



Australian Senate

Finance and Public Administration Legislation Committee

Scrutiny of Annual Reports

No. 1 of 2002

March 2002

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ISSN: 1323-7020

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Sue Morton	Committee Secretary
Dr Kathleen Dermody	Principal Research Officer
Ian South	Principal Research Officer
Dr Erika Kerruish	Senior Research Officer
Cheryl Hardiman	Estimates Officer
Kylie Davidson	Executive Assistant

SG.60
Parliament House
CANBERRA ACT 2600
Tel: 02 6277 3530
Email: fpa.sen@aph.gov.au

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CHAPTER 1

INTRODUCTION

1.1 Under Senate Standing Order 25(21) the annual reports of departments and agencies stand referred to legislation committees in accordance with an allocation of departments and agencies in a resolution of the Senate. Each committee is required to:

- (a) examine each annual report referred to it and report to the Senate whether the report is apparently satisfactory;
- (b) consider in more detail, and report to the Senate on, each annual report which is not apparently satisfactory, and on the other annual reports which it selects for more detailed consideration;
- (c) investigate and report to the Senate on any lateness in the presentation of annual reports;
- (d) in considering an annual report take into account any relevant remarks about the report made in debate in the Senate;
- (e) if the committee so determines, consider annual reports of departments and budget-related agencies in conjunction with examination of estimates;
- (f) report on annual reports tabled by 31 October each year by the tenth sitting day of the following year, and on annual reports tabled by 30 April each year by the tenth sitting day after 30 June of that year;
- (g) draw to the attention of the Senate any significant matters relating to the operations and performance of the bodies furnishing the annual reports; and
- (h) report to the Senate each year whether there are any bodies which do not present annual reports to the Senate and which should present such reports.

1.2 In accordance with the continuing order relating to the allocation of departments and agencies to committees and last amended by the Senate in the 40th Parliament on 13 February 2002, the Finance and Public Administration (F&PA) Committee has responsibility for the oversight of the following:

- Parliament;
- Prime Minister and Cabinet; and
- Finance and Administration.

1.3 Under the Administrative Arrangements Order of 26 November 2001 oversight of indigenous affairs and reconciliation is no longer the responsibility of the Department of the Prime Minister and Cabinet. These matters are now dealt with by the Department of Immigration and Multicultural and Indigenous Affairs. As a result, from 26 November 2001, the F&PA Committee no longer has oversight of reports and matters associated with reconciliation and aboriginal and Torres Strait islander affairs.¹

¹ Two annual reports within indigenous affairs and reconciliation were referred to the Committee prior to the end of the 39th Parliament. These were the Aboriginal Benefits Account and the Aboriginal Land Commissioner. In addition, the *Indigenous Land Corporation—National Indigenous Land Strategy*

Reports examined

1.4 Standing Order 25(21) requires the Committee to inquire into and report upon annual reports referred in accordance with departments and agencies allocated. For reports tabled by 31 October each year the Committee's report must be tabled by the tenth sitting day of the following year, in this instance 21 March 2002. Reports tabled after 31 October and by 30 April each year are to be reported on by the tenth sitting day after 30 June of that year.

1.5 As a result of the calling of a general election, Parliament was prorogued on 8 October 2001. Consequently, after the last sitting day of the 39th Parliament on 27 September 2001, annual reports could not be tabled but were presented to the President of the Senate. They were subsequently tabled on the first sitting day of the new Parliament, that is, on 12 February 2002. The Committee examined reports presented to the President.

1.6 While the Committee is not obliged in this report to examine reports tabled after 31 October 2001, it has chosen to do so in order to provide agencies concerned with a timely response. Thus the Committee has examined reports tabled or presented to the President of the Senate by the end of 2001.

1.7 The following 27 annual reports for 2000-01 were tabled or presented to the President by the end of 2001 and referred to the Committee:

Executive Departments

- Department of Finance and Administration; and
- Department of the Prime Minister and Cabinet.

Executive Agencies

- Office of Asset Sales and Information Technology Outsourcing.²

Statutory Offices or Bodies

- Aboriginal Benefits Account;
- Aboriginal Land Commissioner;
- Australian Industry Development Corporation;
- Australian National Audit Office;
- Australian Electoral Commission;
- Commonwealth Ombudsman (incorporating the Defence Force Ombudsman);³
- Commissioner for Superannuation (ComSuper);
- Commonwealth Grants Commission;
- Commonwealth Superannuation Scheme (CSS) Board;
- Office of the Inspector-General of Intelligence and Security;
- Office of the Official Secretary to the Governor-General;

2001-2006 was referred. Reports presented after 27 September 2001 concerning indigenous affairs and reconciliation now stand referred to the Legal and Constitutional Legislation Committee.

² From 1 July 2001 the Office of Asset Sales and Information Technology Outsourcing (OASITO) was known as the Office of Asset Sales and Commercial Support (OASACS). With the Administrative Arrangements Order of 26 November 2001 OASACS was incorporated into the Department of Finance and Administration.

³ Also referred to the Legal and Constitutional Legislation Committee.

- Parliamentary Service Commissioner;
- Public Service Commissioner (incorporating the Merit Protection Commissioner); and
- Public Sector Superannuation Scheme (PSS) Board.

*Commonwealth Companies, including Government Business Enterprises*⁴

- Bankstown Airport Ltd;⁵
- Camden Airport Ltd;⁶
- ComLand Ltd;
- Employment National Ltd;⁷
- Hoxton Park Airports Ltd;⁸ and
- Sydney Airports Corporation Ltd.⁹

*Parliamentary Departments*¹⁰

- Joint House Department;
- Department of the Parliamentary Library;
- Department of the Parliamentary Reporting Staff; and
- Department of the Senate.

Other reports

1.8 In addition to the above annual reports, the following reports were referred to the Committee before the end of 2001:

- Commonwealth Grants Commission—*Report on Indigenous Funding 2001*;
- Department of Finance and Administration—*Operation of the Members of Parliament (Staff) Act 1984—Consultants engaged under Section 4 of the Act*;
- Indigenous Land Corporation—*National Indigenous Land Strategy 2001-2006*;
- Public Service and Merit Protection Commission—*State of the Service Report 2000-01*; and
- Public Service and Merit Protection Commission—*Workplace Diversity Report 2000-01*.

⁴ The reports of all these companies fall under the Committee's consideration following the gazettal of the Minister for Finance and Administration as the 'responsible Minister' under section 5 of the *Commonwealth Authorities and Companies Act 1997* according to amended regulations of 22 September 1999. The amended regulations explicitly refer to only ComLand and Sydney Airport. However, Camden Airports, Hoxton Airports and Bankstown Airports began the financial year as wholly owned subsidiaries of Sydney Airports and their reports have been accordingly referred for examination to this Committee.

