PART 6

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COMPLIANCE INDEX

This schedule is made for subsection 46(3) of the Act.

**Figure 6.1 Compliance index**

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<td>17AD(g)</td>
<td>Letter of transmittal (including statement that report has been prepared in accordance with section 46 of the Act (and any enabling legislation specifying additional requirements)</td>
<td>Mandatory</td>
<td>iii</td>
</tr>
<tr>
<td>17AJ(a)</td>
<td>Table of contents</td>
<td>Mandatory</td>
<td>x-xi</td>
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<tr>
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<td>17AJ(c)</td>
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<td>17AJ(d)</td>
<td>List of Requirements</td>
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<td>17AJ(e)</td>
<td>Contact officer(s)</td>
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<td>17AJ(f)</td>
<td>Internet home page address and</td>
<td>Mandatory</td>
<td>ii</td>
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<tr>
<td>17AJ(g)</td>
<td>Electronic address of report</td>
<td>Mandatory</td>
<td>ii</td>
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<tr>
<td>17AD(a)</td>
<td>Review by accountable authority of the entity (Secretary)</td>
<td>Mandatory</td>
<td>v</td>
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<tr>
<td>17AE(1)(a) (i)</td>
<td>A description of the role and functions of the entity</td>
<td>Mandatory</td>
<td>3-4</td>
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<tr>
<td>17AE(1)(a) (ii)</td>
<td>A description of the organisational structure of the entity</td>
<td>Mandatory</td>
<td>3-4</td>
</tr>
<tr>
<td>17AE(1)(a) (iii)</td>
<td>A description of the outcomes and programmes administered by the entity</td>
<td>Mandatory</td>
<td>5-6</td>
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<tr>
<td>17AE(1)(a) (iv)</td>
<td>A description of the purposes of the entity as included in corporate plan</td>
<td>Mandatory</td>
<td>6,9</td>
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<tr>
<td>17AE(1)(b)</td>
<td>An outline of the structure of the portfolio of the entity</td>
<td>Mandatory</td>
<td>1-2</td>
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## Compliance index

