

Annual Report Template

Corporate Commonwealth Entity

Template Instructions

The purpose of this template is to support you to develop your entity annual report efficiently.

The list of requirements to be included in a corporate Commonwealth entity annual report for a reporting period is set out in Schedule 2A of the [*Public Governance, Performance and Accountability Rule 2014*](https://www.legislation.gov.au/F2014L00911/latest/text) (PGPA Rule).

**The use of this template is not mandatory. It is a guide only.**

Refer to Resource Management Guides, [RMG-136 Annual reports for corporate Commonwealth entities](https://www.finance.gov.au/government/managing-commonwealth-resources/annual-reports-corporate-commonwealth-entities-rmg-136) and [RMG-134 Annual performance statements for Commonwealth entities](https://www.finance.gov.au/government/managing-commonwealth-resources/annual-performance-statements-commonwealth-entities-rmg-134) for additional information.

**How to use this template**

* Black text provides example content you can use in the annual report.
* Red text is instructional and should be replaced or removed before finalising your annual report.

For any questions, or to provide feedback on this template, contact PGPA@finance.gov.au.

A Table of Contents is not mandatory but will support the reader in following your annual report for the **print version only**.

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# Overview of [Entity Name]

## Enabling legislation, purpose, objects and functions

This information is required by sections 17BE(a) and 17BE(b) of the PGPA Rule.

Entities must include:

* the details of the legislation establishing the body,
* a summary of the objects and functions of the entity as set out in the legislation, and
* the purposes of the entity as included in the entity’s corporate plan for the reporting period.

Example text is below.

[Entity name] is established by the [*name of enabling legislation*].

The purpose of [entity name] is to [this should be as stated in the corporate plan].

The objectives and/or functions of [entity name] are [refer to the requirements set out in its enabling legislation, as applicable]:

* Function detail.

## Responsible Minister(s)

This information is required by sections 17BE(c) of the PGPA Rule.

The annual report must specify the name and title of the current responsible Minister(s) and any other responsible Minister(s) during the reporting period.

Example text is below.

[Name and title of Minister/s] is/are the current responsible Minister(s) for the reporting period.

Other responsible Ministers for the reporting period were:

* [Name and title of Minister/s and duration].

## Ministerial directions and Government Policy Orders

This information is required by sections 17BE(d)-(f) of the PGPA Rule.

Entities must identify any directions given by the Minister under an Act or instrument during the period and any government policy orders that applied to the entity during the reporting period under section 22 of the PGPA Act.

If the entity has not complied with any of these directions or orders, the annual report must include an explanation of the non-compliance.

Example text is below.

(If applicable) The Minister issued the following directions under the [enabling legislation] and/or [name of other legislation].

Or:

(If applicable)The Minister did not issue a direction under [enabling legislation] during the reporting period.

Under section 22 of the PGPA Act, the Finance Minister may make a government policy order that specifies a policy of the government that is to apply to an entity.

Either:

(If applicable) The following order(s) were made during the reporting period:

* [Include details on the order(s)].

If the entity has not complied with any of these directions or orders, detail the particulars of the non-compliance.

(If applicable) The [name of entity] did not comply with the following orders made during the reporting period: [insert details of the non-compliance].

Or:

(If applicable) No such orders were made that apply to [name of entity] during 2024–25.

## Accountable authority

This information is required by section 17BE(j) of the PGPA Rule.

Entities must include information on the accountable authority, or each member of the accountable authority, during the reporting period. For the accountable authority, or each member, the annual report must include their:

* name
* qualifications
* experience
* for a member - the number of meetings of the accountable authority attended by the member during the period, and
* for a member - whether the member is an executive member or non-executive member.

Entities may wish to include this information in a table. Example text is below.

Single accountable authority example

The accountable authority of [the entity] for the reporting period was [insert name and position title of the accountable authority that occupied that role during the reporting period (1 July to 30 June)].

[Include details on the qualifications and experience of the accountable authority.]

Multi-member accountable authority example

The accountable authority of [the entity] for the reporting period was [insert names and position titles of members of the accountable authority that occupied that role during the reporting period (1 July to 30 June)].

