



Producing a Brilliant Annual Report



Annual Reporting Framework 2014 – 2015

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A/Research and Policy Officer
Public Sector Commission

Annual Reporting Framework 2013-14

Riva Kelly
Public Sector Commission

Resources



Public Sector Commissioner's Circular 2013-01
Annual Reporting

www.publicsector.wa.gov.au

Frequently Asked Questions

Annual Reporting Framework 2013-14

Q: What is the Annual Reporting Framework and why do I have to comply with it?

A: The Annual Reporting Framework is not more 'red tape'. It is designed to help guide you through the process and ensure the transparency of your agency.



Annual reporting requirements

Financial Management Act 2006

Public Sector Management Act 1994

Treasurer's Instructions

Specific legislation

Cabinet decisions and government policy statements

Principles for reporting

Quality of information

Presentation

Readability

Format and Layout

New addition – Boards & Committee remuneration

Name of board/committee					
Position	Name	Type of remuneration	Period of membership		Gross/actual remuneration
Chair					\$X
Deputy Chair					\$X
Member					\$X
				Total:	\$X

Guidelines for reporting

Timing

Distribution

Publication

Accessibility

Reporting of costs

Timing



Must be tabled within **90 days** of end of financial year



End of financial year is **30 June**
(unless an Act provides otherwise)



Deadline – **Friday 26 September 2014**

Distribution

Parliament

- 10 hard copies
- 1 electronic copy

National Library of Australia

- 1 hard copy

State Library of Western Australia

- 1 hard copy
- 1 electronic copy

Department of the Premier and Cabinet's Library

- 1 hard copy

Publication

One official
version

Must be publicly
available ASAP
after tabling

Primary
distribution
through agency's
website

Limited number
of hard copies

Costs to be kept
to a minimum

Accessibility

12-point Arial font

Strong colour contrast between text and background

Avoid italics, block capitals, underlining and watermarks

Avoid the use of footnotes wherever possible

Photographs need to be explained in the text or caption

Reporting of costs

Information	Previous Financial Year	Current Financial Year
Number of hard-copies printed (not including photocopies or electronic versions)		
Printing Cost (\$) (for printing hard copies of the final report)		
Cost of staff time (\$)		
Consultants/External Resources (\$)		
Total Cost (\$)		

Further assistance

Contact details:

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