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INDEX OF COMPLIANCE WITH JCPAA REQUIREMENTS

This report has been prepared taking into account the *Requirements for Annual Reports* endorsed by the Joint Committee of Public Accounts and Audit (JCPAA) in June 2006.

This index provides a summary of the requirements and indicates where they are met within this report or are not applicable.

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Front cover—From largest to smallest: Members of our HR team; a member of our APEC 2007 Taskforce; Mr Lewis at the APEC pandemic meeting in Brisbane (photo courtesy AFP/Heather Faulkner)

Page 1—The bridge through our current building

Page 5—From top to bottom Dr Shergold at a graduate orientation session; a member of our IT help desk; a member of our HR team; members of our ministerial correspondence team

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Page 12—Members of our COAG team receive their 2006 Australia Day Achievement Award from Dr Shergold

Page 13—From top to bottom APEC meeting on pandemic influenza Dr Shergold briefing the Prime Minister

Page 14—From top to bottom Staff from our Cabinet team, from the It's an Honour website project team, from the government communications unit and from the APEC 2007 taskforce

Page 15—From top to bottom The annual Shave for a Cure challenge; our 2005 Christmas Giving Tree; our 2005 Children's Christmas Party; and our People, Resources and Communications Division celebrates St Patrick's Day 2006

Page 16—The Prime Minister and Dr Shergold at COAG

Page 19—Ms Goddard

Page 20—Our workplace relations reform team receives their 2006 Australia Day Achievement Award from Dr Shergold

Page 23—Ms Goddard (3rd from left) and members of our COAG team

Page 29—Dr Morauta

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Page 50—Fireworks to celebrate the 60th anniversary of Victory in the Pacific

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Page 52—Karyn Vance receives her 2006 Australia Day Achievement Award from Dr Shergold

Page 53—Bill Burdof receives his 2006 Australia Day Achievement Award from Dr Shergold

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Page 59—Members of Government Division

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Page 64—PM&C staff and others farewell the Governor-General of Solomon Islands

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Page 101—Members of People, Resources and Communications Division

Page 171—A member of Government Division Also featured on various pages—a panorama of our current building at 3–5 National Circuit

ACRONYMS

AAP	Australian Associated Press	DAFF	Department of Agriculture Fisheries and Forestry
ACT	Australian Capital Territory	DCITA	Department of Communications Information Technology and the Arts
ADF	Australian Defence Force	DEH	Department of Environment and Heritage
AGD	Attorney-General's Department	DEST	Department of Education Science and Training
AFP	Australian Federal Police	DEWR	Department of Employment and Workplace Relations
ANAO	Australian National Audit Office	DFAT	Department of Foreign Affairs and Trade
ANZSOG	Australia and New Zealand School of Government	DHS	Department of Human Services
AM	Member of the Order of Australia	DIGO	Defence Imagery and Geospatial Organisation
AO	Officer of the Order of Australia	DIO	Defence Intelligence Organisation
APEC	Asia Pacific Economic Cooperation	DITR	Department of Industry, Tourism and Resources
APS	Australian Public Service	DLO	Departmental Liaison Officer
APSC	Australian Public Service Commission	DOFA	Department of Finance and Administration
ASEAN	Association of South East Asian Nations	DOHA	Department of Health and Ageing
ASIO	Australian Security Intelligence Organisation	DOTARS	Department of Transport and Regional Services
ASIS	Australian Secret Intelligence Service	DSC	Distinguished Service Cross
AusAID	Australian Agency for International Development	DSD	Defence Signals Directorate
AWA	Australian Workplace Agreements	DVA	Department of Veterans' Affairs
CA	Certified Agreement	ERC	Expenditure Review Committee of Cabinet
CAS	Central Advertising System	EXCO	Executive Council
CEIs	Chief Executive Instructions	FACCSIA	Department of Family and Community Services and Indigenous Affairs
CEO	Chief Executive Officer	FOI	Freedom of Information
CFO	Chief Financial Officer	FTA	Free Trade Agreement
CHOGM	Commonwealth Heads of Government Meeting	GCU	Government Communications Unit
CIO	Chief Information Officer		
COAG	Council of Australian Governments		
CSC	Conspicuous Service Cross		
CSIRO	Commonwealth Scientific and Industrial Research Organisation		
CT	counter-terrorism		

