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Corporate Plan Template

Commonwealth Company

Template Instructions

The purpose of this template is to support you to develop your company corporate plan efficiently.

The accountable authority of a Commonwealth company must include the following content in the corporate plan as specified by section 16E and 27A(3) of the [*Public Governance, Performance and Accountability Rule 2014*](https://www.legislation.gov.au/F2014L00911/latest/text) (PGPA Rule). Section 16E, other than item 5 of the table in section 16E(2), applies to a Commonwealth company in the same way as it applies to a Commonwealth entity (see section 27A(1) and (2) of the Rule).

The corporate plan is designed to be the main planning document for a Commonwealth company. It outlines the purposes, key activities, the operating context, and how the company’s performance will be measured and assessed to track progress toward the company’s purposes. Publishing a corporate plan is a requirement for most Commonwealth companies.

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

Refer to Resource Management Guides, [RMG-131 Developing Performance Measures](https://www.finance.gov.au/government/managing-commonwealth-resources/developing-performance-measures-rmg-131) and [RMG-133 Corporate Plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133) for additional information.

**How to use this template**

* Black text provides example text you can use in the corporate plan.
* Red text is instructional and should be updated appropriately or removed before finalising your corporate plan.

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

The Table of Contents is not a requirement, however, it is common practice to include in PDF or Word versions, featuring the required elements (as listed above).

Table of Contents

[Introduction 4](#_Toc203057067)

[Purposes 4](#_Toc203057068)

[Key activities 5](#_Toc203057069)

[Operating Context 5](#_Toc203057070)

[Environment 6](#_Toc203057071)

[Capability 7](#_Toc203057072)

[Risk 9](#_Toc203057073)

[Cooperation 10](#_Toc203057074)

[Subsidiaries 10](#_Toc203057075)

[Performance 11](#_Toc203057076)

[Appendix 1: Changes to performance information 14](#_Toc203057077)

[Appendix 2: List of requirements 15](#_Toc203057078)

# Introduction

This information is required by section 16E(2) item 1 of the PGPA Rule.

Companies must include an introductory statement in the corporate plan that:

* states that the plan has been prepared for paragraph 95(1)(b) of the PGPA Act. The statement may also refer to any other legislation applicable to the preparation of the plan;
* specifies the reporting period for which the plan is prepared (this would usually be the first reporting period of the minimum 4-year period covered by the plan); and
* specifies the reporting periods covered by the plan (this would usually be the minimum 4-year period covered by the plan; for example, 2025–26 to 2028–29).

Example text is provided below.

I/We, the directors of [company name], present the [year for which the plan is prepared] [company name] corporate plan, which covers the periods of [minimum four-year period], as required under subsection 95(1)(b) of the *Public Governance, Performance and Accountability Act 2013* and [reference to sections of other applicable legislation].

# Purposes

This information is required by section 16E(2) item 2 of the PGPA Rule.

The purposes of a company include the objectives, functions or role of the company.

When constructing purpose statements, companies are encouraged to consider a variety of sources, such as:

* any relevant legislation
* other sources (for example, partnership agreements and company constitutions)
* any key government priorities and objectives (statements made under section 34 of the PGPA Act).

Refer to the Purposes section under ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate Plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Examples are provided below.

Our purpose is… [this is typically expressed as a single sentence in a purpose statement]

Or

Our purposes are… [Multiple purposes are typically expressed in a numbered list, for example, purpose 1, purpose 2 or a), b), c)]

# Key activities

This information is required by section 16E(2) item 3 of the PGPA Rule.

The corporate plan must identify the key activities that a company will undertake during the entire period of the corporate plan in order to achieve the purposes of the company.

A key activity is a distinct, significant program or area of work undertaken by a company to assist in achieving the company’s purposes. Example text is provided below.

Refer to the key activities section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

The key activities our [company] undertakes to achieve our purposes are: [Number and list each key activity].

# Operating Context

This information is required by section 16E(2) item 4 of the PGPA Rule.

There are 5 elements that must be included in the discussion of a company’s operating context, covering the entire period of the plan:

* the environment in which it operates
* the capability required to undertake its key activities and achieve its purposes
* the risk oversight and management systems, the key risks it will manage and how these risks will be managed
* how it cooperates with others to achieve its purposes
* how any subsidiaries will contribute to achieving the company’s purposes.

The 5 elements of the operating context should provide the reader with a clear understanding of how, individually and collectively, these elements contribute to a company achieving its purposes. Plans which do so align with better practice.

Refer to the Operating context section under ‘What to include in a corporate plan’ in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

Our key activities are undertaken within our operating context which includes:

* the environment in which we operate
* the capability required to undertake our key activities and achieve our purposes
* the risk oversight and management systems, the key risks and how we will manage these risks
* who we cooperate with, and how they help to achieve our purposes
* how our subsidiaries will contribute to achieving our purposes (only include this if your company has subsidiaries).

