Guidance on Annual Statement of Compliance Reporting for Grant Recipients

Background

Since 2018, NIAA grant recipients have been required to submit an annual Statement of Compliance (SoC) to confirm compliance with key Funding Agreement obligations. These obligations include:

- Working with Vulnerable People (WWVP) requirements
- Work, Health and Safety (WHS) responsibilities.

To support this process, the NIAA provides grant recipients with a SoC template each year, which must be completed and submitted by a specified date.

This annual reporting mechanism helps ensure grant recipients are actively protecting vulnerable individuals, maintaining safe working environments, and fulfilling other critical Funding Agreement responsibilities.

What's changed?

In addition to the existing WWVP and WHS questions, in 2025 we added four new questions about:

- Conflict of Interest
- Subcontracting
- Limits on Employing Certain Persons
- Updating your Primary Contact information.

What is the purpose of the additional questions?

These extra questions help the NIAA:

- Collect the right information
- Keep records up to date
- Clarify the link between grant recipient reporting and risk management
- Follow up quickly and fairly if requirements are not being met.

How do I complete the Statement of Compliance?

Review the SoC in conjunction with your Funding Agreement, which may include a Head Agreement, Project Schedule, Deed of Agreement or Local Investment Funding Agreement. Questions in the SoC relate to specific clauses and obligations included in these documents.

Consider each SoC question, then circle or highlight the relevant response. Complete and sign the declaration on the final page. Save the document before submitting via email to IASComplianceReporting@niaa.gov.au

The SoC is normally due at the end of October each year.

What if I have a "no" response?

The usual process for completion of the annual SoC remains unchanged.

For any questions that have a "no" response, you need to provide details in the relevant box before returning the form.

It is important to know, understand and adhere to all Funding Agreement obligations. If you need to discuss a "no" response prior to submission, please liaise with your usual NIAA contact in the first instance. Where required, further information or guidance will be sought from specialist teams within NIAA, and a prompt response will be provided.

Who do I contact if I have questions?

Please reach out to your usual NIAA contact for further information or send an email to: IASComplianceReporting@niaa.gov.au.