⁵ Also referred to the Rural and Regional Affairs and Transport Legislation Committee.

⁶ Also referred to the Rural and Regional Affairs and Transport Legislation Committee.

⁷ Also referred to the Employment, Workplace Relations and Education Legislation Committee.

⁸ Also referred to the Rural and Regional Affairs and Transport Legislation Committee.

⁹ Also referred to the Rural and Regional Affairs and Transport Legislation Committee.

¹⁰ As a matter of comity between the houses, it is traditional that neither house inquires into the operations of the other house. For this reason, neither the annual report of, nor the proposed expenditure for, the Department of the House of Representatives is referred to a Senate committee for review.

1.9 In accordance with the current Administrative Arrangements Order, 27 annual reports of Commonwealth bodies will now stand referred to the Committee each year. A further three reports required by statute to be produced annually on specified matters also stand referred. Appendix A contains a complete list of these reports. The list includes the date of presentation or tabling, where applicable, the type of body reporting and the reporting framework.

CHAPTER 2

GENERAL ISSUES

2.1 This section outlines some general issues that the Committee encountered in its consideration of annual reports. This includes:

- the reporting requirements relevant to different types of Commonwealth bodies;
- changes to reporting requirements;
- timeliness;
- the provision of annual reports on the internet;
- whether the reports examined are ‘apparently satisfactory’;
- any bodies not reporting; and
- Senate debate on annual reports.

Annual reporting requirements

2.2 There are four sets of annual reporting requirements or guidelines that apply to the majority of Commonwealth bodies depending on the type of body that they are. They are:

- the *Requirements for Annual Reports* (the Requirements) approved by the Joint Committee of Public Accounts and Audit (JCPAA) and issued by the Department of the Prime Minister and Cabinet (PM&C);
- section 9 of the *Commonwealth Authorities and Companies Act 1997* (the CAC Act);
- section 36 of the CAC Act; and
- reporting requirements for non-statutory bodies.

2.3 Statutory bodies may also have reporting requirements that are contained in their enabling legislation.

2.4 The Requirements apply to annual reports for departments of state pursuant to subsection 63(2) of the *Public Service Act 1999* and to those of Executive Agencies pursuant to subsection 70(2) of the *Public Service Act 1999*. As a matter of policy, they also apply to prescribed agencies under section 5 of the *Financial Management and Accountability Act 1997* (the FMA Act).

2.5 The most recent edition of the Requirements approved by the JCPAA on 7 June 2001 contain a number of amendments to the previous edition, as will be discussed in the following section. These revised Requirements apply to annual reports for financial years ending on or after 30 June 2001, and consequently apply to the annual reports for the year 2000-01.

2.6 Section 9 of the CAC Act applies to Commonwealth authorities and stipulates that their annual reports must comply with Schedule 1 of the Act. Schedule 1 includes detailed instructions as to the contents of the Report of Operations.

2.7 Section 36 of the CAC Act applies to Commonwealth companies. The section specifies that the company's annual report containing the annual meeting documents must be provided to the responsible Minister. If there is no such annual report then the annual general meeting documents must be provided. The Act states that annual general meeting documents are those documents relating to a financial year that the company is required by the Corporations Law to lay before its annual general meeting. If the company is wholly Commonwealth owned the Minister must table these documents as soon as practicable after receiving them.

2.8 Reporting guidelines for non-statutory bodies are contained in the Government response to the Senate Standing Committee on Finance and Government Operations report, *Non-statutory Bodies—Further report* (1987).¹

Changes to the *Requirements for Annual Reports*

2.9 The Requirements approved in June 2001 amended the previous requirements to include mandatory reporting of the information relating to:

- certified agreements and Australian Workplace agreements (AWAs);
- performance pay;
- the implementation of the Commonwealth Disability Strategy; and
- ecologically sustainable development under section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*.

2.10 The Committee notes that a number of amendments to the Requirements relating to AWAs and remuneration address issues raised in the Finance and Public Administration References Committee report, *APS Employment Matters—First Report—Australian Workplace Agreements*. The report highlighted a number of concerns which that Committee had with the May 2000 Requirements regarding reporting on AWAs and remuneration. The May 2000 Requirements left the reporting of the remuneration of staff who are on AWAs to the discretion of departments and agencies. The report observed:

The requirements *suggest* that agencies include in their annual report an explanation of how the nature and amount of remuneration for SES officers is determined. Reporting on non-monetary rewards, performance pay and any other remuneration to staff outside what is required for the financial statements, has been left to the judgement of individual agencies.²

2.11 Two changes have been made to reporting requirements for certified agreements and AWAs. A minor amendment was made to Section 12(3)(a) of the Requirements relating to the Management of Human Resources to suggest that annual reports include 'the main features of certified agreements and Australian Workplace Agreements (AWAs) and developments regarding agreement making and the impact of making agreements'. The previous Requirements did not suggest reporting on developments regarding the making of AWAs.

¹ Senate, *Hansard*, 8 December 1987, pp. 2643-45.

² Senate Finance and Public Administration References Committee, *Australian Public Service Employment Matters – First Report – Australian Workplace Agreements*, October 2000, p. 41.

2.12 A more significant amendment was made to section 12(3) of the Requirements with the addition of section (c) that requires the inclusion of information on any certified agreement(s) and AWAs including:

- the number of APS employees covered by a certified agreement and AWAs by SES and non-SES;
- the salary ranges available for APS employees by classification structure (note: the range should reflect the full span of salaries available under a certified agreement and/or AWAs); and
- a description of the range of the non-salary benefits provided by the agency to employees.

2.13 The Committee supports the inclusion of this reporting requirement. Unfortunately, while this requirement is included as mandatory in the Requirements, it is not included as a mandatory requirement in the checklist attached to the Requirements. As a result, there is some ambiguity surrounding the necessity of including the information described in section 12(3)(c). The Committee considers that this requirement should be clearly stated as being mandatory.

2.14 The Requirements have been amended to include the mandatory provision of information on performance pay. This amendment is an adoption of recommendation 10 of the report *APS Employment Matters—First Report—Australian Workplace Agreements*, which was agreed to by the Government. The recommendation outlined information that should be disclosed in annual reports in relation to performance pay.

2.15 Section 12(3)(d) of the amended Requirements stipulates that agencies must provide information about performance, including:

- the number of APS employees at each classification level who received performance pay;
- the aggregated amount of such performance payments at each classification level;
- the average bonus payment and the range of such payments at each classification level, and;
- the aggregate bonus payment for the agency as a whole. (Note: In the case of a small agency, or a small number of officers at each classification level [5 or less] a lesser disaggregation would be necessary to ensure that payments to individuals cannot be identified).

