

# Chapter 3

## Annual reports of agencies

3.1 The committee considered all of the following reports to be 'apparently satisfactory'.

### Agriculture, Fisheries and Forestry portfolio

#### Commonwealth authorities

##### *Wine Australia*

3.2 The committee is pleased to note that Wine Australia has again certified its compliance with the Commonwealth Fraud Control Guidelines in the prescribed manner.

3.3 The committee commends Wine Australia on its compliance index. The index clearly outlines its reporting requirements under the *Commonwealth Authorities and Companies Act 1997*, *Commonwealth Authorities (Annual Reporting) Orders 2011* (CAC Orders) and the *Wine Australia Corporation Act 1980*.

#### Other agencies

##### *Australian Landcare Council*

3.4 The *Australian Landcare Council Annual Report 2011-12* has been prepared according to the requirements set out in the *Natural Resources Management (Financial Assistance) Act 1992*.

3.5 The committee notes the finalisation of the *Community Call for Action*, which according to the report, was prepared on behalf of the Landcare community and is a companion document and implementation guide for the *Australian Framework for Landcare*. The *Community Call for Action* was formally handed over to the Landcare community at the Australian Government Landcare Conference held in September 2012.<sup>1</sup>

##### *National Rural Advisory Council*

3.6 The *National Rural Advisory Council Annual Report 2011-12* has been prepared in accordance with the requirements outlined in section 20 of the *Rural Adjustment Act 1992*.

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1 Australian Landcare Council, *Annual Report 2011-12*, p. 1.

3.7 The committee is pleased to note that the remaining three exceptional circumstances declared areas expired in March and April 2012. The report states that Australia is drought free for the first time in more than a decade.<sup>2</sup>

## **Infrastructure and Transport portfolio**

### **Commonwealth authorities**

#### *Airservices Australia*

3.8 Airservices Australia has provided a comprehensive and well-structured annual report. Airservices Australia's reporting under the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC Act), and the *Work Health and Safety Act 2011* (WHS Act) have been fulfilled to a high standard. The information is comprehensive and well-laid out.<sup>3</sup>

3.9 The review of operations not only provides a description of activities, but also provides an assessment of performance. The layout is clear, with helpful tables that enhance readability.

3.10 However, the committee notes that despite comments made in its previous reports, Airservices Australia has not included another column in its performance reporting tables, to mark whether the activity was found to be 'achieved', 'partially achieved' or 'not achieved'.<sup>4</sup>

3.11 The committee notes that the report on corporate governance statements were provided in the report, however, not listed in the compliance index.<sup>5</sup> The committee reminds Airservices Australia of section 21 of the *Commonwealth Authorities (Annual Reporting) Orders 2011*. The omission did not hinder the committee's ability to review the report.

#### *Civil Aviation Safety Authority (CASA)*

3.12 The committee is pleased to note that CASA has again provided a clear and well-structured report with comprehensive reporting under the EPBC and WHS Acts.<sup>6</sup>

3.13 The compliance index is helpfully separated by legislative reporting requirements; however, the inclusion of page numbers in the compliance index would greatly assist the committee when assessing CASA's compliance with the reporting

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2 National Rural Advisory Council, *Annual Report 2011-12*, p. 4.

3 Airservices Australia, *Annual Report 2011-12*, pp36–37, 106–107, and 109–114.

4 Airservices Australia, *Annual Report 2011-12*, pp 22–26.

5 Airservices Australia, *Annual Report 2011-12*, pp 14–15, 97–105.

6 CASA, *Annual Report 2011-12*, pp 104, 106, and 85–87.

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requirements.<sup>7</sup> Overall, the omission was not problematic for the committee to assess the report against the relevant requirements.

3.14 CASA's report on performance is comprehensive, well-structured and includes case studies and summaries. CASA has used a tick symbol to represent the status of result, with a key provided at the beginning of the report on performance. The committee notes however that, following comments in its previous report, CASA has not included a statement providing further information for the results listed with one or two ticks, that is, 'delayed/may not meet the target' or 'some delay/issues being managed'.<sup>8</sup> In the committee's opinion, CASA's report on performance would benefit from including this additional information.

