Part 7: Reference material

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## Glossary

<table>
<thead>
<tr>
<th>Term</th>
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<tr>
<td>accountable authority instructions</td>
<td>Instructions issued to manage the affairs of an entity to promote the efficient, effective, economical and ethical use of Commonwealth resources.</td>
</tr>
<tr>
<td>annual performance statements</td>
<td>Commonwealth entities report, through their annual performance statements, on the extent to which they have fulfilled the purposes they articulate at the beginning of a reporting year in their corporate plan. They must also report on performance criteria in the portfolio budget statements, portfolio additional estimates statements or other portfolio estimates statements.</td>
</tr>
<tr>
<td>appropriation</td>
<td>Public moneys the parliament authorises the Australian Government to withdraw from the consolidated revenue fund for a specified purpose.</td>
</tr>
<tr>
<td>AusTender</td>
<td>The central web-based facility for the publication of Australian Government procurement information, including business opportunities, annual procurement plans and procurement contracts awarded.</td>
</tr>
<tr>
<td>Australian Government Property Data Collection (PRODAC)</td>
<td>A central database on the office space leased or owned by the Australian Government. This information is used to help entities to identify better practices, progressively improve the management and use of office space, and inform whole-of-government property policy. PRODAC collects building, lease and cost information relating to office space leased or owned by the Australian Government. All non-corporate Commonwealth entities are in scope of PRODAC.</td>
</tr>
<tr>
<td>Budget</td>
<td>Sets out the fiscal and economic outlook for Australia, and includes expenditure and revenue estimates for the current financial year, the budget year, and three forward financial years. It identifies the government’s social and political priorities and how they will be achieved. The Budget is usually announced in May each year.</td>
</tr>
<tr>
<td>Budget Process Operational Rules</td>
<td>Standing rules endorsed annually by Cabinet that set out the major administrative and operational arrangements that underlie the management of the Australian Government budget process. The rules also identify the requirements that apply to all new policy proposals and other budget proposals, including those brought forward for consideration outside of the budget process.</td>
</tr>
<tr>
<td>carbon dioxide equivalent (CO$_2$-e)</td>
<td>One tonne of carbon dioxide equivalent would fill the average-sized three-bedroom house.</td>
</tr>
<tr>
<td>career starter</td>
<td>A person completing a Year 12 certificate or equivalent by the end of the relevant year, or who has completed a Year 12 certificate within the last 24 months.</td>
</tr>
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<td>Meaning</td>
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</tr>
<tr>
<td>Central Advertising System</td>
<td>Coordinated procurement arrangement that consolidates government advertising expenditure and buying power to secure optimal media discounts on Commonwealth-wide media rates.</td>
</tr>
<tr>
<td>central agencies</td>
<td>The Department of the Prime Minister and Cabinet, the Treasury and the Department of Finance.</td>
</tr>
<tr>
<td>Central Budget Management System</td>
<td>The IT system used to manage the flow of financial information between Finance and Commonwealth entities to facilitate cash and appropriations management, the preparation of budget documentation, and financial reporting.</td>
</tr>
<tr>
<td>Charter of Budget Honesty Act 1998</td>
<td>Provides a legislative framework for the conduct and reporting of fiscal policy, government decisions and Commonwealth financial statements. It aims to improve discipline, transparency and accountability in the conduct of fiscal policy.</td>
</tr>
<tr>
<td>COMCAR</td>
<td>An Australian Government agency that provides car-with-driver and other ground transport services to the Prime Minister, the Governor-General, members of parliament, judges and international guests of government.</td>
</tr>
<tr>
<td>Comcover</td>
<td>The Australian Government’s self-managed general insurance fund.</td>
</tr>
<tr>
<td>co-mingled recycling</td>
<td>A process that allows for mixed recyclables to be disposed of in a single container. Recyclable materials include glass, plastic, metal and aluminium cans and containers.</td>
</tr>
<tr>
<td>Commonwealth government entity</td>
<td>A department of state of the Commonwealth; a department of the Parliament; an executive agency, or statutory agency, within the meaning of the Public Service Act 1999.</td>
</tr>
<tr>
<td>Commonwealth Grants Rules and Guidelines</td>