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<tr>
<td>17AE(2)</td>
<td>Where outcome and programme structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements) prepared for the entity for the period, include details of variation and reasons for change.</td>
<td>Mandatory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>17AD(c)(i);16F</td>
<td>Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.</td>
<td>Mandatory</td>
<td>9–47</td>
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<tr>
<td>17AF(1)(a)</td>
<td>A discussion and analysis of the entity’s financial performance</td>
<td>Mandatory</td>
<td>65</td>
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<tr>
<td>17AF(1)(b)</td>
<td>A table summarising the total resources and total payments of the entity.</td>
<td>Mandatory</td>
<td>67</td>
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<tr>
<td>17AF(2)</td>
<td>If there may be significant changes in the financial results during or after the previous or current reporting period, information on those changes, including: the cause of any operating loss of the entity; how the entity has responded to the loss and the actions that have been taken in relation to the loss; and any matter or circumstances that it can reasonably be anticipated will have a significant impact on the entity’s future operation or financial results.</td>
<td>If applicable, Mandatory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>17AG(2)(a)</td>
<td>Information on compliance with section 10 (fraud systems)</td>
<td>Mandatory</td>
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<td>A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.</td>
<td>Mandatory</td>
<td>iii, 51</td>
</tr>
<tr>
<td>17AG(2)(b)(ii)</td>
<td>A certification by accountable authority that appropriate mechanisms for preventing, detecting incidents of, investigating or otherwise dealing with, and recording or reporting fraud that meet the specific needs of the entity are in place.</td>
<td>Mandatory</td>
<td>iii, 51</td>
</tr>
<tr>
<td>17AG(2)(b)(iii)</td>
<td>A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.</td>
<td>Mandatory</td>
<td>iii, 51</td>
</tr>
<tr>
<td>17AG(2)(c)</td>
<td>An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.</td>
<td>Mandatory</td>
<td>49</td>
</tr>
<tr>
<td>17AG(2)(d) - (e)</td>
<td>A statement of significant issues reported to Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with Finance law and action taken to remedy non-compliance.</td>
<td>Mandatory</td>
<td>77</td>
</tr>
<tr>
<td>17AG(3)</td>
<td>Information on the most significant developments in external scrutiny and the entity’s response to the scrutiny.</td>
<td>Mandatory</td>
<td>52–53</td>
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<tr>
<td>PGPA Rule Ref *</td>
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<tr>
<td>17AG(3)(a)</td>
<td>Information on judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the entity.</td>
<td>If applicable, Mandatory</td>
<td>52–53</td>
</tr>
<tr>
<td>17AG(3)(b)</td>
<td>Information on any reports on operations of the entity by the Auditor-General (other than report under section 43 of the Act), a Parliamentary Committee, or the Commonwealth Ombudsman.</td>
<td>If applicable, Mandatory</td>
<td>52–53</td>
</tr>
<tr>
<td>17AG(3)(c)</td>
<td>Information on any capability reviews on the entity that were released during the period.</td>
<td>If applicable, Mandatory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>17AG(4)(a)</td>
<td>An assessment of the entity’s effectiveness in managing and developing employees to achieve entity objectives.</td>
<td>Mandatory</td>
<td>54–61</td>
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<tr>
<td>17AG(4)(b)</td>
<td>Statistics on the entity’s APS employees on an ongoing and non-ongoing basis; including the following:</td>
<td>Mandatory</td>
<td>54–56</td>
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<td></td>
<td>‣ Statistics on staffing classification level;</td>
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<td></td>
<td>‣ Statistics on full-time employees;</td>
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<td>‣ Statistics on part-time employees;</td>
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<td>‣ Statistics on gender;</td>
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<td></td>
<td>‣ Statistics on staff location;</td>
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<td></td>
<td>‣ Statistics on employees who identify as Indigenous.</td>
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<td>17AG(4)(c)</td>
<td>Information on any enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the Public Service Act 1999.</td>
<td>Mandatory</td>
<td>58–59</td>
</tr>
<tr>
<td>17AG(4)(c)(i)</td>
<td>Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).</td>
<td>Mandatory</td>
<td>59</td>
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<tr>
<td>17AG(4)(c)(ii)</td>
<td>The salary ranges available for APS employees by classification level.</td>
<td>Mandatory</td>
<td>60</td>
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<tr>
<td>17AG(4)(c)(iii)</td>
<td>A description of non-salary benefits provided to employees.</td>
<td>Mandatory</td>
<td>60</td>
</tr>
<tr>
<td>17AG(4)(d)(i)</td>
<td>Information on the number of employees at each classification level who received performance pay.</td>
<td>If applicable, Mandatory</td>
<td>60</td>
</tr>
<tr>
<td>17AG(4)(d)(ii)</td>
<td>Information on aggregate amounts of performance pay at each classification level.</td>
<td>If applicable, Mandatory</td>
<td>60</td>
</tr>
<tr>
<td>17AG(4)(d)(iii)</td>
<td>Information on the average amount of performance payment, and range of such payments, at each classification level.</td>
<td>If applicable, Mandatory</td>
<td>60</td>
</tr>
<tr>
<td>17AG(4)(d)(iv)</td>
<td>Information on aggregate amount of performance payments.</td>
