



Changes to annual reporting requirements

New requirements:

Premier's Memorandum 2013-09 Production costs of annual reports

Summary of changes:

PM 2013-09 replaces PM 2012-11 'Production Costs of Annual Reports'. The main changes are:

- PM 2013-09 applies to both Departments and statutory bodies,
- agencies must provide an electronic copy, rather than a printed copy, of their annual report to the Treasurer, and
- agencies can meet their library deposit obligations by sending electronic, rather than printed, copies of the annual report.

Summary of requirements:

PM 2013-09 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".

PM 2013-09 requires Departments and statutory bodies keep annual report production costs to a minimum by:

- limiting content to recording performance and meeting statutory obligations,
- printing hard copies in black and white and compiling reports using existing desktop equipment in house,
- eliminating unnecessary use of photographs or illustrations, and
- eliminating all external production costs such as copy writing, design and printing.

Agencies must provide electronic copies of their annual report to:

- the Treasurer (email to annualreport@treasurer.nsw.gov.au),
- State Records – upload to [OpenGov NSW](#),
- National Library of Australia,
- UWS Library,
- State Library, and
- Parliamentary Library.

Agencies should consult with their Minister to determine whether they prefer a printed or electronic copy.

There is now a requirement for only two hard copies of the annual report to be printed. These are to be submitted to the relevant Minister for submission to each house of Parliament.

Please direct any enquiries concerning PM 2013-09, in the first instance, to the Strategic Communications Branch, Department of Premier and Cabinet on 9228 3376.

Legislative changes

Agencies are no longer required to disclose a register of land vested in, owned, occupied or controlled by the Minister or Department because s17 *Annual Reports (Departments) Act 1985* and s14 *Annual Reports (Statutory Bodies) Act 1984* have been repealed.

Note that the requirement to disclose information about Land Disposals (schedule1 *Annual reports (Departments) Regulation 2010* and schedule 1 *Annual Reports (Statutory Bodies) Regulation 2010*) remains in force.