[Include details on the qualifications and experience of each member.]

[Include the number of meetings of the accountable authority attended by each member and whether the member is an executive or non-executive member.]

# Significant non-compliance issues with finance law

Section 19(1)(e) of the PGPA Act requires that accountable authorities notify their responsible Minister when significant issues have been identified.

The annual report must include a statement of any significant issue reported to the responsible Minister that relates to non-compliance with the finance law and an outline of the action that has been taken to remedy the non-compliance, in accordance with sections 17BE(h) and 17BE(i) of the PGPA Rule.

**Note:** Including instances of significant non-compliance with the finance law in your annual report must occur **after** the issue has been reported to the responsible Minister.

Example table for reporting significant non-compliance with the finance law is below.

| Description of non-compliance with finance law | Remedial action |
| --- | --- |
| - | - |
| - | - |

Where there were no significant issues reported, the following sentence can be included:

There were no significant issues reported to the Minister under paragraph 19(1)(e) of the PGPA Act, which includes compliance with Finance law.

# Annual Performance Statements

This information is required by 17BE(g) of the PGPA Rule, in accordance with section 39(1)(b) of the PGPA Act and section 16F of the PGPA Rule.

In this section, insert your annual performance statements. The annual performance statements are intended to complete the cycle of performance reporting that commenced at the start of the annual reporting period with the Portfolio Budget Statement (PBS), including the Portfolio Additional Estimates Statement or other portfolio estimates statement for the reporting period, and corporate plan.

Entities have the flexibility to structure their annual performance statements in a way that provides the best approach to communicating the entity’s performance. The statements should report the actual results achieved against the performance measures and planned results, including targets, where set for the entity in its corporate plan and PBS.

Refer to [RMG-134 Annual Performance Statements for Commonwealth Entities](https://www.finance.gov.au/government/managing-commonwealth-resources/annual-performance-statements-commonwealth-entities-rmg-134) for more information.

An example of how to set out your annual performance statements in your annual report is below.

## Statements of preparation

As the accountable authority of [entity name] we are / I am pleased to present the [reporting year] annual performance statements, as required under paragraph 39(1)(a) of the *Public Governance, Performance and Accountability Act 2013* (PGPA Act) [and any applicable establishing legislation]. In my opinion, the annual performance statements:

* accurately present the entity’s performance in the reporting period; and
* comply with subsection 39(2) of the PGPA Act.

[Signature of accountable authority]

## Results

It is for each entity to structure and present results in a manner that best demonstrates performance in its specific circumstances. Good practice annual performance statements present the results clearly, concisely and consistently with the entity’s Corporate Plan and Portfolio Budget Statement.

When reporting actual performance, an entity should consider also providing the following information for each performance measure:

* the planned performance result including targets where reasonably practicable to set targets for that performance measure,
* prior year(s) results to show trends over time.

An example is provided below.

**Purpose X**

**Key Activity X, <Activity name>:**

**<Activity Description>**

| Performance measure | Prior year(s) result | Target | Result | Outcome |
| --- | --- | --- | --- | --- |
| [Performance measure X] | 3.7 | >2.5 | 3.2 | Achieved |

## Analysis of performance

An entity’s annual performance statements must include an analysis of the factors that contributed to its performance in achieving its purposes. Entities should provide an informative analysis beyond simply listing specific achievements. This should include any changes to:

* the entity's purposes, activities or organisational capability, or
* the environment in which the entity operated,

that may have had a significant impact on the entity's performance (section 16F(2) item 3 of the PGPA Rule).

It is good practice for the analysis of the factors that contributed to performance to be included for individual performance measures as well as at an entity-wide level.

The intent of the PGPA Rule requirement is for the annual performance statements to include factors that have contributed in both a positive and negative way to an entity’s performance.

# Organisational structure and location

### Organisational structure

Section 17BE(k) of the PGPA Rule requires that annual reports include an outline of the organisational structure (including any subsidiaries of the entity).

### Subsidiaries

(If applicable) This information is required by sections 17BE(k) and 17BE(s) of the PGPA Rule.

Where an entity does not have any subsidiaries, a brief statement to this effect should be included. An example is provided below.

