

Compliance checklist – annual report

FA ACT *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Summary of requirement	Basis for requirement	Annual report reference
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 8.1 i
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> Inside front cover
	<ul style="list-style-type: none"> Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> N/A
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister(s) 	ARRs – section 9 1
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 2
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 6
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 5, 11–12
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 10.4 23–25
	<ul style="list-style-type: none"> Machinery of government changes 	ARRs – section 10.5 N/A
	<ul style="list-style-type: none"> Review of proposed forward operations 	ARRs – section 10.6 11–15, 18–20, 22, 24
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1 14, 19, 20
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 4, 12,
	<ul style="list-style-type: none"> Council of Australian Government (COAG) initiatives 	ARRs – section 11.3 N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.4 11–12
	<ul style="list-style-type: none"> Agency services and service standards 	ARRs – section 11.5 12, 15–21,
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 5
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2 46
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 10
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 53
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3 N/A
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4 N/A
	<ul style="list-style-type: none"> Boards and committees 	ARRs – section 13.5 7–9, 50–53

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	24
	<ul style="list-style-type: none"> • Whistleblowers Protection Act 1994 	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	25
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	23–24
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	51
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	23–24
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	23
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	49
	<ul style="list-style-type: none"> • Initiatives for women 	ARRs – section 15.1 and 15.3	N/A
	<ul style="list-style-type: none"> • Carers (Recognition) Act 2008 	<i>Carers (Recognition) Act 2008</i>	23
Governance – operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	49
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	49
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 16.3	23
	<ul style="list-style-type: none"> • Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	N/A
Other prescribed requirements	<ul style="list-style-type: none"> • Indigenous matters (The Queensland Government Reconciliation Action Plan 2009-2012) 	<i>The Queensland Government Reconciliation Action Plan 2009-2012</i>	N/A
	<ul style="list-style-type: none"> • Shared services 	ARRs – section 17.2	N/A
	<ul style="list-style-type: none"> • Carbon emissions 	<i>Premier's Statement</i>	N/A
Optional information that may be reported	<ul style="list-style-type: none"> • Corrections to previous annual reports 	ARRs – section 18.1	N/A
	<ul style="list-style-type: none"> • Right to Information 	<i>Right to Information Act 2009</i>	25
	<ul style="list-style-type: none"> • Information Privacy 	<i>Information Privacy Act 2009</i>	25
	<ul style="list-style-type: none"> • Native title 	N/A	N/A
	<ul style="list-style-type: none"> • Complaints Management 	N/A	N/A
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	46
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	47–48
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	44–45