

# 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 2007. 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 below and are indicated by an asterisk (\*).

Requirement item	Location
Letter of transmittal	Page iii
Aids to access	—
Table of contents	Page iv
Index	Page 424
Glossary	Glossary (page 418); Abbreviations and acronyms (page 420)
Contact officer(s)	Further information (page viii)
Internet addresses for homepage and report	Further information (page viii)
Review by Secretary	Pages 2–6
*Summary of significant issues and developments	Secretary's review (pages 2–6)
*Overview of department's performance and financial results	Secretary's review (pages 2–6); Snapshots: finance and staffing (pages 20–1)
*Outlook for following year	'Performance reports' under 'Outlook' within each output report
*Significant issues and developments in the portfolio	Secretary's review (pages 2–6)
Portfolio structure	About the portfolio (pages 7–11)
Departmental overview	About the department (pages 12–19)
Description of department	Page 12
Role and functions	Pages 13–19
Organisational structure	Pages 10–11
Outcome and output structure	Pages 10–11
Details of variations in structure and reasons for changes	Pages 12–13

Requirement item	Location
Report on performance	Pages 23–246
Review of performance in relation to outputs and contribution to outcomes	Performance reports (pages 23–246)
Actual results against performance targets set out in PBS/PAES	Performance reports (pages 23–246)
Details of any variations in performance information and reasons for change	Page 24
Performance of purchaser–provider arrangements	Performance reports (pages 125, 180)
Narrative discussion and analysis of performance	Pages 23–246
*Trend information	Performance reports (pages 23–246)
*Factors, events or trends influencing departmental performance	Performance reports (pages 23–246)—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 255) and Appendix 3
*Social justice and equity impacts	Management and accountability—Social equity impacts (pages 285–91)
Discussion and analysis of financial performance	Management and accountability—financial management (pages 261–8)
*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 26, 148)
Post end-year developments significantly affecting future operations or financial results	No identified items to report on this year.
Management and accountability	Pages 247–96
Corporate governance	Management and accountability (pages 248–56)
Main corporate governance practices in place	Management and accountability—corporate governance (pages 248–50)
*Names of the senior executive and their responsibilities	Management and accountability—corporate governance (page 248)
*Senior management committees and their roles	Management and accountability—corporate governance (pages 249–50)
*Corporate and operational planning and associated performance reporting and review	Management and accountability—corporate governance (pages 250–1)
*Identification and management of risks	Management and accountability—corporate governance (pages 254–5)
Certification of fraud measures in place	Management and accountability—corporate governance (page 255)
*Policy and practices concerning ethical standards	Management and accountability—corporate governance (page 251)
*How nature and amount of remuneration for SES officers is determined	Management and accountability—corporate governance (page 254)

Requirement item	Location
External scrutiny	Management and accountability—external scrutiny (pages 257–60)
Significant developments in external scrutiny	Management and accountability—external scrutiny (pages 257–60) and various output reports in ‘Performance reports’
Judicial decisions and decisions of administrative tribunals	Management and accountability—external scrutiny (page 258–60)
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 269–82)
Assessment of effectiveness in managing and developing human resources	Management and accountability—human resource management (pages 269–71)
*Workforce planning, staff turnover and retention	Management and accountability—human resource management (pages 272–3)
*Impact and features of certified agreements and AWAs	Management and accountability—human resource management (pages 277–9)
*Training and development undertaken and its impact	Management and accountability—human resource management (pages 280–2)
*Occupational health and safety performance	Management and accountability—human resource management (pages 269–71)
*Productivity gains	Management and accountability—human resource management (pages 272–3)
Statistics on staffing	Management and accountability—human resource management (pages 277–9)
Certified agreements and Australian Workplace Agreements	Management and accountability—human resource management (pages 280–2)
Performance pay	Management and accountability—human resource management (page 175)
Assets management	Management and accountability—financial management (page 268)
Purchasing	Management and accountability—financial management (page 267)
Consultants	Management and accountability—financial management (page 266) and Appendix 4
Competitive tendering and contracting	Management and accountability—financial management (page 263)
Auditor-General access in contractual provisions	No identified items to report on this year
Exempt contracts	Page 263
Commonwealth Disability Strategy	Management and accountability—social equity impacts (page 291) and Appendix 10
Financial statements	Pages 297–355

Requirement item	Location
Other information required by legislation	—
Occupational health and safety	Management and accountability—human resource management (pages 276–7) and Appendix 9
Freedom of information	Appendix 2
Advertising and market research	Management and accountability—financial management (page 266) and Appendix 5
Ecologically sustainable development and environmental performance	Management and accountability—ecologically sustainable development and environmental performance (pages 294–5)
Other mandatory information —	
Discretionary grants	Management and accountability—financial management (page 267)
Correction of material errors in previous annual report	Management and accountability—corporate governance (page 256)