2.16 The Committee welcomes the inclusion of section 12(3)(d) as a mandatory requirement and notes that it is reflected in the checklist for annual reporting attached to the Requirements.

2.17 Section 12(7) relating to the Commonwealth Disability Strategy is a further addition to the Requirements. The section makes the assessment and reporting of an agency's performance in implementing the Strategy mandatory.

2.18 The final change to the Requirements is an addition to section 14, which lists mandatory information required by legislation. The section now contains a specific legislative requirement to include ecologically sustainable development environmental reporting under section 516A of the *Environment Protection and Biodiversity Conservation Act 1999*. This

addition was flagged as a future requirement in the May 2000 Requirements. The addition brings the number of areas requiring mandatory reporting under legislation to four.

2.19 The Committee notes that most agencies have thoroughly addressed these new requirements. However, the Office of the Inspector-General of Intelligence and Security and the Commonwealth Grants Commission did not address the majority of the new Requirements. Other bodies, such as the Department of the Parliamentary Library and the Department of the Parliamentary Reporting Staff, omitted an element of the new Requirements. The Committee reminds departments and agencies to ensure that they abide by the most recent version of the Requirements.

Timeliness

2.20 Due to the timing of the federal election, Parliament was prorogued on 8 October 2001 and the new Parliament did not meet until 12 February 2002. Clear instructions were given by PM&C to departments and agencies that 2001-01 annual reports were to be presented to Parliament on or before 31 October 2001, regardless of the calling of the general election.³

2.21 Only three annual reports of Commonwealth bodies were tabled in the Senate before the prorogation of Parliament. Fifteen reports were presented to the President of the Senate after the prorogation and before 31 October 2001.

2.22 A further seven annual reports examined in this report were presented to the President after the 31 October 2001 deadline. The Committee notes the lateness of the following reports:

- ComLand Ltd;
- Commonwealth Ombudsman (incorporating the Defence Force Ombudsman);
- Department of the Parliamentary Library;
- Department of the Parliamentary Reporting Staff;
- Employment National Ltd;
- Office of Asset Sales and Information Technology Outsourcing; and
- Office of the Official Secretary to the Governor-General.

2.23 The Committee notes that the annual reports of the Australian Political Exchange Council and Essendon Airport Ltd were also late, as they were not tabled until 13 February 2002. Further, that, at the time of writing this report the report of the Official Establishments Trust, a non-statutory body in the Prime Minister's portfolio, had not been tabled. As a result, these reports will be considered in the Committee's second report on annual reports for 2002.⁴

³ See Department of the Prime Minister and Cabinet, 'Tabling of 2000-01 Departmental and Agency Annual Reports', 9 October 2001.

⁴ The Committee notes that the annual report of the Remuneration Tribunal was not tabled before the 31 October 2001 deadline. However, as a result of the November Administrative Arrangements Order the Remuneration Tribunal has moved from the Finance and Public Administration Portfolio to the Employment and Workplace Relations Portfolio. The Remuneration Tribunal's annual report, when

2.24 In examining the timeliness of reports the Committee considered the following four dates:

- date of letter of transmittal;
- date report submitted to Minister;⁵
- date report received by Minister; and
- date report is tabled or presented to the President.

2.25 A number of late reports were completed by the agencies well in advance of the tabling/presentation deadline, but were delayed in the Minister's office. The Committee observes that:

- the report of Employment National Ltd was submitted to the Minister on 3 October 2001 and received on 5 October 2001, but not presented to the President until 21 November 2001, after a period of more than six weeks in the Minister's office;
- the report of the Commonwealth Ombudsman (incorporating the Defence Force Ombudsman) was submitted to and received by the Minister on 21 September 2001, but not presented to the President until 1 November 2001, after a period of more than five weeks in the Minister's office; and
- the report of the Office of the Official Secretary to the Governor-General was submitted to and received by the Minister on 12 October 2001, but not presented to the President until 12 November 2001, after a period of more than four weeks in the Minister's office.

Internet versions of annual reports

2.26 The Committee is pleased to note that most agencies have placed electronic versions of their reports on their own or departmental websites.

2.27 If a body does not have a website on which to provide an online copy of the annual report, the Committee suggests the report should be included on the website of a relevant organisation. This applies to bodies which present an annual report but subsequently cease to exist.⁶

tabled, will thus be examined by the Employment, Workplace Relations and Education Legislation Committee.

⁵ The Daily Senate Order of Business includes these dates when listing Government documents to be presented. This practice arose in response to concerns raised by this Committee in the 1989 report *The Timeliness and Quality of Annual Reports* and the 1991 *Report on Annual Reports* about the length of time reports spent in Minister's office. The Government included in its 1991 *Guidelines for the Preparation of Departmental Annual Reports* the requirement that the dates of submission to and receipt by the Minister be included when tabling arrangements are made. The Legal and Constitutional Affairs Committee in its 1991 *Report on Annual Reports* further recommended this practice be extended to non-departmental bodies. Today the *Guidelines for Presentation of Government Documents, Ministerial Statements, and Government Responses to the Parliament*, referred to by the current Requirements, includes the obligation to provide the dates.

⁶ For example, though the Office of Asset Sales and Information Technology Outsourcing (OASITO) has ceased to exist and thus does not maintain a web site, it would be appropriate for OASITO to place an electronic copy of its annual report on the website of the Department of Finance and Administration.

Satisfactoriness of reports

2.28 In the Committee's view all the reports examined on this occasion were 'apparently satisfactory.' In the following chapter's discussion of selected agencies the Committee has commented on some non-compliance with some annual reporting requirements, in particular the amended Requirements. It has also noted examples of good practice performance reporting and areas in which reporting could be improved.

2.29 The Committee notes that, where applicable, financial statements included in the reports of departments and agencies examined all received an unqualified report by the Auditor-General.

2.30 The Committee recognises the effort which goes into the preparation of annual reports, and congratulates all those officials responsible for their success in complying, in almost all cases, with the requirements in a timely fashion.

Non-reporting bodies

2.31 Under Standing Order 25(21)(h) the Committee is required to report to the Senate on whether there are any bodies which do not present annual reports to the Senate and which should present such reports. The Committee is not aware of any such bodies, but will keep this matter under review.

Senate debate

2.32 As a result of the majority of annual reports being presented out of session, there has been limited opportunity for the Senate to debate matters arising from these annual reports. However, as noted elsewhere in this report, matters arising from some of the annual reports were considered at the Additional Estimates hearings held on 18 and 19 February 2002.

CHAPTER 3

SELECTED AGENCIES

3.1 This section examines more closely the annual reports of selected agencies according to portfolio. In particular, the Committee comments on timeliness, adherence to the new mandatory reporting requirements, and performance reporting according to the Portfolio Budget Statements' outcome-output structure.

