

List of requirements

PGPA Rule reference	Description	Requirement	Location
General			
17AI & 17AD(g)	Letter of transmittal	Mandatory	iii
17AJ(a)	Table of contents	Mandatory	v
17AJ(b)	Alphabetical index	Mandatory	115
17AJ(c)	Glossary and abbreviations list	Mandatory	109
17AJ(d)	List of requirements	Mandatory	111
17AJ(e)	Contact officer	Mandatory	ii, 105
17AJ(f) & (g)	Web address and electronic address of report	Mandatory	iv
Clerk's review			
17AD(a)	A review by the accountable authority	Mandatory	3
Departmental overview			
17AE(1)(a)(i)	Role and functions	Mandatory	7
17AE(1)(a)(ii)	Organisational structure	Mandatory	7–8
17AE(1)(aa)	Information on the accountable authority	Mandatory	7
17AE(1)(a)(iii)	Outcome and program structure	Mandatory	9
17AE(1)(a)(iv)	Purposes as included in corporate plan	Mandatory	15
17AE(1)(b)	Portfolio structure	Portfolio departments - mandatory	N/A
17AE(2)	Variations to outcomes and programs	If applicable, mandatory	N/A
Report on performance			
Annual performance statements			
17AD(c)(i); 16F	Annual performance statements	Mandatory	13–22

PGPA Rule reference	Description	Requirement	Location
Report on financial performance			
17AF(1)(a)	Discussion and analysis of the department's financial performance	Mandatory	14, 72–73
17AF(1)(b)	Table summarising the total resources and total payments of the department	Mandatory	101
17AF(2)	Significant changes in the financial results	If applicable, mandatory	N/A
Management and accountability			
Corporate governance			
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	67
17AG(2)(b)	Fraud control certification by the accountable authority	Mandatory	iii
17AG(2)(c)	Corporate governance structure and processes	Mandatory	65–69
17AG(2)(d)-(e)	Reportable non-compliance with finance law	If applicable, mandatory	N/A
External scrutiny			
17AG(3)	Developments in external scrutiny	Mandatory	68
17AG(3)(b)	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	N/A
17AG(3)(c)	Capability reviews on the entity released during the period	If applicable, mandatory	N/A
Management of human resources			
17AG(4)(a)	An assessment of the departments' effectiveness in managing and developing employees to achieve department objectives	Mandatory	69–70
17AG(4)(aa) and (b)	Statistics on the department's APS employees on an ongoing and non-ongoing basis	Mandatory	69–70 103–104
17AG(4)(c)	Employment arrangements	Mandatory	70

PGPA Rule reference	Description	Requirement	Location
17AG(4)(c)(i)	Number of SES and non-SES employees covered by employment agreements	Mandatory	70
17AG(4)(c)(ii)	Salary ranges by classification level	Mandatory	103
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees	Mandatory	70
17AG(4)(d)(i)	Performance pay	If applicable, mandatory	N/A
Assets management			
17AG(5)	Effectiveness of assets management where asset management is a significant part of the department's activities	If applicable, mandatory	N/A
Purchasing			
17AG(6)	Department performance against the <i>Commonwealth Procurement Rules</i>	Mandatory	71
Consultants			
17AG(7)(a) and (b)	Summary statement regarding number of new and existing consultancy contracts	Mandatory	71
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	71
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	71
Australian National Audit Office access clauses			
17AG(8)	Australian National Audit Office access clause	If applicable, mandatory	N/A
Exempt contracts			
17AG(a)	Contracts or standing offers with a value greater than \$10,000 (inclusive of GST) which have been exempted from being published in AusTender	If applicable, mandatory	N/A

PGPA Rule reference	Description	Requirement	Location
Small business			
17AG(10)(a)	Statement regarding support of small business participation	Mandatory	71
17AG(10)(b)	An outline of the ways in which the procurement practices of the department support small and medium enterprises	Mandatory	71
17AG(10)(c)	Statement recognising the importance of ensuring that small businesses are paid on time	If applicable, mandatory	71
Financial statements			
17AD(da)	Executive remuneration	Mandatory	93–94
Other information			
17AH(1)(a)(i)	Statement regarding advertising campaigns	If applicable, mandatory	N/A
17AH(1)(a)(ii)	If the department did not conduct advertising campaigns, a statement to that effect	If applicable, mandatory	71
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	N/A
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	N/A
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	N/A
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, mandatory	N/A
17AH(2)	Information required by other legislation	Mandatory	N/A