<td>If applicable, Mandatory</td>
<td>60</td>
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<td>17AG(5)</td>
<td>An assessment of effectiveness of assets management where asset management is a significant part of the entity’s activities.</td>
<td>If applicable, Mandatory</td>
<td>77</td>
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<td>17AG(6)</td>
<td>An assessment of entity performance against the Commonwealth Procurement Rules.</td>
<td>Mandatory</td>
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<td>17AG(7)(a)</td>
<td>A summary statement detailing the number of new contracts engaging consultants entered into during the period; the total actual expenditure on all new consultancy contracts entered into during the period (inclusive of GST); the number of ongoing consultancy contracts that were entered into during a previous reporting period; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST).</td>
<td>Mandatory</td>
<td>76</td>
</tr>
<tr>
<td>17AG(7)(b)</td>
<td>A statement that “During [reporting period], [specified number] new consultancy contracts were entered into involving total actual expenditure of $[specified million]. In addition, [specified number] ongoing consultancy contracts were active during the period, involving total actual expenditure of $[specified million]”.</td>
<td>Mandatory</td>
<td>76</td>
</tr>
<tr>
<td>17AG(7)(c)</td>
<td>A summary of the policies and procedures for selecting and engaging consultants and the main categories of purposes for which consultants were selected and engaged.</td>
<td>Mandatory</td>
<td>76</td>
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<tr>
<td>17AG(7)(d)</td>
<td>A statement that “Annual reports contain information about actual expenditure on contracts for consultancies. Information on the value of contracts and consultancies is available on the AusTender website.”</td>
<td>Mandatory</td>
<td>76</td>
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<td>17AG(8)</td>
<td>If an entity entered into a contract with a value of more than $100,000 (inclusive of GST) and the contract did not provide the Auditor-General with access to the contractor’s premises, the report must include the name of the contractor, purpose and value of the contract, and the reason why a clause allowing access was not included in the contract.</td>
<td>If applicable, Mandatory</td>
<td>75</td>
</tr>
<tr>
<td>17AG(9)</td>
<td>If an entity entered into a contract or there is a standing offer with a value greater than $10,000 (inclusive of GST) which has been exempted from being published in AusTender because it would disclose exempt matters under the FOI Act, the annual report must include a statement that the contract or standing offer has been exempted, and the value of the contract or standing offer, to the extent that doing so does not disclose the exempt matters.</td>
<td>If applicable, Mandatory</td>
<td>Not Applicable</td>
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<tr>
<td>17AG(10)(a)</td>
<td>A statement that “[Name of entity] supports small business participation in the Commonwealth Government procurement market. Small and Medium Enterprises (SME) and Small Enterprise participation statistics are available on the Department of Finance’s website.”</td>
<td>Mandatory</td>
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<td>17AG(10)(b)</td>
<td>An outline of the ways in which the procurement practices of the entity support small and medium enterprises.</td>
<td>Mandatory</td>
<td>75–76</td>
</tr>
<tr>
<td>17AG(10)(c)</td>
<td>If the entity is considered by the department administered by the Finance Minister as material in nature—a statement that “[Name of entity] recognises the importance of ensuring that small businesses are paid on time. The results of the Survey of Australian Government Payments to Small Business are available on The Treasury’s website.”</td>
<td>If applicable, Mandatory</td>
<td>76</td>
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<tr>
<td>17AD(e)</td>
<td>Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.</td>
<td>Mandatory</td>
<td>79</td>
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<tr>
<td>17AH(1)(a)(i)</td>
<td>If the entity conducted advertising campaigns, a statement that “During [reporting period], the [name of entity] conducted the following advertising campaigns: [name of advertising campaigns undertaken]. Further information on those advertising campaigns is available at [address of entity’s website] and in the reports on Australian Government advertising prepared by the Department of Finance. Those reports are available on the Department of Finance’s website.”</td>
<td>If applicable, Mandatory</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>17AH(1)(a)(ii)</td>
<td>If the entity did not conduct advertising campaigns, a statement to that effect.</td>
<td>If applicable, Mandatory</td>
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<td>17AH(1)(b)</td>
<td>A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”</td>
<td>If applicable, Mandatory</td>
<td>77</td>
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<tr>
<td>17AH(1)(c)</td>
<td>Outline of mechanisms of disability reporting, including reference to website for further information.</td>
<td>Mandatory</td>
<td>57</td>
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<td>17AH(1)(d)</td>
<td>Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.</td>
<td>Mandatory</td>
<td>53</td>
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<tr>
<td>17AH(1)(e)</td>
<td>Correction of material errors in previous annual report</td>
<td>If applicable, Mandatory</td>
<td>Not Applicable</td>
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<td>17AH(2)</td>
<td>Information required by other legislation</td>
<td>Mandatory</td>
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**LIST OF ABBREVIATIONS**