PARLIAMENT

Department of the Parliamentary Library

3.2 The Committee notes the lateness of this report which was not presented to the President and made publicly available until 8 November 2001.

3.3 The Department of the Parliamentary Library (DPL) includes information outlined by the new Requirements relating to the Commonwealth Disability Strategy and ecologically sustainable development. The Department does not provide information concerning certified agreements and AWAs in accordance with the amended requirement 12(3)(c), though some information concerning the certified agreements is provided. As noted in paragraph 2.13, this requirement has some ambiguity surrounding it as it is not included in the reporting checklist attached to the Requirements.

3.4 Information concerning performance pay as required by the new section 12(3)(d) is not included. However, it is unclear as to whether this is because there is no performance pay given by DPL, or because the requirement was omitted. The Committee suggests that when departments have nothing to report in an area they explicitly state that there is nothing to report in response to the reporting requirement.

3.5 The outcome of DPL is: to contribute to a more informed Parliament and, through it, to the Australian community.

3.6 The report provides an account of activities undertaken for the Centenary of Federation, such as the joint dinner with the National Library of Australia, the joint exhibition 'For the People and Parliament: the Commonwealth Parliamentary Library and the National Library of Australia 1901-2001', and the establishment of a Centenary of Federation website.

3.7 The report adheres to the outcome-output structure presented in the Portfolio Budget Statement for 2000-01. Quantitative indicators of performance include levels of service usage and the number of products produced. Ample quantitative performance information measuring the levels of service use is provided.

3.8 The Committee observes that some performance indicators relating to Output 1, such as the number of Bills Digests produced, measure the level of production of services provided on demand. Other indicators, such as those measuring the number of Current Issues Briefs

and research papers produced, do not give targets.¹ This makes the significance of the figures difficult to assess, though the provision of information from previous years ameliorates this to some degree.

3.9 The use of quantitative indicators that measure demand emphasises the need for effective qualitative indicators in order to assess performance. DPL utilises a range of qualitative performance measures, including a study into document delivery performance that found a 99 per cent satisfaction level with timeliness and quantity of the loan service to clients.²

3.10 Measures of the performance of library databases under Output 2 rely heavily on levels of use as a measure of client satisfaction.³ The report states that there is difficulty in obtaining other qualitative performance information. The Committee understands that qualitative performance measures may be difficult to determine and that, in some cases, client usage figures may provide some indication of client satisfaction. Nevertheless, the Committee notes that levels of client usage can be affected by a number of factors, such as demand, and are not in themselves an adequate measure of client satisfaction.

3.11 The Committee welcomes the Department's introduction of initiatives to help measure and improve performance, such as the library's maintenance of a database on client feedback. The database recorded that 97 per cent of responses were positive. The Committee suggests that more information about the database is provided, such as the method by which information for it is collected.⁴ DPL also reports that an exercise to benchmark library acquisition and cataloguing procedures is being undertaken with the goal of monitoring and improving aspects of performance under Output 2.

Department of the Parliamentary Reporting Staff

3.12 The Committee notes the lateness of this report which was not presented to the President and made publicly available until 20 November 2001.

3.13 The Department of the Parliamentary Reporting Staff (DPRS) has included the required information on certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development. However, the salary ranges available for staff by classification structure are not provided as required by section 12(3)(c) of the Requirements.

3.14 The outcome of DPRS is: the Commonwealth Parliament to have international standard broadcasting, transcription and information technology services and the Australian community to be able to see, hear and read the work of the Parliament.

3.15 The Committee commends the DPRS's move in its centenary year to a progressive system for annual report preparation. Performance information is collected regularly and quarterly reports were made available on the Intranet site for staff throughout the year. This has enabled staff to assess their achievement in contributing to departmental outcomes.

¹ Department of the Parliamentary Library, *Annual Report 2000-01*, p. 28.

² *ibid.*, p. 34. Output 2.

³ *ibid.*, p. 40. Output 2.

⁴ *ibid.*, p. 31. Output 2.

3.16 The report provides a thorough coverage of performance against indicators as set out in the 2000-2001 Portfolio Budget Statement. Comparative information over years is provided and targets included.

3.17 The Committee welcomes the Department's frankness in its performance evaluation, which highlights difficulties experienced throughout the year as well as achievements. An incident concerning an inadequate level of performance in transcription services provided by an external provider for a committee hearing in Darwin during the year is thoroughly reported.⁵ The section also provides an open account of problems experienced with the introduction of the new telephony system in Parliament House.⁶ The Department outlines information concerning the strategies that were promptly adopted to resolve difficulties, and foreshadows a post-implementation review to be conducted in October 2001.

Department of the Senate

3.18 The Committee notes the prompt tabling of the report of the Department of the Senate on 27 September 2001. The report is well presented and provides a clear account of the year under review. It closely follows the Requirements and includes the newly required information on certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development.

3.19 The outcome of the Department is: the efficient provision of services to support the functioning of the Senate as a House of the Commonwealth Parliament.

3.20 The Centenary of Federation meetings in Melbourne in May 2001 were a significant event for the year. The Melbourne sittings involved considerable input from Senate staff and were considered a success by participants.

3.21 Departmental performance is reported using the general performance indicators of timeliness, quality and quantity for each output group as set out in the 2000-01 Portfolio Budget Statement. The report notes some changes to Output groups 1 'Senate Support', 2 'Committee Support' and 3 'Senators' Services', explaining that the order of outputs under these output groups did not accurately reflect primary responsibilities of the outputs. These changes only affected the order, and not the nature, of the tasks and are reflected in the subsequent Portfolio Budget Statement for 2001-02. The Committee is pleased to note that the performance reporting in the annual report addresses the revised outputs.

3.22 The performance information presented by the Department is accessible and informative. The main evaluation tool is the biennial survey of senators' satisfaction with the services provided by the Department, the latest one being published in May 2001. The Committee notes that for many outputs very high levels of client satisfaction were reported.⁷ For other outputs the survey recorded a marked improvement in results from the previous survey.⁸

⁵ Department of the Parliamentary Reporting Staff, *Annual Report 2000-01*, p. 49. Output 1.1 'Transcription'.

⁶ *ibid.*, p. 71. Output 2 'Infrastructure'.

⁷ See Department of the Senate, *Annual Report 2000-01*, Outputs 1.3, 1.4, 1.5, 1.6, 1.7, 2.3, and 4.3.

⁸ See *ibid.*, Outputs 2.1, 3.1 and 3.5.

