

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 2004. 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 for inclusion on the basis of making the annual report as informative as possible.

The following table shows where the mandatory information specified by the Requirements may be found in this report.

Requirement item	Location
Letter of transmittal	Page iii
Aids to access	—
Table of contents	Page v
Index	Page 263
Glossary	Glossary of terms (page 249), and Abbreviations and acronyms (page 254)
Contact officer(s)	Readers' guide (page 1)
Internet addresses for homepage and report	Readers' guide (page 1)
Review by Secretary	Secretary's review (page 3)
Portfolio structure	Portfolio overview (page 9)
Departmental overview	—
Description of department	Departmental overview (page 11)
Role and functions	Departmental overview (page 11)
Organisational structure	Departmental overview (page 12)
Outcome and output structure	Departmental overview (page 11)
Details of variations in structure and reasons for changes	Not applicable—no changes this year
Report on performance	—
Review of performance in relation to outputs and contribution to outcomes	Report on performance (pages 19–114)
Actual results against performance targets set out in PBS/PAES	Report on performance (pages 19–114)
Details of any variations in performance information and reasons for change	Not applicable—no changes this year

Requirement item	Location
Performance of purchaser/provider arrangements	Report on performance (page 57)
Narrative discussion and analysis of performance	Report on performance (pages 19–114)
Performance against service charter standards	Management and accountability—corporate governance (page 119) and Appendix 3
Discussion and analysis of financial performance	Management and accountability—financial management (page 121)
Summary resource tables by outcomes	Report on performance (pages 23, 77)
Post end-year developments significantly affecting future operations or financial results	Management and accountability—financial management (page 121) and in various output reports in Report on performance
Management and accountability	—
Corporate governance	Management and accountability (pages 115–120)
Main corporate governance practices in place	Management and accountability—corporate governance (pages 115–120)
Certification of fraud measures in place	Management and accountability—corporate governance (page 119)
External scrutiny	Management and accountability—corporate governance (page 120)
Significant developments in external scrutiny	Included in various output reports in Report on performance
Judicial decisions and decisions of administrative tribunals	Management and accountability—corporate governance (page 121)
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Management and accountability—corporate governance (pages 120–121) and in various output reports in Report on performance
Management of human resources	Management and accountability (pages 124–130)
Assessment of effectiveness in managing and developing human resources	Management and accountability—human resource management (pages 124–130)
Statistics on staffing	Management and accountability—human resource management (page 124) and Appendix 6
Certified agreements and Australian Workplace Agreements	Management and accountability—human resource management (page 127)
Performance pay	Management and accountability—human resource management (page 128)
Assets management	Management and accountability—financial management (page 124)

Requirement item	Location
Purchasing	Management and accountability—financial management (page 124)
Consultants	Management and accountability—financial management (page 123) and Appendix 4
Competitive tendering and contracting	Management and accountability—financial management (page 123)
Exempt contracts	No identified items to report on this year
Commonwealth Disability Strategy	Management and accountability—financial equity impacts (page 135) and Appendix 9
Financial statements	Page 137
Other information required by legislation	—
Occupational health and safety	Management and accountability—human resource management (page 126) and Appendix 8
Freedom of information	Appendix 2
Advertising and market research	Management and accountability—financial management (page 124) and Appendix 5
Ecologically sustainable development and environmental performance	Management and accountability—ecologically sustainable development and environmental performance (page 135)
Other mandatory information	—
Discretionary grants	Management and accountability—financial management (page 124)
Correction of material errors in previous annual report	No identified items to report on this year