

Item	Accountable GM	Responsible branch	Obligation type	Legislation	Relevant section	Internal policies/procedures	Details	Occurrence	Due date	Date Obligation Met	Internal reporting
Board Candidate Register	BM OCEO	OCEO, Indigenous Portfolio Bodies Section	Legislative Compliance	Privacy Act, Australian Privacy Principles	APPs	Privacy Collection Notice, Privacy Impact Assessment, Candidate Assessment Guidelines, Communications Plan	Ongoing management of the Board candidate register - registrations from candidates interested in Ministerial appointments including to Indigenous portfolio and other boards and committees.	Ongoing	New web-based OnBoard Candidate Register to be released in March/April 2024	Confirmed Obligation Met during period March 2024 to February 2025	Nil
		Ministerial and Parliamentary Team & Portfolio Bodies Team	Senate Order	Procedural order - orders for documents	Senate Order 15	Internal guide and process documents	List of all appointments made by the Government (through Executive Council, Cabinet and ministers) to statutory authorities, executive agencies, advisory boards, government business enterprises and all other Commonwealth bodies including the term of the appointment and remuneration for the position and the place of permanent residence by state or territory of the appointee; anda list of existing vacancies to be filled by government appointment to statutory authorities, executive agencies, advisory boards, government business enterprises and all other Commonwealth bodies.	3 times year- tabled no later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	3 times year- tabled no later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	Confirmed Obligation Met during period March 2024 to February 2025	Nil
Senate Order 15 Appointments, Vacancies and Grants	BM OCEO	Ministerial and Parliamentary	Senate Order	Procedural order - orders for documents	Senate Order 21	Internal guide and process documents	A statement showing;the number of questions taken on notice at the previous round of estimates hearings;the number of answers provided to the committee by the date set by the committee for answers; andof those answers not provided to the committee by the due date, the dates on which answers were provided to the approving minister's office.	3 times per year. not later than 10 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates	3 times year- tabled no later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	Confirmed Obligation Met during period March 2024 to February 2025	Nil
Senate Order 21 Unanswered questions on notice	BM OCEO	Ministerial and Parliamentary Team & Portfolio Bodies Team	Senate Order	Procedural order - orders for documents	Senate Order 22	Internal guide and process documents	A statement, covering the period since the previous statement was tabled, in respect of each former minister, listing;all meetings, including teleconferences, at which lobbying, advocacy or the consideration of business took place, including date, location and duration, between current ministers, secretaries or deputy secretaries (or equivalent), of any Commonwealth Department or Agency and former ministers;how many people attended or participated and the capacities in which people attended or participated; and what topics were considered at each of the meetings.	3 times year- tabled no later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	3 times year- tabled no later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	Confirmed Obligation Met during period March 2024 to February 2025	Nil
Senate Order 22 - Former Ministers - Meetings	BM OCEO	Business Operations Support	Government Policy	Protective Security Policy Framework	N/A	PM&C Security Framework	Annual report on assessment of security capability and implementation of the PSPF requirements.	Annual	30 September	18 August 2024	Through COO to CEO
Annual assessment of the maturity of security capability and implementation of PSPF	GM Corporate	Business Operations Support	Government Policy	Commonwealth Procurement Rules	7.8	Annual Procurement Plan Standard Operating Procedure	Reporting of significant planned procurements	Quarterly	N/A	Maintained regularly when Open Tender procurements identified	BM signs off
Annual Procurement Plan	GM Corporate	People	Government Policy	Commonwealth Child Safety Framework	N/A	Working with Vulnerable People Policy	Commonwealth entities are required to publish an annual statement of compliance with the framework including an overview of the entity's child safety risk assessment.	Annual	31 October	31 October 2024	Work will commence on an updated risk assessment and the annual statement in June.
