

## Providing electronic copies of annual reports to Parliament

**Annual Reporting Regulations require each Public Sector agency to submit an electronic copy of its annual report to Parliament. This Circular provides information on the format of the electronic copy and submission details.**

### Summary:

This circular applies to:

- each 'statutory body' listed in Schedule 2 to the *Public Finance and Audit Act 1983*
- each 'Department' listed in Schedule 3 to the *Public Finance and Audit Act 1983*
- each 'statutory State Owned Corporation' listed in Schedule 5 to the *State Owned Corporations Act 1989*.

The *Annual Reports (Departments) Regulation 2015* and the *Annual Reports (Statutory Bodies) Regulation 2015* (the Regulations) require that agencies must make their annual reports available to Parliament electronically as soon as practicable after the report is presented to Parliament.

Parliament then makes these electronic copies available to the public through its own website, therefore providing a central database for all New South Wales Public Sector annual reports.

The Secretary has determined, pursuant to the Regulations, that agencies will provide electronic copies of their annual reports to Parliament as follows:

Format	Text-searchable Adobe Acrobat PDF
File size	Files larger than 2Mb should be broken down into parts no larger than 2Mb
File names	File names should clearly indicate the agency name, reporting year and where part files are used, the part number. For example: Treasury AR 2015.pdf, or Health AR 2015 Part 1.pdf and Health AR 2015 Part 2.pdf
Submission	Agencies should send the electronic copy to either: <a href="mailto:assembly@parliament.nsw.gov.au">assembly@parliament.nsw.gov.au</a> or <a href="mailto:council@parliament.nsw.gov.au">council@parliament.nsw.gov.au</a>
Email size	Emails transmitting the electronic copy to Parliament larger than 10Mb should be broken down into parts no larger than 10Mb

### Contacts:

Table Office: ph: 9230 2431  
Legislative Assembly: [Jenny.Lamont@parliament.nsw.gov.au](mailto:Jenny.Lamont@parliament.nsw.gov.au); ph: 9230 2240  
Legislative Council: [Stephen.Frappell@parliament.nsw.gov.au](mailto:Stephen.Frappell@parliament.nsw.gov.au); ph: 9230 3594

This Circular applies to all New South Wales Public Sector agencies (including statutory State Owned Corporations). This Circular withdraws and supersedes NSWTC 10/09 *Providing electronic copies of annual reports to Parliament*. However, it contains no substantive change from NSW TC 10/09 requirements.

Karen Sanderson  
for Secretary

Further Information: NSW Treasury: Accounting Policy Branch (ph: 9228 4095)  
Email: [accpol@treasury.nsw.gov.au](mailto:accpol@treasury.nsw.gov.au)  
NSW Treasury website: [www.treasury.nsw.gov.au](http://www.treasury.nsw.gov.au)