Australian Government
Department of Finance

# CBMS Reference Data Set (RDS) Form: New Entity

This form is used for creating a single entity. Please refer to the Funding & financial guideline before completing this form.

Please complete this form in consultation with the relevant Finance Agency Advice Unit (AAU) as well as completing a New Program Form, noting that there are separate approval processes associated with the creation of these new elements/ structures in CBMS.

See Appendix A on how to complete this form.

Note: Bulk requests should be emailed to CBMS@finance.gov.au. The CBMS Branch will provide advice on a case-by-case basis and will provide a Bulk Request template for the entity as required. If changes are required as a result of a MoG change, please contact CBMS@finance.gov.au for assistance.

## Section 1: Request Details

Date Required in CBMS: (dd/mm/yyyy)

Enabling Legislation - Act and Section (or other authority for creation/modification)

Insert a link to the authority

Effective From:

- ○ Current Financial Year (as soon as possible)
- ○ Future Financial Year (1st July next Financial Year)
- ○ Specific Date: (dd/mm/yyyy)

## Section 2: Entity Details

a) CBMS Entity Acronym:

b) CBMS Entity Name: Please note this refers to the service delivery entity.

c) Portfolio:

d) GFS Sector Allocation: ◉ GGS ○ PNFC ○ PFC

e) Governance Type: ◉ Non-corporate Commonwealth Entity (NCEs) ○ Corporate Commonwealth Entity (CCEs) ○ Commonwealth companies ○ Other non-PGPA

f) Materiality: ◉ Material ○ Small

## Section 3: Outcome

Outcome Statement(s) approved by the Finance Minister? Yes ◉ No ○

Comments:

| Attach Authority if "Yes" or Comment if "No" |
|---|

| Outcome Code*: | Outcome Title: | Proposed Outcome Text: |
|---|---|---|
| | e.g. FINANCE-FINANCE:01 | Refer to Appendix A Section 3 |
| | | |
| | | |
| | | |

*CBMS Branch to complete.

## Section 4: CBMS Branch to complete

| | | |
|---|---|---|
| Entity Code: | | (New Entity Only) |
| Extended Portfolio: | | (New Entity Only) |
| Portfolio Acronym: | | (New Entity Only) |

## Appendix A - How to complete this form

**Entity** - Complete Sections 1 to 3.
Please complete the form in consultation with the relevant Finance AAU and submit the form to CBMS@finance.gov.au.

Also complete a New Program Form, noting that there are separate approval processes associated with the creation of these new elements/structures in CBMS.

### Section 1: Request Details

Please complete all fields.

### Section 2: Entity Details

a) CBMS Entity Acronym - consult the OPA Administration Team - opaadmin@finance.gov.au.

b) CBMS Entity Name - as stated in Enabling Legislation or on ASIC's Regulatory Index (if applicable) and in consultation with PGPA Governance - PGPA@finance.gov.au.

c) Portfolio - consult with relevant AAU and PGPA Governance - PGPA@finance.gov.au.

d) GFS Sector - consult with GFS & Budget Estimates/COPE - GFSandEstimates@finance.gov.au; COPE@finance.gov.au.

e) Governance Type - consult PGPA Governance - PGPA@finance.gov.au. Most entities will be either Non-corporate Commonwealth Entity or Corporate Commonwealth Entity / Commonwealth Company.

f) Materiality - consult CFS Team - CFSTeam@finance.gov.au.

### Section 3: Outcome

Responsible Ministers must write to the Finance Minister requesting approval of Outcome Statements. Entities establishing a new outcome must notify the Annual Appropriations Team (AAT) and their AAU.

All entities within the General Government Sector (GGS) must have at least one Outcome Statement. Commonwealth entities classified in Government Financial Statistics as public finance corporations (PFCs) or public non-financial corporations (PNFCs) are not part of the GGS and are not required to have an Outcome Statement.

Proposed Outcome Text - Enter one of the below:

* Outcome Statement approved by the Finance Minister
* 'TBA' if pending approval by the Finance Minister
* 'N/A' if PFC or PNFC