### ***Australian Maritime Safety Authority (AMSA)***

3.15 The committee is pleased to note that, following comments in its previous reports, AMSA has further improved its compliance index. The layout of the index is clear, with separate headings for different legislative reporting requirements.<sup>9</sup>

3.16 AMSA's report on performance is presented in a clear and easy to understand format, with a helpful summary of highlights provided at the beginning of each chapter. The committee notes however that despite comments in its previous reports, an additional column has not been included to mark targets as 'achieved', 'partially achieved' or 'not achieved'.<sup>10</sup>

## **Statutory corporations**

### ***National Transport Commission (NTC)***

3.17 The NTC is not a Commonwealth authority for the purposes of the CAC Act, however, the NTC's enabling legislation states that certain sections of the CAC Act apply to it, including section 9, relating to annual reporting requirements. Under schedule 1 of the CAC Act, an agency's annual report must include a report of operations prepared in accordance with the CAC Orders.

3.18 The committee notes that the NTC's annual report is easy to understand, with case studies and summaries provided. The report contains a clear and detailed account of the NTC's performance, including productivity and safety outcomes.<sup>11</sup>

3.19 The committee notes that the NTC celebrated its 21<sup>st</sup> anniversary in 2012. The report states that within the context of its 21<sup>st</sup> anniversary the current review of the

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7 CASA, *Annual Report 2011-12*, p. 176.

8 CASA, *Annual Report 2011-12*, pp 32–58.

9 AMSA, *Annual Report 2011-12*, pp 182–183.

10 AMSA, *Annual Report 2011-12*, pp 19–58.

11 National Transport Commission, *Annual Report 2011-12*, pp 9–39.

NTC and other bodies is timely as it provides government with an opportunity to consider a long-term national productivity reform agenda.<sup>12</sup>

## **Commonwealth companies**

### ***Australian Rail Track Corporation (ARTC)***

3.20 The committee again notes that the ARTC has included a compliance index in its annual report. The committee finds this very helpful when assessing ARTC's compliance with the reporting requirements.<sup>13</sup>

3.21 The committee notes that the ARTC has provided an easy to understand report. ARTC's report contains a comprehensive and informative corporate responsibility section, including information about its people, culture, safety management system, community involvement, environmental performance and corporate governance section, which reflects the Australian Stock Exchange's Principals of Good Corporate Governance.<sup>14</sup>

## **Prescribed agencies**

### ***Australian Transport Safety Bureau (ATSB)***

3.22 The ATSB *Annual Report 2011-12* was prepared in accordance with the Requirements for Annual Reports. The committee commends the ATSB for tabling its annual report on time.

3.23 The committee notes that the ATSB's annual report is easy to understand, comprehensive and well-structured. The ATSB has provided detailed reporting in its transport safety statistics and safety awareness section.<sup>15</sup> The committee notes however, following comments in its previous report, the ATSB has not included an additional column in its report on performance section to allow targets to be marked as 'achieved', 'partially achieved', or 'not achieved'.<sup>16</sup>

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12 National Transport Commission, *Annual Report 2011-12*, p. 3.

13 ARTC, *Annual Report 2011-12*, p. 116.

14 ARTC, *Annual Report 2011-12*, pp 32–45.

15 Australian Transport Safety Bureau, *Annual Report 2011-12*, pp 42–51 and 52–70.

16 Australian Transport Safety Bureau, *Annual Report 2011-12*, pp 21–34.

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## **Regional Australia portfolio**

### **Commonwealth authorities**

#### *Australia Council for the Arts*

3.24 The committee notes that the report on performance is detailed and easy to comprehend with relevant figures provided to show trend data for the past three years.<sup>17</sup>

3.25 The Australia Council for the Arts has not included an index in its annual report. The committee finds an index very helpful when searching for specific information not contained in the compliance index and would encourage the Australia Council for the Arts to include an index in its next report.

#### *Australian Film, Television and Radio School*

3.26 The Australian Film, Television and Radio School did not include a compliance index in its annual report. The committee reminds the Australian Film, Television and Radio School that it is a mandatory requirement to include a compliance index as detailed in section 21 of the CAC Orders. This omission did not pose problems for the committee in assessing the report against the requirements.

3.27 The committee notes that the Australian Film, Television and Radio School celebrated its 40<sup>th</sup> anniversary during 2011-12.<sup>18</sup>

#### *Australian National Maritime Museum*

3.28 The Australian National Maritime Museum has provided a detailed account of its performance for 2011-12. It is the committee's opinion that the performance section would benefit from adding another column to allow targets to be marked as 'achieved', 'partially achieved', or 'not achieved'.<sup>19</sup>

3.29 The committee notes the following items of significance for the Australian National Maritime Museum:

- celebration of its 20<sup>th</sup> anniversary; and
- the 2011-12 Australian circumnavigation of the museum's replica of Captain James Cook's HM Bark Endeavour.<sup>20</sup>

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17 Australia Council for the Arts, *Annual Report 2011-12*, p 37–45.

