
**Rural and Regional Affairs
and Transport Legislation Committee**

Annual Reports (No. 1 of 2003)

March 2003

© Commonwealth of Australia 2003

ISBN 0 642 71227 1

This document was produced from camera-ready copy prepared by the Senate Rural and Regional Affairs and Transport Legislation Committee, and printed by the Senate Printing Unit, Department of the Senate, Parliament House, Canberra.

MEMBERS OF THE COMMITTEE

(40th PARLIAMENT)

Members

Senator Bill Heffernan, LP, New South Wales – **Chair**
Senator Geoffrey Buckland, ALP, South Australia – **Deputy Chair**
Senator Jeannie Ferris, LP, South Australia
Senator Richard Colbeck, LP, Tasmania
Senator Kerry O’Brien, ALP, Tasmania
Senator John Cherry, AD, Queensland

Participating Members

Senator Abetz	Senator Faulkner	Senator McLucas
Senator Bartlett	Senator Ferguson	Senator Murphy
Senator Boswell	Senator Greig	Senator Payne
Senator Brown	Senator Harradine	Senator Ray
Senator Calvert	Senator Harris	Senator Stephens
Senator Carr	Senator Hutchins	Senator Tchen
Senator Chapman	Senator Knowles	Senator Tierney
Senator Coonan	Senator Lightfoot	Senator Watson
Senator Eggleston	Senator Mason	
Senator Evans	Senator S Macdonald	

Committee Secretariat

Mr Andrew Snedden (Secretary)
 Ms Lyn Fairweather (Research Officer)

The Senate
 Parliament House
 CANBERRA ACT 2600
 Tel: (02) 6277 3510
 Fax: (02) 6277 5811
 Internet: www.aph.gov.au/senate
 Email: rrat.sen@aph.gov.au

TABLE OF CONTENTS

RURAL AND REGIONAL AFFAIRS AND TRANSPORT LEGISLATION COMMITTEE.....	1
Annual Reports (No. 1 of 2003).....	1
MEMBERS OF THE COMMITTEE.....	iii
Members.....	iii
Participating Members.....	iii
Committee Secretariat.....	iii
CHAPTER ONE	1
REVIEW OF ANNUAL REPORTS	1
INTRODUCTION	1
Senate Standing Orders	1
Requirements and purpose of annual reports	2
Reports dealing with Government Companies.....	2
Timing and presentation of reports.....	3
Reports referred to the Committee	3
Reports not examined.....	3
General Comments	4
CHAPTER TWO	5
DEPARTMENTAL ANNUAL REPORTS.....	5
Department of Agriculture, Fisheries and Forestry 2001-2002	5
Department of Transport and Regional Services 2001-2002	7
Fraud Certification.....	9
CHAPTER 3	11
ANNUAL REPORTS OF STATUTORY AUTHORITIES AND NON STATUTORY AUTHORITIES.....	11
Issues	11
Certification of Fraud Measures.....	11
Staffing Statistics.....	12
External Scrutiny.....	12
Presentation of Reports.....	13

APPENDIX 1	15
LIST OF ANNUAL REPORTS REFERRED TO THE COMMITTEE DURING THE PERIOD 1 MAY 2002 TO 31 OCTOBER 2002 AND DATE OF TABLING IN THE SENATE	15
AGRICULTURE, FISHERIES AND FORESTRY PORTFOLIO	15
Department of State	15
Statutory Authorities	15
Other	16
TRANSPORT AND REGIONAL SERVICES PORTFOLIO.....	17
Department of State.....	17
Statutory Authorities	17
Non-Statutory Authorities	17
Companies	17
Other	17

CHAPTER ONE

REVIEW OF ANNUAL REPORTS

INTRODUCTION

Senate Standing Orders

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

- (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.
- (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

¹ *Standing orders and other orders of the Senate*, February 2002, pp. 27-28. (This Standing Order was amended 24 August 1994, 13 February 1997, 11 November 1998, 3 December 1998 and 13 February 2002).

