

# Compliance index

Under sub-section 63(2) of the *Public Service Act 1999*, departmental annual reports must be prepared in accordance with guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit (JCPAA). The *Requirements for annual reports for departments, executive agencies and FMA Act bodies* (the Requirements) were revised and re-issued in June 2006. The Requirements stipulate a core set of mandatory information which must be included in annual reports to ensure that accountability requirements are met and to provide consistency for readers. There are other items which are suggested to be included on the basis of making the annual report as informative as possible.

The following table shows where the information specified by the Requirements may be found in this report. Non-mandatory/suggested items have also been included in the table and are indicated by an asterisk \*.

Requirement item	Location
Letter of transmittal	Page iii
Aids to access	–
Table of contents	Page v
Index	Page 310
Glossary	Glossary of terms (page 296) and Abbreviations and acronyms (page 301)
Contact officer(s)	Reader's guide (page 2)
Internet addresses for homepage and report	Reader's guide (page 2)
Review by Secretary	Pages 3–5
*Summary of significant issues and developments	Secretary's review (page 4)
*Overview of department's performance and financial results	Secretary's review (page 4), Highlights (pages 7–9) and Departmental overview (page 26)
*Outlook for following year	Secretary's review (page 5) and in 'Performance reports' under 'Outlook' within each output report
*Significant issues and developments in the portfolio	Secretary's review (page 4)
Portfolio structure	Portfolio overview (page 11)
Departmental overview	Pages 15–26
Description of department	Departmental overview (page 16)
Role and functions	Departmental overview (page 16, 17)
Organisational structure	Departmental overview (page 16)
Outcome and output structure	Departmental overview (page 16)
Details of variations in structure and reasons for changes	Departmental overview (page 16)

Requirement item	Location
Report on performance	Pages 27–152
Review of performance in relation to outputs and contribution to outcomes	Performance reports (pages 27–152)
Actual results against performance targets set out in PBS/PAES	Performance reports (pages 27–152)
Details of any variations in performance information and reasons for change	Departmental overview (page 16)
Performance of purchaser/provider arrangements	Performance reports (page 101)
Narrative discussion and analysis of performance	Performance reports (pages 27–152)
*Trend information	Performance reports (pages 27–152)
*Factors, events or trends influencing departmental performance	Performance reports (pages 27–152) – including under 'Challenges' within each output report
*Significant changes in nature of principal functions/ services	Departmental overview (pages 17–32) and in various output reports in 'Performance reports'
Performance against service charter standards	Management and accountability – corporate governance (page 158) and Appendix 3
*Social justice and equity impacts	Management and accountability – Social equity impacts (pages 181–184)
Discussion and analysis of financial performance	Management and accountability – financial management (pages 163–164)
*Significant changes from the prior year or from budget	Management and accountability – financial management (pages 163–164) and in various output reports in 'Performance reports'
Summary resource tables by outcomes	Performance reports (pages 30, 105)
Post end-year developments significantly affecting future operations or financial results	Management and accountability – financial management (page 164) and in various output reports in the 'Performance reports'
<b>Management and accountability</b>	<b>Pages 153–186</b>
Corporate governance	Management and accountability (pages 154–159)
Main corporate governance practices in place	Management and accountability – corporate governance (pages 154–158)
*Names of the senior executive and their responsibilities	Management and accountability – corporate governance (page 154)
*Senior management committees and their roles	Management and accountability – corporate governance (pages 154–155)
*Corporate and operational planning and associated performance reporting and review	Management and accountability – corporate governance (page 156)
*Identification and management of risks	Management and accountability – corporate governance (page 157)
Certification of fraud measures in place	Management and accountability – corporate governance (page 158)
*Policy and practices concerning ethical standards	Management and accountability – corporate governance (page 157)
*How nature and amount of remuneration for SES officers is determined	Management and accountability – corporate governance (page 157)

Requirement item	Location
External scrutiny	Management and accountability – external scrutiny (pages 160–162)
Significant developments in external scrutiny	Management and accountability – external scrutiny (pages 160–162) and various output reports in 'Performance reports'
Judicial decisions and decisions of administrative tribunals	Management and accountability – external scrutiny (page 160)
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Management and accountability – external scrutiny (pages 160–162), and in various output reports in 'Performance reports'
Management of human resources	Management and accountability (pages 168–177)
Assessment of effectiveness in managing and developing human resources	Management and accountability – human resource management (pages 168–169)
*Workforce planning, staff turnover and retention	Management and accountability – human resource management (pages 170–171)
*Impact and features of certified agreements and AWAs	Management and accountability – human resource management (pages 174–175)
*Training and development undertaken and its impact	Management and accountability – human resource management (page 175)
*Occupational health and safety performance	Management and accountability – human resource management (page 174)
*Productivity gains	Management and accountability – human resource management (page 171)
Statistics on staffing	Management and accountability – human resource management (page 170) and Appendix 7
Certified agreements and Australian Workplace Agreements	Management and accountability – human resource management (page 174–175)
Performance pay	Management and accountability – human resource management (page 175)
Assets management	Management and accountability – financial management (page 166)
Purchasing	Management and accountability – financial management (page 166)
Consultants	Management and accountability – financial management (page 165) and Appendix 4
Competitive tendering and contracting	Management and accountability – financial management (page 164)
Auditor-General access in contractual provisions	No identified items to report on this year
Exempt contracts	No identified items to report on this year
Commonwealth Disability Strategy	Management and accountability – social equity impacts (page 184) and Appendix 10
Financial statements	Pages 187–250
Other information required by legislation	–
Occupational health and safety	Management and accountability – human resource management (page 174) and Appendix 9
Freedom of information	Appendix 2

Requirement item	Location
Advertising and market research	Management and accountability – financial management (page 165) and Appendix 5
Ecologically sustainable development and environmental performance	Management and accountability – ecologically sustainable development and environmental performance (pages 185–186)
Other mandatory information	–
Discretionary grants	Management and accountability – financial management (page 166)
Correction of material errors in previous annual report	Management and accountability – corporate governance (page 159)