In addition to identifying any subsidiaries, where information from subsidiaries was needed to meet any annual report requirement but not obtained, an explanation of this must be included. This includes an explanation of the effect of not having this information in the annual report.

(If no subsidiaries)[Entity name] does not have any subsidiaries.

## Location of major activities and facilities

Section 17BE(l) of the PGPA Rule requires an outline of the location (whether or not in Australia) of major activities or facilities of the entity.

## **Strategic Commissioning Framework**

Reporting requirements under the Strategic Commissioning Framework are overseen by the Australian Public Service Commission (APSC). Entities are required to summarise progress against their 2024-25 targets under the Strategic Commissioning Framework in their annual report. Details on what is expected can be found on the APSC’s website under [Targets and reporting](https://www.apsc.gov.au/initiatives-and-programs/workforce-information/aps-strategic-commissioning-framework/resources-toolkit-strategic-commissioning-framework/targets-and-reporting%22%20/l%20%22monitoring-and-accountability).

It is suggested that this content is included in this section of the annual report.

## Employee statistics

This information is required by section 17BE(ka) of the PGPA Rule. Annual reports are required to include statistics on the entity’s employees on an ongoing and non-ongoing basis, this includes statistics on full-time employees, part-time employees, gender and staff location.

All human resources statistics are to be calculated and reported on an actual head count basis (number of employees) as at the end of each reporting period. Full-time equivalent statistics (for example, 1.5 FTE) are not to be reported.

The following tables will satisfy the requirements of 17BE(ka) of the PGPA Rule. These tables are required be produced for the current reporting period and the previous reporting period.

### All Ongoing Employees

|  | Man/Male | Woman/Female | Non-binary | Prefers not to answer | Uses a different term | *Total* |
| --- | --- | --- | --- | --- | --- | --- |
|  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  |  |
| NSW | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| Qld | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| SA |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| Tas |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| Vic |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| WA |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| ACT |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| NT |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| External Territories | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| Overseas |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| *Total*  | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | ***-*** |

### All Non-ongoing Employees

|  | Man/Male | Woman/Female | Non-binary | Prefers not to answer | Uses a different term | *Total* |
| --- | --- | --- | --- | --- | --- | --- |
|  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  | Full-time | Part-time | *Total*  |  |
| NSW | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| Qld | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| SA |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| Tas |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| Vic |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| WA |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| ACT |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| NT |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| External Territories | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | **-** |
| Overseas |  - |  - |  - |  - |  - |  - |  - |  - |  - | - | - | - | - | - | - | **-** |
| *Total*  | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | **-** | ***-*** |

# Corporate governance

This information is required by section 17BE(m) of the PGPA Rule.

Entities are required to provide information on the main corporate governance practices in place during the reporting period. The content of this statement is at the discretion of the accountable authority. This could include:

* board committees of the entity and their main responsibilities,
* education and performance review processes for members of the accountable authority,
* ethics and risk management policies.

# Related entity transactions

If applicable, this information is required by sections 17BE(n) and 17BE(o) of the PGPA Rule.

The annual report must include the decision-making process undertaken by the accountable authority for making a decision if:

* the decision is to approve the entity paying for a good or service from another Commonwealth entity or a company, or providing a grant to another Commonwealth entity or a company,
* the entity, and the other Commonwealth entity or the company, are related entities, and
* the value of the transaction, or if there is more than 1 transaction, the aggregate value of those transactions, is more than $10,000 (inclusive of GST).

If the annual report includes the above information, then the following must also be included:

* if there is only 1 transaction - the value of the transaction
* if there is more than 1 transaction - the number of transactions and the aggregate of value of the transactions.

The annual report must include the decision-making process undertaken by the accountable authority when it enters into a procurement or grant transaction where a member of the accountable authority holds a similar position in the organisation that provides the good or service or receives the grant. The organisation providing the good or service or receiving the grant may take the form of a Commonwealth entity, Commonwealth company or a private company.

Example text is below.

[Entity name] transacts with Australian Government related entities consistent with normal day-to-day business operations provided under normal terms and conditions. In the [20XX-XX] financial year, these transactions came to [$x] (see Financial Table [y] for details).