Requirements and purpose of annual reports

1.2 Annual reports are required to adhere to the *Requirements for Annual Reports* (updated June 2002), issued by the Department of Prime Minister and Cabinet. The requirements were approved by the Joint Committee of Public Accounts and Audit, under subsections 63(2) and 70(2) of the *Public Service Act 1999*.

1.3 The Committee notes amendments to the 2001 version including the addition of mandatory reporting requirements for Fraud Control Guideline certification. The Committee has paid particular attention to this requirement for all reports finalized by 30 June 2002.

1.4 The primary purpose of annual reports of departments is accountability, in particular to the Parliament. Annual reports serve to inform the Parliament (through the responsible Minister), other stakeholders, educational and research institutions, the media and the general public about the performance of departments in relation to services provided. Annual reports are a key reference document and a document for internal management. They form part of the historical record.²

1.5 Requirements for non-statutory authorities are outlined in the *Reporting requirements for the annual reports of non-statutory bodies*, dated 8 December 1987³.

1.6 Statutory authorities whose operations are not similar to departments are to comply with the *Guidelines for the Content, Preparation and Presentation of Annual Reports by Statutory Authorities (1982)*⁴.

Reports dealing with Government Companies

1.7 In its report entitled *Government companies and their reporting requirements*, published in November 1989, the Senate Standing Committee on Finance and Public Administration noted that 'reporting requirements under companies legislation are less than the requirements faced by Departments and statutory authorities'.⁵ Notwithstanding this view, the Committee examined these reports in order to establish that comprehensive and useful information has been presented.

1.8 The Committee considers that accountability to Parliament should be the central objective of annual reports and therefore the need for Government companies to comply with the *Reporting requirements for the annual reports of non-statutory*

2 *Requirements for Annual Reports*, Department of Prime Minister and Cabinet, June 2002, p. 3.

3 *Senate Hansard*, 8 December 1987, pp. 2643-5.

4 *Senate Hansard*, 11 November 1982, pp. 2261-3.

5 Senate Standing Committee on Finance and Public Administration, *Government Companies and their reporting requirements*, November 1989, p.2.

*bodies.*⁶ Government companies are also expected to comply with the provisions of sections 9 and 36 of the *Commonwealth Authorities and Companies Act 1997*.

Timing and presentation of reports

1.9 As stated in Standing Order 25 (21) (f), legislation committees are required to report on annual reports tabled by 31 October each year by the tenth sitting day of the following year. Committees are also required to report on annual reports tabled by 30 April each year by the tenth sitting day after 30 June of that year.

1.10 The Committee was required to table this report on 20 March 2003.

Reports referred to the Committee

1.11 This report includes annual reports referred to the Committee between 1 May 2002 and 31 October 2002.

1.12 During this period 36 annual reports were referred including:

- a) 2 departments of State;
- b) 22 statutory authorities;
- c) 1 non-statutory authority;
- d) 2 companies and
- e) 9 other reports not requiring review.

1.13 A complete list of the reports referred to the Committee appears at Appendix 1.

Reports not examined

1.14 The Committee is not obliged to report on Acts, Statements of corporate intent, surveys or Corporate Plans. Six reports on Acts and/or programmes associated with an Act, two Corporate Plans and one Statement of Corporate Intent were referred to the Committee as follows:

Air Passenger Ticket Levy (Collection) Act 2001;

Roads to Recovery Programme – Annual Report 2001-2002;

Australian Land Transport Development Program – Progress Report – 1998-1999;

Australian Land Transport Development Program – Progress Report – 1999-2000;

Australian Land Transport Development Program – Progress Report – 2000-2001;

⁶ Senate *Hansard*, Vol S.124, 8 December 1987, pp. 2643-5.

Australian National Residue Survey – Annual Report – 2001-2002;

Australian Rail Track Corporation Ltd – Statement of Corporate Intent 2002-2003;

Airservices Australia – Corporate Plan July 2001 – June 2006 and

Civil Aviation Safety Authority – Corporate Plan 2002-03 to 2004-05.