3.23 On occasion the absence of targets for performance measures by which to determine if the Department considered the results satisfactory means that the significance of the figures is difficult to assess. For example, concerning Output 4 'Public Education and Awareness', the number of seminars for the Australian Public Service and participation levels in those seminars are presented, but no targets or comparison with previous years, which can be helpful to assess performance, are provided.⁹

3.24 The Committee welcomes the open reporting of departmental areas identified as needing improvement through the survey, for example, problems surrounding the printing unit, the use and maintenance of the Senate internet site and the Information Services Section. The Department outlines measures undertaken to improve performance for identified areas of dissatisfaction.

3.25 The Committee notes the adoption in May 2001 of seven criteria for measuring improvement in overall departmental performance as developed by the Senior Management Advisory Group (SMAG).¹⁰ This framework was implemented with a view to achieving incremental improvements in departmental performance and used to assess performance in relation to the certified agreement.

Joint House Department

3.26 The report was presented in a timely fashion out of session on 11 October 2001. The Requirements are closely followed, including the latest amendments concerning certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development.

3.27 The outcome of the Joint House Department (JHD) is: an effectively functioning legislative building for the Parliament of Australia which preserves its value as a heritage complex and raises public awareness of the Australian Federal Parliamentary system and the Parliament House building.

3.28 The Secretary's review notes that 2001 was JHD's centenary year and a brief history of JHD is provided in the 'special reports' section. Other highlights include the completion of landscaping in the southern courtyards, marking the conclusion of the new Parliament House project.

3.29 In addition, the Secretary relates that JHD has concentrated on the development of a range of rigorous performance measures. These include two indicators reported on in the report, the Engineering Services Condition Index (ESCI) and the adjusted Design Integrity Index (DII). Two other indicators, a Landscape Condition Index (LCI) and a Services Delivery Index (SDI), have been developed for use in 2001-02. These new indicators aim to provide a more holistic view of the maintenance and functioning of the building and surrounds.

3.30 There have been no changes to the outcome and outputs as presented in the 2000-01 Portfolio Budget Statements for JHD. However, the report contains some changes to key performance indicators. For a variety of clearly provided reasons the following four outcome performance indicators were discarded:

⁹ *ibid.*, p. 67.

¹⁰ *ibid.*, p. 76.

- maintenance cost per square metre;
- support costs per JHD staff member;
- maintenance cost per building user; and
- major refurbishment costs as a percentage of building value.

3.31 The two new indicators, the Engineering Services Condition Index and the Landscape Condition Index, were included.

3.32 Additionally, there were two changes to performance indicators for outputs. The periodic surveys of workplace behaviour that applied to all outputs have been discarded in favour of an alternate measurement of leadership behaviour. The maintenance cost per square metre applying to Output 2 was discarded as ‘not relevant to measuring building occupant services’.¹¹

3.33 The Committee appreciates that there may be some modification to performance indicators over time, particularly in only the second year of full performance reporting from the Portfolio Budget Statements to the annual report. While the Committee anticipates that these types of changes will lessen as the new framework settles down, in the meantime it expects clear explanations of such changes, such as that provided by the JHD, in annual reports.

3.34 The Committee is pleased to see that its concern expressed in last year’s report, regarding the omission of performance information against outputs as listed in the Portfolio Budget Statements, is addressed in the 2000-01 report. Last year’s report included performance information against the departmental outcome only, whereas this report also includes performance information against outputs.

PRIME MINISTER’S PORTFOLIO

Australian National Audit Office

3.35 The Auditor-General presents his report directly to the Parliament in accordance with section 28 of the *Auditor-General Act 1997*. The Australian National Audit Office’s (ANAO) annual report was tabled in a timely manner on 27 September 2001. The report adheres closely to the Requirements and provides a valuable record of activity and performance information for the year under review.

3.36 The ANAO complied with the new requirements to report on AWAs, certified agreements, the Commonwealth Disability Strategy and ecologically sustainable development. The report does not contain the average performance pay or the range of performance pay at each salary level as required by section 12(3)(d) of the amended Requirements.

3.37 The ANAO reports on the two following outcomes:

¹¹ Joint House Department, *Annual Report 2000-01*, p. 13.

- independent assessment of the performance of selected Commonwealth public sector activities including the scope for improving efficiency and administrative effectiveness; and
- independent assurance of Commonwealth public sector financial reporting, administration, control and accountability.

3.38 In the report the Auditor-General notes that 2000-01 marked 100 years of auditing by the ANAO and provides a brief history of the office. This is followed by a commentary on the future challenges facing the ANAO in a changing public sector environment, such as the implications of outsourcing and issues surrounding the shift to private sector delivery mechanisms.

3.39 The report clearly presents performance information against targets and budgets. In most instances the Auditor-General reports targets as being met or at least close to being met. The report lacks an explanation for the variation between the budgeted and actual figure in relation to Output Group 3, 'Assurance and control assessment reports'. It is reported that there was a resource usage of \$2.351 million against a budget of \$1.166 million.¹² While this consists of an actual cost of more than double the amount budgeted, no explanation is provided. A brief explanation of these significant differences would provide a more complete picture of the ANAO's financial performance.

Commonwealth Ombudsman (incorporating the Defence Force Ombudsman)

3.40 The Committee notes the lateness of this report which was not presented to the President and made publicly available until 1 November 2001. As the Committee observed in paragraph 2.25, this report spent over five weeks in the Minister's office. The report incorporates the new requirements regarding certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development.

3.41 The outcome reported on by the Ombudsman is: to achieve equitable outcomes for complaint from the public and foster improved and fair administration by Commonwealth agencies.

3.42 The report provides an informative overview of the activities of the agency. Detailed information is presented concerning agencies that have received the greatest level of complaints, such as the Australian Taxation Office (largely relating to mass marketed tax schemes, the new tax system, and the superannuation guarantee); Centrelink; the Child Support Agency; the Department of Immigration and Multicultural Affairs; and the Australian Federal Police. The inclusion of case studies of complaints is an effective vehicle for conveying the results sought by the agency and the processes by which they are achieved.

3.43 While they are not overly numerous, the performance indicators presented for each output are relevant, informative and accessible. The Committee appreciates the inclusion of targets and comparisons with previous years. Where targets were not met, for example a reduction in the number of complaints open for six months or more which were carried forward into the next financial year, explanations are provided.¹³

¹² Australian National Audit Office, *Annual Report 2000-01*, p. 51.

¹³ Commonwealth Ombudsman, *Annual Report 2000-01*, p. 13.

3.44 The Committee suggests that more detailed information regarding performance targets for Output 2 could be provided, for example, figures regarding the uptake of advice, recommendations and submissions provided to departments, agencies and Parliamentary Committees. The Committee recognises that the Ombudsman is implementing a new case management system that will be able to provide more information relating to the second performance target for this output.¹⁴

Department of the Prime Minister and Cabinet

3.45 The report was presented in a timely fashion on 16 October 2001. It is a well presented document that closely follows the Requirements, including the amendments regarding certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development.