The [accountable authority] reviews a schedule of contracts annually. Any officer who may have a perceived or real conflict of interest relating to any contract is required to declare the conflict and is not involved in the decision making.

# Significant activities and changes affecting the entity

If applicable, this information is required by section 17BE(p) of the PGPA Rule.

The annual report must include information on any significant activities and changes that affected the operations or structure of the entity during the period. This may include:

* significant events, such as forming or participating in the formation of a company, significant partnership or trust
* operational and financial results of the entity
* key changes to the entity’s state of affairs or principal activities
* amendments to the entity’s enabling legislation and to any other legislation directly relevant to its operation.

Example text is below.

(If appropriate) Significant activities and changes that affected the operations or structure of [name of the entity] during the reporting year included:

* [Detail on these activities and/or changes].

# Judicial decisions and reviews

If applicable, this information is required by sections 17BE(q) and 17BE(r) of the PGPA Rule.

Annual reports must include details of judicial decisions or decisions of administrative tribunals that have had, or may have, a significant effect on the operations of the entity.

Entities must also include particulars of any reports on the entity’s operations during the reporting period by:

* the Auditor-General, other than a report under section 43 of the PGPA Act (which deals with the Auditor-General’s audit of the annual financial statements for Commonwealth entities),
* a Committee of either or both Houses of the Parliament,
* the Commonwealth Ombudsman, or
* the Office of the Australian Information Commissioner.

# Indemnities and insurance premiums

If applicable, this information is required by section 17BE(t) of the PGPA Rule.

The annual report must provide details of any indemnity that applied during the period to the accountable authority, any member of the accountable authority or officer of the entity against a liability (including premiums paid, or agreed to be paid, for insurance against the authority, member or officer’s liability for legal costs).

# Audit Committee

This information is required by section 17BE(taa) of the PGPA Rule.

Entities must provide details about the audit committee, including the name of each member, and the qualifications, knowledge, skills or experience of those members, and their remuneration. It must also include information about each member’s attendance at audit committee meetings.

The direct electronic address of the audit committee charter must be included as required by section 17BE(taa)(i) of the PGPA Rule.

Example table and text is below.

| Member name | Qualifications, knowledge, skills or experience (include formal and informal as relevant) | Number of meetings attended  | Total number of meetings held | Total annual remuneration (GST inc.) | Additional Information (including role on committee) |
| --- | --- | --- | --- | --- | --- |
| - | - | - | - | - | - |
| - | - | - | - | - | - |

The Audit and Risk Committee’s Charter is available on [name of entity] website at: [insert electronic address].

# Executive remuneration

This information is required by section 17BE(ta) of the PGPA Rule, and must be prepared in accordance with Subdivision C of the PGPA Rule.

The annual report must include remuneration details for:

* key management personnel (KMP) required by section 17CA of the PGPA Rule,
* senior executives required by section 17CB of the PGPA Rule, and
* other highly paid staff (OHPS) required by section 17CC of the PGPA Rule.

Each category is defined within section 4 of the PGPA Rule.

**Note:** A person can only be in one of these categories at the same time.

The total remuneration earned by an individual while KMP, a senior executive or OHPS is to be included in the relevant table. Any remuneration received while not a KMP, a senior executive or OHPS should not be included. Where persons acting are included in remuneration disclosures for example for KMP, the total remuneration paid to the individual while acting KMP during the reporting period is to be included in the KMP table. The persons total remuneration paid while in their substantive position as a senior executive is reported in the senior executive table.

Refer to [RMG-138 Commonwealth entities’ executive remuneration reporting guide for annual reports](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138) for further information, including on [Employment arrangements to include in disclosure tables](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-executive-remuneration-reporting-guide-annual-reports-rmg-138/employment-arrangements-include-disclosure-tables)

## Information about remuneration for key management personnel

|  |  | **Short-term benefits** | **Post‑employment benefits** | **Other long-term benefits** | **Termination benefits** | **Total remuneration** |
| --- | --- | --- | --- | --- | --- | --- |
| **Name** | Position title | Base salary | Bonuses | Other benefits and allowances | Superannuation contributions | Long service leave | Other long-term benefits |  |  |
| - | - | - | - | - | - | - | - | - | - |

Delete if not applicable. When completing table, do not leave rows blank but delete rows that do not have data.