1.15 The Committee notes that three progress reports for the Australian Land Transport Development Program were tabled for the preceding three financial years. The Committee considers the tabling of retrospective reports to be unacceptable and not conducive to Parliamentary accountability. The Committee reminds the Department of Transport and Regional Services that section 41 of the *Australian Land Transport Development Act 1988* requires the Minister to table a report in the Parliament on the operations of the Act, as soon as practicable after 30 June each year.

General Comments

1.16 In accordance with Senate Standing Orders, the Committee is required to report to the Senate on whether the reports are ‘apparently satisfactory’. In making this assessment, the Committee considers aspects such as timeliness of presentation and compliance with relevant reporting guidelines (see paragraphs 1.2, 1.4, 1.5 and 1.7).

1.17 The Committee is pleased to note that most of the annual reports examined adhere to the reporting requirements satisfactorily and have maintained high standards of presentation. Where relevant, many reports detail programs and activities with a focus on performance measurement against outcomes and goals in relation to forecasts listed in Portfolio Budget Statements.

1.18 The Committee has made individual comments in this report on some of the annual reports examined. Subject to these assessments, the Committee considers that the annual reports examined in this report are ‘apparently satisfactory’.

Senator Bill Heffernan

Chair

Senate Rural and Regional Affairs and Transport Legislation Committee

March 2003

CHAPTER TWO

DEPARTMENTAL ANNUAL REPORTS

Department of Agriculture, Fisheries and Forestry 2001-2002

2.1 The Annual Report 2001-2002 for the Department of Agriculture, Fisheries and Forestry was tabled in the Senate on 22 October 2002. The report was prepared in accordance with the guidelines referred to in Section 63 of the *Public Service Act 1999*.

2.2 The report provides an overview of the Department's organizational structure and operations in accordance with its Outputs. It details the Department's performance by Output objectives and through its management and accountability responsibilities. The report also contains a number of appendices which detail discretionary grants, consultancies, occupational health and safety, advertising and market research, freedom of information, ecological sustainable development and environmental performance and disability strategy statistics.

2.3 The report is structured in accordance with the checklist of requirements contained in *Requirements for Annual Reports for Departments, Executive Agencies and FMA Act Bodies, June 2002*.¹ The Committee notes that all mandatory requirements for the report have been met.

Departmental Overview

2.4 The Committee notes that as indicated in the 2000-2001 Annual Report, the Department has refined its Outcome/Output framework. Changes have been achieved by adopting a new Outcome statement and reducing the number of Outputs from ten to nine. The report states that the new framework is designed to more clearly reflect the work the Department does and link Outputs to the Outcome in a better way.²

2.5 The nine outputs are: Natural Resources Access and Management; Innovation and Operating Environment; Industry Development and Adjustment; Food Processing and through Chain Development; Market Access and Biosecurity; Product Integrity, Animal (including aquatic animal) and Plant Health; Quarantine and Export Services; Scientific Advice and Economic Research.

2.6 The Committee also notes that the Department intends to restructure its Outputs in 2002-2003 to reflect the Government decision to outsource the administration of the National Food Industry Strategy to a new company, National

1 Checklist of Requirements is attached at Attachment E, p. 26.

2 Department of Agriculture, Fisheries and Forestry Annual Report 2001-2002, p. 12.

Food Industry Strategy Ltd. Other changes will reflect a restructure to the Department's business group structure and Output order.

2.7 The Committee notes the significant issues and developments which impacted on the Department during the reporting period. These included:

- a) Financial performance of the farm sector which experienced high process and favourable seasonal conditions. Another issue highlighted here is the less favourable climatic conditions expected for 2002-03.
- b) An independent assessment of the sugar industry by Mr Hildebrand from the Sugar Research and Development Corporation.
- c) Consultation and implementation of a quota administration scheme for the US beef tariff rate quota. This was the subject of one of the Committee's inquiries for 2002.
- d) A reduction in export fees and charges for the Australian Quarantine Inspection Service (AQIS). This was achieved through a process of fee elimination and adjustment.
- e) Development of the National Food Industry Strategy. This involved establishing the National Food Industry Council (NIFC) and outsourcing arrangements to implement the strategy from 1 July 2002.
- f) Continued work on the National Action Plan for Salinity and Water Quality, extension of the Natural Heritage Trust and increased Quarantine Intervention programs.³

Report on Performance

2.8 The Department has reviewed performance based on goals set in the 2001-2002 Portfolio Budget Statements (PBS). The report provides detailed information on the performance of the various programs in accordance with overall effectiveness indicators, Departmental indicators and administered item indicators.