<td>Establish the Commonwealth grants policy framework. The CGRGs contain the key legislative and policy requirements and explain the better practice principles of grants administration. They apply to grants administration performed by ministers’ accountable authorities, officials, as well as third parties who undertake grants administration on behalf of the Commonwealth.</td>
</tr>
<tr>
<td>Commonwealth Procurement Rules</td>
<td>Rules representing the government policy framework under which Commonwealth entities undertake their own procurement in line with both Australia’s international obligations and good practice. They enable entities to design processes that are robust and transparent and instil confidence in the Australian Government’s procurement.</td>
</tr>
<tr>
<td>Commonwealth Property Management Framework</td>
<td>Establishes the principles for the efficient, effective, economical and ethical use of property resources and applies to property leased or owned by non-corporate Commonwealth entities.</td>
</tr>
<tr>
<td>consolidated financial statements</td>
<td>Statements that present the whole-of-government financial results inclusive of all Australian Government–controlled bodies, including bodies outside the general government sector, such as Australia Post and the Reserve Bank of Australia.</td>
</tr>
<tr>
<td>Term</td>
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</tr>
<tr>
<td>Consolidated Revenue Fund</td>
<td>Consists of all revenues and moneys raised or received by the executive government of the Commonwealth. The fund is self-executing in nature, which means that all money received by the Commonwealth automatically forms part of the fund.</td>
</tr>
<tr>
<td>consultant</td>
<td>A person or organisation providing professional, independent and expert advice or services. Typically the term is used to describe the application of expert skills to investigate or diagnose a defined issue or problem; carry out defined research, reviews or evaluations; or provide independent advice, information or creative solutions to assist an entity in management decision-making.</td>
</tr>
<tr>
<td>contestability</td>
<td>Competition in public sector functions to improve both efficiency and effectiveness in the delivery of government objectives.</td>
</tr>
</tbody>
</table>
| corporate plan                            | The primary planning document of a Commonwealth entity that sets out the objectives and strategies the entity intends to pursue in achieving its purposes over at least four reporting periods. A corporate plan explains:  
  • what an entity’s purposes are  
  • what it will do to achieve its purposes  
  • how it will know that it has achieved its purposes. |
<p>| costings or cost estimates                | An assessment of the financial impact of a proposed policy change. Commonwealth entities are required to provide costings for any new policy proposals and seek Cabinet endorsement. Finance must agree to these costings before they can be incorporated in a submission for Cabinet. |
| enhanced Commonwealth performance framework | Meets the obligation under paragraph 5(b) of the Public Governance, Performance and Accountability Act 2013 to establish a performance framework across Commonwealth entities. The framework aims to improve the line of sight between what was intended and what was delivered. Corporate plans (and portfolio budget statements) and annual reports (including annual performance statements) are the bookends of the performance framework. |
| enterprise agreement                      | An employment agreement made directly between an employer and employees.                                                                 |
| Expenditure Review Committee of Cabinet   | The ministerial committee responsible for examining all proposals against the government’s overall fiscal strategy, advising Cabinet on budget spending priorities and initiating reviews of individual ongoing programs. |</p>
<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
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<tr>
<td>Final Budget Outcome</td>
<td>Encompasses Australian Government general government sector fiscal outcomes for the financial year and is based on external reporting standards. The Charter of Budget Honesty Act 1998 requires that a Final Budget Outcome be released no later than three months after the end of the relevant financial year. The financial statements in the Final Budget Outcome are similar to those in the Budget but provide actual outcomes rather than estimates.</td>
</tr>
<tr>
<td>fiscal policy</td>
<td>The government’s approach to taxation and spending, both of which can affect the economy.</td>
</tr>
<tr>
<td>fraud</td>
