

## APPENDIX 2: INDEX OF COMPLIANCE WITH ANNUAL REPORT REQUIREMENTS

The following table lists the information ARENA is required by law to include in this report, and where in the report the information is located.

**TABLE 10: INDEX OF COMPLIANCE WITH ANNUAL REPORT REQUIREMENTS**

<i>Australian Renewable Energy Agency Act 2011</i> (section 70)	P133-162	<p><b>Funding provided under ARENA Act</b></p> <p>Provide particulars of each person to whom financial assistance was provided or committed during the year:</p> <ul style="list-style-type: none"> <li>&gt; name of the person</li> <li>&gt; nature and amount of the financial assistance</li> <li>&gt; renewable energy technology or technologies to which the assistance relates</li> <li>&gt; an assessment of the extent to which agreements for the provision of financial assistance entered into during the year have progressed, or are expected to progress, the principal objectives and priorities as stated in the general funding strategy in force for the year</li> </ul>
<i>Australian Renewable Energy Agency (Consequential Amendments and Transitional Provisions) Act 2011</i> (Schedule 2, Part 2, section 28)	P133-162	<p><b>Funding provided under a transferred agreement</b></p> <p>Provide particulars of each person to whom financial assistance has been provided during the year under a transferred Australian Government funding agreement, or a transferred ASI Limited funding agreement:</p> <ul style="list-style-type: none"> <li>&gt; name of the person</li> <li>&gt; nature and amount of the financial assistance</li> <li>&gt; renewable energy technology or technologies to which the assistance relates</li> </ul>
<i>Australian Renewable Energy Agency Act 2011</i> (section 11)	P102	<p><b>Ministerial requests</b></p> <p>Provide details of each request made by the Minister under s11 asking ARENA to consider providing financial assistance for a specified project</p>
<i>Australian Renewable Energy Agency Act 2011</i> (section 13)	P102	<p><b>Ministerial directions</b></p> <p>Provide details of each direction made by the Minister under s13 requiring ARENA to provide advice</p>
<i>Public Governance, Performance and Accountability Act 2013</i> (section 46), Public Governance, Performance and Accountability Rule 2014 (section 17BB)	P5	<p><b>Approval of annual report by accountable authority (ARENA Board)</b></p> <p>Be approved by the ARENA Board</p> <p>Be signed by the Board, or a member of the Board</p> <p>Include details of how and when approval of the annual report was given</p> <p>State that the Board is responsible for preparing and giving the annual report to ARENA's responsible minister in accordance with s46 of the Act</p>

<p><i>Public Governance, Performance and Accountability Act 2013</i> (section 46), Public Governance, Performance and Accountability Rule 2014 (section 17BC)</p>	<p>Yes</p>	<p><b>Parliamentary standards of presentation</b></p> <p>Comply with the guidelines for presenting documents to the Parliament</p>
<p><i>Public Governance, Performance and Accountability Act 2013</i> (section 46), Public Governance, Performance and Accountability Rule 2014 (section 17BD)</p>	<p>Yes</p>	<p><b>Plain English and clear design</b></p> <p>Provide information that is relevant, reliable, concise, understandable and balanced</p> <p>Follow standards of presentation, language and design</p> <p>Define acronyms and technical terms</p>
<p><i>Public Governance, Performance and Accountability Act 2013</i> (section 46), Public Governance, Performance and Accountability Rule 2014 (section 17BE)</p>	<p>P22 P22 P22-23, 28 P102 P102 n/a P28-53 P102 n/a P88-93 P99 P98</p>	<p><b>Contents of annual report</b></p> <p>Details of the legislation that established ARENA</p> <p>Summary of ARENA's objectives and functions as set out in the legislation:</p> <p>ARENA's purpose as set out in the corporate plan for the period</p> <p>Any ministerial directions given under the act or instrument</p> <p>Any government policy orders under s22 of the Act</p> <p>Particulars of any non-compliance</p> <p>Annual performance statement for ARENA for the period in accordance with paragraph 39(1)(b) of the Act and s16F of the Rule</p> <p>Statement of any significant issue reported to the responsible Minister under paragraph 19(1)(e) of the Act that relates to non-compliance with finance law in relation to ARENA</p> <p>An outline of the action taken to remedy that non-compliance</p> <p>Information on each member of the ARENA Board:</p> <ul style="list-style-type: none"> <li>&gt; name, qualification and experience</li> <li>&gt; number of meetings attended</li> <li>&gt; whether executive or non-executive</li> </ul> <p>Organisational structure</p> <p>Location/s of operations</p>

