

## Small agency annual reporting

**This Circular defines a small Department and small Statutory Body for the purposes of the Annual Reports legislation. Agencies that meet this definition may disclose certain matters in their annual report on a triennial basis.**

### Summary:

All agencies must disclose in their annual reports prescribed information on disability inclusion action plans, workforce diversity, multicultural policies and services program and work health and safety. Small agencies can choose to disclose this prescribed information on a triennial basis or more frequently if desired. This Circular defines 'small Departments' and 'small Statutory Bodies' as those employing less than 200 full-time equivalent (FTE) staff on the last day of the reporting period.

This Circular withdraws and supersedes NSWTC 14/27 'Small agency annual reporting' and includes recent changes to requirements that took effect when the *Annual Reports (Departments) Regulation 2015*, and the *Annual Reports (Statutory Bodies) Regulation 2015* replaced equivalent 2010 regulations

### Option to Report on a Triennial Basis

Clause 14 of the *Annual Reports (Departments) Regulation 2015* and clause 18 of *Annual Reports (Statutory Bodies) Regulation 2015* give small Departments and small statutory bodies the choice to report prescribed information relating to disability inclusion action plans, workforce diversity, multicultural policies and services program and work health and safety in their annual reports on a triennial basis. Small departments and small statutory bodies may still report these matters more frequently if they wish.

### Meaning of 'small Department' and 'small Statutory Body'

For the purposes of clause 14 of the *Annual Reports (Departments) Regulation 2015* and clause 18 of the *Annual Reports (Statutory Bodies) Regulation 2015*, the Secretary of the Treasury determined that a small department or statutory body is one which employs less than 200 Full Time Equivalent (FTE) staff on the last day of the reporting year.

Agencies must calculate the number of FTE officers and employees in the same way as for the annual return to the Workforce Profile collection administered by the Public Service Commission (PSC). The data specifications for the Workforce Profile collection can be located on the PSC website. For more information email [workforceprofile@psc.nsw.gov.au](mailto:workforceprofile@psc.nsw.gov.au) or call the workforce profile team on (02) 9272 6123.

### Meaning of 'triennial reporting'

Triennial reporting means that small agencies are only required to disclose the above matters once in any three year period. In the year of triennial reporting, agencies must disclose information relating to the year in which the report is prepared as well as for any of the two previous reporting years for which that information has not already been reported.

This option provides small agencies with the flexibility to report on these matters in different years or to fully report more frequently on any matter if desired. Small agencies can include non-prescribed information about any of these matters in addition to the compulsory reporting required under the legislation.

For more details see the [Annual Reporting](#) information and Checklist on Treasury's website.

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for Secretary

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