They individually and collectively contribute to achieving our company’s purposes by [include information that outlines clearly how the key activities individually and collectively contribute to achieving your company’s purposes].

# Environment

This information is required by section 16E(2) item 4(a) of the PGPA Rule.

The corporate plan must include a discussion of the environment in which the company will operate over the period covered by the plan. Companies should include a discussion of the nature and characteristics of the environment in which the company operates that may impact on the achievement of the company’s purposes. This could include a discussion of various factors, such as:

* macroeconomic and microeconomic factors (such as global and regional economic conditions);
* the regulatory landscape (such as legislative factors, policy factors, or changes in regulatory regimes);
* technological factors (such as technological advances and automation);
* social factors (such as changes in the expectations and demographics of the population); or
* geographical considerations including remoteness and climatic conditions.

In discussing the environmental factors impacting the achievement of a company’s purposes, companies could outline the main factors that are both in the control and beyond the control of the company and the way the company proposes to respond to these factors.

Refer to the Environment section under the Operating context section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

The nature and characteristics of the environment in which our company operates may be impacted by various factors which impact on the achievement of our purposes.

The factors include [only include the relevant factors to your company]:

* macroeconomic and microeconomic factors (such as global and regional economic conditions)
* the regulatory landscape (such as legislative factors, policy factors, or changes in regulatory regimes)
* technological factors (such as technological advances and automation)
* social factors (such as changes in the expectations and demographics of the population)
* geographical considerations, including remoteness and climatic conditions.

[To make it clear to the reader, consider the use of headings for each of the relevant factors or outline the factors specific to each key activity.]

The main factors that are both in the control and beyond the control of our company and the way our company proposes to respond to these factors are: [in this section insert details of the factors that are both in the control and beyond the control of your company and the way our company proposes to respond to these factors].

# Capability

This information is required by section 16E(2) item 4(b) of the PGPA Rule.

The corporate plan must address the capability the company requires to undertake key activities to achieve its purposes. This includes the strategies and plans the company will implement over the period of the plan to attract, maintain and grow its capability.

The discussion of capability would normally include (but is not limited to):

* workforce requirements
* ICT requirements.
* infrastructure requirements.

Further guidance and example text is provide on each capability below.

Better practice capability sections go beyond identifying these strategies and plans and take an integrated approach to outlining how the company will develop capability according to its purposes, key activities and evolving operating context.

Refer to the Capabilities section under the Operating context section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

These are the capabilities our company needs to undertake its key activities in order to achieve its purposes. [Note: this is an introductory sentence closely linked to the wording in the PGPA Rule].

### Workforce [or People]

This section is relevant to all companies.

A discussion of workforce capability could address issues such as:

* high-level trends and developments that are affecting or may affect a company's workforce,
* workforce capability requirements and gaps,
* future workforce capability requirements, and
* strategies and plans to address key workforce capability needs.

Example text is provided below.

Our company will implement the following [workforce/people] strategies and plans to have the capability it needs to undertake its key activities and achieve its purposes.

### Strategic Commissioning Framework

The [APS Strategic Commissioning Framework](https://www.apsc.gov.au/initiatives-and-programs/workforce-information/aps-strategic-commissioning-framework) is part of the government’s commitment to reduce inappropriate outsourcing and strengthen the capability of the Australian Public Service (APS).

Companies who employ staff under the *Public Service Act* *1999*, are asked to include in their 2025–26 corporate plans:

* their company’s approach to implementing the APS Strategic Commissioning Framework
* the expected areas of focus for targets in 2025–26 (for example, job families).

Example text is provided below for companies to report their targets to reduce outsourcing or companies who already operate in line with the framework.

Example 1:

In 2025–26, [company name] will reduce outsourcing of core work in line with the APS Strategic Commissioning Framework. We expect our targets for 2025–26 to focus on reduced outsourcing of [Job Family A] and [Job Family B] work.

Example 2:

[Company name] operates in line with the APS Strategic Commissioning Framework. Core work is done in-house in most cases, and any outsourcing of core work is minimal and aligns with the limited circumstances permitted under the framework.

### ICT (or Technology)

This section is only relevant for those companies with ICT capability needs. It is common practice for plans to include a section on the ICT capability needs.

A discussion of a company’s ICT capability could briefly outline the technology strategy to support future business requirements.

Example text is provided below.

Our company will implement the following ICT strategies and plans to have the capability it needs to undertake its key activities and achieve its purposes.

### Infrastructure

This section is only relevant for those companies with infrastructure capability needs.

A discussion of a company’s infrastructure capability could cover:

* significant investments that are expected to be made over the period of the plan; and
* how these are expected to assist the company in achieving its purposes.

