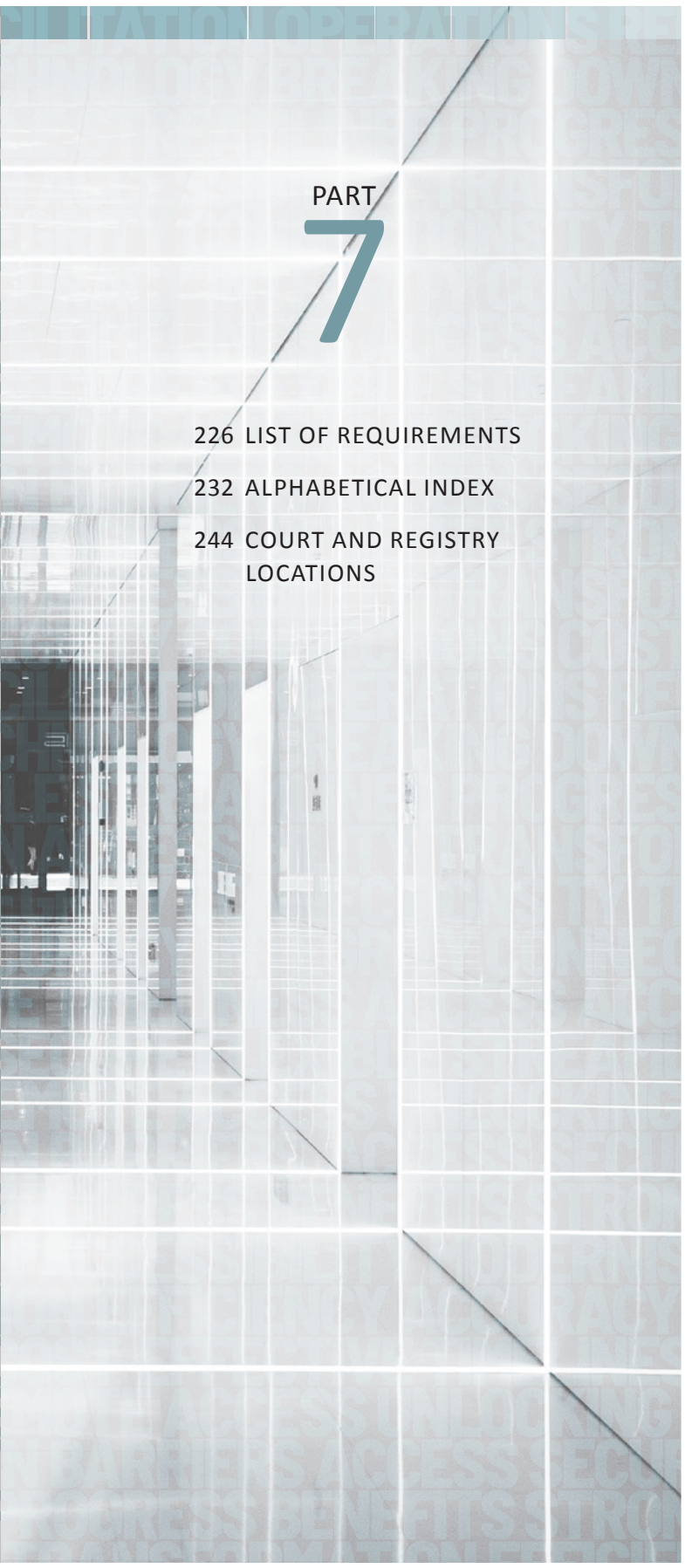


A photograph of a modern office hallway with glass walls and a grid overlay. The hallway is brightly lit, and the grid lines are white and semi-transparent. The word "INDEXES" is written in large, bold, dark blue letters at the bottom left. On the right side, there is a vertical column of text in a lighter blue, semi-transparent font, listing various terms related to technology and business.

INDEXES

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BARRIERS ACCESS
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PART

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LIST OF REQUIREMENTS

PGPA Rule Reference	Description	Requirement	Page of this report
17AD(g)	Letter of transmittal		
17AI	A copy of the letter of transmittal signed and dated by accountable authority on date final text approved, with statement that the report has been prepared in accordance with section 46 of the Act and any enabling legislation that specifies additional requirements in relation to the annual report	Mandatory	III
17AD(h)	Aids to access		
17AJ(a)	Table of contents	Mandatory	IV
17AJ(b)	Alphabetical index	Mandatory	232
17AJ(c)	Glossary of abbreviations and acronyms	Mandatory	VIII
17AJ(d)	List of requirements	Mandatory	226
17AJ(e)	Details of contact officer	Mandatory	II
17AJ(f)	Entity's website address	Mandatory	II
17AJ(g)	Electronic address of report	Mandatory	II
17AD(a)	Review by accountable authority		
17AD(a)	A review by the accountable authority of the entity	Mandatory	14
17AD(b)	Overview of the entity		
17AE(1)(a)(i)	A description of the role and functions of the entity	Mandatory	2
17AE(1)(a)(ii)	A description of the organisational structure of the entity	Mandatory	133
17AE(1)(a)(iii)	A description of the outcomes and programmes administered by the entity	Mandatory	3
17AE(1)(a)(iv)	A description of the purposes of the entity as included in corporate plan	Mandatory	2
17AE(1)(b)	An outline of the structure of the portfolio of the entity	Portfolio departments – Mandatory	N/A