3.46 The outcome of the Department of the Prime Minister and Cabinet (PM&C) is: sound and well coordinated government policies, programmes and decision making processes.

3.47 The Committee welcomes the candour of the Secretary's review. In addition to discussing achievements throughout the year, the issue of an unauthorised release of budget related briefing material in April 2001 is raised. The Secretary acknowledges that this event constituted a serious breach of professional standards of behaviour that was damaging to the Department. The Committee looks forward to an account of the Australian Federal Police investigation and, if possible, a description of strategies to avoid such an event recurring in next year's annual report.

3.48 A major change to the departmental structure during the year saw the Office of Indigenous Policy cease to be part of the Social Policy Group and become the new Department of Reconciliation and Aboriginal and Torres Strait Islander Affairs (DORATSIA) on 30 January 2001. The policy advising role to the Prime Minister on indigenous issues passed to the Social Policy Division of the Department.¹⁵

3.49 The report includes a special report entitled 'Supporting the Cabinet' which outlines the most recent changes to the federal Cabinet system and marks 100 years of operation for the federal Cabinet system. It is an informative supplement to an earlier report included in the 1983-84 annual report on the development of Cabinet procedures in Australia.

3.50 The report contains some information concerning the taskforces operating within PM&C, reference to which was made during the Committee's Additional Estimates hearing of 18 February 2002. Reference was also made at the hearing of 19 February 2002 to information in the report about the working group coordinating the consideration of recommendations made by the Inspector-General of Intelligence and Security.

3.51 Performance information is presented against departmental outputs as listed in the Portfolio Budget Statements for 2000-01, with the exception of the following amendments:

¹⁴ *ibid.*, p.16.

¹⁵ Subsequently, as a result of the 26 November 2001 Administrative Arrangements Order, DORATSIA was abolished and indigenous affairs and reconciliation is now dealt with by the Department of Immigration and Multicultural and Indigenous Affairs.

- Output 2.3 Indigenous Policy, as noted above, was transferred to DORATSIA and is reported on in the DORATSIA 2000-01 annual report rather than the PM&C annual report; and
- functional responsibility for Outputs 3.2 (Ceremonial and Hospitality Unit) and 3.3 (Commonwealth Heads of Government Meeting Task Force) was moved to Output Group 4.

3.52 The report supplies a clear explanation of these changes and performance information is presented according to the new structure.¹⁶

3.53 In recent years both PM&C and this Committee have discussed the difficulties of providing a performance assessment of the policy advising functions of the department. The performance assessment measures currently used in the report include both formal and informal feedback mechanisms. The Committee does not favour informal feedback mechanisms as they are not sufficiently objective for external scrutiny, but appreciates the constraints in assessing the policy function. The Committee hopes that, over time, informal feedback can be formalised by the more systematic capturing of data from a variety of sources.

3.54 While positive feedback is reported for most outputs, a number of feedback summaries for output groups and administered items are weakened by an absence of detail. For instance, the discussion on feedback for Output 2.2 'Women's Policy' states that Women's NEWS and other information services attracted strongly positive comments at survey.¹⁷ A brief summary of the type of survey, its frequency and a summary of results would add greater weight to such information. Similarly, the reporting on Output 4.6 'Ceremonial and Hospitality' refers to informal responses from branch clients as 'positive' and states that comments and correspondence from 'a number of sources' reflected 'favourably on the work undertaken by the branch'.¹⁸ In this instance, the systematic collection of feedback and a description of its source would strengthen reporting.

3.55 The Committee is pleased to find that the presentation of key results for some outcomes makes use of quantitative measures and targets. To illustrate, for the first time PM&C provided full year statistics for Cabinet minutes and reported that over 94 per cent of Cabinet meeting minutes met the performance target of release within 24 hours of a Cabinet or committee meeting. Quantitative performance measures and targets were also reported on in relation to activities such as ministerial correspondence and parliamentary Questions on Notice.¹⁹

3.56 The Committee observes that the report states that the target for responding to Senate Questions on Notice is 30 days. This target was not met with the average time for lodging responses to Questions on Notice during the year being 51 days. The Committee reminds PM&C that if a performance target is not met an explanation should be given and a strategy to improve performance outlined.

¹⁶ Department of the Prime Minister and Cabinet, *Annual Report 2000-01*, pp. 33 and 50.

¹⁷ *ibid.*, p. 44.

¹⁸ *ibid.*, p. 73.

¹⁹ *ibid.*, p. 57.

Office of the Inspector-General of Intelligence and Security

3.57 The annual report of the Office of the Inspector-General of Intelligence and Security (OIGIS) was tabled in a timely fashion on 31 October 2001.

3.58 The report does not comply with the new Requirements relating to certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development. The Committee reminds OIGIS that the Guidelines are subject to regular amendment.

3.59 OIGIS reports on the one outcome: to create an environment in which Australia's intelligence agencies act legally, ethically and with propriety.

3.60 The report provides a good overview of the OIGIS's activities, and summarises the impact of changes proposed by the Intelligence Services Bill 2001 on the Office.

3.61 The report does not present performance information in the context of the outcomes and outputs set out in the Portfolio Budget Statement for 2000-01. The Committee reminds OIGIS that section 11(1)(a) of the Requirements states that the review of performance must include, 'reporting of actual results against outcome and outputs and the specific performance information set out in the PBS/PAES'.

3.62 Within the above limitation, the performance information provided by OIGIS adequately assesses its performance using both qualitative and quantitative performance indicators. The report contains informative summaries of its investigations and the issues that arose in relation to them.

3.63 The Committee notes that the Inspector-General, Mr Blick, included in the Annual Report a copy of a letter from himself to the then Secretary of the Department of Finance and Public Administration, Dr Boxall, communicating his concern over the incomprehensibility of the financial statements due to the reporting format. The inclusion of this letter has served to raise debate on this matter, and has been noted at this Committee's Additional Estimates hearing of 19 February 2002.

Public Service Commissioner (incorporating the Merit Protection Commissioner)

3.64 The Public Service Commissioner's report (incorporating the Annual Report 2000-01 of the Merit Protection Commissioner) was presented in a timely manner out of session on 29 October 2001. The Commissioner has again produced a quality report that incorporates the new requirements regarding certified agreements, AWAs, performance pay, the Commonwealth Disability Strategy and ecologically sustainable development.

3.65 In stating its outcome, the Commissioner recognises that in 'our contemporary devolved environment, all APS [Australian Public Service] departments and agencies contribute to the achievement of this outcome'. The outcome reported on by the Commissioner is: encouraging the development of an APS in which agencies:

- maximise Australia's position in a global environment by ensuring that they are future focused and actively seek the changes that will guarantee our national future;

- provide innovative, professional and impartial public interest policy advice to Government;
- provide the best service to Australians taking into account quality, accessibility and cost; and
- achieve a culture based on the APS values.