Annual Statement of Compliance with the Commonwealth Child Safe Framework	GM Corporate	Business Operations Support	Government Policy	Commonwealth Procurement Rules	7.18	AusTender Reporting Standard Operating Procedure	Reporting of contracts within 42 calendar days of executing a contract	Weekly	N/A	Occurs weekly	Nil
AusTender Contract Notice Reporting	GM Corporate	Business Operations Support	Government Policy	Commonwealth Property Management Framework	N/A	None	Commonwealth entities are required to respond to Department of Finance in collaboration with their Property Service Provider the agencies building footprint.	Annual	September	September 2025	BM signs off
Australian Government Property Register (AGPR) Office Data Collection	GM Corporate	Business Operations Support	Legislative Compliance	Modern Slavery Act 2018	N/A	Nil - Request and instructions come from Portfolio lead	Provision of input in to the Commonwealth Modern Slavery Statement	Annual	To be determined	29 November 2024	BM signs off
Commonwealth Modern Slavery Act Agency Submission to Portfolio Response	GM Corporate										

		People	Legislative Compliance	Disability Act	N/A	N/A	In Annual Report	Annual	October	October 2024	N/A
Disability reporting	GM Corporate										
		PM&C (Shared Service)	Legislative Compliance	Procedural order - orders for documents	12	N/A	Publish on the NIAA website a list of indexed files created in the 6 months (from 1 January and 1 July), including letter of advice tabled no later than the 10th day of the spring and autumn sittings	Bi-annually	10th day of the spring and autumn sittings	22 August 2024	N/A
Harradine Motion: Indexed List of Agency Files	GM Corporate										
		People	Legislative Compliance	Public Service Act	s 78(7)	N/A	Delegation of human resource powers and functions by the accountable authority.	Annual	Following implementation of new EA	May 2024	Work is underway to update the HR Delegations to support the new EA.
HR Delegations and Authorisations	GM Corporate										
		Business Operations Support	Government Policy	Indigenous Procurement Policy	N/A	Nil - Request and instructions come from Portfolio lead	Reporting of low value contracts with Indigenous Business between \$2,000 - \$9,999.99 to ensure that total amounts are recorded for the purposes of the IPP Targets.	Bi-annually	Various	10 February 2025	BM signs off
Indigenous Procurement Policy Low Value Procurements	GM Corporate										
		Business Operations Support	Government Policy	Commonwealth Property Disposal Policy	N/A	None	Entities are required to report disposals to Finance when exercising of delegated powers under the LAA, within 14 days of the delegate authorising the disposal. The authorisation must be completed before entering into any legal arrangement to dispose of a property.	Ad-hoc	Within 14 days of delegate decision	Adhoc	BM signs off
Lands Acquisition Act 1989	GM Corporate										
		Business Operations Support	Legislative Compliance	WHS Act	s 38	NIAA's Safety Management System Incident reporting and investigation procedureIncident notification form in Service Portal	Submission to Comcare as soon as possible.	As soon as possible	Various	No notifiable incidents received during March 2024-February 2025	Quarterly, NHSC, EB, ARC
Reporting Notifiable Incidents (WHS)	GM Corporate										
		Business Operations Support	Senate Order	Procedural order - orders for documents	N/A	Nil - Request and instructions come from Portfolio lead	Reporting on confidentiality provisions for contracts over \$100,000 which are formed through procurements, grants, sales of goods/services by an entity, disposals by an entity, and other financial arrangements.	Bi-annually	28 February, 31 August	20 January 2025	BM signs off
Senate Order on Entity Contracts	GM Corporate										
		People	Legislative Compliance	Public Service Act	s44	Census results feed into report	Lodge APS Agency survey	Annual	June	29 July 2024	Census
State of the Service Report	GM Corporate										
		Communications and Media	Senate Order	Procedural orders of continuing effect - Order for documents	Senate Order 14	Internal guide and process documents	A statement be tabled in respect of each advertising or public information project undertaken by each agency where the cost of the project is estimated or contracted to be \$100 000 or more. 1. the purpose and nature of the project; 2. the intended recipients of the information to be communicated by the project; 3. who authorised the project; 4. the manner in which the project is to be carried out; 5. who is to carry out the project; 6. whether the project is to be carried out under a contract; 7. whether such contract was let by the tender; 8. the estimated or contracted cost of the project; 9. whether every part of the project conforms with the Audit and JCPAA guidelines; and 10. if the project in any part does not conform with those guidelines, the extent of, and reasons for, the nonconformity.	A statement be tabled within 5 sitting days of the Senate after the project is approved. If the Senate is not sitting when a statement is ready for presentation, the statement be presented to the President under standing order 166.	N/A	Occurs when the cost of the project is estimated or contracted to be \$100 000 or more.	Nil
Senate Order 14 - Agency advertising and public information projects	GM Corporate										
		People	Legislative Compliance	Equal Employment Opportunity (Commonwealth Authorities) Act 1987	Part II - Programs and Part III - Reports by relevant authorities	N/A	Annual program report- A program report shall provide, in respect of the period to which it relates: (a) a detailed analysis of the action taken by the relevant authority to develop and implement its program; (b) the assessments referred to in paragraph 6(h); and (c) particulars of each direction given by the Minister under section 12.	Prepare a report on the development and implementation of its program during each period of 12 months commencing on the operative day in relation to the authority or the anniversary of that day	lodge the report with the responsible Minister within 3 months after the end of the period to which the report relates.	28 October 2024 (through WGEA compliance and reporting)	The EEO Act does not cover us, instead it's the Workplace Gender Equality Act 2012. NIAA have reported to WGEA as per left.