## Information about remuneration for senior executives

|  |   | Short-term benefits | Post‑employment benefits | Other long-term benefits | Termination benefits | Total remuneration |
| --- | --- | --- | --- | --- | --- | --- |
| Total remuneration bands | Number of senior executives | Average base salary | Average bonuses | Average other benefits and allowances | Average superannuation contributions | Average long service leave | Average other long-term benefits | Average termination benefits | Average total remuneration |
| $0 - $220,000  | - | - | - | - | - | - | - | - | - |
| $220,001 - $245,000 | - | - | - | - | - | - | - | - | - |
| $245,001 - $270,000 | - | - | - | - | - | - | - | - | - |
| $270,001 - $295,000 | - | - | - | - | - | - | - | - | - |
| $295,001 - $320,000 | - | - | - | - | - | - | - | - | - |
| $320,001 - $345,000 | - | - | - | - | - | - | - | - | - |
| $345,001 - $370,000 | - | - | - | - | - | - | - | - | - |
| $370,001 - $395,000 | - | - | - | - | - | - | - | - | - |
| $395,001 - $420,000 | - | - | - | - | - | - | - | - | - |
| $420,001 - $445,000 | - | - | - | - | - | - | - | - | - |
| $445,001 - $470,000 | - | - | - | - | - | - | - | - | - |
| $470,001 - $495,000 | - | - | - | - | - | - | - | - | - |
| $495,001 - …. | - | - | - | - | - | - | - | - | - |

Delete if not applicable. When completing table, do not leave rows blank but delete rows that do not have data.

## Information about remuneration for other highly paid staff

|  |  | **Short-term benefits** | **Post‑employment benefits** | **Other long-term benefits** | **Termination benefits** | **Total remuneration** |
| --- | --- | --- | --- | --- | --- | --- |
| **Total remuneration bands** | Number of other highly paid staff | Average base salary | Average bonuses | Average other benefits and allowances | Average superannuation contributions | Average long service leave | Average other long-term benefits | Average termination benefits | Average total remuneration |
| $260,000 - $270,000  | - | - | - | - | - | - | - | - | - |
| $270,001 - $295,000  | - | - | - | - | - | - | - | - | - |
| $295,001 - $320,000  | - | - | - | - | - | - | - | - | - |
| $320,001 - $345,000  | - | - | - | - | - | - | - | - | - |
| $345,001 - $370,000  | - | - | - | - | - | - | - | - | - |
| $370,001 - $395,000  | - | - | - | - | - | - | - | - | - |
| $395,001 - $420,000  | - | - | - | - | - | - | - | - | - |
| $420,001 - $445,000  | - | - | - | - | - | - | - | - | - |
| $445,001 - $470,000  | - | - | - | - | - | - | - | - | - |
| $470,001 - $495,000  | - | - | - | - | - | - | - | - | - |
| $495,001 - …. | - | - | - | - | - | - | - | - | - |

Delete if not applicable. When completing table, do not leave rows blank but delete rows that do not have data.

# Financial reporting

This information is required by section 42 of the PGPA Act.

Refer to [RMG-125 Commonwealth Entities Financial Statements Guide](https://www.finance.gov.au/government/managing-commonwealth-resources/commonwealth-entities-financial-statements-guide-rmg-125) for assistance on financial reporting.

## Financial Statements

This information is required by section 43(4) of the PGPA Act.

The purpose of this section of the annual report is to provide assurance on the completeness and accuracy of an entity’s financial statements, the Chief Financial Officer of the entity must certify that information is based on properly maintained financial records, as required by section 41(2) of the PGPA Act.

## Independent Auditor’s Report

This information is required by section 43(4) of the PGPA Act.

Include a copy of the independent auditor’s report, issued by the Australian National Audit Office (ANAO), providing the auditor’s opinion on whether the entity’s financial statements:

* have been prepared in accordance with the [*Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*](https://www.legislation.gov.au/Series/F2015L00131) and the Australian Accounting Standards, and
* present fairly the entity’s financial position, financial performance and cash flows.

