and inflation.

### Superannuation

Upon commencing of employment with ACARA, employees nominate an approved superannuation scheme of their choice.

ACARA contributes 10.5% of superannuable salaries on behalf of its employees. The superannuation liability for the final month of the year was paid in June 2023.

## 4. People and relationships (Cont'd)

### 4.2 Key Management Personnel Remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of ACARA, directly or indirectly, including any director (whether executive or otherwise). ACARA has determined the key management personnel to be the Directors, Chief Executive Officer and the Executive staff reporting to the Chief Executive Officer.

#### Policies and procedures

The framework for determining the remuneration of Key Management Personnel (KMP) is set out below:

Position	Instrument to set remuneration determination by ACARA
ACARA Board Chair; Deputy Chair; Board Members	Remuneration Tribunal (Remuneration and Allowances for Holders of <b>Part-time</b> Public Office) Determination 2020. There were no increased determinations applicable to ACARA's Board.
ACARA CEO	Remuneration Tribunal (Remuneration and Allowances for Holders of <b>Full-time</b> Public Office) Determination 2020. There was no increased determination applicable to ACARA's CEO as the full-time office holder.
ACARA Executive	ACARA executives are appointed on independent contracts. ACARA has detailed position descriptions for all positions, incl. ACARA's executive. These positions are evaluated using the Mercer CED job evaluation methodology, determining the appropriate classification before advertising. Evaluations reflect expertise, complexity, overall impact and the level of authority the position is required by ACARA. Executive appointments are further assisted by third party executive search agencies, assessing market competitiveness, within the approved range and budget restraints. The CEO signs off all remuneration offers for executive appointments.
Highly paid ACARA employees	ACARA Enterprise Agreement 2017, ACARA Act 2008 Subsection 34(2) Determination 2020, Schedule 1 Classification Levels and Salaries. ACARA has detailed position descriptions for all positions, incl. ACARA's highly paid employees. These positions are evaluated using the Mercer CED job evaluation methodology, determining the appropriate classification before advertising. Evaluations reflect expertise, complexity, overall impact and the level of authority the position is required by ACARA. For our most senior appointments, ACARA will consider the merits of further assistance by third party executive search agencies, assessing market competitiveness, within the approved classification range and budget restraints. The CEO or the relevant executive signs off on all remuneration offers for appointment.

#### 4. People and relationships (Cont'd)

##### Key Management Personnel Remuneration Disclosure

During the reporting period ended 30 June 2023, ACARA had fourteen (2022: fifteen) executives or board members who meet the definition of key management personnel and were remunerated. Their names and the length of term as KMP are summarized below:

Name	Position	Term as KMP
David De Carvalho	Chief Executive Officer, ACARA	Full year
Ann-Maree Ashburn	Executive Director, Communications and Strategic Relations	Full year
Katherine Griffiths	Director, NAPLAN Online Project Management Office	Part year – Ceased March 2023
Sharon Foster	Executive Director, Curriculum	Full year
Peter Titmanis	General Manager, Assessment and Reporting	Part year – Ceased July 2022
Thomas Begeng	Executive Director, Corporate Services	Full year
Russell Dyer	Executive Director, Assessment and Reporting	Full year
Derek Scott	Board Chair	Full year
Norm Hart	Deputy Chair	Full year
Neil McGoran	Board Member	Full year
Fiona Mueller	Board Member	Full year
Tony Luttrell	Board Member & Chair of Audit and Risk and Finance Committee	Full year
Andrew Wrigley	Board Member	Part year – Appointed March 2023
Carolyn Grantskalns	Board Member	Part year – Ceased December 2022

Key management personnel remuneration is reported in the table below:

	2023 \$'000	2022 \$'000
<b>Short-term employee benefits:</b>		
Director fees / salary	1,979	1,979
<b>Total short-term employee benefits</b>	<b>1,979</b>	<b>1,979</b>
<b>Post-employment benefits:</b>		
Superannuation	210	209
<b>Total post-employment benefits</b>	<b>210</b>	<b>209</b>
<b>Other long-term benefits:</b>		
Long-service leave	(6)	43
<b>Total other long-term benefits</b>	<b>(6)</b>	<b>43</b>
<b>Termination benefits</b>	<b>-</b>	<b>-</b>
<b>Total senior executive remuneration expenses</b>	<b>2,184</b>	<b>2,231</b>

#### **4. People and relationships (Cont'd)**

##### **Key management personnel remuneration expense for the reporting period**

The total number of key management personnel that are included in the tables on the following pages, is 24 individuals (15 Board Members, 2 independent ARFC members and 7 ACARA Executive staff). In 2022: 27 individuals (17 Board Members, 2 independent ARFC members, and 8 ACARA Executive staff).