18 Australian Film, Television and Radio School, *Annual Report 2011-12*, p. 4.

19 Australian National Maritime Museum, *Annual Report 2011-12*, pp 34 and 48.

20 Australian National Maritime Museum, *Annual Report 2011-12*, pp 3 and 42.

### ***Australian Sports Commission***

3.30 The Australian Sports Commission (ASC) has provided a detailed and well-structured report, which includes features and case studies. A helpful performance highlight summary for each outcome is provided at the beginning of the report. The report's performance section would benefit from including an additional column in its performance reporting tables to allow KPIs and deliverables to be marked as 'achieved', 'partially achieved' or 'not achieved'.<sup>21</sup>

3.31 The ASC has also provided an informative and detailed management and accountability section. The report states that during 2011-12, the ASC implemented specific environmental initiatives to address its water and energy usage targets. The ASC achieved accreditation from the Australian Capital Territory Government for its recycling initiatives.<sup>22</sup>

### ***National Gallery of Australia (NGA)***

3.32 The NGA has provided a detailed report; however, the committee recommends a larger font size be used in future as this would improve the overall readability of the report. Nevertheless, the committee did not find this problematic in assessing the report against the requirements.

3.33 The committee finds NGA's environmental and work, health and safety reporting to be of a high standard.<sup>23</sup> However, the performance reporting section could be enhanced if tables were used to report whether KPIs were 'achieved', 'partially achieved' or 'not achieved'.<sup>24</sup>

### ***National Library of Australia (NLA)***

3.34 The committee finds the NLA *Annual Report 2011-12* to be comprehensive and well-structured. The compliance index is divided between its reporting requirements set out in the *Commonwealth Authorities (Annual Reporting) Orders 2011* and the relevant elements of the Requirements for Annual Reports.<sup>25</sup> The committee reminds the NLA to date the letter of transmittal to the minister.

3.35 The committee notes that the NLA has fulfilled its performance reporting section to a high standard, as it provides a detailed assessment of its performance against its strategies, including using tables, graphs and charts to present relevant information.<sup>26</sup>

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21 Australian Sports Commission, *Annual Report 2011-12*, pp 16–17 and 33–34.

22 Australian Sports Commission, *Annual Report 2011-12*, p. 69.

23 National Gallery of Australia, *Annual Report 2011-12*, pp 58–61.

24 National Gallery of Australia, *Annual Report 2011-12*, p. 31.

25 National Library of Australia, *Annual Report 2011-12*, p. 159.

26 National Library of Australia, *Annual Report 2011-12*, pp 53–71.

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### ***National Museum of Australia (NMA)***

3.36 The committee notes that the NMA has provided a clear and comprehensive report on performance section providing assessments of actual performance in relation to its targets.<sup>27</sup>

3.37 The committee notes the NMA introduced its museum iPad game. The game enables school students to make connections between objects in the museum's galleries. The games can be set up to respond to themes within the Australian curriculum.<sup>28</sup>

### ***National Film and Sound Archive (NFSA)***

3.38 The NFSA *Annual Report 2011-12* is comprehensive and well-structured report. The committee commends the NFSA on the overall structure and presentation of its report.

3.39 The committee finds the NFSA's reporting on performance to be comprehensive and informative. The 'snapshot – our performance' section is clearly laid out and provides comprehensive results at 30 June 2011 and at 30 June 2012.<sup>29</sup>

### ***Screen Australia***

3.40 Screen Australia's annual report is a wide-ranging and well-structured report with a selection of photos from Australian television and movie productions. The committee notes Screen Australia's report on performance section as it contains actual performance assessments for each KPI.<sup>30</sup>

3.41 However, the committee notes that Screen Australia did not include a compliance index in its *Annual Report 2011-12*. The committee reminds Screen Australia that it is a mandatory requirement to include a compliance index as detailed in section 21 of the CAC Orders. This omission was not problematic for the committee to assess the report against the requirements.

