

**TREASURER'S INSTRUCTION**  
**FINANCIAL MANAGEMENT ACT 2016**  
**ANNUAL REPORTS**

**EFFECTIVE DATE**

1 July 2019

**SCOPE**

This Treasurer's Instruction applies to all agencies listed in Column I of Schedule I, Part I in the *Financial Management Act 2016* unless otherwise exempted or provided for under the provisions of the Act.

**APPLICATION**

At all times.

**OBJECTIVE**

To determine the information, in addition to that which is required under other written law, which is to be included by the Accountable Authority in the Agency's Annual Report required under the *State Service Act 2000*.

**INSTRUCTION**

- 4.1 The Accountable Authority must ensure that the financial information required to be prepared under Section 42 of the Act for inclusion in the Annual Report, in addition to any other information required by the appropriate Minister or any other written law, contains:
- 4.1.1 a summary of significant financial outcomes for Agency programs or activities, and any Ministerial directives in relation to financing or investment activities;
  - 4.1.2 pricing policies for goods or services provided by the Agency, including reference to any applicable Gazette or other public document which contains pricing or rating information and details of cost recovery policies and their application as appropriate;
  - 4.1.3 information on infrastructure projects undertaken or being undertaken by the Agency;
  - 4.1.4 information on the performance of the Agency in its achievement of Agency objectives and meeting of Agency responsibilities;

- 4.1.5 a statement of the Agency's risk management policies, and an outline of significant risk management activities or initiatives;
- 4.1.6 a summary of the Agency's asset management policies, strategies and initiatives;
- 4.1.7 details of public property, revenue and debts due to the State;
- 4.1.8 information on procurement activities undertaken or being undertaken by the Agency including:
  - 4.1.8.1 details of any contracts entered into by the Agency which contain confidentiality provisions;
  - 4.1.8.2 a statement regarding the Agency's support for Tasmanian businesses;
  - 4.1.8.3 details of participation by Tasmanian businesses in procurement processes with a value of \$50 000 or more, together with information on their level of success in relation to procurement contracts with a value of \$50 000 or more;
  - 4.1.8.4 procurement contracts awarded with a value of \$50 000 or more, with consultancies separately listed;
  - 4.1.8.5 details of procurement contracts where a disaggregation exemption was applied, and procurement contracts awarded as a result of limited tendering (excluding direct sourcing from other agencies);
  - 4.1.8.6 details of contracts awarded as a result of a contract extension approved pursuant to the Treasurer's Instructions under the following circumstances:
    - 4.1.8.6.1 due to exceptional circumstances where the extension was required to enable a full procurement process to be properly undertaken; or
    - 4.1.8.6.2 where other exceptional circumstances justified an extension; and
- 4.1.9 any other matters deemed relevant by the Accountable Authority.

## **ADDITIONAL GUIDANCE**

Further information in support of this Treasurer's Instruction can be found in the *Financial Management - Better Practice Guidelines*.