## Statement by the Accountable Authority and Chief Financial Officer

This information is required by section 10 of the *Public Governance, Performance and Accountability (Financial Reporting) Rule 2015*.

The Chief Financial Officer of the entity must certify that information is based on properly maintained financial records, under subsection 41(2) of the PGPA Act.

Example text is below.

In our opinion, the attached financial statements for the year ended 30 June 20[xx] comply with subsection 42(2) of the PGPA Act and are based on properly maintained financial records as per subsection 41(2) of the PGPA Act.

In our opinion, at the date of this statement, there are reasonable grounds to believe that the [entity name] will be able to pay its debts as and when they fall due.

[Accountable authority] [Chief Financial Officer]

[Signature and date] [Signature and date]

# Government business enterprise disclosures

The annual report for a government business enterprise that is a corporate Commonwealth entity must include the following information, as required by section 17BF of the PGPA Rule.

**Changes in financial conditions and community service obligations**

Section 17BF(1) of the PGPA Rule requires that a government business enterprise annual report include:

* an assessment of significant changes in the entity’s overall financial structure and financial condition during the period,
* an assessment of any events or risks that could cause financial information that is reported not to be indicative of future operations or financial condition,
* dividends paid or recommended in relation to the period, and
* details of any community service obligations the government business enterprise has, including, an outline of actions the government business enterprise has taken to fulfil those obligations, and an assessment of the cost of fulfilling those obligations.

**Information that is commercially prejudicial**

If applicable, and in accordance with section 17BF(2) of the PGPA Rule, information may be excluded if the accountable authority of the government business enterprise believes, on reasonable grounds, that the information is commercially sensitive and would be likely to result in unreasonable commercial prejudice to the government business enterprise. The annual report must state whether such information has been excluded.

Example text is below.

(If applicable) The directors have excluded from this Annual Report information that they considered to be commercially sensitive and would be likely to result in unreasonable commercial prejudice to [entity name].

# Appendices

Information required by other Acts or instruments to be included in the annual report should be included in one or more appendices to the report.

Appendices may also be used to provide supplementary information or to present tables required in the annual report. This is at the discretion of the accountable authority.

## Other legislative requirements

Other legislation may require corporate Commonwealth entities to include additional matters in the annual report. This could be included in one or more appendices to the report. Including the information in an appendix for a corporate Commonwealth entity would align with the requirement for non-corporate Commonwealth entities under section 17AH(2) of the PGPA Rule which states that information required by another Act or instrument must be included in one or more appendices to a non-corporate Commonwealth entity's annual report.

Below provides an overview of the other legislative requirements applicable to many entities. It is the responsibility of entities to consider whether the following, or any other, legislation applies to them.

### *Environment Protection and Biodiversity Conservation Act 1999*

This information is required by section 516A of the *Environment Protection and Biodiversity Conservation Act 1999* (EPBC Act).

The annual report must:

* include a report on how the activities of, and the administration (if any) of legislation by, the reporter during the period accorded with the principles of ecologically sustainable development,
* identify how the outcomes (if any) specified for the reporter in an Appropriations Act relating to the period contribute to ecologically sustainable development,
* document the effect of the reporter’s activities on the environment,
* identify any measures the reporter is taking to minimise the impact of activities by the reporter on the environment, and
* identify the mechanisms (if any) for reviewing and increasing the effectiveness of those measures.

**Climate Action in Government Operations**

Entities must include reporting on the emissions from their operations. To ensure consistency across reporting, entities are required to use the emissions reporting tool provided by the Department of Finance to calculate their emissions. [Australian Government Emissions Reporting](https://www.finance.gov.au/government/climate-action-government-operations/australian-government-emissions-reporting) provides further information on emissions reporting requirements and content to be included in annual reports.