PGPA Rule Reference	Description	Requirement	Page of this report
17AE(2)	Where the outcomes and programmes administered by the entity differ from any Portfolio Budget Statement, Portfolio Additional Estimates Statement or other portfolio estimates statement that was prepared for the entity for the period, include details of variation and reasons for change	If applicable, Mandatory	N/A
17AD(c)	Report on the performance of the entity		
	Annual performance statements		
17AD(c)(i); 16F	Annual performance statement in accordance with paragraph 39(1)(b) of the Act and section 16F of the Rule	Mandatory	216
17AD(c)(ii)	Report on financial performance		
17AF(1)(a)	A discussion and analysis of the entity's financial performance	Mandatory	55
17AF(1)(b)	A table summarising the total resources and total payments of the entity	Mandatory	132
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	55
17AD(d)	Management and accountability		
	Corporate governance		
17AG(2)(a)	Information on compliance with section 10 (fraud systems)	Mandatory	56
17AG(2)(b)(i)	A certification by accountable authority that fraud risk assessments and fraud control plans have been prepared	Mandatory	56
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	56

PGPA Rule Reference	Description	Requirement	Page of this report
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	56
17AG(2)(c)	An outline of structures and processes in place for the entity to implement principles and objectives of corporate governance	Mandatory	52
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	If applicable, Mandatory	57
External scrutiny			
17AG(3)	Information on the most significant developments in external scrutiny and the entity's response to the scrutiny	Mandatory	53
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	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	53
17AG(3)(c)	Information on any capability reviews on the entity that were released during the period	If applicable, Mandatory	53
Management of Human Resources			
17AG(4)(a)	An assessment of the entity's effectiveness in managing and developing employees to achieve entity objectives	Mandatory	62
17AG(4)(b)	Statistics on the entity's APS employees on an ongoing and non-ongoing basis; including the following: <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	197

PGPA Rule Reference	Description	Requirement	Page of this report
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 <i>Public Service Act 1999</i>	Mandatory	63
17AG(4)(c)(i)	Information on the number of SES and non-SES employees covered by agreements etc. identified in paragraph 17AD(4)(c)	Mandatory	197–215
17AG(4)(c)(ii)	The salary ranges available for APS employees by classification level	Mandatory	214
17AG(4)(c)(iii)	A description of non-salary benefits provided to employees	Mandatory	63
17AG(4)(d)(i)	Information on the number of employees at each classification level who received performance pay	If applicable, Mandatory	63
17AG(4)(d)(ii)	Information on aggregate amounts of performance pay at each classification level	If applicable, Mandatory	63
17AG(4)(d)(iii)	Information on the average amount of performance payment, and range of such payments, at each classification level	If applicable, Mandatory	63
17AG(4)(d)(iv)	Information on aggregate amount of performance payments	If applicable, Mandatory	N/A
Assets management			
17AG(5)	An assessment of effectiveness of assets management where asset management is a significant part of the entity's activities	If applicable, Mandatory	58
Purchasing			
17AG(6)	An assessment of entity performance against the <i>Commonwealth Procurement Rules</i>	Mandatory	57
Consultants			
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	57

PGPA Rule Reference	Description	Requirement	Page of this report
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	57
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	57
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	57
Australian National Audit Office Access Clauses			
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	58
Exempt contracts			
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	58
Small business			
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	58

PGPA Rule Reference	Description	Requirement	Page of this report
17AG(10)(b)	An outline of the ways in which the procurement practices of the entity support small and medium enterprises	Mandatory	58
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	58
Financial statements			
17AD(e)	Inclusion of the annual financial statements in accordance with subsection 43(4) of the Act	Mandatory	90
17AD(f) Other mandatory information			
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	56
17AH(1)(a)(ii)	If the entity did not conduct advertising campaigns, a statement to that effect	If applicable, Mandatory	56
17AH(1)(b)	A statement that “Information on grants awarded to [name of entity] during [reporting period] is available at [address of entity’s website].”	If applicable, Mandatory	56
17AH(1)(c)	Outline of mechanisms of disability reporting, including reference to website for further information	Mandatory	66
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	41
17AH(1)(e)	Correction of material errors in previous annual report	If applicable, Mandatory	57
17AH(2)	Information required by other legislation	Mandatory	223

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COURT AND REGISTRY LOCATIONS

General Federal Law Registries (Federal Court and Federal Circuit Court)