<td>Dishonestly obtaining a benefit, or causing a loss, by deception or other means. Accountable authorities of Commonwealth entities must take all reasonable measures to prevent, detect and deal with fraud in accordance with section 10 of the Public Governance, Performance and Accountability Rule 2014.</td>
</tr>
<tr>
<td>full-time equivalent (FTE)</td>
<td>The effective number of full-time employees in an entity, where an FTE of 1.0 is the equivalent of one full-time person. Part-time employees are converted to full-time equivalents.</td>
</tr>
<tr>
<td>Future Fund</td>
<td>A government fund established for accumulating assets to offset future Australian Government superannuation liabilities.</td>
</tr>
<tr>
<td>GovCMS</td>
<td>An open source web content management and hosting service developed to help agencies create modern, affordable and responsive websites, making it easier to collaborate and innovate. GovCMS helps reduce the technology and compliance burden on Commonwealth entities.</td>
</tr>
<tr>
<td>government business enterprise</td>
<td>A Commonwealth entity or Commonwealth company that is prescribed as a government business enterprise by the rules of the Public Governance, Performance and Accountability Act 2013.</td>
</tr>
<tr>
<td>GrantConnect</td>
<td>A single online point of discovery for information about all government grants. Individuals and organisations are able to register to receive notifications on grant opportunities relevant to them. Information on grant opportunities is presented to the public in a standard and consistent format.</td>
</tr>
<tr>
<td>Independent Communications Committee</td>
<td>Provides independent advice to accountable authorities of non-corporate Commonwealth entities proposing to conduct information and advertising campaigns where expenditure is expected to be $250,000 or greater.</td>
</tr>
<tr>
<td>Independent Parliamentary Expenses Authority</td>
<td>Audits and reports on parliamentarians’ work expenses. Provides advice to parliamentarians and their staff on travel and work-related expenses to support them in undertaking their duties, requiring that taxpayer funds be spent appropriately and in compliance with the relevant principles and regulations.</td>
</tr>
<tr>
<td>Term</td>
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<tr>
<td>Indigenous Procurement Policy</td>
<td>A mandatory procurement-connected policy to leverage the Commonwealth’s annual multibillion dollar procurement spend to drive demand for Indigenous goods and services, stimulate Indigenous economic development and grow the Indigenous business sector. The policy has three main parts: • a target number of contracts that need to be awarded to Indigenous businesses • a mandatory amount set aside for remote contracts and contracts valued between $80,000 and $200,000 • minimum Indigenous participation requirements in contracts valued at or above $7.5 million in certain industries.</td>
</tr>
<tr>
<td>measure</td>
<td>A policy or decision of the government that affects revenues, expenses or capital.</td>
</tr>
<tr>
<td>Mid-Year Economic and Fiscal Outlook</td>
<td>Provides an update of the government’s budget estimates by examining expenses and revenues in the year to date, as well as provisions for new decisions taken since the Budget to allow assessment of the government’s fiscal performance against the fiscal strategy statement. The Treasurer is required to publicly release and table in parliament a Mid-Year Economic and Fiscal Outlook report by the end of January each year, or within six months after the Budget, whichever is later.</td>
</tr>
<tr>
<td>National Property Efficiency Program</td>
<td>Capitalises on the Commonwealth’s position as a major purchaser of leases and facilities management services in the Australian property market. The program is delivered through two key activities: • absorbing entities’ lease requirements, where feasible, into existing vacant office accommodation (Operation Tetris) • ensuring that leases and other property services are delivered through coordinated procurements that will maximise the Commonwealth’s substantial purchasing power.</td>
</tr>
<tr>
<td>non-ongoing staff member</td>
<td>A person engaged as an employee under paragraph 22(2)(b) or (c) of the Public Service Act 1999.</td>
</tr>
<tr>
<td>ongoing staff member</td>
<td>A person engaged as an ongoing employee under paragraph 22(2)(a) of the Public Service Act 1999.</td>
</tr>
<tr>
<td>Operation Tetris</td>
<td>Requires Commonwealth entities to fill vacant leased office space in the Australian Capital Territory rather than to enter into new leases or to renew expiring leases.</td>
</tr>
<tr>
<td>outcome</td>
<td>A government objective in a portfolio area. Outcomes are desired results, impacts or consequences for the Australian community influenced by the actions of the Australian Government. Actual outcomes are the results or impacts actually achieved.</td>
</tr>
</tbody>
</table>