1. The above key management personnel remuneration excludes remuneration and other benefits of the education minister. The directors of ACARA are appointed by the Minister for Education. The remuneration of the Minister of Education and other benefits are set by the Remuneration Tribunal and are not paid by ACARA.

In accordance with the PGPA Rule, the above information has been disaggregated on the subsequent pages.

#### 4. People and relationships (Cont'd)

Key Management Personnel Remuneration for 2022-23		Position Title	Short-term benefits		Post-employment benefits		Other long-term benefits		Termination Benefits	Total Annual Remuneration 2023
Name (*active part year)			Base Salary	Super-annuation	Long Service Leave					
Derek Scott		Chair, ACARA Board, Chief Executive Officer, Principal of Haileybury	114,348	12,017	-	-	-	126,365		
Norm Hart		Deputy Chair, ACARA Board	85,769	9,014	-	-	-	94,783		
Allan Blagaich *(leave of absence Jan 23-Nov'23)		Executive Director, School Curriculum and Standards, Department of Western Australia	-	-	-	-	-	-		
Juanita Healy *(appointed Jan'23-Nov'23)		Executive Director, School Curriculum and Standards, Department of Western Australia	-	-	-	-	-	-		
Neil McGoran		Director of Catholic Education South Australia	14,963	-	-	-	-	14,963		
Stephen Gniel		Chief Executive Officer, Victorian Curriculum and Assessment Authority	-	-	-	-	-	-		
Jane Simmons		Deputy Director, General ACT Education Directorate	-	-	-	-	-	-		
Fiona Mueller		Adjunct Scholar, Centre for Independent Studies	11,296	-	-	-	-	11,296		
Jackie Roberts		Principal at Bakewell Primary School – Department of Education Northern Territory	-	-	-	-	-	-		
Tony Luttrell		Former Director Strategic Data Management, Department of Education, Tasmania, current ARFC chair.	13,122	1,421	-	-	-	14,543		
Paul Martin *(appointed Sep'22)		CEO, NSW Education Standards Authority (NESA)	-	-	-	-	-	-		
Sharon Schiming *(appointed Sep'22)		Associate Director-General Early Childhood State Schools, Education Department QLD	-	-	-	-	-	-		
Deonne Smith *(appointed Sep'22)		Executive Director, Curriculum and Learning Division, Department of Education SA	-	-	-	-	-	-		
Andrew Wrigley *(appointed Mar'23)		Executive Director, Association of Independent Schools of the ACT	2,282	-	-	-	-	2,282		
Carolyn Grantskains *(ceased Dec'22)		Chief Executive, Association Independent Schools, South Australia	4,336	-	-	-	-	4,336		
David deCarvalho		Chief Executive Officer	417,587	59,710	10,177	-	-	487,474		
Ann-Maree Ashburn		Executive Director, Communications and Strategic Relations	271,751	27,998	6,633	-	-	306,382		
Sharon Foster		Executive Director, Curriculum	273,836	27,177	6,502	-	-	307,515		
Katherine Griffiths *(ceased Mar'23)		Director, National Program Management Office (NAPLAN Online)	181,768	16,988	(15,750)	-	-	183,006		
Peter Titmanis *(ceased Jul'22)		General Manager, Assessment and Reporting	1,213	127	(27,041)	-	-	(25,701)		
Thomas Begeng		Executive Director, Corporate Services	276,621	25,423	6,843	-	-	308,887		
Russell Dyer		Executive Director, Assessment and Reporting	296,059	29,599	7,081	-	-	332,739		
<b>Total Annual Remuneration for ACARA KMP Remuneration</b>			<b>1,964,951</b>	<b>209,474</b>	<b>(5,555)</b>	-	-	<b>2,168,870</b>		

\* Part year Employment

#### 4. People and relationships (Cont'd)

ARFC Remuneration for 2022-23		Position Title	Short-term benefits		Post-employment benefits		Other long-term benefits		Termination Benefits	Total Annual Remuneration 2023
Name (*active part year)			Base Salary		Super-annuation		Long Service Leave			
Lisa Barnes		ACARA ARFC Deputy Chair Chief Executive Officer, Central Coast Conservatorium of Music	4,320	-	-	-	-	-	-	4,320
Dennis Clark		ACARA ARFC Member CEO, Clark Corporate Consulting	4,149	-	-	-	-	-	-	4,149
Tony Luttrell		Former Director Strategic Data Management, Department of Education, Tasmania	5,077	560	560	-	-	-	-	5,637
Fiona Mueller *(appointed Aug'22)		ACARA Board	685	-	-	-	-	-	-	685
Norm Hart		Deputy Chair, ACARA Board	-	-	-	-	-	-	-	-
<b>Total Annual Remuneration for ACARA ARFC</b>			<b>14,231</b>	<b>560</b>	<b>560</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>14,791</b>

\* Part year Employment

## 4. People and relationships (Cont'd)

1. The above table does not include any Annual Leave and Long Service Leave paid out on termination, which are accrued in the year.

