
PART 6

Glossary and indexes

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COMPLIANCE INDEX

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

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AD(g)	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)	Mandatory	iii
17AJ(a)	Table of contents	Mandatory	x-xi
17AJ(b)	Alphabetical index	Mandatory	222
17AJ(c)	Glossary	Mandatory	221
17AJ(d)	List of Requirements	Mandatory	211
17AJ(e)	Contact officer(s)	Mandatory	ii
17AJ(f)	Internet home page address and	Mandatory	ii
17AJ(g)	Electronic address of report	Mandatory	ii
17AD(a)	Review by accountable authority of the entity (Secretary)	Mandatory	v
17AE(1)(a) (i)	A description of the role and functions of the entity	Mandatory	3-4
17AE(1)(a) (ii)	A description of the organisational structure of the entity	Mandatory	3-4
17AE(1)(a) (iii)	A description of the outcomes and programmes administered by the entity	Mandatory	5-6
17AE(1)(a) (iv)	A description of the purposes of the entity as included in corporate plan	Mandatory	6,9
17AE(1)(b)	An outline of the structure of the portfolio of the entity	Mandatory	1-2

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AE(2)	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.	Mandatory	Not Applicable
17AD(c)(i);16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule.	Mandatory	9-47
17AF(1)(a)	A discussion and analysis of the entity's financial performance	Mandatory	65
17AF(1)(b)	A table summarising the total resources and total payments of the entity.	Mandatory	67
17AF(2)	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.	If applicable, Mandatory	Not Applicable
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	51

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared.	Mandatory	iii, 51
17AG(2)(b)(ii)	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.	Mandatory	iii, 51
17AG(2)(b)(iii)	A certification by accountable authority that all reasonable measures have been taken to deal appropriately with fraud relating to the entity.	Mandatory	iii, 51
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance.	Mandatory	49
17AG(2)(d) - (e)	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.	Mandatory	77
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny.	Mandatory	52-53

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AG(3)(a)	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.	If applicable, Mandatory	52-53
17AG(3)(b)	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.	If applicable, Mandatory	52-53
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period.	If applicable, Mandatory	Not Applicable
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives.	Mandatory	54-61
17AG(4)(b)	<p>Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following:</p> <ul style="list-style-type: none"> ◆ Statistics on staffing classification level; ◆ Statistics on full-time employees; ◆ Statistics on part-time employees; ◆ Statistics on gender; ◆ Statistics on staff location; ◆ Statistics on employees who identify as Indigenous. 	Mandatory	54-56

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AG(4)(c)	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.	Mandatory	58-59
17AG(4)(c)(i)	Information on the number of SES and non-SES employees covered by agreements etc identified in paragraph 17AG(4)(c).	Mandatory	59
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level.	Mandatory	60
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees.	Mandatory	60
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay.	If applicable, Mandatory	60
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level.	If applicable, Mandatory	60
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level.	If applicable, Mandatory	60
17AG(4)(d)(iv)	Information on aggregate amount of performance payments.	If applicable, Mandatory	60
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities.	If applicable, Mandatory	77
17AG(6)	An assessment of entity performance against the Commonwealth Procurement Rules.	Mandatory	75

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AG(7)(a)	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).	Mandatory	76
17AG(7)(b)	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]”.	Mandatory	76
17AG(7)(c)	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.	Mandatory	76
17AG(7)(d)	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.”	Mandatory	76

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AG(8)	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.	If applicable, Mandatory	75
17AG(9)	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.	If applicable, Mandatory	Not Applicable
17AG(10)(a)	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."	Mandatory	75

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	Mandatory	75-76
17AG(10)(c)	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.”	If applicable, Mandatory	76
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act.	Mandatory	79
17AH(1)(a)(i)	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.”	If applicable, Mandatory	Not Applicable
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect.	If applicable, Mandatory	76

Figure 6.1 **Compliance index**

PGPA Rule Ref *	Description	Requirement	Location Page no.
17AH(1)(b)	A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory	77
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information.	Mandatory	57
17AH(1)(d)	Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.	Mandatory	53
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, Mandatory	Not Applicable
17AH(2)	Information required by other legislation	Mandatory	62-64

LIST OF ABBREVIATIONS

Figure 6.3 **Abbreviations**

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

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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