Equal Employment Opportunity (Commonwealth Authorities) Act 1987	GM Corporate										

		People	Legislative Compliance	Workplace Gender Equality Act 2012	Part IV	NIAA Gender Equality Strategy 2024-27	The Workplace Gender Equality Agency (WGEA) requires all APS agencies to have a tailored strategy or policy in place outlining their commitment to gender equality and the NIAA Gender Equality Strategy 2024-27 is ours. It's an extension our Diversity and Inclusion Framework, and it outlines the key actions that will hold us accountable, support the prioritisation of our people's safety and wellbeing, and enable us all to champion gender equality in our everyday work.	The Workplace Gender Equality Act 2012 requires Commonwealth Public Sector employers that employ 100 or more people submit a mandatory report to the WGEA annually. Reporting enables the APS to target efforts to promote workplace gender equality in Australia.	Submissions are made each October, and cover reporting for the calendar year prior.	October 2024	Nil
Workplace Gender Equality Act 2012	GM Corporate										
		ICT, Data and Systems	Legislative Compliance	Procedural order - orders for documents	N/A	Documented methodology for data collection and reporting	Details of Indigenous Advancement Strategy (IAS) and Aboriginals Benefit Account (ABA) grants and unsuccessful applications	Bi-annually - The grant information is to be provided by 15 February and 15 August, for the period 1 July to 31 December and 1 January to 30 June	by 15 February and 15 August	15 February and 15 August	N/A
"The Grants Report"	GM Grants and Finance										
		Finance Branch	Legislative Compliance	PGPA Act	S58	ABA Investment Management Plan	Ongoing management and legislative requirements for the ABAs investment of excess funds ( term deposits in Australian Banks)	Ongoing	Reviewed at a minimum annually	January 2025	Reported to and reviewed by the BM Finance
ABA Investment Fund	GM Grants and Finance										
Accountable Authority Instructions	GM Grants and Finance	Finance Branch (with input from policy owners)	Legislative Compliance	PGPA Act	s20	Various policies support the AAls - <a href="https://niaa-intranet.ssp.pmc.gov.au/ouragency/key-policies-plans/Pages/Financial-policies.aspx#policies">https://niaa-intranet.ssp.pmc.gov.au/ouragency/key-policies-plans/Pages/Financial-policies.aspx#policies</a>	Accountable Authority instructions instruct officials on matters relating to the use of public resources in the delivery of policies, programs and services.	Every 2 years	N/A	N/A	Management Assurance Survey is performed twice a year - providing assurance to the CEO and our Audit and Risk Committee that the NIAA has complied with the Public Governance, Performance and Accountability framework. The results of the MAS help inform NIAA's annual financial compliance reporting.
Annual Financial Statements (ABA)	GM Grants and Finance	Finance Branch	Legislative Compliance	ALRA and PGPA Act, Australian Accounting Standards, Income Tax (Mining Withholding Tax) Act	64B ALRA and S42 PGPA Act	Various policies and procedures support the preparation of the annual financial statements	Prepare the annual financial statements for inclusion in the annual report.	Annual	September	September 2024	Soft close (practice run) is conducted Feb/March each year
Annual Financial Statements (NIAA)	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act, Australian Accounting Standards, Income Tax (Mining Withholding Tax) Act	s 42	Various policies and procedures support the preparation of the annual financial statements	Prepare the annual financial statements for inclusion in the annual report.	Annual	September	September 2024	Soft close (practice run) is conducted Feb/March each year
Annual Financial Statements Audit (ANAO)	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act, Auditor-General Act	S43	N/A	NIAA and ABA - Auditor General to examine annual financial statements and report on them to the responsible Minister	Annual	September	September 2024	Regular updates are provided to Exec through out audit cycle
Annual WWVP Statement of Compliance from grantees	GM Grants and Finance	Grant Services Branch	Government Policy	Commonwealth Child Safe Framework	Requirement 4 - Publish an annual statement of compliance Section 1.4 - Application to Commonwealth funded third parties	Requirement embedded in Head Agreements for all grants and the Standardised Control Framework Task cards for implementing the annual Statement of Compliance process in FUSION Grants Administration Manual (GAM) on NIAA Intranet provides FAQs for NIAA staff and grantees, with additional guidance for Agreement Managers	Consistent with Requirement 4 of the Commonwealth Child Safe Framework, all NIAA grantees are requires to submit an annual statement confirming their compliance with the WWVP provisions in their funding agreements (for example, concerning annual risk assessments, police checks and other certification requirements set by State/Territory government agencies, implementing a training regime). The process has continued to be refined over the last three annual reporting cycles.	Annual	31 October	31 October 2024	Tasking reminders occur through Fusion.