2.9 Performance is reviewed in accordance with the Department's Output structure. Each Output is comprehensively assessed by discussing objectives and activities and measuring performance against the indicators highlighted in paragraph 2.8.

2.10 The Committee notes that the five yearly review process for the East Gippsland and Central Highlands Regional Forest Agreements did not commence during the reporting period. The Committee notes that these reviews are expected to be completed by March 2003.⁴

3 Department of Agriculture, Fisheries and Forestry Annual Report 2001-2002, pp. 1-3.

4 Ibid, p. 35.

2.11 In terms of financial performance, the Committee notes that the Department completed the year with an operating surplus of \$4.73 million. This is approximately \$2 million more than its operating surplus in the 2000-2001 report.⁵

Management Accountability

2.12 The report provides concise information on corporate governance, external scrutiny, human resource management, purchasing, assets management, consultancies, advertising and market research activities, discretionary grants, freedom of information, occupational health and safety, Commonwealth Disability Strategy and Ecologically sustainable development and environmental performance as required by annual reporting guidelines.

2.13 The Committee notes that expenditure on consultancies during 2001-2002 was \$12,629,078.⁶ This is a reduction of approximately \$5 million on the 2000-2001 figure.

Comment

2.14 The Committee considers that the Department of Agriculture, Fisheries and Forestry has produced a comprehensive and well presented annual report.

Department of Transport and Regional Services 2001-2002

2.15 The Department of Transport and Regional Services Annual Report for 2001-2002 was tabled in the Senate on 16 October 2002. The report was prepared under the guidelines referred to in Section 63 of the *Public Service Act 1999* and in accordance with the requirements in subsection 63(1) and other relevant legislation.

2.16 The report is structured in seven parts. Part one provides a review of the Department's performance during 2001-2002 and future outlook by the departmental Secretary. Part two is an overview of the Department's structure and portfolio results as specified in the 2001-02 Corporate Plan and the outcome/outputs framework outlined in the Portfolio Budget Statements (PBS). Part three reports on the Department's performance against key results, Outputs and Administered programme groups. Part four provides information on service delivery to clients, stakeholders and the community. Part five details operations relating to management and accountability and reports on corporate governance, external scrutiny and human resources. Part six details the Department's financial performance. Finally, Part seven lists appendices which detail mandatory reporting information on safety recommendations, environmental reporting, the Commonwealth Disability Strategy reporting, consultancies, advertising and market research and discretionary grants.

5 Ibid, p. 168.

6 Ibid, p. 217

Departmental Overview

2.17 The report details the organizational restructure which took effect on 1 January 2002. The restructure was designed to improve the Department's transparency, accountability framework and reporting capability. This involved the establishment of group executive teams which aim to coordinate shared policy issues and the adoption of a new Outcome:

A better transport system for Australia and greater recognition and opportunities for local, regional and Territory communities.⁷

2.18 The restructure also involved a move away from the traditional organization of transport agencies by mode of transport to one based on grouping together similar functions, such as policy matters into a single Division for each functional grouping.

2.19 The Committee notes the significant issues and developments during 2001-2002 which impacted on the Department. These included:

- a) The events of September 11 which initiated new developments regarding international aviation and security. This also included developments concerning war risk insurance.
- b) The collapse of Ansett Airlines increased the rate of aviation policy change. The Department also liaised with airlines on transportation issues and maintenance of air links in remote and regional areas. During this period the Rapid Route Recovery Scheme was developed and administered by the Department.⁸
- c) The development of AusLink. This initiative required extensive work in developing a new national transport infrastructure plan.
- d) A new policy statement on regional initiatives and programmes entitled: *Stronger Regions: A Stronger Australia*.
- e) Privatisation of Sydney Airport. The Department was involved in all stages of the sale process, particularly in relation to transport policy and regulatory outcomes.