3.66 The Committee is pleased to observe that the report provides a clear explanation of changes to the output structure that were made during 2000-01. The report explains that these changes would result in a more logical and discriminating delineation between the outputs.²⁰ The performance reporting is based on the revised structure and provides a thorough assessment of the Public Service and Merit Protection Commission's (PSMPC) performance using both qualitative and quantitative performance indicators.

3.67 Under the Management and Accountability section of the report there is a frank account of PSMPC's experiences with the outsourcing of its information technology services. PSMPC is part of the Group 8 tender under the Whole of Government Information Technology Outsourcing Initiative and has information technology services provided by Ipx ITG. PSMPC reported that difficulties had arisen with this arrangement.²¹ The report would benefit from a presentation of strategies to be undertaken to remedy this situation.

Public Service and Merit Protection Commission—*State of the Service Report 2000-01*

3.68 This report is not subject to scrutiny with regard to the reporting requirements applicable to annual reports. However, the Committee notes receipt of PSMPC's *State of the Service Report*, which has been referred to it (as one of five other reports) for its consideration. The Committee welcomes this, the second, report on the state of the service.

3.69 The report identifies issues which were faced by the APS during 2000-01 including:

- the need for accountability;
- the need for flexibility;
- the application of APS values and code of conduct;
- the challenges of building workforce capabilities in a changing environment; and
- approaches to information technology outsourcing.

3.70 In particular, the Committee notes that the report provides a valuable mechanism for reinforcing across the APS some of the key messages for improving public administration which have resulted from Senate committee inquiries and reports, especially those of the Senate Finance and Public Administration Legislation and References Committees.

3.71 The Committee congratulates the PSMPC on presenting this useful overview of the issues confronting the APS and the challenges it faces in the future. The report is well written and clearly presented, making it a valuable tool for those interested these matters.

²⁰ Public Service Commissioner, *Annual Report 2000-01*, p. 13.

²¹ *ibid.*, p. 115-6.

FINANCE AND ADMINISTRATION PORTFOLIO

Commonwealth Grants Commission

3.72 The Commission's report was tabled in a timely fashion on 26 September 2001, well in advance of the required tabling date. For the most part the Commission's report follows the Requirements, though the new requirements are not fully complied with as discussed below.

3.73 The report does not contain a description of non-salary benefits provided to employees or an assessment of the Commission's performance in implementing the Commonwealth Disability Strategy. The salary ranges available for APS employees by classification structure under the certified agreement are not included, though to the Commission's credit the report states that the certified agreement is available on their website. The Commission complied with requirement to report on ecologically sustainable development.

3.74 The report does not provide information on performance pay as required by the amended requirements. However, whether this is because there was no performance pay given by the Commission or because the requirement was omitted is unclear. The Committee suggests that when agencies have nothing to report in an area they explicitly state that there is nothing to report in response to the requirement.

3.75 The Commission reports on two outcomes:

- the fiscal equalisation outcome; and
- the distribution of funds for programs to assist indigenous people.

3.76 The report provides a clear account of the Commission's activities during the year under review. Summaries of the Commission's methods and main findings are included.

3.77 The report contains an evaluation against effectiveness indicators as set out in the Portfolio Budget Statements 2000-01. The Committee observes that this section could be improved by the inclusion of more detailed figures, comparative information over years and performance targets. For example, the extent to which parties and the public are given opportunities to place their views before the Commission is a performance indicator. The provision of precise numbers of consultations, a comparison with levels of consultations in previous years and/or targets would make the reporting on this indicator more informative.²²

3.78 The report is available on the Commission's website, however, the date of the transmittal letter contained in the PDF on-line version is different from that contained in the hard copy. The Committee expects on-line versions to be an exact replica of the content of the tabled copy.

Department of Finance and Administration

3.79 The annual report of the Department of Finance and Administration (DOFA) for 2000-2001 was presented out of session in a timely fashion on 29 October 2001. The Committee notes the quality and presentation of the report, and its adherence to annual

²² Commonwealth Grants Commission, *Annual Report 2000-01*, p. 7.

reporting requirements. The new requirements regarding certified agreements, AWAs and performance pay are thoroughly addressed. DOFA also complied with the other new requirements relating to the Commonwealth Disability Strategy and ecologically sustainable development.

3.80 DOFA reports on three outcomes:

- sustainable government finances;
- improved and more efficient government operations; and
- efficiently functioning parliament.

3.81 The report clearly sets out performance information against outputs as presented in the Portfolio Budget Statements 2000-01. DOFA reports comprehensively on all three outcomes utilising both quantitative and qualitative measures. The Committee commends DOFA's approach, in particular the inclusion of targets for each output.

3.82 Nevertheless, the Committee notes that targets are included for some demand driven activities for which they are of limited use. In such circumstances a variation between the target and actual figure does not reflect on the performance of the department. A case in point is the use of a target for number of briefings provided to the Minister and Minister's Office.²³ As the report itself notes, fewer than the target amount of briefings was achieved because fewer briefings were required.²⁴ This is an instance of what the Australian National Audit Office criticises as 'outcome effectiveness indicators ... influenced by factors beyond the agencies' control to a degree that may mask any direct effect that agency performance had on actual achievements'.²⁵

3.83 A number of qualitative measures for Output 1.1.5 'Budget Management' are reported as not being applicable. DOFA explains that the 'use of [the] target does not produce results that are a meaningful assessment of performance'.²⁶ A footnote further explains the more appropriate indicators that DOFA developed for 2001-02. The Committee reiterates that it expects changes to performance indicators will be minimal in future years as outcomes, outputs and performance indicators are refined to suit the agency's work and role. The Committee's main concern is that any such changes are clearly noted and an explanation provided in the annual report, as DOFA has done in this instance.

3.84 Similarly, the Committee expects that unexpected financial results will be fully explained. The Committee observes that the actual cost of outputs for Outcome 2 was approximately \$610 million, a significant increase on the budgeted amount of approximately \$382 million.²⁷ No explanation for this degree of variation appears to have been provided.

²³ Department of Finance and Administration, *Annual Report 2000-01*, p. 25. Output 1.1.2 'Whole of Government Budgetary Advice'.

²⁴ The Committee recognises that such targets may be useful if used in combination with qualitative measures, for example, if a demand driven target is exceeded and the qualitative measures are met or exceeded, it indicates that quality has been maintained where activity has exceeded expectation. It is also understood that a target figure may reflect an estimate based on previous years and that departments need to determine an estimate in order to cost a particular output and allocate resources.

²⁵ ANAO Report No. 18 2001-02, *Performance Information in Portfolio Budget Statements*, p. 14.