Budget Estimates	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act	s 36	Procedures and excel models underpin NIAA's preparation/contribution to PBS	Prepare budget estimates for inclusion in the Portfolio Budget Statements	Annual	May	May 2024	Whole of agency coordinated approach to New Policy Proposals and budget coordination/submission
CGRPs Part 1 Mandatory requirements	GM Grants and Finance	Grant Services Branch	Legislative Compliance	PGPA Act	S. 105C	SOP developed to ensure all steps in review and quality assurance of GOGs are undertaken GOGs are reviewed by multiple staff from APS5-SES1 prior to submission to Minister GOGs must have approval from 2x SES1 staff prior to seeking a DoF risk rating Minister is briefed on all GOGs and the expenditure/outcomes of the proposed grants, and permission is sought from MO prior to publication Ogs are published on Grant Connect in accordance with CGRPs	Requirements for Accountable Authorities and Ministers are outlined under Part 1 Mandatory Requirements of the Commonwealth Grants Rules and Principles (CGRPs) and PGPA Act. The GFRGs establish the Commonwealth grants policy framework and apply to grants administration performed by Ministers, Accountable Authorities, Officials etc. who undertake grants administration on behalf of the Commonwealth	As indicated	Various	Various 2024	Grants Assurance office conduct regular reviews across the IAS.
Comcover Renewal Statement	GM Grants and Finance	Finance Branch	Government Policy	Comcover Statement of Cover	N/A	Business interruption model supports assumptions plus data collection across agency	Completion of the Comcover Renewal Questionnaire to inform indicative insurance premiums.	Bi-annually	February/November	February/November 2024	N/A
COPE Reporting	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act	N/A	Reconciliation of grant expenditure supported from Finance system	Collected by the Commonwealth Grants Commission	Annual	October	October 2024	N/A
Financial and Budget Estimates Reporting to DoF	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act and PGPA Rules	Various	Finance branch manages excel models that support the submission of this data through to DOF - actuals based on finance systems data.	Monthly actuals, annual actuals, cash and appropriation reporting requirements. Budget estimates updates (Pre-ERC, Pre-Budget, MYEFO, Additional Estimates, PEFO)	Monthly/Annually, across budget cycle	In line with Budget rounds/Ems released from DOF	In line with Budget rounds/Ems released from DOF 2024	N/A
PGPA Act and FFSP Act Delegations and Authorisations	GM Grants and Finance	Finance Branch and Grant Services Branch	Legislative Compliance	PGPA Act, FFSP Act, FFSP Regs	N/A	N/A	The accountable authority may delegate any powers, functions or duties under the PGPA Act.	Annual	N/A	N/A 2024	Non-compliance reported monthly via COO Report
Notification of significant and non-compliance with Finance law	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act	s19	FMCS compliance system Quarterly reporting.	Notify Minister and report in Annual Report any significant non-compliance with finance law	Annual	30 September	30 September 2024	Management Assurance Survey is performed twice a year - providing assurance to the CEO and our Audit and Risk Committee that the NIAA has complied with the Public Governance, Performance and Accountability framework. The results of the MAS help inform NIA
Register of Gifts and Benefits	GM Grants and Finance	Finance Branch	Government Policy	APSC Guidance	N/A	Legal Services Branch induction procedures include reference to the Legal Services Directions	Publish a register of gifts and benefits on NIAA website on a quarterly basis.	Quarterly	Quarterly	Quarterly 2024	Nil
RMG No. 421: Publishing and reporting Grants and GrantConnect.	GM Grants and Finance	ICT, Data and Systems	Legislative Compliance	PGPA Rule and CGRP	PGP Rule 25F, CGRP Section 5	Data from fusion/GPS and data methodology is documented in procedures.	Requirement for the publication of grants on GrantConnect, information on individual grants no later than 21 calendar days after the grant agreement for the grant takes effect (date of effect)	Ongoing	No later than twenty-one calendar days after the grant agreement for the grant takes effect.	No later than twenty-one calendar days after the grant agreement for the grant takes effect. 2024	N/A



S83 breach reporting	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act, PGPA Rules	N/A	Methodology document/report prepared to support annual review undertaken	Reviewed and if identified disclosed in the Annual Financial Statements	Annual	September	September 2024	CFO advised if S83 breach occurs