2. ACARA did not pay any bonuses or any short or long term, other benefits and allowances during the 2022-23 year.

3. Some of ACARA's Board members do not receive remuneration for ACARA Board duty; in some cases, this is due to the provisions of legislation, in other cases it is based on an individual decision regarding the effect of their employers' policies.

### 4.3. Related Party Disclosures

ACARA is an Australian Government controlled entity. Related parties to this entity are directors and key management personnel. Several directors of ACARA held directorships or senior roles with other companies or government agencies. All transactions between ACARA and entities with directors or key management personnel common to ACARA, are conducted using commercial and arm-length principles. Members are excluded from discussions on matters in which they may have a conflict of interest.

	2023 \$'000	2022 \$'000
Transactions with directors, key management personnel or their related entities	13	328

Details of companies and government agencies which ACARA has engaged for services and with which ACARA Directors are associated.

	2023 \$'000	2022 \$'000
Western Australia School Curriculum and Standards Authority	-	28
NSW Education Standards Authority	12	-
NSW Department of Education	-	-
Victorian Curriculum and Assessment Authority	5	170
Department of Education and Training, Victoria	-	-
Haileybury School, Victoria	-	(3)
Queensland Department of Education	-	-
Tasmanian Department of Education	2	119
Association of Independent Schools, ACT	3	-
Association of Independent Schools, South Australia	(4)	4
Catholic Education, South Australia	(2)	2
Centre for Independent Studies	(5)	6
South Australian Department of Education and Child Development	2	2
	13	328

#### Prior Year Comparison Commentary

- 1) Western Australia School Curriculum and Standards Authority provided secondees throughout FY22.
- 2) Victorian Curriculum and Assessment Authority provided secondees throughout FY22.
- 3) Tasmania Department of Education provided resources to assist with the Australian Curriculum Review in FY22.



## 5. Managing uncertainties

### 5.1. Contingent Assets and Liabilities

There are no contingent assets as at 30 June 2023 (30 June 2022: nil).

There is one contingent liability in the amount of \$130k as at 30 June 2023 (30 June 2022: nil).

This liability is for the ongoing discussions with Ipendo regarding prior use, and interpretation of terms. This is for several years of charges from an old services agreement with Clarivate for the use of the Ipendo Platform.

According to the vendor, the value of "unbilled" fees is \$183k. This would be an upper limit of any monies owed by ACARA, as the vendor's method of calculating the value of unbilled fees has not been communicated to ACARA.

The lower limit of any "unbilled" fees — calculated in accordance with the fee structure set out in the Services Agreement — is \$77k.

ACARA is recognising a contingent liability of \$130k, being the mid-point between these two calculations.

## 6. Financial Instruments

	2023	2022
	\$'000	\$'000
<b>Financial assets, at amortised cost</b>		
Bank	3,873	2,972
Term Deposits	4,000	3,000
Accrued Revenue	28	350
Trade Debtors	55	17
<b>Total financial assets at amortised cost</b>	<b>7,955</b>	<b>6,339</b>

	2023	2022
	\$'000	\$'000
<b>Financial liabilities</b>		
Suppliers	3,560	3,428
<b>Total financial liabilities</b>	<b>3,560</b>	<b>3,428</b>

### Accounting Policy

#### Financial assets

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

- Financial assets at fair value through profit or loss.
- Financial assets measured at amortised cost.

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

## 6. Financial Instruments (cont.)

### Financial Assets at Amortised Cost

Financial assets included in this category need to meet two criteria:

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

Amortised cost is determined using the effective interest method.

### Effective Interest Method

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

### Impairment of Financial Assets

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

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

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

### Financial liabilities

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

### Financial Liabilities at Fair Value Through Profit or Loss

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

### Financial Liabilities at Amortised Cost

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

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

<b>Net gains or losses on financial assets at amortised cost</b>
Interest revenue
<b>Net gains / (losses) on financial assets at amortised cost</b>

2023	2022
\$'000	\$'000
228	28
228	28

## Other Information

### 7. Current/non-current distinction for Assets and Liabilities

	2023	2022
	\$'000	\$'000
<b>Assets expected to be recovered in:</b>		
<b>No more than 12 months</b>		
Cash and cash equivalents	7,873	5,972
Trade and other receivables	217	219
Accrued revenue	28	350
Other non-financial assets	819	506
<b>Total no more than 12 months</b>	<b>8,937</b>	<b>7,047</b>
<b>More than 12 months</b>		
Fixtures and fittings	36	54
Plant and equipment	127	72
Intangibles	4,599	4,367
Right-of-use assets	3,043	4,006
<b>Total more than 12 months</b>	<b>7,805</b>	<b>8,499</b>
<b>Total assets</b>	<b>16,742</b>	<b>15,546</b>