The Commonwealth Climate Disclosure Policy (CCD) is the Government’s policy for all Commonwealth entities and companies to publicly report on their exposure to climate risks and opportunities, as well as their actions to manage them. Corporate Commonwealth entities in Tranche 1 are encouraged to include a climate disclosure in their 2024-25 annual reports. [Year 1 CCD Requirements](https://www.finance.gov.au/government/climate-action-government-operations/commonwealth-climate-disclosure-requirements) provides full details of content to be included in 2024-25 annual reports. The [CCD Policy](https://www.finance.gov.au/government/climate-action-government-operations/commonwealth-climate-disclosure-policy) provides further information on tranche allocation and reporting disclosures.

For further advice on reporting requirements under the EPBC Act, refer to the [Department of Climate Change, Energy, the Environment and Water](https://www.dcceew.gov.au/environment/epbc/our-role/our-performance#annualcwth), and on the Climate Action in Government Operations policies, refer to [Climate Action in Government Operations](https://www.finance.gov.au/government/climate-action-government-operations).

### *Work Health and Safety Act 2011*

This information is required by schedule 2, section 4 of the *Work, Health and Safety Act 2011*.

Entities must report on the following matters:

* initiatives taken during the year to ensure the health, safety and welfare of workers who carry out work for the entity,
* health and safety outcomes (including the impact on injury rates of workers) achieved as a result of initiatives mentioned as part of the above or previous initiatives,
* statistics of any notifiable incidents of which the entity becomes aware during the year that arose out of the conduct of businesses or undertakings by the entity,
* any investigations conducted during the year that relate to businesses or undertakings conducted by the entity, including details of all notices given to the entity during the year under Part 10 of the *Work, Health and Safety Act 2011*, and
* such other matters as are required by guidelines approved on behalf of the Parliament by the Joint Committee of Public Accounts and Audit.

### *Commonwealth Electoral Act 1918*

This information is required by section 311A of the *Commonwealth Electoral Act 1918*.

If applicable, entities must include a statement in its annual report setting out particulars of all amounts above $16,900 paid by, or on behalf of, the entity during the financial year to:

* advertising agencies,
* market research organisations,
* polling organisations,
* direct mail organisations, and
* media advertising organisations.

This statement must include the persons or organisations to whom these amounts were paid.

### *Carer Recognition Act 2010*

This information is required by section 8 of the *Carer Recognition Act 2010* (the Carer Act) for entities defined as a ‘public service care agency’ under that Act.

A ‘public service care agency’ is defined in the Carer Act to mean an agency as defined in the *Public Service Act 1999* that is responsible for the development, implementation, provision or evaluation of policies, programs or services directed to carers or the persons for whom they care.

If the entity is considered a public service care agency, it must include a report on its compliance with section 7 of the Carer Act (which deals with practical measures and internal policies in relation to carers).

### *Future Made in Australia Act 2024*

This information is required by section 11A of the *Future Made in Australia Act 2024*.

Where applicable, entities that committed or provided Future Made in Australia support must report on all persons or entities for whom they have provided or committed it, including the amount(s) of support provided, as well as the amount of all Future Made in Australia support provided or committed by the entity in the reporting period.

# List of requirements

This table is required by section 17BF(u) of the PGPA Rule and is set out in Schedule 2A of the PGPA Rule.

The list of requirements must be included in the annual report and should be completed with relevant references to where each requirement can be found.