Senate Order 16 Departmental and agency grants	GM Grants and Finance	ICT, Data and Systems	Legislative Compliance	Procedural order - orders for documents	16	Methodology document used to support extraction of the data	A list of all grants approved in each portfolio or agency, including the value of the grant, recipient of the grant and the program from which the grant was made.	3 times year not later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	3 times year not later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings:	3 times year not later than 7 days before the commencement of the budget estimates, supplementary budget estimates and additional estimates hearings: 2024	N/A
Special Accounts - non ABA	GM Grants and Finance	Finance Branch	Legislative Compliance	PGPA Act, PGPA Rules, ATSI/SIFF Act and CATSI Act	N/A	Each special account holds its own determination/legislation framework that guides the use	Ongoing management and legislative requirements for the NIAA's Special Accounts	Ongoing	N/A	N/A 2024	Monthly expenditure reconciliations are prepared and provided to program areas for sign off
Special Account - ABA	GM Grants and Finance	Finance Branch	Legislative Compliance	ALRA and PGPA Act, Australian Accounting Standards, Income Tax (Mining Withholding Tax) Act, Goods and Services (GST) Tax Act	64 ALRA, 63 ALRA, 3 ALRA, 19 ALRA, 35 ALRA	The ABA special account holds its own determination/legislation framework and prepares a financial statement that discloses the use. Accounting is consistent with NIAA approach and interpretations.	The purpose of the ABA special Account is the receipt and disbursement of the equivalent of mining royalty monies derived from mining operations on Aboriginal Land in the Northern Territory.  Finance Branch is responsible for managing all monies to ensure funds are available to meet payments when they fall due i.e. short term investments, royalty distributions, land council administration payments and grant payments. Monthly BAS return	Ongoing	N/A	Ongoing	Payments are prepared/reviewed in Finance Branch and sent to program areas for visibility. A monthly reconciliation is prepared and provided to program areas for sign off.  Soft close financial statements (practice run) is conducted Feb/March each year and final is signed in September each year.
Taxation Obligations	GM Grants and Finance	Finance Branch	Legislative Compliance	Goods and Services Tax Act, Fringe Benefits Tax Act, Taxation Administration Act, Income Tax Assessment Act	N/A	Procedures and excel models/reconciliations to support agencies submission of taxation obligations. KPMG appointed as tax agent.	Monthly BAS returns, annual FBT return, annual TPAR return and as required for NIAA	Monthly/Annually	Monthly/Annually	Monthly/Annually	N/A
		Legal Services Branch	Legislative Compliance	FOI Act	s 11C	Publication to Disclosure Log Process	Maintain a disclosure log of released documents	Within 10 business days of release of documents	As required	Within 10 business days of document release. During the last 12 months the NIAA has always met this obligation.	Clearance through FOI decision-maker (SES)
Freedom of Information	GM Integrity										
		Legal Services Branch	Legislative Compliance	PID Act	s59(3)	C&C Reporting and Governance, NIAA PID Procedures	The NIAA CEO must establish procedures for facilitating and dealing with PIDs relating to the NIAA	Ongoing	Ongoing	1/12/2023	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										
		Legal Services Branch	Legislative Compliance	PID Act	s59(6)	NIAA PID Procedures	The NIAA CEO must ensure appropriate action is taken in response to any PID investigation report	As soon reasonably practicable	On receipt of PID investigation report	Not applicable as there were no PID investigations with recommendations in this reporting period.	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										

		Legal Services Branch	Legislative Compliance	PID Act	s59(7)	TBA	The NIAA CEO must take reasonable steps to provide ongoing training and education to NIAA public officials about the PID Act	Ongoing	Ongoing	PID intranet page was updated on 15 August 2024. The NIAA induction pack and fraud awareness training module contains information about PID. On 20 June 2024, LSB conducted training on PID for Authorised Officers and staff in Integrity Group.	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										
		Legal Services Branch	Legislative Compliance	PID Act	s59(8)	TBA	The NIAA CEO must take reasonable steps to ensure NIAA public officials who are an Authorised Officer or supervisor under the PID Act, is given appropriate training and education	Ongoing	Within a reasonable time of appointment to a position of Authorised Officer or Supervisor	Not met. Authorised Officers receive training but Supervisors have not received training to-date. There is guidance for Supervisors on the PID intranet page.	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										