Report on Performance

2.20 The annual report details the Portfolio's activities and performance through four Key Results outlined in the Department's Corporate Plan and Portfolio Budget Statements (PBS) for 2001-02. The report states that accountability and transparency measures are enhanced by the implementation of a rating scale which describes the level of achievement of programmes against performance indicators in the PBS. The

7 Department of Transport and Regional Services Annual Report 2001-2002, p. 15

8 Ibid, p. 3

rating scale is Achieved, Substantially Achieved, Partially Achieved and Not Achieved. Accompanied by narrative comment and statistical data, the new strategic reporting structure provides concise and immediate information on levels of achievement.

2.21 The Committee notes the reduction in the backlog of aviation investigation reports during 2001-2002. The report states that the backlog declined from 125 to 90 by the end of 2002.⁹

2.22 In terms of financial performance, the Committee notes the Department's total operating surplus of \$34.9 million. The report states that this is greater than the surplus for 2000-01 and \$11.7 million more than the budgeted surplus. Reasons provided are lower than projected expenses and the carryover of \$6.4 million for the Stronger Regions Programme.¹⁰

2.23 The Committee notes the information provided in the report regarding the Department's Service Charter. While there is significant information on how feedback is received and administered, no complaints data was provided. A statistical table detailing any complaints received and how the Department responded and resolved the issue would be helpful.

Management Accountability

2.24 In accordance with the *Requirements for Annual Reports for Departments, Executive Agencies and FMD Act Bodies, June 2002*, the report provides mandatory information on external scrutiny, human resources, purchasing, assets management, consultancies, tendering and contracts, advertising and market research, discretionary grants, freedom of information, occupational health and safety, Commonwealth Disability Strategy and Ecologically sustainable development and environmental performance.

Fraud Certification

2.25 One requirement in the annual reporting guidelines and applying to reports ending in the 2002 financial year is the requirement for agency heads to certify in their annual reports that their agency has prepared fraud risk assessments and fraud control plans and has in place appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes complying with Commonwealth Fraud Control Guidelines.¹¹ The Committee notes that the annual report does not contain this certification and refers the Department to this requirement and the need to comply with all mandatory requirements.

9 Ibid, p. 37

10 Ibid, p. 221.

11 Department of Prime Minister and Cabinet, *Requirements for Annual Reports for Departments, Executive Agencies and FMD Act Bodies*, June 2002, p. i, 8

2.26 The Department is referred to paragraph 12(1)(d) which states:

Internal audit arrangements including the approach adopted to identifying areas of significant operational or financial risk, and arrangements in place to manage those risks.¹²

2.27 It is suggested that the fraud control certification be incorporated in the Letter of Transmittal from the departmental Secretary which accompanies the annual report.

2.28 The Committee also notes that the Ombudsman received 40 complaints during 2001-2002, with agency defect found in four of the 18 complaints that proceeded to investigation.¹³

2.29 The legal action *Marra v. the Department of Transport and Regional Services* concerning the *Motor Vehicles Standards Act 1989* is also noted.¹⁴

Comment

2.30 The Committee considers that the Department's omission to certify that fraud measures are in place does not comply with the requirements contained in the guidelines (2.25 and 2.26). The Committee looks forward to the Department reporting, in the next annual report, on fraud control measures. The remainder of the report complies with mandatory reporting requirements.

12 Ibid, p. 8

13 Department of Transport and Regional Services Annual Report 2001-2002, p. 202

14 Ibid, p. 203

CHAPTER 3

ANNUAL REPORTS OF STATUTORY AUTHORITIES AND NON STATUTORY AUTHORITIES

Issues

3.1 A number of issues emerged when reviewing the range of Annual Reports considered by the Committee. These issues are listed below and will be addressed in the Committee's comments on Annual Reports in this chapter.

3.2 The issues are:

- a) Certification that fraud measures are in place by agency head;
- b) Adequacy of staffing statistics;
- c) Matters relating to External Scrutiny and
- d) Presentation of Reports.