Example text is provided below.

Our company will implement the following Infrastructure strategies and plans to have the capability it needs to undertake its key activities and achieve its purposes.

# Risk

This information is required by section 16E(2) item 4(c) of the PGPA Rule.

The corporate plan must include a summary of the risk oversight and management systems of the company, the key risks that the company will manage and how those risks will be managed.

Better practice plans include an illustration the current systems of risk oversight and management such as a risk management framework, and details on how each key risk will be managed individually, rather than collectively.

Refer to the Risk section under the Operating context section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

Our risk oversight and management systems [summarise the risk oversight and management systems of your company, including any diagrams to illustrate how this occurs such as a risk management framework]

Our key risks and how we manage these are outlined in the table below:

| Key risks | How we manage our key risks |
| --- | --- |
| Key risk 1 | How your company manages key risk 1 (typically in a sentence or dot points) |
| Key risk 2 | How your company manages key risk 2 (typically in a sentence or dot points) |
| Key risk 3 | How your company manages key risk 3 (typically in a sentence or dot points) |
| … | … |

# Cooperation

This information is required by section 16E(2) item 4(d) of the PGPA Rule.

Corporate plans must include a discussion of any organisations or bodies with which the company cooperates that make a significant contribution to achieving the company’s purposes.

Cooperation takes many forms and can be described in a number of ways, such as partnering, relationships and collaborating. The discussion on cooperation is not intended to include details of commercial arrangements.

Better practice plans include an illustration of the cooperation, and the accompanying text uses examples from each type of organisation or body to explain how that cooperation helps to achieve a company’s purposes.

Refer to the Cooperation section under the Operating context section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

Our company cooperates with the following organisations or bodies that make a significant contribution to achieving our purposes: [list below].

# Subsidiaries

This information is required by section 16E(2) item 4(e) of the PGPA Rule.

If a company has subsidiaries, the company’s corporate plan must cover both the company and its subsidiaries.

The corporate plan should provide sufficient information to enable a reader to understand how the subsidiaries are expected to contribute to the achievement of the company’s purposes.

The PGPA Act provides a definition of subsidiary that incorporates the concepts of control outlined in [AASB 10 Consolidated Financial Statements](https://www.aasb.gov.au/pronouncements/accounting-standards/) and the [*Corporations Act 2001*](https://www.legislation.gov.au/Series/C2004A00818). To check if a company has subsidiaries refer to the [Australian Government Organisation Register (AGOR)](https://www.directory.gov.au/reports/australian-government-organisations-register) and reference the ‘Other boards and structures’ section for the company.

If your company has subsidiaries, it is considered better practice to include additional details about each subsidiary, such as a description, the activities and jurisdiction.

If your company has no subsidiaries, it is considered better practice to clearly state this in the plan. Companies may do so in the body of the plan or indicate this in a list of requirements in Appendix 2 (see the guidance in Appendix 2 about Subsidiaries).

Refer to the Subsidiaries section under the Operating context section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

Example 1:

Our company does not have any subsidiaries.

Example 2:

Our company has the following subsidiaries, and they contribute to achieving our purposes in the following ways:

* [List each subsidiary and outline how each contributes to achieving your company’s purposes].

# Performance

This information is required by section 27A(3) of the PGPA Rule.

The corporate plan must include, for each reporting period covered by the plan, a summary of:

* how the company will achieve its purposes;
* how the company’s performance in achieving its purposes will be measured and assessed, including any performance measures and any targets that will be used in the measurement and assessment.

Companies are not required to comply with the requirements in section 16EA of the PGPA Rule (which sets out the requirements for performance measures for Commonwealth entities). However, in developing performance measures, companies may wish to consider the principles discussed in [RMG-131 Developing performance measures](https://www.finance.gov.au/government/managing-commonwealth-resources/developing-performance-measures-rmg-131) as a matter of good practice.

Companies are encouraged to provide targets for each performance measure where reasonably practicable.

Companies should explain why any targets have not been included for a performance measure.

Refer to the Performance section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

[Outline general information about your company’s performance information.]

|  |
| --- |
| Purpose X [include as standard or above any measures that only map back to purposes, or where your company has more than one purpose, for example, purpose 1, purpose 2, etc.] |
| Outcome X – [insert outcome statement] |
| Program X.X – [insert Program name from the PBS][insert a brief description of Program X.X, unless the description has been outlined earlier in the plan] |
| Key activity X – [insert the name of the key activity][Include a description of the key activity unless the description has been outlined earlier in the plan i.e. under the key activities section] |
| Performance measure X [insert the name of the performance measure] |

[Where it is reasonably practicable to set a target.]

