

# compliance index

Description	Page	Requirement
Letter of transmittal	i	Mandatory
Table of contents	1	Mandatory
Index	164–165	Mandatory
Abbreviations and acronyms	156–158	Mandatory
Contact officer(s)	ii	Mandatory
Internet home page address and Internet address for report	ii	Mandatory
<b>Review by the Chief Executive Officer</b>		
Review by CEO	2-3	Mandatory
Summary of significant issues and developments	5	Suggested
Overview of department's performance and financial results	16	Suggested
Outlook for following year	3, 10	Suggested
Significant issues and developments—portfolio	n/a	Portfolio departments—suggested
<b>Agency Overview</b>		
Overview description of department	6	Mandatory
Role and functions	6, 12	Mandatory
Organisational structure	13	Mandatory
Outcome and output structure	40	Mandatory
Where outcome and output structures differ from PBS format, details of variation and reasons for change	n/a	Mandatory
Portfolio structure	n/a	Portfolio departments—mandatory
<b>Report on Performance</b>		
Review of performance during the year in relation to outputs and contribution to outcomes	17–64	Mandatory
Actual performance in relation to performance targets set out in PBS/ PAES	40–64	Mandatory
Performance of purchaser/ provider arrangements	71–72, 154–155	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	17–64	Mandatory
Trend information	n/a	Suggested
Factors, events or trends influencing departmental performance	n/a	Suggested

Significant changes in nature of principal functions/ services	n/a	Suggested
Performance against service charter customer service standards, complaints data, and the department's response to complaints	49–53, 76	If applicable, mandatory
Social justice and equity impacts	n/a	Suggested
Discussion and analysis of the department's financial performance	87–136	Mandatory
Discussion of any significant changes from the prior year or from budget.	n/a	Suggested
Summary resource tables by outcomes	152–153	Mandatory
Developments since the end of the financial year that have affected or may significantly affect the department's operations or financial results in future	n/a	If applicable, mandatory
<b>Management Accountability</b>		
<b>Corporate Governance</b>		
Statement of the main corporate governance practices in place	66	Mandatory
Names of the senior executive and their responsibilities	67	Suggested
Senior management committees and their roles	67–68	Suggested
Corporate and operational planning and associated performance reporting and review	69–70	Suggested
Approach adopted to identifying areas of significant financial or operational risk and arrangements in place to manage risks	69–70	Suggested
Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines.	70	Mandatory
Policy and practices on the establishment and maintenance of appropriate ethical standards	53, 58, 70	Suggested
How nature and amount of remuneration for SES officers is determined	n/a	Suggested
<b>External scrutiny</b>		
Significant developments in external scrutiny	76	Mandatory
Judicial decisions and decisions of administrative tribunals	76	Mandatory
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	76	Mandatory
<b>Management of Human Resources</b>		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	77–82	Mandatory
Workforce planning, staff turnover and retention	77	Suggested
Impact and features of certified agreements and AWAs	77	Suggested
Training and development undertaken and its impact	79–80	Suggested
Occupational health and safety performance	80–81	Suggested
Productivity gains	n/a	Suggested
Statistics on staffing	148–151	Mandatory
Certified agreements and AWAs	77, 151	Mandatory

Performance pay	79	Mandatory
<b>Assets management</b>		
Assessment of effectiveness of assets management	73	If applicable, mandatory
<b>Purchasing</b>		
Assessment of purchasing against core policies and principles	71–72	Mandatory
<b>Consultants</b>		
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.	72	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 proforma as set out in Attachment D.)		
<b>Competitive Tendering and Contracting</b>		
Absence of provisions in CTC contracts allowing access by the Auditor-General	72–73	Mandatory
Exempt contracts		
Contracts exempt from the AusTender	72–73	Mandatory
<b>Commonwealth Disability Strategy</b>		
Report on performance in implementing the Commonwealth Disability Strategy	82	Mandatory
<b>Financial Statements</b>		
Financial Statements	87–136	Mandatory
<b>Other Information</b>		
Occupational health and safety (section 74 of the Occupational Health and Safety (Commonwealth Employment) Act 1991)	80–81	Mandatory
Freedom of Information (subsection 8(1) of the Freedom of Information Act 1982)	143	Mandatory
Advertising and Market Research (Section 311A of the Commonwealth Electoral Act 1918)	145–147	Mandatory
Ecologically sustainable development and environmental performance (Section 516A of the Environment Protection and Biodiversity Conservation Act 1999)	76	Mandatory
<b>Other</b>		
Discretionary Grants	n/a	Mandatory
Correction of material errors in previous annual report	n/a	If applicable, mandatory