



Changes to annual reporting requirements

New requirements:

Premier's Memorandum 2012-11 Production costs of annual reports

PM 2012-11 states that annual reports "should be prepared with the least possible cost to enable Ministers, Parliament and citizens to make evaluations of the appropriateness, effectiveness and efficiency of government agencies in the administration and the implementation of government policy".

Premier's Memorandum (PM) 2012-11 requires that Departments keep annual report production costs to a minimum by:

- limiting content to recording performance and meeting statutory obligations,
- printing, and comb or glue binding, of copies, and the burning of CD roms, to be performed in house using existing desktop equipment,
- using a standard layout in black and white on standard paper stock,
- eliminating unnecessary use of photographs or illustrations, and
- eliminating all external production costs such as copy writing, design and printing.

Priority is to be given to distributing annual reports by electronic means, including availability on agency websites, but there are statutory requirements to provide a small number of printed copies.

Departments must comply with PM 2012-11 from the 2011-12 financial year. PM 2012-11 requests that statutory bodies review their 2011-12 annual report printing requirements based on the policy set out in that Memorandum.

Please direct any enquiries concerning PM 2012-11, in the first instance, to the Strategic Communications Branch, Department of Premier and Cabinet on 9228 3376.

Legislative changes

To facilitate the introduction of PM 2012-11, minor amendments are being made to the *Annual Reports (Departments) Regulation 2010* and the *Annual Reports (Statutory Bodies) Regulation 2010*. These amendments will relieve agencies of the requirements to:

- transmit printed copies of their annual report for distribution to Members of Parliament, and
- keep printed copies of their agency's annual report at their agency's office.

Further information: Phone: 02 9228 4095