



Department of XYZ

2016-17 Annual Report

Department of XYZ

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Date presented to Minister: Click to enter a date.

To:

Enter name of Minister

Enter Minister's portfolios (list)

This annual report is presented to Parliament to meet the statutory reporting requirements of *(insert relevant acts and regulations)* and meets the requirements of Premier and Cabinet Circular *PC013 Annual Reporting*.

This report is verified to be accurate for the purposes of annual reporting to the Parliament of South Australia.

Submitted on behalf of the Department of XYZ by:

Full name of authorised person

Position

Signature

Date

Reason for late submission (if applicable – delete if not required)

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Section A: Reporting required under the *Public Sector Act 2009*, the *Public Sector Regulations 2010* and the *Public Finance and Audit Act 1987*

Agency purpose or role

Enter purpose or role

In defining the role of the agency, you need to consider the broader public purpose that it aims to serve. This goes beyond the administrative elements of an agency's mandate, such as enforcing legislation, and asks you to consider what the SA public values about it. Public value is generally determined by what our citizens want to see happen through our policies, programs, systems and services. Therefore when articulating your agency's role you should consider what it delivers to our community to improve our society and the way it functions.

– limit 160 words

Objectives

- Enter objectives as a list with bullet points

Key strategies and their relationship to SA Government objectives

Key strategy	SA Government objective
Strategy max four lines	Related objective max four lines
Strategy max four lines	Related objective max four lines

Agency programs and initiatives and their effectiveness and efficiency

Program name	Indicators of performance/effectiveness/efficiency	Comments
Program name	Provide performance indicators or an effectiveness rating or comment and link to any evaluation reports on the agency website. If not assessed, state 'not assessed in this reporting period'..	To what extent has this program achieved a valuable outcome for the SA public?

Legislation administered by the agency

List each separate piece of legislation in a separate row. Use italic font

Organisation of the agency

List key divisions

Hyperlink to organisation chart if required – delete if not)

Other agencies related to this agency (within the Minister's area/s of responsibility)

Click to enter text

Employment opportunity programs

Program name	Result of the program
Program name	Result of the program – max four lines
Program name	Result of the program – max four lines

Agency performance management and development systems

Performance management and development system	Assessment of effectiveness and efficiency
Name and brief description including how compliance is measured	Please provide effectiveness and efficiency rating including compliance as X% of FTE or comment and link to any evaluation reports on the agency website. If not assessed, state 'not assessed in this reporting period'. Max six lines
Name and brief description including how compliance is measured	Please provide effectiveness and efficiency rating including compliance as X% of FTE or comment and link to any evaluation reports on the agency website. If not assessed, state 'not assessed in this reporting period'. Max six lines

Occupational health, safety and rehabilitation programs of the agency and their effectiveness

Occupational health, safety and rehabilitation programs	Effectiveness
Program name and brief description	Please describe effectiveness of program – no limit in length
Program name and brief description	Please describe effectiveness of program – no limit in length

Fraud detected in the agency

Category/nature of fraud	Number of instances
Type of fraud	Select or type a number
Type of fraud	Select or type a number
Type of fraud	Select or type a number

Strategies implemented to control and prevent fraud

Click to enter text

Data for the past five years is available at: [insert hyperlink to specific data.sa page and ensure data sources are referenced.](#)

Whistle-blowers' disclosure

Number of occasions on which public interest information has been disclosed to a responsible officer of the agency under the *Whistle-blowers' Protection Act 1993*

Select or type a number

Data for the past five years is available at: insert hyperlink to specific data.sa page and ensure data sources are referenced.

Executive employment in the agency

Executive classification	Number of executives
Enter classification level and/or descriptor	Select or type a number
Enter classification level and/or descriptor	Select or type a number

Data for the past five years is available at: insert hyperlink to specific data.sa page and ensure data sources are referenced.

For further information, the [Office for the Public Sector](#) has a [data dashboard](#) for further information on the breakdown of executive gender, salary and tenure by agency.

Consultants

The following is a summary of external consultants that have been engaged by the agency, the nature of work undertaken and the total cost of the work undertaken.

Consultants	Purpose	Value
All consultancies below \$10,000 each	Purpose (combined)	\$ Value
Consultancies above \$10,000 each		
Business name	Purpose	
Business name	Purpose	
Total all consultancies		\$ Value

Data for the past five years is available at: insert hyperlink to specific data.sa page and ensure data sources are referenced.

See also <https://www.tenders.sa.gov.au/tenders/index.do> for a list of all external consultancies, including nature of work and value. See also the Consolidated Financial Report of the Department of Treasury and Finance <http://treasury.sa.gov.au/> for total value of consultancy contracts across the SA Public Sector.

Financial performance of the agency

The following is a brief summary of the overall financial position of the agency. The information is unaudited. Full audited financial statements for 2016-17 are attached to this report.

Enter text and/or charts and tables of data – up to half a page maximum. Charts and tables need to be copied and pasted into this content control.

Other financial information

Any other financial information in respect of the agency's operations required to be reported to Parliament under another Act. No length limit. If nothing please enter 'Nil to report'

Other information requested by the Minister(s) or other significant issues affecting the agency or reporting pertaining to independent functions

Click to enter text or insert tables, charts etc. No limit in length but content should be restricted to the minimum necessary to address mandatory reporting requirements.

Section B: Reporting required under any other act or regulation

Name and date of act or regulation

Enter name of act or regulation

Section/regulation number and reporting requirement specified (extract straight from act or regulation – can be pasted).

Report as per requirement

Reporting required under the *Carers' Recognition Act 2005*

The *Carers' Recognition Act* is deemed applicable for the following: Department for Communities and Social Inclusion, Department for Education and Child Development, Department for Health and Ageing, Department of State Development, Department of Planning, Transport and Infrastructure, South Australia Police and TAFE SA.

Section 7: Compliance or non-compliance with section 6 of the Carers Recognition Act 2005 and (b) if a person or body provides relevant services under a contract with the organisation (other than a contract of employment), that person's or body's compliance or non-compliance with section 6.

Click to enter or insert text or tables etc. No limit in length but content should be restricted to minimum necessary to address mandatory reporting requirements. Delete whole sub-section if not applicable.

Section C: Reporting of public complaints as requested by the Ombudsman

Summary of complaints by subject

Public complaints received by enter name of section or location.	
Category of complaints by subject	Number of instances
Category of complaint	Select or type a number
Category of complaint	Select or type a number
Category of complaint	Select or type a number

Data for the past five years is available at: **insert hyperlink to specific data.sa page and ensure data sources are referenced.**

Complaint outcomes

Nature of complaint or suggestion	Services improved or changes as a result of complaints or consumer suggestions
Complaint/suggestion	Response
Complaint/suggestion	Response

Appendix: Audited financial statements 2016-17

SAMPLE