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**Term Meaning**

- **Indigenous Procurement Policy**: A mandatory procurement-connected policy to leverage the Commonwealth’s annual multibillion dollar procurement spend to drive demand for Indigenous goods and services, stimulate Indigenous economic development and grow the Indigenous business sector.

  The policy has three main parts:
  - a target number of contracts that need to be awarded to Indigenous businesses
  - a mandatory amount set aside for remote contracts and contracts valued between $80,000 and $200,000
  - minimum Indigenous participation requirements in contracts valued at or above $7.5 million in certain industries.

- **measure**: A policy or decision of the government that affects revenues, expenses or capital.

- **Mid-Year Economic and Fiscal Outlook**: Provides an update of the government’s budget estimates by examining expenses and revenues in the year to date, as well as provisions for new decisions taken since the Budget to allow assessment of the government’s fiscal performance against the fiscal strategy statement. The Treasurer is required to publicly release and table in parliament a Mid-Year Economic and Fiscal Outlook report by the end of January each year, or within six months after the Budget, whichever is later.

- **National Property Efficiency Program**: Capitalises on the Commonwealth’s position as a major purchaser of leases and facilities management services in the Australian property market. The program is delivered through two key activities:
  - absorbing entities’ lease requirements, where feasible, into existing vacant office accommodation (Operation Tetris)
  - ensuring that leases and other property services are delivered through coordinated procurements that will maximise the Commonwealth’s substantial purchasing power.

- **non-ongoing staff member**: A person engaged as an employee under paragraph 22(2)(b) or (c) of the Public Service Act 1999.

- **ongoing staff member**: A person engaged as an ongoing employee under paragraph 22(2)(a) of the Public Service Act 1999.

- **Operation Tetris**: Requires Commonwealth entities to fill vacant leased office space in the Australian Capital Territory rather than to enter into new leases or to renew expiring leases.

