



# Tabling Circular No. 1 of 2025

Annual Reports and Supplementary Budget Estimates—October 2025

This circular provides guidance on tabling arrangements for 2024-2025 Annual Reports. It supplements information in the Tabling Guidelines, Chapter 2 (Government Documents), dated July 2024, published on the website of the Department of the Prime Minister and Cabinet.

## 2024-25 Annual Reports

The Albanese Government has proposed changes to the remainder of the 2025 sitting calendar, which includes date changes to Supplementary Budget Estimates. Any amendments to the sitting calendar must be agreed to by the House of Representatives and the Senate before taking effect.

As Supplementary Budget Estimates are proposed to occur from 7-13 October, it is important that reporting entities consider how they can best support the work of Senate committees during this period. Under the *Public Governance, Performance and Accountability Act 2013*, Annual Reports are due to the responsible Minister by 15 October, which is after the proposed Supplementary Budget Estimates hearings.

It is understood that the finalisation of Annual Reports by entities is subject to constraints concerning the availability of final, complete information and this may mean meeting an earlier timeframe is challenging. To assist committees perform their oversight role, entities are encouraged to use their best endeavours to finalise their annual reports ahead of the Estimates period where possible. Early finalisation and provision to Ministers for tabling ahead of Estimates can help ensure timely access to information that may be relevant to committee considerations.

Entities are discouraged from submitting and tabling annual reports containing incomplete or qualified information with a view to meeting an earlier timeframe, as this will require the re-tabling of final, complete annual reports at a later time.

The Senate Table Office will support tabling of annual reports out of sitting in the Senate on any business day from 15 September 2025.

Entities are reminded to ensure Annual Reports are published on the Department of Finance's Transparency Portal, as required by the *Public Governance, Performance and Accountability Rule 2014*.