## **Commonwealth companies**

### ***Australian River Co Limited***

3.42 The committee notes that the Australian River Co Limited *Annual Report 2010-11* has also been referred to the Senate Finance and Public Administration Legislation Committee for review, as the Department of Finance and Deregulation

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27 National Museum of Australia, *Annual Report 2011-12*, pp 14–19.

28 National Museum of Australia, *Annual Report 2011-12*, p. 41.

29 National Film and Sound Archive, *Annual Report 2011-12*, pp 39–42.

30 Screen Australia, *Annual Report 2011-12*, pp 100–103.

provides policy advice and oversight of government business enterprises and other associated entities to the Finance Minister on behalf of the government.

3.43 The committee observes that a number of items appear to be missing from Australian River Co Limited's annual report. It appears that Australian River Co Limited has not included an organisational and program structure, report on performance, corporate governance statement, the responsible minister, judicial decisions, review by outside bodies and a compliance index.

3.44 The committee reiterates the statements made by the Senate Finance and Public Administration Legislation Committee in its *Annual reports (No.2 of 2009) and Annual Reports (No.1 of 2008)* regarding the lack of detailed information contained in Australian River Co Limited's reports.<sup>31</sup> Furthermore, it's the committee's opinion that Australian River Co Limited's failure to provide detailed information ignores the primary purpose of annual reports, which is accountability to Parliament.

### ***Bundanon Trust Limited***

3.45 The committee observed that a number of mandatory items appear to be missing from the Bundanon Trust Limited *2011-12 Annual Report*. It appears that a program outline, performance indicators in its performance reporting section, freedom of information reporting, work health and safety, fraud control, judicial decisions, reviews by outside bodies and a letter of transmittal were not included in the report. The committee expects all mandatory requirements to be included and would encourage Bundanon Trust Limited to review the CAC Orders, before preparing its next report.

### **Prescribed agencies**

#### ***Australian Sports Anti-Doping Authority (ASADA)***

3.46 The ASADA *Annual Report 2011-12* was prepared in accordance with the requirements specified in the Requirements for Annual Reports. The report also contains an overview of the Australian Sports Drug Medical Advisory Committee. The committee notes that ASADA's report is comprehensive, informative and well-structured.

3.47 ASADA has measured its performance against the deliverables and KPIs specified in the 2011-12 PBS. The committee finds ASADA's report on performance to be of a high standard, assessments of actual performance against the KPIs have been provided and each KPIs has been marked either 'achieved' or 'partially achieved'.<sup>32</sup>

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31 Senate Finance and Public Administration Committee, *Annual reports (No. of 2008)*, March 2008, pp 19–24; and Senate Finance and Public Administration Committee, *Annual reports (No. of 2 of 2009)*, March 2009, p. 9.

32 Australian Sports Anti-Doping Authority, *Annual Report 2011-12*, pp 26–50.



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*National Archives of Australia and National Archives of Australia Advisory Council (National Archives)*

3.48 The National Archives *Annual Report 2011-12* was prepared in accordance with the Requirements for Annual Reports. The committee notes that the National Archives has prepared its annual report against the theme of 'Archives making news'. The report states that each section focuses on a key event or initiative from 2011-12 and is accompanied by a quote from the media and a short paragraph providing contextual information.<sup>33</sup>

3.49 The committee commends the National Archives on its comprehensive and well-structured report on performance. Each performance chapter has a table summary, which outline the KPIs, the actual performance result for 2011-12, page references and trend data for the last four financial years.<sup>34</sup> The committee finds this to be immensely useful when assessing whether or not performance targets have been met.

*Old Parliament House (Museum for Australian Democracy)*

3.50 *Old Parliament House Annual Report 2011-12* was prepared in accordance with section 70 of the *Public Service Act 1999* and the Requirements for Annual Reports.

3.51 The committee finds the report to be clear and informative. The committee notes that the Old Parliament House has fulfilled its report on performance to a high standard, as actual assessments of performance have been provided for each KPI. For those KPIs that were partially achieved, statements have been provided explaining why they were not fully achieved.<sup>35</sup>

**Senator Glenn Sterle**

**Chair**

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33 National Archives of Australia and National Archives of Australia Advisory Council, *Annual Report 2011-12*, p. i.

34 National Archives of Australia and National Archives of Australia Advisory Council, *Annual Report 2011-12*, pp 16, 26, and 35.

35 Old Parliament House (Museum of Australian Democracy), *Annual Report 2011-12*, pp 14–15, and 25–26.