		Legal Services Branch	Legislative Compliance	PID Act	s59(9)	NIAA PID Procedures	The NIAA CEO must take reasonable steps to protect NIAA public officials against reprisals	Ongoing	Ongoing	Not applicable.	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										
		Legal Services Branch	Legislative Compliance	PID Act	s76	C&C Reporting and Governance, NIAA PID Procedures	Annual survey	Annual	July	15/07/2024	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										
		Legal Services Branch	Legislative Compliance	PID Act	s 76A	C&C Reporting and Governance, NIAA PID Procedures	6-monthly survey	Bi-annually	February/July	19/02/2025	NIAA PID Procedures allow for periodic reports to the NIAA CEO and COO
Public Interest Disclosure	GM Integrity										
		Legal Services Branch	Legislative Compliance	Legal Services Directions	Paragraph 11.2	Legal Services Branch induction procedures include reference to the Legal Services Directions	Annual compliance certificate to OLSC setting out the extent to which the entity has complied with the Directions.	Annual	29 August	29 August 2024	N/A
Annual compliance certificate - legal services	GM Integrity										
		Governance, Assurance and Risk	Legislative Compliance	PGPA Act	s 39	Quarterly reporting and internal audit.	Included as part of the annual report	Annual	15 October	October 2024	Quarterly, Biannual. Reporting to ARC
Annual Performance Statement	GM Integrity										
		Governance, Assurance and Risk	Legislative Compliance	PGPA Act	s 46	In addition to PGPA Act, follow PGPA Rule 17AA and Annual report content requirements	Provide the annual report to the Minister, for tabling in Parliament.	Annual	15 October	October 2024	Reporting to ARC and EB
Annual Report	GM Integrity										

Australian Institute of Criminology (AIC) Annual Fraud Census	GM Integrity	Program Compliance and Fraud	Legislative Compliance	PGPA Rule	s 10	N/A- Compliance is achieved by responding to survey.	In accordance with the Commonwealth Fraud Control Policy all non-corporate Commonwealth entities are required to collect information on fraud and complete an annual fraud survey each year. To facilitate the AIC annual report, all entities must provide information for the previous financial year in the form requested by the AIC. PCFB prepare yearly responses for the Annual Fraud Census undertaken by AIC.	Annual	October	1/11/2024 (for 2024)	N/A
		Governance, Assurance and Risk	Legislative Compliance	PGPA Act	s 16	N/A	Survey completed and submitted to Comcover.	Every 2 years	3 March	3 March 2025	N/A
		Governance, Assurance and Risk	Legislative Compliance	PGPA Act	s 35	Review process through EB, ARC and CEO.	Provided to Minister and Finance Minister before publication on the NIAA website.	Annual	31 August	29 August 2024	Reporting to ARC and EB
		Program Compliance and Fraud	Legislative Compliance	PGPA Rule	s 10	NIAA Fraud and Corruption Control Plan & Fraud Policy StatementNIAA Integrated Program Compliance and Fraud Management Framework (ICFF)NIAA Risk Management Policy/Framework.NIAA AAI'sNIAA Investigations Manual & Policy (AGIS compliant)NIAA Mandatory Fraud/Integrity Training	Compliant with Section 17AG of the Public Governance Performance and Accountability Rule2014 (PGPA Rule), the NIAA provides information on fraud control in the annual report.	Annual	September	30/6/2024 (for 2023-24)	Internal Audit on NIAA Fraud Control System- yearly (March) Fraud Control Officer (FCO) report for ARC - quarterlyFCO Report for CEO & DCEOs - monthlyPCFB Report for COO - monthly
Fraud and Corruption Control Plan	GM Integrity	Legal Services Branch	Legislative Compliance	FOI Act	s93(3)(a), Reg 8	FOI reporting factsheet (in draft), C&C Reporting and Governance (in draft)	Provide information and statistics to the Information Commissioner to prepare their report, including on behalf of the Minister for Indigenous Australians, Assistant Minister for Indigenous Australians, EDTL, WBACC and NTAIC	Annual	31 July	31 July 2024	Clearance through Chief Lawyer
Freedom of Information	GM Integrity	Legal Services Branch	Legislative Compliance	FOI Act	s93(3)(a), Reg 8	FOI reporting factsheet (in draft), C&C Reporting and Governance (in draft)	Provide information and statistics to the Information Commissioner to prepare their report, including on behalf of the Minister for Indigenous Australians, Assistant Minister for Indigenous Australians, EDTL, WBACC and NTAIC	Quarterly	21 January, April, July, October	21 April 2024, 21 July 2024, 21 October 2024, 21 January 2025	Clearance through Chief Lawyer