²⁶ *ibid.*, p. 27.

²⁷ *ibid.*, p. 50.

3.85 DOFA provided an explanation for one unexpected result within Outcome 2. This was the lower than expected results from property returns which was a result of delayed property sales. This information, as well as information contained in the report relating to the rate of return on property, was discussed at the Committee's Additional Estimates hearing of 19 February 2002.²⁸

3.86 In highlighting minor concerns the Committee does not wish to detract from what it considers a thorough and useful coverage of departmental performance. The Committee is pleased with the comprehensiveness of DOFA's response to criticisms raised in the March 2001 report on annual reports. The March report raised concerns regarding the lack of explanation for performance targets not being met, an issue that is covered more adequately in this year's report.²⁹ Likewise, in response to the Committee's previous report DOFA has included the 'Management and Accountability' material under one section, and the human resources section within the Departmental overview, so that information is more readily accessible.

Senator Brett Mason

Chair

²⁸ Committee, *Hansard*, 19 February 2002, pp. 167-8.

²⁹ See, for example, Department of Finance and Administration, *Annual Report 2000-01*, p. 25. Output 1.1.2 'Whole-of Government Budgetary Advice'.

APPENDIX A

Annual reports referred to the Committee in accordance with departments and agencies allocated¹

Name of body	Type of body	Reporting framework	Date tabled or presented
ANNUAL REPORTS OF COMMONWEALTH BODIES			
Parliament			
Department of the Parliamentary Library	Parliamentary department	Section 65 <i>Parliamentary Service Act 1999</i> —the Requirements for Annual Reports	8/11/2001
Department of the Parliamentary Reporting Staff	Parliamentary department	Section 65 <i>Parliamentary Service Act 1999</i> —the Requirements for Annual Reports	20/11/2001
Department of the Senate	Parliamentary department	Section 65 <i>Parliamentary Service Act 1999</i> —the Requirements for Annual Reports	27/09/2001
Joint House Department	Parliamentary department	Section 65 <i>Parliamentary Service Act 1999</i> —the Requirements for Annual Reports	11/10/2001
Parliamentary Service Commissioner	Statutory office	Section 42(1) <i>Parliamentary Service Act 1999</i>	31/10/2001
Prime Minister and Cabinet Portfolio			
Australian National Audit Office	Statutory office	<i>Auditor-General Act 1997</i> and section 5 FMA Act—the Requirements for Annual Reports	27/09/2001
Commonwealth Ombudsman (including the Defence Force Ombudsman)	Statutory office	Section 19 <i>Ombudsman Act 1976</i> ; section 38 <i>Complaints (Australian Federal Police) Act 1981</i> and section 5 FMA Act—the Requirements for Annual Reports	1/11/2001
Department of the Prime Minister and Cabinet	Executive department	Subsection 63(2) <i>Public Service Act 1999</i> —the Requirements for Annual Reports	16/10/2001
Office of the Inspector-General of Intelligence and Security	Statutory office	<i>Inspector-General of Intelligence and Security Act 1986</i> and FMA Act—the Requirements for Annual Reports	31/10/2001
Office of the Official Secretary to the Governor-General	Statutory office	Section 5 FMA Act—the Requirements for Annual Reports	12/11/2001
Official Establishments Trust	Non-statutory body	Reporting guidelines for non-statutory bodies	— ²
Public Service Commissioner (incorporating the Merit Protection Commissioner)	Statutory office	Section 44 <i>Public Service Act 1999</i> —the Requirements for Annual Reports	29/10/2001

¹ According to Administrative Arrangements Order 26 November 2001.

² This report, when tabled, will be examined in the Committee's second report on annual reports this year.

Name of body	Type of body	Reporting framework	Date tabled or presented
Finance and Administration			
Australian Electoral Commission	Statutory authority	Section 17 <i>Commonwealth Electoral Act 1918</i> and section 5 FMA Act— the Requirements for Annual Reports	30/10/2001
Australian Industry Development Corporation	Statutory authority	<i>Australian Industry Development Corporation Act 1970</i> and section 9 CAC Act	26/10/2001
Australian Political Exchange Council	Non-statutory body	The terms of reference of the council and reporting guidelines for non-statutory bodies	13/2/2002 ³
Bankstown Airport Limited	Commonwealth company (Government Business Enterprise (GBE))	Section 36 CAC Act	26/10/2001
Camden Airport Limited	Commonwealth company (GBE)	Section 36 CAC Act	26/10/2001
ComLand Limited	Commonwealth company	Section 36 CAC Act	23/11/2001
Commissioner for Superannuation (ComSuper)	Statutory office	Section 161A <i>Superannuation Act 1976</i> and section 5 FMA Act— the Requirements for Annual Reports	29/10/2001
Commonwealth Grants Commission	Statutory authority	Section 13 <i>Commonwealth Grants Commission Act 1973</i> and section 5 FMA Act—the Requirements for Annual Reports	26/09/2001
Commonwealth Superannuation Scheme (CSS Board)	Statutory authority	Sections 161 and 162(2) <i>Superannuation Act 1976</i>	29/10/2001
Department of Finance and Administration	Executive department	Subsection 63(2) <i>Public Service Act 1999</i> — the Requirements for Annual Reports	29/10/2001
Employment National Limited	Commonwealth company (GBE)	Section 36 CAC Act	21/11/2001
Essendon Airport Limited	Commonwealth company (GBE)	Section 36 CAC Act	13/2/2002 ⁴
Hoxton Park Airport Limited	Commonwealth company (GBE)	Section 36 CAC Act	26/10/2001
Public Sector Superannuation Scheme (PSS Board)	Statutory authority	Section 28 <i>Superannuation Act 1990</i>	29/10/2001
Sydney Airports Corporation Limited	Commonwealth company (GBE)	Section 36 CAC Act	31/10/2001

³ This report will be examined in the Committee's second report on annual reports this year.

⁴ This report will be examined in the Committee's second report on annual reports this year.

Name of body	Type of body	Reporting framework	Date tabled or presented
OTHER REPORTS			
Public Service and Merit Protection Commission— <i>State of the Service Report 2000-01</i>	N/A	Section 44 <i>Public Service Act 1999</i> and section 34(c) <i>Acts Interpretation Act 1901</i>	30/10/2002
Public Service and Merit Protection Commission— <i>Workplace Diversity Report 2000-01</i>	N/A	Section 44 <i>Public Service Act 1999</i> and section 34(c) <i>Acts Interpretation Act 1901</i>	30/10/2002
Department of Finance and Administration— <i>Operation of the Members of Parliament (Staff) Act 1984—Consultants engaged under Section 4 of the Act</i>	N/A	Section 34 <i>Members of Parliament (Staff) Act 1984</i>	6/11/2002