Certification of Fraud Measures

3.3 As a new requirement for Annual Reports ending in the 2002 financial year, the *Requirements for Annual Reports for Departments, Executive Agencies and FMD Act Bodies, June 2002* states that agency heads are required to certify that fraud risk assessments and fraud control plans have been prepared and that appropriate fraud prevention, detection, investigation, reporting and data collection procedures and processes complying with Commonwealth Fraud Control Guidelines are in place.¹

3.4 The Committee noted that while the majority of agencies indicated that fraud control measures were in place, certification by agency heads was non-existent. Some agencies indicated that Ministerial direction on the need for compliance was not received until August 2002. As such, the Committee acknowledges the lateness of advice to agencies regarding certification. However, the Committee also emphasizes the need for agencies to comply with the requirements and to demonstrate that the new strategy is under development. The Committee looks forward to the reporting of these measures in the next Annual Report.

1 Department of Prime Minister and Cabinet, *Requirements for Annual Reports for Departments, Executive Agencies and FMD Act Bodies*, June 2002, p. 8, para 12 (1)(d). See footnote 10.

3.5 The Committee notes that only one agency, the Australian Wine and Brandy Corporation acknowledges the requirement for the Chief Executive to certify that fraud measures comply with fraud control guidelines².

Staffing Statistics

3.6 The Committee noted that a number of agencies did not provide staffing statistics in accordance with reporting guidelines. Agencies are required to provide information on the number of APS employees including ongoing and non-ongoing by classification, full-time/part-time status, gender and location.

3.7 It is also noted that some agencies did not provide information on certified agreements (CAs) and/or Australian Workplace Agreements (AWAs). Required statistics include the number of APS employees covered by a CA or AWA, salary ranges and non-salary benefits. While the Committee acknowledges that some agencies outsource their staffing arrangements, for agencies employing Australian Public Service (APS) members, this information should be clearly provided.

3.8 The Committee also noted that while many agencies did provide information on staffing this was often only partial statistical information. For instance, the Australian Dairy Corporation provided statistical data in narrative form, the Corporation did not provide a gender breakdown.

3.9 The Australian Wine and Brandy Corporation report states the number of employees and provides a directory of employees as an appendix. However, statistics on the number of full and part-time employees, locations and gender distribution are not provided.

3.10 In particular, the Committee notes that Airservices Australia did not provide statistics on the number of part-time and full-time employees and did not differentiate between ongoing and non-ongoing staff.

3.11 The Committee also notes that staffing statistics in most of the Research and Development Corporations are not well presented, particularly in relation to statistical breakdowns regarding gender and full-time and part-time employees.

3.12 The Committee encourages all agencies to provide statistical tables detailing staffing arrangements in accordance with the Annual Report guidelines and looks forward to more detailed staffing statistics in future reports.

External Scrutiny

3.13 Reporting guidelines also state that Annual Reports must provide information on significant developments in external scrutiny, particularly judicial and administrative tribunal decisions and Auditor-General, Parliamentary Committee or Commonwealth Ombudsman.

2 Australian Wine and Brandy Corporation Annual Report 2001-2002, p. 55.

3.14 The Committee noted that some agencies made no mention of any external scrutiny matters. The Committee considers that even when matters of external scrutiny do not apply during a reporting year an acknowledgement to that effect would be useful.

Presentation of Reports

3.15 The reports presented to the Committee were generally well presented with statistical data and detailed narrative accounts of performance against key performance measures and outcomes.

3.16 In terms of aids to access, Annual Reports must contain a table of contents, an alphabetical index and glossary. The Committee notes that some agencies did not include all of these aids in their reports. In particular, the Grape and Wine Research and Development Corporation, Australian Wine and Brandy Corporation, Australian Dairy Corporation and Albury-Wodonga Development Corporation did not include an alphabetical index in their reports.

3.17 The Committee also noted that reports from the Albury-Wodonga Development Corporation, International Air Services Commission and Dairy Adjustment Authority did not contain a glossary. The Committee encourages agencies to ensure that alphabetical indexes and glossaries are included in future reports. These aids, particularly indexes ensure that readers can access information quickly.

