

Compliance index

The Department of Parliamentary Services is required at the end of each financial year to give a report to the Presiding Officers for presentation to each House of the Parliament under subsection 65(1)(c) of the *Parliamentary Service Act 1999*.

Under subsection 65(2) of the *Parliamentary Service Act 1999*, the department's annual report 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 reissued in June 2010.

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.

| Part of report | Requirement item | Location |
|------------------------|---|--------------|
| Letters of transmittal | Letters of transmittal | Pages iii, v |
| Aids to access | Table of contents | Page vii |
| | Index | Page 199 |
| | Glossary | Page 185 |
| | Abbreviations and acronyms | Page 187 |
| | Contact officer | Page ii |
| | Internet home page address and internet address of report | Page ii |

| Part of report | Requirement item | Location |
|-----------------------------------|---|-----------------------|
| Part 1—Review by Secretary | Review by departmental Secretary | Page 1 |
| | Summary of significant issues and developments | Pages 1–3 |
| | Outlook for 2013–14 | Page 3 |
| Part 2—Departmental overview | Overview description of department | Page 5 |
| | Role and functions | Page 5 |
| | Organisational structure | Pages 8–9 |
| | Outcome and program structure | Page 10 |
| | Where outcome and program 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 | N/A |
| Parts 3 & 4—Report on performance | Review of performance during the year in relation to programs and contribution to outcomes | Pages 15–30 and 52–60 |
| | Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements | Pages 170–184 |
| | Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change | N/A |
| | Narrative discussion and analysis of performance | Parts 3 & 4 |
| | Trend Information | Parts 3 & 4 |
| | Significant changes in nature of principle functions/services | Pages 2, 7 |
| | Factors, events or trends influencing departmental performance | Parts 3 & 4 |
| | Social inclusion outcomes | N/A |
| | Performance against service charter customer service standards, complaints data, and the department's response to complaints | N/A |
| | Discussion and analysis of department's financial performance | Pages 3, 31–32 |
| | Discussion of any significant changes from the prior year, from budget or anticipated to have a significant impact on future operations. | Pages 3, 31–32 |
| | Agency resource statement and summary resource tables by outcomes | Pages 167–169 |

| Part of report | Requirement item | Location |
|-------------------------------|---|------------------|
| Part 5—Sustainability | | |
| Corporate governance | Agency heads are required to certify that their agency comply with the Commonwealth Fraud Control Guidelines. | Page 71 |
| | Statement of the main corporate governance practices in place | Page 65 |
| | Names of the senior executive and their responsibilities | Pages 8–9 |
| | Senior management committees and their roles | Pages 67–68 |
| | Corporate and operational planning and associated performance reporting and review | Pages 67, 70, 72 |
| | Approach adopted to identify areas of significant financial or operational risk | Page 68 |
| | Policy and practices on the establishment and maintenance of appropriate ethical standards | Page 70 |
| | How nature and amount of remuneration for SES officers is determined | Page 73 |
| External scrutiny | Significant developments in external scrutiny | Page 82 |
| | Judicial decisions and decisions of administrative tribunals | Page 82 |
| | Reports by the Auditor-General, a parliamentary committee or the Commonwealth Ombudsman | Pages 15–16, 82 |
| Management of human resources | Assessment of effectiveness in managing and developing human resources to achieve departmental objectives | Pages 74–80 |
| | Workforce planning, staff turnover and retention | Pages 74–78 |
| | Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and AWAs | Pages 73, 79 |
| | Training and development undertaken and its impact | Pages 78–79 |
| | Work health and safety performance | Pages 79–81 |
| | Statistics on staffing | Pages 75–78 |
| | Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs | Page 73 |
| | Performance pay | Page 73 |
| Assets management | Assessment of effectiveness of assets management | Page 82 |
| Purchasing | Assessment of purchasing against core policies and principles | Page 81 |

| Part of report | Requirement item | Location |
|---|--|---------------|
| 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. | Page 82 |
| Australian National Audit Office Access Clauses | Absence of provisions in contracts allowing access by the Auditor-General | Page 82 |
| Exempt Contracts | Contracts exempt from AusTender | Page 82 |
| Financial Statements | Financial Statements | Pages 94–164 |
| Other Mandatory Information | Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i>) | Pages 79–81 |
| | Advertising and Market Research (Section 311A of the <i>Commonwealth Electoral Act 1918</i>) and statement on advertising campaigns | Page 83 |
| | Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i>) | Pages 61–64 |
| | Grant Programs | Page 83 |
| | Disability reporting—explicit and transparent reference to agency-level information available through other reporting mechanisms | Page 81 |
| | Correction of material errors in previous annual report | Page 166 |
| | List of requirements | Pages 189–192 |