

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 2005. 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 282
Glossary	Glossary (page 268) and Abbreviations and acronyms (page 273)
Contact officer(s)	Reader's guide (page 2)
Internet addresses for homepage and report	Reader's guide (page 2)
Review by Secretary	Secretary's review (page 3)
Portfolio structure	Portfolio overview (page 17)
Departmental overview	—
Description of department	Departmental overview (page 22)
Role and functions	Departmental overview (page 23)
Organisational structure	Departmental overview (page 22)
Outcome and output structure	Departmental overview (page 22)
Details of variations in structure and reasons for changes	Departmental overview (page 22)
Report on performance	—
Review of performance in relation to outputs and contribution to outcomes	Performance reports (pages 29–131)
Actual results against performance targets set out in PBS/PAES	Performance reports (pages 29–131)
Details of any variations in performance information and reasons for change	Not applicable—no changes this year
Performance of purchaser–provider arrangements	Performance reports (page 65)

Requirement item	Location
Narrative discussion and analysis of performance	Performance reports (pages 29–131)
Performance against service charter standards	Management and accountability—corporate governance (page 139) and Appendix 3
Discussion and analysis of financial performance	Management and accountability—financial management (page 142)
Summary resource tables by outcomes	Performance reports (pages 32, 95)
Post end-year developments significantly affecting future operations or financial results	Management and accountability—financial management (page 142) and in various output reports in the Performance reports
Management and accountability	—
Corporate governance	Management and accountability (pages 134–140)
Main corporate governance practices in place	Management and accountability—corporate governance (pages 134–140)
Certification of fraud measures in place	Management and accountability—corporate governance (page 139)
External scrutiny	Management and accountability—corporate governance (page 141)
Significant developments in external scrutiny	Included in various output reports in Performance reports
Judicial decisions and decisions of administrative tribunals	Management and accountability—corporate governance (page 141)
Reports by the Auditor-General, a Parliamentary Committee or the Commonwealth Ombudsman	Management and accountability—corporate governance (page 141), and in various output reports in Performance reports
Management of human resources	Management and accountability (page 145–155)
Assessment of effectiveness in managing and developing human resources	Management and accountability—human resource management (pages 145–155)
Statistics on staffing	Management and accountability—human resource management (page 146) and Appendix 6
Certified agreements and Australian Workplace Agreements	Management and accountability—human resource management (page 151)
Performance pay	Management and accountability—human resource management (page 152)
Assets management	Management and accountability—financial management (page 144)

Requirement item	Location
Purchasing	Management and accountability—financial management (page 144)
Consultants	Management and accountability—financial management (page 144) and Appendix 4
Competitive tendering and contracting	Management and accountability—financial management (page 143)
Exempt contracts	No identified items to report on this year
Auditor-General access in contractual provisions	No identified items to report on this year
Commonwealth Disability Strategy	Management and accountability—social equity impacts (page 160) and Appendix 9
Financial statements	Page 163
Other information required by legislation	—
Occupational health and safety	Management and accountability—human resource management (page 149) and Appendix 8
Freedom of information	Appendix 2
Advertising and market research	Management and accountability—financial management (page 144) and Appendix 5
Ecologically sustainable development and environmental performance	Management and accountability—ecologically sustainable development and environmental performance (page 161)
Other mandatory information	—
Discretionary grants	Management and accountability—financial management (page 144)
Correction of material errors in previous annual report	No identified items to report on this year