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<td>APEC</td>
<td>Asia-Pacific Economic Cooperation forum</td>
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<td>APS</td>
<td>Australian Public Service</td>
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<td>COAG</td>
<td>Council of Australian Governments</td>
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<td>FOI</td>
<td>Freedom of information</td>
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<td>G20</td>
<td>Group of Twenty</td>
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<td>IAS</td>
<td>Indigenous Advancement Strategy</td>
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<tr>
<td>ISO</td>
<td>International standard</td>
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<tr>
<td>KPI</td>
<td>Key performance Indicator</td>
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<tr>
<td>MP</td>
<td>Member of Parliament</td>
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<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
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<td>PAES</td>
<td>Portfolio Additional Estimates Statements</td>
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<td>PBS</td>
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<td>PGPA Act</td>
<td>Public Governance, Performance and Accountability Act 2013</td>
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<td>QoN</td>
<td>Question on Notice</td>
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<td>RSAS</td>
<td>Remote School Attendance Strategy</td>
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<td>VTEC</td>
<td>Vocational Training and Employment Centres</td>
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<td>WHS Act</td>
<td>Work Health and Safety Act 2011</td>
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<td>WHS</td>
<td>Work Health and Safety</td>
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GLOSSARY OF KEY TERMS

Administrative Arrangements Order (AAO): an order, issued by the Governor-General on advice from the Prime Minister, which indicates the principal matters dealt with by each Department of State and the legislation administered within each portfolio.

Agency: a Department of State, Department of Parliament and prescribed agency under Public Governance, Performance and Accountability Act 2013 (PGPA Act).

Budget: the Australian Government Budget sets out the fiscal and economic outlook for Australia, and includes expenditure and revenue estimates for the current financial year, the Budget year and the three forward financial years.

Closing the Gap: a commitment by all Australian governments to improve the lives of Aboriginal and Torres Strait Islander people. A national integrated Closing the Gap strategy has been agreed through COAG.

Council of Australian Governments (COAG): the peak intergovernmental forum in Australia, comprising the Prime Minister, state premiers, territory chief ministers and the President of the Australian Local Government Association.

Enterprise agreement (EA): an agreement about the terms and conditions of employment, made under the Fair Work Act 2009.

Key performance indicators (KPIs): used to assess and monitor the department’s performance.

NAIDOC Week: held each July to celebrate the history, culture and achievements of Aboriginal and Torres Strait Islander people.

NAPLAN: the National Assessment Programme – Literacy and Numeracy is an annual assessment for students in Years 3, 5, 7 and 9.

Portfolio Additional Estimates Statements (PAES): the statements of changes since the Budget to the proposed allocation of resources.

Portfolio Budget Statements (PBS): explain where appropriated funds are to be spent for the portfolio.

Secretary’s Instructions: instructions and guidance provided for accountability requirements under the PGPA Act.
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Annual report team

This report was developed by the annual report team with help from staff throughout the department. The 2015–16 annual report team comprised: Sam Skelton, Assistant Secretary; Governance, Audit and Reporting Branch, Chris Atkinson, Senior Adviser, Sue Lewis, Adviser, Patricia Lee, Adviser, Elizabeth Beyer, Adviser and Doug Eremas, Adviser.

Concept, design and typesetting

Stripe Design

Photographs

The 2015–16 annual report makes use of a range of images, including photographs provided for use in the report by other government agencies.