	2023	2022
	\$'000	\$'000
<b>Liabilities expected to be settled in:</b>		
<b>No more than 12 months</b>		
Suppliers	3,560	3,428
Deferred Revenue	-	-
Leases	1,101	983
Employee provisions	1,935	1,690
Other payables	420	327
<b>Total no more than 12 months</b>	<b>7,016</b>	<b>6,428</b>
<b>More than 12 months</b>		
Leases	2,413	3,490
Make-good provision	449	444
Employee provisions	948	912
<b>Total more than 12 months</b>	<b>3,810</b>	<b>4,846</b>
<b>Total liabilities</b>	<b>10,826</b>	<b>11,274</b>

## Appendix A: List of requirements

Below is the table set out in Schedule 2A of the PGPA Rule. Section 17BE(u) requires this table be included in entities' annual reports.

PGPA Rule Reference	Part of Report	Description	Requirement
17BE	<i>Contents of annual report</i>		
17BE(a)	1.3, 3.1	Details of the legislation establishing the body	Mandatory
17BE(b)(i)	3.1	A summary of the objects and functions of the entity as set out in legislation	Mandatory
17BE(b)(ii)	1.3, 2.0	The purposes of the entity as included in the entity's corporate plan for the reporting period	Mandatory
17BE(c)	3.1	The names of the persons holding the position of responsible Minister or responsible Ministers during the reporting period, and the titles of those responsible Ministers	Mandatory
17BE(d)	3.6	Directions given to the entity by the Minister under an Act or instrument during the reporting period	If applicable, mandatory
17BE(e)	3.6	Any government policy order that applied in relation to the entity during the reporting period under section 22 of the Act	If applicable, mandatory
17BE(f)	3.6	Particulars of non-compliance with: a direction given to the entity by the Minister under an Act or instrument during the reporting period; or a government policy order that applied in relation to the entity during the reporting period under section 22 of the Act	If applicable, mandatory
17BE(g)	2.0	Annual performance statements in accordance with section 39(1)(b) of the Act and section 16F of the rule	Mandatory
17BE(h), 17BE(i)	3.6	A statement of significant issues reported to the Minister under section 19(1)(e) of the Act that relates to non-compliance with finance law and action taken to remedy non-compliance	If applicable, mandatory
17BE(j)	3.2	Information on the accountable authority, or each member of the accountable authority, of the entity during the reporting period	Mandatory
17BE(k)	1.3	Outline of the organisational structure of the entity (including any subsidiaries of the entity)	Mandatory
17BE(ka)	3.5	Statistics on the entity's employees on an ongoing and non-ongoing basis, including the following: statistics on full-time employees; statistics on part-time employees; statistics on gender; statistics on staff location	Mandatory
17BE(l)	1.3	Outline of the location (whether or not in Australia) of major activities or facilities of the entity	Mandatory

PGPA Rule Reference	Part of Report	Description	Requirement
17BE(m)	3.1	Information relating to the main corporate governance practices used by the entity during the reporting period	Mandatory
17BE(n), 17BE(o)	N/A	For transactions with a related Commonwealth entity or related company where the value of the transaction, or if there is more than one transaction, the aggregate of those transactions, is more than \$10,000 (inclusive of GST): the decision-making process undertaken by the accountable authority to approve the entity paying for a good or service from, or providing a grant to, the related Commonwealth entity or related company; and the value of the transaction, or if there is more than one transaction, the number of transactions and the aggregate of value of the transactions	If applicable, mandatory
17BE(p)	N/A	Any significant activities and changes that affected the operation or structure of the entity during the reporting period	If applicable, mandatory
17BE(q)	3.6	Particulars of judicial decisions or decisions of administrative tribunals that may have a significant effect on the operations of the entity	If applicable, mandatory
17BE(r)	3.6	Particulars of any reports on the entity given by: the Auditor-General (other than a report under section 43 of the Act); or a Parliamentary Committee; or the Commonwealth Ombudsman; or the Office of the Australian Information Commissioner	If applicable, mandatory
17BE(s)	N/A	An explanation of information not obtained from a subsidiary of the entity and the effect of not having the information on the annual report	If applicable, mandatory
17BE(t)	3.6	Details of any indemnity that applied during the reporting period to the accountable authority, any member of the accountable authority or officer of the entity against a liability (including premiums paid, or agreed to be paid, for insurance against the authority, member or officer's liability for legal costs)	If applicable, mandatory
17BE(taa)	3.2, 4.0	The following information about the audit committee for the entity: a direct electronic address of the charter determining the functions of the audit committee; the name of each member of the audit committee; the qualifications, knowledge, skills or experience of each member of the audit committee; information about each member's attendance at meetings of the audit committee; the remuneration of each member of the audit committee	Mandatory
17BE(ta)	4.0	Information about executive remuneration	Mandatory