- **outcome**: A government objective in a portfolio area. Outcomes are desired results, impacts or consequences for the Australian community influenced by the actions of the Australian Government. Actual outcomes are the results or impacts actually achieved.
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<tbody>
<tr>
<td>performance information</td>
<td>Evidence about performance that is collected and used systematically. It relates to appropriateness, effectiveness and efficiency and the extent to which an outcome can be attributed to an intervention.</td>
</tr>
<tr>
<td>Portfolio Budget Statements</td>
<td>Statements that inform parliamentarians and the public of the proposed allocation of resources to government outcomes. They also assist the Senate standing committees with their examination of the government’s Budget. Portfolio budget statements are tabled in parliament on Budget night and published as Budget-related papers.</td>
</tr>
<tr>
<td>procurement</td>
<td>Encompasses the whole process of acquiring goods and services. The process begins when a need is identified and a decision made on the acquisition requirements. It continues through to risk assessment, awarding of a contract, delivery of and payment for the goods and services and, where relevant, the ongoing management of the contract and consideration of disposal.</td>
</tr>
<tr>
<td>program</td>
<td>Actions taken by the government to deliver stated outcomes.</td>
</tr>
<tr>
<td>Public Service Modernisation Fund</td>
<td>Identifies and recommends transformation initiatives across government for investment through the Modernisation Fund announced in the 2017–18 Budget, which provided $500 million of projected savings to be reinvested in reforms ‘such as automation of public services and business re-engineering’.</td>
</tr>
<tr>
<td>purpose</td>
<td>In the context of the Public Governance, Performance and Accountability Act 2013, purposes include the objectives, functions or role of a Commonwealth entity. Finance’s purposes are described in the Corporate Plan 2017–18.</td>
</tr>
<tr>
<td>red tape</td>
<td>A colloquial term for unnecessary regulation.</td>
</tr>
<tr>
<td>resource management framework</td>
<td>Governs how the Commonwealth public sector uses and manages public resources. The Public Governance, Performance and Accountability Act 2013 is the cornerstone of the framework.</td>
</tr>
<tr>
<td>risk management</td>
<td>The systematic application of policies, procedures and practices to clearly identify, analyse, evaluate, treat and monitor risks associated with identified opportunities. Risk is broadly defined as the effect of uncertainty on objectives or the impacts of unforeseen events or undesirable outcomes.</td>
</tr>
<tr>
<td>Term</td>
<td>Meaning</td>
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<tr>
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<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| rule                 | In the context of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act), a legislative instrument made by the Finance Minister under sections 101 to 105 of the PGPA Act prescribing matters:  
  - required or permitted by the PGPA Act, or  
  - necessary or convenient to be prescribed for carrying out or giving effect to the PGPA Act.  
  The *Public Governance, Performance and Accountability Rule 2014* supports the operation of the PGPA Act. |
| Service Delivery Office | Provides corporate transaction services to other Australian Government agencies. The office is one of six hubs under the Shared Services Program (see below).                                                      |
| Shared Services Program | A whole-of-government initiative that is transforming the way the public service operates by consolidating and standardising the delivery of corporate services through designated shared services hubs.                       |
| transformation       | Embedding a culture of continuous improvement in Finance to anticipate and respond to change, identify opportunities to do things better, build our capabilities and invest in our relationships.                    |
| Transformation Program | Aims to help public sector entities deliver their services more efficiently, through policies and frameworks and more connected ways of working. Finance has a lead role in the program and works collaboratively with entities on:  
  - the size, efficiency and connectedness of government, including through common approaches, processes and systems  
  - assisting entities to implement projects/programs, including work to streamline our processes and impact on entities. |
## Abbreviations and acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Full Form</th>
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<tbody>
<tr>
<td>ABS</td>
<td>Australian Bureau of Statistics</td>
</tr>
<tr>
<td>AFM</td>
<td>Advance to the Finance Minister</td>
</tr>
<tr>
<td>ANAO</td>
<td>Australian National Audit Office</td>
</tr>
<tr>
<td>APS</td>
<td>Australian Public Service</td>
</tr>
<tr>
<td>ASEAN</td>
<td>Association of Southeast Asian Nations</td>
</tr>
<tr>
<td>CBMS</td>
<td>Central Budget Management System</td>
</tr>
<tr>
<td>CBMS-R</td>
<td>redeveloped Central Budget Management System</td>
</tr>
<tr>
<td>CSC</td>
<td>Commonwealth Superannuation Corporation</td>
</tr>
<tr>
<td>EL</td>
<td>executive level</td>
</tr>
<tr>
<td>FBO</td>
<td>Final Budget Outcome</td>
</tr>
<tr>
<td>Finance</td>
<td>Department of Finance</td>
</tr>
<tr>
<td>FTE</td>
<td>full-time equivalent</td>
</tr>
<tr>
<td>GBE</td>
<td>government business enterprise</td>
</tr>
<tr>
<td>GST</td>
<td>goods and services tax</td>
</tr>
<tr>
<td>ICT</td>
<td>information and communications technology</td>
</tr>
<tr>
<td>IT</td>
<td>information technology</td>
</tr>
<tr>
<td>JCPAA</td>
<td>Joint Committee of Public Accounts and Audit</td>
</tr>
<tr>
<td>LGBTI</td>
<td>lesbian, gay, bisexual, transgender and intersex</td>
</tr>
<tr>
<td>LPG</td>
<td>liquefied petroleum gas</td>
</tr>
<tr>
<td>MOP(S) Act</td>
<td>Members of Parliament (Staff) Act 1984</td>
</tr>
<tr>
<td>MYEFO</td>
<td>Mid-Year Economic and Fiscal Outlook</td>
</tr>
<tr>
<td>NAIDOC</td>
<td>National Aborigines and Islanders Day Observance Committee</td>
</tr>
<tr>
<td>NBN</td>
<td>National Broadband Network</td>
</tr>
<tr>
<td>OECD</td>
<td>Organisation for Economic Co-operation and Development</td>
</tr>
<tr>
<td>PBS</td>
<td>Pharmaceutical Benefits Scheme</td>
</tr>
<tr>
<td>PCSS</td>
<td>Parliamentary Contributory Superannuation Scheme</td>
</tr>
<tr>
<td>PEMS</td>
<td>Parliamentary Expenses Management System</td>
</tr>
<tr>
<td>PGPA Act</td>
<td>Public Governance, Performance and Accountability Act 2013</td>
</tr>
<tr>
<td>SDO</td>
<td>Service Delivery Office</td>
</tr>
<tr>
<td>SES</td>
<td>Senior Executive Service</td>
</tr>
<tr>
<td>SME</td>
<td>Small to medium-sized enterprise</td>
</tr>
<tr>
<td>WHS</td>
<td>work health and safety</td>
</tr>
<tr>
<td>WHS Act</td>
<td>Work Health and Safety Act 2011</td>
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</table>
List of requirements