Freedom of Information	GM Integrity	Legal Services Branch	Legislative Compliance	FOI Act	s 8, s 9	Information Publication Scheme (IPS) Agency Plan, C&C Reporting and Governance (in draft)	Publish mandatory information under IPS and maintain IPS Agency Plan. Review, together with the Information Commissioner, the operation of the IPS	Every 5 years	Next review in 2028	Reviewed in October 2023 and next due in 2028	None
Freedom of Information	GM Integrity	Legal Services Branch	Legislative Compliance	Privacy Code	s 9	Privacy Management Plan, C&C Reporting and Governance (in draft)	Measure and document performance against privacy management plan at least annually	Annual	1 July	12 September 2024 - Executive Board endorsed the annual report.	Privacy Champion Annual Report
Privacy	GM Integrity	Legal Services Branch	Government Policy	Privacy Management Plan	N/A	Personal Information Holdings Register, C&C Reporting and Governance (in draft)	Keep information about personal information holdings (including the type of information and where it is held) up to date. Must review annually under Privacy Management Plan	Annual	1 July	Not met.	Privacy Champion Annual Report
Privacy	GM Integrity										

		Legal Services Branch	Legislative Compliance	Privacy Code	s 10	C&C Reporting and Governance (in draft)	Have a designated Privacy Officer at all times	Ongoing	Ongoing	Have had three privacy officers for this reporting period.	Privacy Champion Annual Report
Privacy	GM Integrity										
		Legal Services Branch	Legislative Compliance	Privacy Code	s 11	C&C Reporting and Governance (in draft)	Have a designated Privacy Champion at all times	Ongoing	Ongoing	Have had a privacy champion for this reporting period.	Privacy Champion Annual Report
Privacy	GM Integrity										
		Legal Services Branch	Legislative Compliance	Privacy Code	s 12, 15	Privacy Impact Assessment (PIA) Threshold Assessment Template	Conduct a privacy impact assessment (PIA) for all high privacy risk projects. Publish a register of completed PIAs on website	As soon as possible	Per business need	Met and ongoing. PIA register last update on 3 October 2024.	Privacy Champion Annual Report
Privacy	GM Integrity										
		Legal Services Branch	Legislative Compliance	Privacy Act, Privacy Code	APP 1.3, s 17	Privacy Policy, Privacy Management Plan, C&C Reporting and Governance (in draft)	Have a privacy policy that is clearly expressed and up to date about the management of personal information. Review annually under Privacy Management Plan	Annual	1 July	25/06/2024	Privacy Champion Annual Report
Privacy	GM Integrity										
		Legal Services Branch	Legislative Compliance	Privacy Act, Privacy Code	APP 5, s 17	Privacy collection notice template, Privacy Management Plan, C&C Reporting and Governance (in draft)	Notify individuals about collecting their personal information. Review notices annually under Privacy Management Plan	Annual	1 July	25/06/2024	Privacy Champion Annual Report
Privacy	GM Integrity										
		Legal Services Branch	Legislative Compliance	Privacy Act	Part 111C, APP 1.2, APP 11	Data Breach Response Plan, C&C Reporting and Governance (in draft)	Prepare for and respond to a data breach under notifiable data breach scheme	Annual	1 July	25/06/2024	Privacy Champion Annual Report
Privacy	GM Integrity										
		Legal Services Branch	Legislative Compliance	Legal Services Directions	Paragraph 11.1(ba)	Legal Services Branch induction procedures include reference to the Legal Services Directions	Report on legal services expenditure to the Office of Legal Services Coordination (OLSC).	Annual	August	29/08/2024	Clearance through Chief Lawyer
Reporting of legal services expenditure	GM Integrity										
		Legal Services Branch	Legislative Compliance	Legal Services Directions	N/A	Legal Services Branch induction procedures include reference to the Legal Services Directions	Under the Legal Services Directions (Appendix D, Paragraph 4D) Commonwealth agencies, when selecting counsel, are required to make all reasonable endeavours to select appropriate female counsel with a view to having a female barrister engaged for a certain percentage of all briefs (25% for senior and 30% for junior). Agencies are then “encouraged” to annually publish information that allows assessment of whether these targets are being met.	Annual	August	29/08/2024	Clearance through Chief Lawyer
Reporting on engagement of counsel	GM Integrity										
		Business and Economic Policy Branch	Legislative Compliance	Aboriginal and Torres Strait Islander Act 2005	s142E, s144ZD, s151					N/A	Requirements for the Minister to give written directions to TRSA, IBA etc
Aboriginal and Torres Strait Islander Act 2005	GM Jobs & Economic Development										
		Business and Economic Policy Branch	Legislative Compliance	Aboriginal and Torres Strait Islander Commission Amendment Act 2005	s151					N/A	Requirements for the Minister to give written directions to TRSA, IBA etc