* These registries share counter services with the family law jurisdiction

Principal Registry

Law Courts Building
Queens Square, Sydney NSW 2000
Phone: (02) 9230 8567 | Fax: (02) 9230 8824
Email: query@fedcourt.gov.au
Web: www.fedcourt.gov.au
Contact hours: 8.30am–5.00pm

*Australian Capital Territory District Registry

Nigel Bowen Commonwealth Law Courts
Childers Street, Canberra City ACT 2600
Phone: (02) 6267 0666 | Fax: (02) 6267 0625
Email: actman@fedcourt.gov.au
Counter hours: 9.00am–4.30pm
Contact hours: 8.30am–5.00pm

New South Wales District Registry

Level 17 Law Courts Building
Queens Square, Sydney NSW 2000
Phone: (02) 9230 8567 | Fax: (02) 9230 8535
Email: nswdr@fedcourt.gov.au
Counter hours: 9.00am–4.30pm
Contact hours: 8.30am–5.00pm

*Northern Territory District Registry

Level 3 Supreme Court Building
State Square, Darwin NT 0800
Phone: (08) 8941 2333 | Fax: (08) 8941 4941
Email: ntreg@fedcourt.gov.au
Counter hours: 9.00am–4.00pm
Contact hours: 8.30am–5.00pm

Queensland District Registry

Level 6 Harry Gibbs Commonwealth Law Courts
119 North Quay, Brisbane QLD 4000
Phone: (07) 3248 1100 | Fax: (07) 3248 1260
Email: qldreg@fedcourt.gov.au
Counter hours: 9.00am–4.00pm
Contact hours: 8.30am–5.00pm

South Australia District Registry

Level 5 Roma Mitchell Commonwealth Law Courts
3 Angas Street, Adelaide SA 5000
Phone: (08) 8219 1000 | Fax: (08) 8219 1001
Email: sareg@fedcourt.gov.au
Counter hours: 9.00am–4.30pm
Contact hours: 8.30am–5.00pm

*Tasmania District Registry

Edward Braddon Commonwealth Law Courts
39–41 Davey St, Hobart TAS 7000
Phone: (03) 6232 1615 | Fax: (03) 6232 1601
Email: tasreg@fedcourt.gov.au
Counter hours: 9.00am–4.30pm
Contact hours: 8.30am–5.00pm

Victoria District Registry

Level 7 Owen Dixon Commonwealth Law Courts
305 William Street, Melbourne VIC 3000
Phone: (03) 8600 3333 | Fax: (03) 8600 3351
Email: vicreg@fedcourt.gov.au
Counter hours: 9.00am–4.30pm
Contact hours: 8.30am–5.00pm

Western Australia District Registry

Level 6 Peter Durack Commonwealth Law Courts
1 Victoria Avenue, Perth WA 6000
Phone: (08) 9268 7100 | Fax: (08) 9221 3261
Email: waregistry@fedcourt.gov.au
Counter hours: 8.30am–4.00pm
Contact hours: 8.30am–5.00pm

Family Law Registries (Family Court and Federal Circuit Court)

* These registries share counter services with the general federal law jurisdiction

Australian Capital Territory

*Canberra

Nigel Bowen Commonwealth Law Courts
Cnr University Avenue and Childers Street
Canberra ACT 2600

New South Wales

Albury

Level 1, 463 Kiewa Street
Albury NSW 2640

Dubbo

Cnr Macquarie and Wingewarra Streets
Dubbo NSW 2830

Lismore

Westlawn Building
Level 2, 29–31 Molesworth Street
Lismore NSW 2480

Newcastle

61 Bolton Street
Newcastle NSW 2300

Parramatta

Garfield Barwick Commonwealth Law Courts
1–3 George Street
Parramatta NSW 2123

Sydney

Lionel Bowen Commonwealth Law Courts
97–99 Goulburn Street
Sydney NSW 2000

Wollongong

Level 1, 43 Burelli Street
Wollongong NSW 2500

Northern Territory

*Darwin

Supreme Court Building
State Square
Darwin NT 0800

Queensland

Brisbane

Harry Gibbs Commonwealth Law Courts
119 North Quay Cnr North Quay and Tank Streets
Brisbane QLD 4000

Cairns

Commonwealth Government Centre
Levels 3 and 4, 104 Grafton Street
Cairns QLD 4870

Rockhampton

Virgil Power Building
Ground Floor 46 East Street, Cnr Fitzroy Street
Rockhampton QLD 4700

Townsville

Level 2, Commonwealth Centre
143 Walker Street
Townsville QLD 4810

South Australia

Adelaide

Roma Mitchell Commonwealth Law Courts
3 Angas Street
Adelaide SA 5000

Tasmania

*Hobart

Edward Braddon Commonwealth Law Courts
39–41 Davey Street
Hobart TAS 7000

Launceston

ANZ Building
Level 3 Cnr Brisbane and George Streets
Launceston TAS 7250

Victoria

Dandenong

53–55 Robinson Street
Dandenong VIC 3175

Melbourne

Owen Dixon Commonwealth Law Courts
305 William Street
Melbourne VIC 3000

