

Compliance index

Description	Requirement	Page
Letter of transmittal	Mandatory	iii, v
Table of contents	Mandatory	vii-viii
Index	Mandatory	275–280
Glossary	Mandatory	265–266
Contact officer(s)	Mandatory	Inside front cover
Internet home page address and internet address for report	Mandatory	Inside front cover
Review by Secretary		
Review by Departmental secretary	Mandatory	5–8
Summary of significant issues and developments	Suggested	5–8, 23–25
Overview of department's performance and financial results	Suggested	23–75
Outlook for following year	Suggested	7
Significant issues and developments – portfolio	Portfolio departments – suggested	Not applicable
Departmental overview		
Role and functions	Mandatory	11–15
Organisational structure	Mandatory	15–17
Outcome and programme structure	Mandatory	11
Where outcome and programme structures differ from PB Statements/PAES or other portfolio statements accompanying any other additional appropriation bills (other portfolio statements), details of variation and reasons for change	Mandatory	Not applicable
Portfolio structure	Portfolio departments – mandatory	Not applicable
Report on performance		
Review of performance during the year in relation to programs and contribution to outcomes	Mandatory	23–155
Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Mandatory	23–75, 116–124

Description	Requirement	Page
Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	Mandatory	Not applicable
Narrative discussion and analysis of performance	Mandatory	23–155
Trend information	Mandatory	23–155
Significant changes in nature of principal functions/services	Suggested	60
Performance of purchaser/provider arrangements	If applicable, suggested	Not applicable
Factors, events or trends influencing departmental performance	Suggested	23–155
Contribution of risk management in achieving objectives	Suggested	134–135
Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	70–71, 74–75, 120, 123–124
Discussion and analysis of the department's financial performance	Mandatory	23– 24, 89–90, 125
Discussion of any significant changes in financial results from the prior year, from budget or anticipated to have a significant impact on future operations.	Mandatory	23–24, 89– 90,
Agency resource statement and summary resource tables by outcomes	Mandatory	26–27,
Management and accountability		
Corporate governance		
Agency heads are required to certify that their agency complies with the 'Commonwealth Fraud Control Guidelines'.	Mandatory	iii, 135
Statement of the main corporate governance practices in place	Mandatory	85, 129–139
Names of the senior executive and their responsibilities	Suggested	18 – 19
Senior management committees and their roles	Suggested	85, 130–133,
Corporate and operational plans and associated performance reporting and review	Suggested	134, 136–137

Description	Requirement	Page
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	133, 134
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	138–139
How nature and amount of remuneration for SES officers is determined	Suggested	147
External scrutiny		
Significant developments in external scrutiny	Mandatory	139–140
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	139
Reports by the Auditor-General, a Parliamentary Committee, the Commonwealth Ombudsman or an agency capability review	Mandatory	140
Management of human resources		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	113–115, 141–145
Workforce planning, staff retention and turnover	Suggested	113–115, 141–145
Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Agreements (AWAs)	Suggested	146–147
Training and development undertaken and its impact	Suggested	148–149
Work health and safety performance	Suggested	151–152
Productivity gains	Suggested	23, 61–62, 111–112, 152–153
Statistics on staffing	Mandatory	141–145,
Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	146–147
Performance pay	Mandatory	148

Description	Requirement	Page
Assets management		
Assessment of effectiveness of assets management	If applicable, mandatory	153
Purchasing		
Assessment of purchasing against core policies and principles	Mandatory	153–155
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.	Mandatory	154–155
Australian National Audit Office		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	155
Contracts exempted from publication in AusTender	Mandatory	155
Financial statements		
Financial statements	Mandatory	157–239
Other mandatory information		
Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>)	Mandatory	151–152
Advertising and Market Research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns	Mandatory	256
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>)	Mandatory	42–44, 243–255

Description	Requirement	Page
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	Not applicable
Grant programs	Mandatory	Not applicable
Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	258
Information Publication Scheme statement	Mandatory	139
Correction of material errors in previous annual report	If applicable, mandatory	259
Agency Resource Statements and Resources for Outcomes	Mandatory	26–27
List of requirements	Mandatory	270–274