

# LIST OF REQUIREMENTS

Description	Requirement	Page
Letter of transmittal	Mandatory	iii, iv
Table of contents	Mandatory	vi–vii
Index	Mandatory	271–280
Glossary	Mandatory	260–263
Contact officer(s)	Mandatory	ii
Internet home page address and Internet address for report	Mandatory	ii
<b>Review by Secretary</b>		
Review by departmental secretary	Mandatory	2–8
Summary of significant issues and developments	Suggested	2–8
Overview of department's performance and financial results	Suggested	2–8, 18–22
Outlook for following year	Suggested	7–8
Significant issues and developments – portfolio	Portfolio departments – suggested	N/A
<b>Departmental Overview</b>		
Role and functions	Mandatory	10
Organisational structure	Mandatory	14, 91
Outcome and programme structure	Mandatory	10–13
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	N/A
Portfolio structure	Portfolio departments – mandatory	N/A
<b>Report on Performance</b>		
Review of performance during the year in relation to programmes and contribution to outcomes	Mandatory	18–77, 81–137
Actual performance in relation to deliverables and KPIs set out in PB Statements/PAES or other portfolio statements	Mandatory	27, 38, 57, 66–69, 72–73, 74, 131, 136
Where performance targets differ from the PBS/PAES, details of both former and new targets, and reasons for the change	Mandatory	N/A
Narrative discussion and analysis of performance	Mandatory	18–77, 81–137
Trend information	Mandatory	18–77, 81–137, 240–251
Significant changes in nature of principal functions/services	Suggested	N/A

Description	Requirement	Page
Performance of purchaser/provider arrangements	If applicable, suggested	N/A
Factors, events or trends influencing departmental performance	Suggested	18–77, 81–137, 240–251
Contribution of risk management in achieving objectives	Suggested	53, 113, 146–147
Performance against service charter customer service standards, complaints data, and the department's response to complaints	If applicable, mandatory	N/A
Discussion and analysis of the department's financial performance	Mandatory	4–5, 18–22, 92–94, 137
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	4–5, 18–22, 92–94
Agency resource statement and summary resource tables by outcomes	Mandatory	21–22
<b>Management and Accountability</b>		
<b>Corporate Governance</b>		
Agency heads are required to certify their agency's actions in dealing with fraud.	Mandatory	iii
Statement of the main corporate governance practices in place	Mandatory	52–53, 87–90, 140–148
Names of the senior executive and their responsibilities	Suggested	15–16
Senior management committees and their roles	Suggested	142–144
Corporate and operational plans and associated performance reporting and review	Suggested	N/A
Internal audit arrangements including approach adopted to identifying areas of significant financial or operational risk and arrangements to manage those risks	Suggested	53, 143–146
Policy and practices on the establishment and maintenance of appropriate ethical standards	Suggested	147–148
How nature and amount of remuneration for SES officers is determined	Suggested	159
<b>External Scrutiny</b>		
Significant developments in external scrutiny	Mandatory	148–151
Judicial decisions and decisions of administrative tribunals and by the Australian Information Commissioner	Mandatory	151
Reports by the Auditor-General, a Parliamentary Committee. the Commonwealth Ombudsman or an agency capability review	Mandatory	148–151

Description	Requirement	Page
<b>Management of Human Resources</b>		
Assessment of effectiveness in managing and developing human resources to achieve departmental objectives	Mandatory	151–163
Workforce planning, staff retention and turnover	Suggested	152–157
Impact and features of enterprise or collective agreements, individual flexibility arrangements (IFAs), determinations, common law contracts and Australian Workplace Agreements (AWAs)	Suggested	N/A
Training and development undertaken and its impact	Suggested	48, 147, 152, 160–161, 163
Work health and safety performance	Suggested	162–163
Productivity gains	Suggested	N/A
Statistics on staffing	Mandatory	125-127, 152–161
Statistics on employees who identify as Indigenous	Mandatory	161
Enterprise or collective agreements, IFAs, determinations, common law contracts and AWAs	Mandatory	158–160
Performance pay	Mandatory	159
<b>Assets management</b>		
Assessment of effectiveness of assets management	If applicable, mandatory	164
<b>Purchasing</b>		
Assessment of purchasing against core policies and principles	Mandatory	164–165
<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.	Mandatory	165
<b>Australian National Audit Office Access Clauses</b>		
Absence of provisions in contracts allowing access by the Auditor-General	Mandatory	166
Contracts exempted from publication in AusTender	Mandatory	166
<b>Small business</b>		
Procurement initiatives to support small business	Mandatory	166

Description	Requirement	Page
<b>Financial Statements</b>		
Financial Statements	Mandatory	168–237
<b>Other Mandatory Information</b>		
Work health and safety (Schedule 2, Part 4 of the <i>Work Health and Safety Act 2011</i> )	Mandatory	162–163
Advertising and Market Research (section 311A of the <i>Commonwealth Electoral Act 1918</i> ) and statement on advertising campaigns	Mandatory	252
Ecologically sustainable development and environmental performance (Section 516A of the <i>Environment Protection and Biodiversity Conservation Act 1999</i> )	Mandatory	240–251
Compliance with the agency's obligations under the <i>Carer Recognition Act 2010</i>	If applicable, mandatory	N/A
Grant programmes	Mandatory	N/A
Disability reporting – explicit and transparent reference to agency-level information available through other reporting mechanisms	Mandatory	254
Information Publication Scheme statement	Mandatory	151
Correction of material errors in previous annual report	If applicable, mandatory	255
Agency Resource Statements and Resources for Outcomes	Mandatory	21–22
List of Requirements	Mandatory	267–270