

Compliance index

This index was prepared in accordance with the *Requirement for Annual Reports* approved by the Joint Committee of Public Accounts and Audit on 18 June 2008.

Description	Page	Requirement
Letter of transmittal	5	Mandatory
Table of contents	1	Mandatory
Index	149–54	Mandatory
Glossary	143–45	Mandatory
Contact officer(s)	155	Mandatory
Internet home page address and internet address for report	155	Mandatory
Review by the Chief Executive Officer		
Review by CEO	3–4	Mandatory
Summary of significant issues and developments	ii, 3–4	Suggested
Overview of agency's performance and financial results	59–60, 73	Suggested
Outlook for following year	4	Suggested
Significant issues and developments – portfolio	n/a	Portfolio departments – suggested
Agency overview		
Overview description of agency	i, 2, 9–11	Mandatory
Role and functions	9	Mandatory
Organisational structure	10	Mandatory
Outcome and output structure	11	Mandatory
Where outcome and output structures differ from PBS format, details of variation and reasons for change	13	Mandatory
Portfolio structure	n/a	Portfolio departments – mandatory
Report on performance		
Review of performance during the year in relation to outputs and contribution to outcomes	12–60	Mandatory
Actual performance in relation to performance targets set out in PBS/PAES	13, 40, 48, 52, 57, 59–60	Mandatory
Performance of purchaser–provider arrangements	138–9	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	12–60	Mandatory
Trend information	59–60	Suggested
Factors, events or trends influencing departmental performance	n/a	Suggested
Significant changes in nature of principal functions/services	3–4, 9, 15, 17	Suggested
Performance against service charter customer service standards, complaints data, and the agency's response to complaints	14–15	If applicable, mandatory
Social justice and equity impacts	n/a	Suggested
Discussion and analysis of the agency's financial performance	73–4, 78–125, 134–5	Mandatory
Discussion of any significant changes from the prior year or from budget	n/a	Suggested
Summary resource tables by outcomes	134–5	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	63–7	Mandatory
Names of the senior executive and their responsibilities	64	Suggested
Senior management committees and their roles	65	Suggested
Corporate and operational planning and associated performance reporting and review	11, 63, 65	Suggested
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	66–7	Suggested
Certification of compliance with the Commonwealth Fraud Control Guidelines	67	Mandatory
Policy and practices on the establishment and maintenance of appropriate ethical standards	66, 69	Suggested
How nature and amount of remuneration for SES officers is determined	n/a	Suggested
External scrutiny		
Significant developments in external scrutiny	67–68	Mandatory
Judicial decisions and decisions of administrative tribunals	67–68	Mandatory
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	67–68	Mandatory
Management of Human Resources		
Assessment of effectiveness in managing and developing human resources to achieve agency objectives	68–72	Mandatory
Workforce planning, staff turnover and retention	68–69	Suggested
Impact and features of certified agreements and AWAs	69	Suggested
Training and development undertaken and its impact	71	Suggested

Occupational health and safety performance	72	Suggested
Productivity gains	n/a	Suggested
Statistics on staffing	131–3	Mandatory
Certified agreements and AWAs	69, 133	Mandatory
Performance pay	70	Mandatory
Assets management		
Assessment of effectiveness of assets management	74	If applicable, mandatory
Purchasing		
Assessment of purchasing against core policies and principles	75–6	Mandatory
Consultants		
Number of new consultancy services contracts let; total expenditure on all new consultancy contracts let; number of ongoing consultancy contracts active in the reporting year; and total expenditure on ongoing consultancy contracts. Additional information on consultancy services contracts let to the value of \$10,000 or more. Reference to information on the AusTender website.	76	Mandatory
Australian National Audit Office Access Clause		
Absence of provisions in contracts allowing access by the Auditor-General	76	Mandatory
Exempt contracts		
Contracts exempt from the AusTender	76	Mandatory
Commonwealth Disability Strategy		
Report on performance in implementing the Commonwealth Disability Strategy	72	Mandatory
Financial statements		
Financial statements	78–125	Mandatory
Other information		
Occupational health and safety (section 74 of the <i>Occupational Health and Safety Act 1991</i>)	72	Mandatory
Freedom of Information (subsection 8(1) of the <i>Freedom of Information Act 1982</i>)	130	Mandatory
Advertising and market research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>)	136–7	Mandatory
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	140	Mandatory
Discretionary grants	n/a	Mandatory
Correction of material errors in previous annual report	102	If applicable, mandatory