<i>Public Governance, Performance and Accountability Act 2013 (section 46), Public Governance, Performance and Accountability Rule 2014 (section 17BE)</i>	<b>Contents of annual report (continued)</b>
P86-105	Main corporate governance practices used by ARENA during the period: > board committees and their main responsibilities > education and performance review processes for members of the Board > ethics and risk management policies
P105	Related entity transactions
P104	Any significant activities and changes that affected ARENA's operations or structure during the period
P104	Particulars of judicial decisions or decisions of administrative tribunals made during the period that have, or may have, a significant effect on the operations of ARENA
P104	Particulars of any report on ARENA given during the period by: > the Auditor-General > a committee of either House, or both Houses, of the Parliament > the Australian Government Ombudsman > the Office of the Australian Information Commissioner
P97	Details of any indemnity that applied during the period to the Board, any member of the Board or officer of ARENA against a liability (including premiums paid, or agreed to be paid, for insurance against the Board, Board member or officer's liability for legal costs)
P163	An index identifying where the requirements of this section and s17BF (if applicable) are to be found

<p><i>Public Governance, Performance and Accountability Act 2013</i> (section 42), Public Governance, Performance and Accountability (Financial Reporting) Rule 2015</p>	<p>P107</p>	<p><b>Financial statements</b></p>	<p>Financial statements are prepared as soon as practicable after the end of the reporting period, and then provided to the Auditor-General as soon as practicable          Statements comply with the accounting standards and any other requirements prescribed by the rules, and fairly present ARENA's financial position, financial performance and cash flows          Written confirmation from the Board that statements meet these requirements</p>
<p><i>Public Governance, Performance and Accountability Act 2013</i> (section 46)</p>	<p>Yes</p>	<p><b>Annual report presented to Minister</b></p>	<p>ARENA Board must prepare and provide the annual report to the Minister by 15 October each year</p>
<p><i>Environment Protection and Biodiversity Conservation Act 1999</i> (section 516A)</p>	<p>P167</p>	<p><b>Environmental performance</b></p>	<p>Information on:</p> <ul style="list-style-type: none"> <li>&gt; accord between ARENA's activities and ecologically sustainable development (ESD) principles</li> <li>&gt; ARENA's contribution of outcomes to ESD</li> <li>&gt; effects of these activities on the environment</li> <li>&gt; measures to review and minimise effects on the environment</li> </ul>
<p><i>Freedom of Information Act 1982</i> (Part II)</p>	<p>P103</p>	<p><b>Information Publication Scheme</b></p>	<p>Actions taken to comply</p>

**TABLE 11: ARENA'S ENVIRONMENTAL PERFORMANCE**

Reporting criteria	Performance
<p>Accordance with and contribution to ecologically sustainable development (ESD), including the development and implementation of policies, plans, programs and legislation</p>	<p>ARENA is specifically tasked with facilitating research, development, demonstration and deployment of renewable energy technologies with a view to driving the commercialisation and reducing the cost of renewable energy.</p> <p>ARENA's policies, plans and programs all accord with and contribute to the ESD principles by:</p> <ul style="list-style-type: none"> <li>&gt; helping to foster the long-term sustainability of Australia's energy sector while promoting the reduction of energy-related greenhouse gas emissions</li> <li>&gt; taking into account economic, environmental and social considerations when developing renewable energy measures.</li> </ul>
<p>Environmental performance, including the impact of the agency's activities on the natural environment, how any impacts are mitigated and how they will be managed</p>	<p>ARENA's accommodation and facilities arrangements are supported by the portfolio Department. The Department operates under the Energy Efficiency in Government Operations policy, which aims to reduce the energy consumption of government operations, with particular emphasis on the energy efficiency of buildings.</p> <p>The Department's Property and Security section works closely with the ARENA corporate team to provide supporting information on ARENA's intended and/or ongoing property and security arrangements.</p> <p>This has ensured ARENA meets its property and security obligations within government (ie. whole-of-government property changes from the Department of Finance) or through regulatory processes (eg. changes to the Building Code 2016).</p> <p>For the duration of 2016-17, ARENA's Canberra offices were located in the NewActon Nishi Building. The offices in the Nishi Building have a 6-star Green Star Design rating and NewActon Nishi is considered to be Canberra's most sustainable mixed use building complex.</p>