| PGPA Rule Reference | Part of Report | Description | Requirement |
| --- | --- | --- | --- |
| 17BE | **Contents of annual report** |  |
| 17BE(a) | [Enabling legislation, purpose, objects and functions](#_Enabling_legislation,_purpose,) | Details of the legislation establishing the body | Mandatory |
| 17BE(b)(i) |  | A summary of the objects and functions of the entity as set out in legislation | Mandatory |
| 17BE(b)(ii) |  | The purposes of the entity as included in the entity’s corporate plan for the reporting period | Mandatory |
| 17BE(c) |  | The names of the persons holding the position of responsible Minister or responsible Ministers during the reporting period, and the titles of those responsible Ministers | Mandatory |
| 17BE(d) |  | Directions given to the entity by the Minister under an Act or instrument during the reporting period | If applicable, mandatory |
| 17BE(e) |  | Any government policy order that applied in relation to the entity during the reporting period under section 22 of the Act | If applicable, mandatory |
| 17BE(f) |  | Particulars of non-compliance with:(a)    a direction given to the entity by the Minister under an Act or instrument during the reporting period; or(b)    a government policy order that applied in relation to the entity during the reporting period under section 22 of the Act  | If applicable, mandatory |
| 17BE(g) |  | Annual performance statements in accordance with paragraph 39(1)(b) of the Act and section 16F of the rule | Mandatory |
| 17BE(h),17BE(i) |  | A statement of significant issues reported to the Minister under paragraph 19(1)(e) of the Act that relates tonon-compliance with finance law and action taken toremedy non-compliance  | If applicable, mandatory |
| 17BE(j) |   | Information on the accountable authority, or each member of the accountable authority, of the entity during the reporting period | Mandatory |
| 17BE(k) |  | Outline of the organisational structure of the entity (including any subsidiaries of the entity) | Mandatory |
| 17BE(ka) |  | Statistics on the entity’s employees on an ongoing and non-ongoing basis, including the following:(a)    statistics on full-time employees;(b)    statistics on part-time employees;(c)    statistics on gender;(d)    statistics on staff location | Mandatory |
| 17BE(l) |  | Outline of the location (whether or not in Australia) of major activities or facilities of the entity | Mandatory |
| 17BE(m) |  | Information relating to the main corporate governance practices used by the entity during the reporting period | Mandatory |
| 17BE(n),17BE(o)  |  | For transactions with a related Commonwealth entity or related company where the value of the transaction, or if there is more than one transaction, the aggregate of those transactions, is more than $10,000 (inclusive of GST):(a)    the decision-making process undertaken by the accountable authority to approve the entity paying for a good or service from, or providing a grant to, the related Commonwealth entity or related company; and(b)    the value of the transaction, or if there is more than one transaction, the number of transactions and the aggregate of value of the transactions  | If applicable, mandatory |
| 17BE(p) |  | Any significant activities and changes that affected the operation or structure of the entity during the reporting   period | If applicable, mandatory |
| 17BE(q) |  | Particulars of judicial decisions or decisions of administrative tribunals that may have a significant effect   on the operations of the entity | If applicable, mandatory |
| 17BE(r) |  | Particulars of any reports on the entity given by:(a)    the Auditor-General (other than a report under section 43 of the Act); or(b)    a Parliamentary Committee; or(c)    the Commonwealth Ombudsman; or(d)    the Office of the Australian Information Commissioner | If applicable, mandatory |
| 17BE(s) |  | An explanation of information not obtained from a subsidiary of the entity and the effect of not having the information on the annual report | If applicable, mandatory |
| 17BE(t)  |  | Details of any indemnity that applied during the reporting period to the accountable authority, any member of the accountable authority or officer of the entity against a liability (including premiums paid, or agreed to be paid, for insurance against the authority, member or officer’s liability for legal costs) | If applicable, mandatory |
| 17BE(taa) |  | The following information about the audit committee for  the entity:(a)    a direct electronic address of the charter determining  the functions of the audit committee;(b)    the name of each member of the audit committee;(c)    the qualifications, knowledge, skills or experience of  each member of the audit committee;(d)    information about each member’s attendance at  meetings of the audit committee;(e)    the remuneration of each member of the audit  committee | Mandatory |
| 17BE(ta) |  | Information about executive remuneration | Mandatory |
| 17BF | **Disclosure requirements for government business enterprises** |   |
| 17BF(1)(a)(i) |  | An assessment of significant changes in the entity’s overall financial structure and financial conditions | If applicable, mandatory |
| 17BF(1)(a)(ii) |  | An assessment of any events or risks that could cause financial information that is reported not to be indicative of future operations or financial conditions | If applicable, mandatory |
| 17BF(1)(b) |  | Information on dividends paid or recommended | If applicable, mandatory |
| 17BF(1)(c) |  | Details of any community service obligations the government business enterprise has including:(a)    an outline of actions taken to fulfil those obligations; and(b)    an assessment of the cost of fulfilling those obligations | If applicable, mandatory |
| 17BF(2) |   | A statement regarding the exclusion of information on the grounds that the information is commercially sensitive and would be likely to result in unreasonable commercial prejudice to the government business enterprise | If applicable, mandatory |