Aboriginal and Torres Strait Islander Commission Amendment Act 2005	GM Jobs & Economic Development										



Early Years and Education Branch		Legislative Compliance	Higher Education Support Act 2003	Part 2-2A Division 38 The Minister for Indigenous Australians has power to set the total funding available for Indigenous student assistance grants and decide which universities are eligible to receive those grants. Grants are made under Part 2-2A of the HESA and the Indigenous Student Assistance Grants Guidelines 2017. The Indigenous Student Assistance Grants Guidelines 2017 are made under section 238-10 of the Higher Education Support Act 2003	Indigenous Student Success Program (ISSP) annual eligibility briefing to the Minister for Indigenous Australians. (e.g. MB24-000497) ISSP annual setting of maximum funding available (briefing to the Minister to sign the legislative instrument, the Higher Education Support (Maximum Payment for Indigenous Student Assistance Grants) Amendment Determination 2024 (Amendment Determination) (e.g. MS24-000491) Note the Minister has delegated several powers under the Act to the Agency through the Instrument of Delegation for the Higher Education Support Act 2003)	Each year the Minister approves the higher education institutions eligible to receive funding through the ISSP and maximum annual payment available for eligible providers under the ISSP. The NIAA collates information on how each university has addressed the eligibility criteria in the Indigenous Student Assistance Grants Guidelines 2017 (the Guidelines), based on information provided by universities and performance data provided by the Commonwealth Department of Education. Grant allocations are performance based (not discretionary based) and reliant on publicly available performance data provided by the Department of Education. The allocations are based on the ranking of each university on 4 performance factors: Indigenous enrolments – 30 per cent, Indigenous success rates (retention) – 30 per cent, Indigenous completion rates – 30 per cent and Indigenous regional and remote enrolments – 10 per cent. This method is used each year to provide an open and transparent process for how funding is allocated. The delegated powers relate to financial statements, statistical and other information, audit, grant amount, compliance, and the process for reducing a grant amount. Universities submit an annual financial acquittal and performance reports that are reviewed and approved by the NIAA. Internally, the Grant Management Unit reviews the financial acquittal, while the Policy area reviews the performance report. Each year, the NIAA completes a rollover determination based on requests for funding rollovers received from universities. The NIAA reviews the rollover request to ensure compliance with the Indigenous Student Assistance Grant Guidelines. A legal determination is lodged detailing the approved rollovers.	Annual	October / November To allow for universities to be notified of their eligibility and funding allocation by 24 December each year as required in the Indigenous Student Assistance Grants Guidelines 2017. Financial acquittal and performance reports received by end of April each year. Rollover determinations completed in first half of each calendar year. ISSP administration is transferring to Department of Education from July 2025.	N/A		
Higher Education Support Act 2003, insofar as it relates to grants to higher education providers for Indigenous persons											
GM Social Policy		Health and Wellbeing Branch	Legislative Compliance	Low Aromatic Fuel Act 2013	S18: Minister required to cause review of the Act every 5 years Multiple Sections related to the Minister's ability to designate Low Aromatic Fuel areas. Four areas were designated in 2015 and 2016. No further designations since that time.	2 reviews have been completed internally by NIAA – tabled and published 2019 and 2024 (published on NIAA website). Health and Wellbeing Branch has a limited monitoring role in checking compliance.	Low aromatic fuel replaces regular unleaded 91 petrol (ULP) and contains less than 5% aromatic content. Its supply dramatically reduces volatile substance use involving petrol. The Act provides options to restrict supply of ULP, thereby encouraging takeup of low aromatic fuel.	Minister required to <u>commence</u> next review by 14 February 2028. The four existing designations (legislative instruments) are subject to review / renewal by April 2026 through an automatic 10 year sunsetting process managed through Attorney-General's Department with support from NIAA's Legal Services Branch.	3rd review 14 February 2028 Unless renewed, the four designations will automatically sunset April 2026.	N/A	Appropriate SES signoff depending on the item.
Low Aromatic Fuel Act 2013											
GM Social Policy											