3.18 The Committee wishes to commend the high number of agencies who included a compliance index in their reports. As an aid to access, Compliance Indexes direct readers to those mandatory reporting elements required under the *Requirements for Annual Reports* guidelines. The Committee considers that a Compliance index is a valuable addition to annual reports and encourages all agencies to include one in future annual reports.

APPENDIX 1

LIST OF ANNUAL REPORTS REFERRED TO THE COMMITTEE DURING THE PERIOD 1 MAY 2002 TO 31 OCTOBER 2002 AND DATE OF TABLING IN THE SENATE

AGRICULTURE, FISHERIES AND FORESTRY PORTFOLIO

Date Tabled

Department of State

Department of Agriculture, Fisheries and Forestry –
Report 2001-02 23 October 2002

Statutory Authorities

Australian Dairy Corporation – Report 2002 (Received 29 October 2002)
11 November 2002

Australian Fisheries Management Authority –
Report 2001-2002 22 October 2002

Australian Wine and Brandy Corporation –
Report 2001-2002 22 October 2002

Cotton Research and Development Corporation –
Report 2001-2002 23 October 2002

Dairy Adjustment Authority – Report 2001-2002 22 October 2002

Dairy Research and Development Corporation –
Report 2001-02 22 October 2002

Fisheries Research and Development Corporation –
Report 2001-02 22 October 2002

Forest and Wood Products Research and Development
Corporation – Report 2001-2002 23 October 2002

Grains Research and Development Corporation –
Report 2001-2002 22 October 2002

Grape and Wine Research and Development Corporation – Report 2001-2002	22 October 2002
Land and Water Australia – Report 2001-02	22 October 2002
National Registration Authority for Agricultural and Veterinary Chemicals – Report 2001-02	22 October 2002
Queensland Fisheries Joint Authority – Report 2000-01	27 August 2002
Rural Industries Research and Development Corporation – Report 2001-02	22 October 2002
Sugar Research and Development Corporation – Report 2001-2002	22 October 2002
Tobacco Research and Development Corporation – Report 2001-02	23 October 2002
Western Australian Fisheries Joint Authority – Report 1999-2000	27 August 2002
<i>Other</i>	
Australian National Residue Survey – Report 2001-2002	15 October 2002

TRANSPORT AND REGIONAL SERVICES PORTFOLIO

Date Tabled

Department of State

Department of Transport and Regional Services –
Report 2001-02 16 October 2002

Statutory Authorities

Airservices Australia – Report 2001-2002 (Received 1 November 2002)
11 November 2002

Albury-Wodonga Development Corporation –
Report 2001-2002 23 October 2002

Australian Maritime Safety Authority – Report 2001-2002 23 October 2002

International Air Services Commission –
Report 2001-2002 22 October 2002

National Capital Authority – Report 2001-02 (Received 31 October 2002)
11 November 2002

Stevedoring Industry Finance Committee –
Report 2001-2002 23 October 2002

Non-Statutory Authorities

National Road Transport Commission – Report 2002 23 October 2002

Companies

Australian River Co. Limited – Report 2001 21 August 2002

Maritime Industry Finance Company Limited –
Report 2001-2002 23 October 2002

Other

Air Passenger Ticket Levy (Collection) Act 2001 –
Report 1 October 2001 to 31 March 2002 20 August 2002

Airservices Australia – Corporate Plan July 2001-June 2006 19 August 2002

Australian Land Transport Development Program – Progress Report – 1998-1999	20 August 2002
Australian Land Transport Development Program – Progress Report – 1999-2000	20 August 2002
Australian Land Transport Development Program – Progress Report – 2000-2001	18 September 2002
Australian Rail Track Corporation Ltd – Statement of Corporate Intent 2002-2003	25 September 2002
Civil Aviation Safety Authority – Corporate Plan – 2002-03 to 2004-05	20 August 2002
Roads to Recovery Programme – Report 2001-2002	15 October 2002