

Compliance index

This index is prepared in accordance with the Requirement for Annual Reports approved by the Joint Committee of Public Accounts and Audit on 17 June 2009.

Description	Page	Requirement
Letter of transmittal	ii	Mandatory
Table of contents	iii	Mandatory
Index	169	Mandatory
Glossary	164	Mandatory
Contact officer(s)	inside cover	Mandatory
Internet home page address and Internet address for report	inside back cover	Mandatory
Review by the Chief Executive Officer		
Review by CEO	2–3	Mandatory
Summary of significant issues and developments	i, 2–3	Suggested
Overview of agency's performance and financial results	68–70, 84–5, appendix F	Suggested
Outlook for following year	3	Suggested
Significant issues and developments – portfolio	n/a	Portfolio departments – suggested
Agency Overview		
Overview description of agency	5	Mandatory
Role and functions	5	Mandatory
Organisational structure	4	Mandatory
Outcome and output structure	8	Mandatory
Where outcome and output structures differ from PBS format, details of variation and reasons for change	n/a	Mandatory
Portfolio structure	5	Portfolio departments – mandatory
Report on Performance		
Review of performance during the year in relation to outputs and contribution to outcomes	9–70	Mandatory
Actual performance in relation to performance targets set out in PBS/ PAES	10, 39, 49, 53, 58, 65, 68–70	Mandatory
Performance of purchaser/ provider arrangements	n/a	If applicable, mandatory

Where performance targets differ from the PBS/ PAES, details of both former and new targets, and reasons for the change	n/a	Mandatory
Narrative discussion and analysis of performance	9–70	Mandatory
Trend information	68	Suggested
Factors, events or trends influencing departmental performance	n/a	Suggested
Significant changes in nature of principal functions/ services	11, 50	Suggested
Performance against service charter customer service standards, complaints data, and the agency's response to complaints	10, 18, 68, appendix B	If applicable, mandatory
Social justice and equity impacts	n/a	Suggested
Discussion and analysis of the agency's financial performance	84, financial statements, appendix F	Mandatory
Discussion of any significant changes from the prior year or from budget.	84–5	Suggested
Agency resource statement and summary resource tables by outcomes	appendix F	Mandatory
Developments since the end of the financial year that have affected or may significantly affect the agency's operations or financial results in future	n/a	If applicable, mandatory
Management Accountability		
Corporate Governance		
Statement of the main corporate governance practices in place	72–7	Mandatory
Names of the senior executive and their responsibilities	73	Suggested
Senior management committees and their roles	74–5	Suggested
Corporate and operational planning and associated performance reporting and review	74	Suggested
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	76–7	Suggested
Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines.	77	Mandatory
Policy and practices on the establishment and maintenance of appropriate ethical standards	77, 80	Suggested
How nature and amount of remuneration for SES officers is determined	79	Suggested
External Scrutiny		
Significant developments in external scrutiny	78	Mandatory
Judicial decisions and decisions of administrative tribunals	47, 78	Mandatory
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	78	Mandatory
Management of Human Resources		
Assessment of effectiveness in managing and developing human resources to achieve agency objectives	79–84	Mandatory
Workforce planning, staff turnover and retention	79	Suggested
Impact and features of collective agreements, determinations, common law contracts and AWAs	79–80	Suggested
Training and development undertaken and its impact	83	Suggested

Occupational health and safety performance	84, appendix E	Suggested
Productivity gains	80	Suggested
Statistics on staffing	appendix D	Mandatory
Collective agreements, determinations, common law contracts and AWAs	79–80	Mandatory
Performance pay	80–1	Mandatory
Assets Management		
Assessment of effectiveness of assets management	84–5	If applicable, mandatory
Purchasing		
Assessment of purchasing against core policies and principles	87	Mandatory
Consultants		
The annual report must include a summary statement detailing the number of new consultancy services contracts let during the year; the total actual expenditure on all new consultancy contracts let during the year (inclusive of GST); the number of ongoing consultancy contracts that were active in the reporting year; and the total actual expenditure in the reporting year on the ongoing consultancy contracts (inclusive of GST). The annual report must include a statement noting that information on contracts and consultancies is available through the AusTender website.	87	Mandatory
(Additional information as in Attachment D to be available on the Internet or published as an appendix to the report. Information must be presented in accordance with the pro forma as set out in Attachment D.)		
Australian National Audit Office Access Clause		
Absence of provisions in contracts allowing access by the Auditor-General	87	Mandatory
Exempt Contracts		
Contracts exempt from the AusTender	87	Mandatory
Commonwealth Disability Strategy		
Report on performance in implementing the Commonwealth Disability Strategy	84	Mandatory
Financial Statements		
Financial Statements	Financial statements	Mandatory
Other Information		
Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i>)	84, appendix E	Mandatory
Freedom of Information (subsection 8(1) of the <i>Freedom of Information Act 1982</i>)	78, appendix C	Mandatory
Advertising and Market Research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>)	appendix H	Mandatory
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	appendix G	Mandatory
Other		
Grant program	n/a	Mandatory
Correction of material errors in previous annual report	n/a	If applicable, mandatory