| Target(s) | 2025–26 | 2026–27 | 2027–28 | 2028–29 |
| --- | --- | --- | --- | --- |
| Target 1 – [insert relevant target(s) under each reporting period. Explain why any reporting period does not have a set target.] | [insert target] | [insert target] | [insert target] | [insert target] |
| Target 2 | [insert target] | [insert target] | [insert target] | [insert target] |
| … | - | - | - | - |

**Assessment method [Tolerances]** [where relevant, for example, specific to the performance measure i.e. defining Achieved, Not achieved]

**Rationale/Context** [provide a ‘Rationale’ or ‘Context’ for the performance measure and/or target]

**Methodology**

**Data sources**

**Measure type**

**Caveats**

**Detail and rationale of changes since the 2024–25 Corporate Plan**:

[If no changes, insert ‘Nil’, ‘N/A’ or ‘Not applicable’. If changes were made, detail the changes and the rationale for the changes since the publication of the 2024–25 Corporate Plan and the 2025–26 Portfolio Budget Statements. Alternatively outline any changes in a consolidated table in an appendix to the plan – refer to Appendix 1].

# Appendix 1: Changes to performance information

This table is optional, particularly as companies may have outlined the details and rationale of each change directly under the performance measure in the ‘Performance’ section of the plan.

Better practice plans include a table outlining changes to performance information, particularly where numerous changes have been made. The table below enables a side-by-side comparison of the performance information.

Companies should consider outlining any related changes, including changes to key activities and performance measure targets or methodologies.

Refer to the Performance section within the ‘What to include in a corporate plan’ and the better practice examples in [RMG-133 Corporate plans for Commonwealth companies](https://www.finance.gov.au/government/managing-commonwealth-resources/corporate-plans-commonwealth-companies-rmg-133).

Example text is provided below.

| Corporate Plan 2024–25 | Portfolio Budget Statements 2025–26 | Corporate Plan2025–26 | Change | Detail and rationale for each change |
| --- | --- | --- | --- | --- |
| Measure XMeasure details | Measure Y Measure details [delete this column if your company was not required to publish performance information in the 2025–26 PBS]  | Measure ZMeasure details | [insert the nature of the change, for example, Amended, Introduced, Removed] | [insert detail and rationale for each change] |
| … | … | … | … | … |

# Appendix 2: List of requirements

This table is optional.

The table below lists the corporate plan elements required by section 16E(2) of the PGPA Rule.

Better practice plans include a list of requirements, and any other applicable legislative or policy requirements to demonstrate that all requirements have been met.

The table should include the relevant page numbers or bookmarks are referenced to support the reader.

Companies who do not have subsidiaries should state ‘Not applicable’ or ‘N/A’ against the Subsidiaries required element in the example list below.

| PGPA Rule reference | Required element | Legislative requirement | Page number(s) |
| --- | --- | --- | --- |
| s16E(2) item 1 of the PGPA Rule | **Introduction** | The following:1. a statement that the plan is prepared for paragraph 35(1)(b) of the Act;
2. the reporting period for which the plan is prepared;
3. the reporting periods covered by the plan.
 | [page number(s)] |
| s16E(2) item 2 of the PGPA Rule | **Purposes** | The purposes of the company. | [page number(s)] |
| s16E(2) item 3 of the PGPA Rule | **Key activities** | For the entire period covered by the plan, the key activities that the company will undertake in order to achieve its purposes. | [page number(s)] |
| s16E(2) item 4 of the PGPA Rule | **Operating context** | For the entire period covered by the plan, the following: | [page number(s)] |
| s16E(2) item 4(a) of the PGPA Rule |  | **Environment** | 1. the environment in which the company will operate;
 | [page number(s)] |
| 16E(2) item 4(b) of the PGPA Rule |  | **Capability** | 1. the strategies and plans the company will implement to have the capability it needs to undertake its key activities and achieve its purposes;
 | [page number(s)] |
| s16E(2) item 4(c) of the PGPA Rule |  | **Risk** | 1. a summary of the risk oversight and management systems of the company, and the key risks that the company will manage and how those risks will be managed;
 | [page number(s)] |
| s16E(2) item 4(d) of the PGPA Rule |  | **Cooperation** | 1. details of any organisation or body that will make a significant contribution towards achieving the company’s purposes through cooperation with the company, including how that cooperation will help achieve those purposes;
 | [page number(s)] |
| s16E(2) item 4(e) of the PGPA Rule |  | **Subsidiaries** | 1. how any subsidiary of the company will contribute to achieving the company’s purposes.
 | [page number(s)] |
| s27A(3) of the PGPA Rule | **Performance** | The corporate plan for a Commonwealth company must include, for each reporting period covered by the plan, a summary of the following:1. how the company will achieve its purposes;
2. how the company’s performance in achieving the company’s purposes will be measured and assessed, including any performance measures and any targets that will be used in the measurement and assessment.
 | [page number(s)] |