

Compliance index

Requirement	Location
General	
Letter of transmittal	iii
Table of contents	v
Alphabetical index	117–122
Glossary and abbreviations list	111–112
List of requirements	113–115
Contact officer(s)	ii, 105–106
Electronic address of report	ii, iv
Clerk's review	3
Departmental overview	7
Role and functions	7
Organisational structure	7–8
Outcome and program structure	9–11
Purposes as included in corporate plan	10
Portfolio structure	N/A
Variations to outcomes and programs	N/A
Report on performance	
Annual performance statement	
Annual performance statement	15
Transitional arrangements	11
Report on financial performance	
Discussion and analysis of the department's financial performance	3–4, 70
Table summarising the total resources and total payments of the department	101
Significant changes in the financial results	N/A

Requirement	Location
Management and accountability	
Corporate governance	
Information on compliance with section 10 (fraud systems)	65
Certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	67
Fraud control certification	iii
Corporate governance structure and processes	65–68
Reportable non-compliance with Finance law	N/A
External scrutiny	
Developments in external scrutiny	67–68
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	N/A
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	N/A
Capability reviews on the entity released during the period	N/A
Management of human resources	
An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	68–70
Statistics on the entity's APS employees on an ongoing and non-ongoing basis	68–69, 103–104
Employment arrangements	69
Number of SES and non-SES employees covered by employment agreements	69
Salary ranges by classification level	103
A description of non-salary benefits provided to employees	69
Performance pay	N/A
Assets management	
Effectiveness of assets management where asset management is a significant part of the entity's activities	N/A
Purchasing	
Entity performance against the <i>Commonwealth Procurement Rules</i>	70

Requirement	Location
Consultants	
Summary statement	70
Statement on new consultancy contracts	70
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.	70
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.”	70
Australian National Audit Office access clauses	
Contractual clauses not providing the Auditor General access to contractor’s premises	N/A
Exempt contracts	
Contracts or standing offers with a value greater than \$10 000 (inclusive of GST) which have been exempted from being published in AusTender	N/A
Small business	
Statement regarding support of small business participation	70
An outline of the ways in which the procurement practices of the entity support small and medium enterprises.	70
Statement recognising the importance of ensuring that small businesses are paid on time	N/A
Financial statements	73
Other information	
Statement regarding advertising campaigns	70
If the entity did not conduct advertising campaigns, a statement to that effect.	70
A statement that “Information on grants awarded by [name of entity] during [reporting period] is available at [address of entity’s website].”	N/A
Outline of mechanisms of disability reporting, including reference to website for further information	N/A
Website reference to where the entity’s Information Publication Scheme statement pursuant to Part II of FOI Act can be found	N/A
Correction of material errors in previous annual report	N/A
Information required by other legislation	N/A