GST	Good and Services Tax	PBS	Pharmaceutical Benefits Scheme
HIC	Health Insurance Commission	PBS	Portfolio Budget Statements
HOR	House of Representatives	PLO	Parliamentary Liaison Officer
HOSM	Humanitarian Overseas Service Medal	PM&C	Department of the Prime Minister and Cabinet
HREOC	Human Rights and Equal Opportunity Commission	PMO	Prime Minister's Office
IDC	interdepartmental committee	PSCC	Protective Security Coordination Centre
IMF	International Monetary Fund	PSM	Public Service Medal
IT	information technology	QON	question on notice
JCPAA	Joint Committee of Public Accounts and Audit	SA	South Australia
JEFG	Joint Economic Forecasting Group	SCNS	Secretaries Committee on National Security
MAC	Management Advisory Committee	SES	Senior Executive Service
MCGC	Ministerial Committee on Government Communications	SMR	Senior Ministers' Review
MOU	memorandum of understanding	UK	United Kingdom
NAA	National Archives of Australia	UN	United Nations
NADC	National Australia Day Council	US	United States of America
NCP	National Competition Policy	WA	Western Australia
NCTC	National Counter Terrorism Committee		
NSC	National Security Committee of Cabinet		
NSW	New South Wales		
NT	Northern Territory		
NWC	National Water Commission		
NWI	National Water Initiative		
NZ	New Zealand		
OA	Order of Australia		
OAM	Medal of the Order of Australia		
OBE	Order of the British Empire		
OH&S	Occupational health and safety		
ONA	Office of National Assessments		



KEY TERMS

Administrative Arrangements Order (AAO).

An order issued from time to time by the government and signed by the Governor-General which establishes the matters or outcomes to be dealt with by each department of state, and the Acts to be administered by each minister.

Administered items. Revenues, expenses, assets and liabilities that the government controls, but which an agency or authority manages on the government's behalf.

Agency. A department of state, department of parliament and prescribed agency under the *Financial Management and Accountability Act 1997*.

Australian Workplace Agreement (AWA).

An agreement between an employer and an employee about the terms and conditions of employment, made under the *Workplace Relations Act 1996*.

Certified Agreement (CA). A collective agreement relating to employment conditions made directly between an employer and a group of employees.

Chief Executive's Instructions provide instructions and guidance for accountability requirements under the *Financial Management and Accountability Act 1997*.

Competitive tendering and contracting (CTC). The process of contracting out the delivery of government activities previously performed by an Australian Government agency to another organisation.

Equity. Also known as net assets, it is the residual interest in the assets of an entity after deduction of its liabilities.

First Ministers. The Prime Minister, state Premiers and territory Chief Ministers.

Non-ongoing employee. An Australian Public Service (APS) employee who is employed for a specific term or task, or for duties that are irregular or intermittent as per paragraph 22(2)(b) and (c) of the *Public Service Act 1999*.

Ongoing employee. A person engaged as an ongoing APS employee as per paragraph 22(2)(a) of the *Public Service Act 1999*.

Outcomes and outputs structure. This structure reflects an agency's business and enables sound performance reporting to parliament. Outcomes are the results, impacts or consequences of actions by the Australian Government affecting the Australian community. Outputs contribute to outcomes. They are the goods or services produced by agencies on behalf of the government and are specified by price, quantity and quality.

Portfolio Budget Statements (PBS). These statements explain the provisions of the Appropriation Bills (Budget Bills), that is, where appropriated funds are to be spent.

Portfolio agencies. The different government agencies which are accountable to a minister. For a list of the Prime Minister's portfolio agencies see page 3.

Price of outputs. The government's contribution to the department's direct costs in producing required outputs and associated indirect costs, such as corporate overheads. It does not include, for example, revenue from independent sources.

Reasonable adjustment. The principle of providing an employee with a disability with services and/or facilities to assist them in carrying out the inherent requirements of their employment, where this does not impose unjustifiable hardship on the employer.

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FREEDOM OF INFORMATION

The *Freedom of Information Act 1982* gives individuals rights to see documents held by Australian Government ministers and agencies, with some exceptions. Section 8 of the Act requires us to report on:

- our organisation and functions—these are described in Chapter 1 (page 4–9)
- arrangements for outside participation in policy development—these are described in Chapter 7 (page 78)
- the types of documents we hold, and
- our FOI procedures, facilities and contact details.

The types of documents we hold include:

- submissions to and the official records of the Cabinet, its committees and the Federal Executive Council
- documents of Royal Commissions and other major inquiries
- representations to the Prime Minister on every aspect of government activity
- working files including departmental correspondence, analysis and advice
- internal administrative records such as personnel files, staffing and financial records and office procedures, and
- documents usually available free of charge including government policy statements and communiqués.

Our annual report and selected other documents relating to PM&C are available free of charge on our website at www.pmc.gov.au.

More information about the classes of personal information we hold is available from the Office of the Privacy Commissioner at www.privacy.gov.au/government/digest.

To lodge an FOI request, you must contact us in writing—this can be by mail, fax or email. You must provide an address in Australia where we can send you notices under the Act. You should also include:

- the \$30 application fee—please send a cheque or money order made out to the Collector of Public Monies
- as much detail as possible about the document(s) you wish to access, and
- a phone number in case we need to clarify your request.

If your request is approved, you will be provided with an opportunity to inspect the records at our Canberra office or with a copy of the records. Copying charges may apply.

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More information can be obtained from PM&C's Freedom of Information Coordinator. Please contact:

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