This list of annual report requirements is prepared in accordance with paragraph 17AJ(d) of the Public Governance, Performance and Accountability Rule 2014. Page references for Finance’s compliance with these requirements are provided in the right-hand column of the table.

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<td><strong>Aids to access</strong></td>
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<td>Details of contact officer</td>
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<td>Department’s website address</td>
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<td>Electronic address of report</td>
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<td>Purposes as included in the corporate plan</td>
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<td>Portfolio structure</td>
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</tr>
<tr>
<td>Details of variations and reasons for changes</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td>to outcomes and programs from Portfolio Budget Statements, Portfolio Additional Estimates Statements and other portfolio estimates statements.</td>
<td></td>
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<tr>
<td><strong>Report on performance of the entity</strong></td>
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<tr>
<td>Annual performance statements</td>
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<tr>
<td>Annual performance statement in accordance with paragraph 39(1)(b) of the PGPA Act and Section 16F of the PGPA Rule.</td>
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<td><strong>Report on financial performance</strong></td>
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<td>Discussion and analysis of the department’s financial performance.</td>
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<td>Department’s resource statement and total payments.</td>
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<td>Significant changes in financial results during or after the previous or current reporting period, discussion and details.</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Management and accountability</strong></td>
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<td>Corporate governance</td>
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<td>Information on compliance with section 10 of the PGPA Rule (fraud systems).</td>
<td></td>
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<tr>
<td>Description</td>
<td>Requirement</td>
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<tr>
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</tr>
<tr>
<td>Certification by the Secretary that: • fraud risk assessments and fraud control plans have been prepared • 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 • all reasonable measures have been taken to deal appropriately with fraud relating to the department.</td>
<td>Mandatory</td>
<td>Front (see letter of transmittal)</td>
</tr>
<tr>
<td>Outline of structures and processes in place for the department to implement principles and objectives of corporate governance.</td>
<td>Mandatory</td>
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<tr>
<td>Statement of significant issues reported to the minister under paragraph 19(1)(e) of the PGPA Act that relates to noncompliance with finance law and action taken to remedy noncompliance.</td>
<td>If applicable, mandatory</td>
<td>64</td>
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**External scrutiny**

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<td>Significant developments in external scrutiny and the department’s response to the scrutiny.</td>
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<tr>
<td>Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner that may have a significant effect on the operations of the department.</td>
<td>If applicable, mandatory</td>
<td>64</td>
</tr>
<tr>
<td>Reports on operations of the department by the Auditor-General (other than report under section 43 of the PGPA Act), a Parliamentary Committee, or Commonwealth Ombudsman.</td>
<td>If applicable, mandatory</td>
<td>66</td>
</tr>
<tr>
<td>Capability reviews on the department during the reporting period.</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
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**Management of human resources**

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<tr>
<td>Assessment of the department’s effectiveness in managing and developing employees to achieve departmental objectives.</td>
<td>Mandatory</td>
<td>77</td>
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<tr>
<td>Statistics on the department’s APS employees on an ongoing and non-ongoing basis, including the following: • staffing classification level • full-time employees • part-time employees • gender • staff location • employees who identify as Indigenous.</td>
<td>Mandatory</td>
<td>83</td>
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<tr>
<td>Enterprise agreements, individual flexibility arrangements, Australian workplace agreements, common law contracts and determinations under subsection 24(1) of the <em>Public Service Act</em> 1999.</td>
<td>Mandatory</td>
<td>85</td>
</tr>
<tr>
<td>Number of SES and non-SES employees covered by the above arrangements.</td>
<td>Mandatory</td>
<td>85</td>
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<td>Description</td>
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<tr>
<td>Salary arrangements available for APS employees by classification level.</td>
<td>Mandatory</td>
<td>85</td>
</tr>
<tr>
<td>Non-salary benefits provided to employees.</td>
<td>Mandatory</td>
<td>86</td>
</tr>
<tr>
<td>Number of employees at each classification level who received performance payments.</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate amounts of performance pay at each classification level.</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td>Average amount of performance pay, and range of such payments, at each classification level.</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td>Aggregate amount of performance payments.</td>
<td>If applicable, mandatory</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Asset management</strong></td>
<td></td>
<td></td>
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<tr>
<td>Assessment of effectiveness of asset management where asset management is a significant part of the department’s activities.</td>
<td>If applicable, mandatory</td>
<td>69</td>
</tr>
<tr>
<td><strong>Purchasing</strong></td>
<td></td>
<td></td>
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<tr>
<td>Assessment of the department’s performance against the Commonwealth Procurement Rules.</td>
<td>Mandatory</td>
<td>69</td>
</tr>
<tr>
<td><strong>Consultants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summary statement detailing the number of new contracts engaging consultants entered into during the reporting period; the total actual expenditure on all new consultancy contracts entered into during the reporting 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 period on the ongoing consultancy contracts (inclusive of GST).</td>
<td>Mandatory</td>
<td>70</td>
</tr>
<tr>
<td>Summary statement regarding the engagement of consultants in the format specified at paragraph 17AG(7)(b) of the PGPA Rule.</td>
<td>Mandatory</td>
<td>70</td>
</tr>
<tr>
<td>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>70</td>
</tr>
<tr>
<td>Statement regarding actual expenditure on contracts for consultancies in the format specified at paragraph 17AG(7)(d) of the PGPA Rule.</td>
<td></td>
<td>71</td>
</tr>
<tr>
<td><strong>Australian National Audit Office access clauses</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If the department 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 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>70</td>
</tr>
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### Description

#### Exempt contracts

If the department 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—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.

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#### Small business

Summary statement detailing procurement initiatives supporting small business using the text specified at paragraph 17AG(10)(a) of the PGPA Rule.

Outline of procurement activities to support small and medium enterprises.

If the entity is considered by the Minister for Finance as ‘material in nature’—a statement must be included using the text as specified at subparagraph 17AG(10)(c) of the PGPA Rule.

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#### Financial statements

Financial statements

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<td>Mandatory</td>
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#### Other mandatory information

Statement in relation to advertising campaigns conducted as specified at subparagraph 17AH(1)(a)(i) of the PGPA Rule.

Statement confirming that no advertising campaigns were conducted for the reporting period, as specified at subparagraph 17AH(1)(b)(ii) of the PGPA rule.

Statement providing information on grants awarded for the reporting period, as specified at paragraph 17AH(1)(b) of the PGPA Rule.

Mechanisms for disability reporting, referencing the department’s website for information.

Website address where the department’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found.

Correction of material errors in previous annual report.

Information required by other legislation.

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<td>If applicable, mandatory</td>
<td>182</td>
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<tr>
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