

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	Volume 1 – page 1 Volume 1 – pages 197–198
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2	Volume 1 – page i
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	Volume 1 – page i
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i>	Volume 1 – page i
	<ul style="list-style-type: none"> Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	Volume 1 – page i
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	Volume 1 – page i
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	Volume 1 – pages 2–5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	Volume 1 – page 2
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	Volume 1 – pages 2–13
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 10.4	Volume 1 – page 144
	<ul style="list-style-type: none"> Machinery of government changes 	ARRs – section 10.5	Volume 1 – pages 124–125
	<ul style="list-style-type: none"> Review of proposed forward operations 	ARRs – section 10.6	Volume 1 – pages 24, 53, 71, 83, 93, 103, 119, 136
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1	Volume 1 – page 18
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	Volume 1 – pages 7, 8, 13, 18, 26, 70, 80, 88, 112, 118, 122, 129, 146, 151, 151, 152
	<ul style="list-style-type: none"> Council of Australian Government (COAG) initiatives 	ARRs – section 11.3	Volume 1 – 80, 104, 105, 186, 187, 189
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.4	Volume 1 – pages 25–136
	<ul style="list-style-type: none"> Agency services and service standards 	ARRs – section 11.5	Volume 1 – pages 155–164
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	Volume 1 – pages 19 – 23
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2	Volume 1 – page 20
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	Volume 1 – page 138
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	Volume 1 – pages 140–141
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3	Volume 1 – pages 33, 166–167

Summary of requirement	Basis for requirement	Annual report reference	
<ul style="list-style-type: none"> • Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4	Volume 1 – page 166	
	<ul style="list-style-type: none"> • Boards and committees 	ARRs – section 13.5	Volume 1 – pages 139–142, 182–192
	<ul style="list-style-type: none"> • <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Volume 1 – page 147
	<ul style="list-style-type: none"> • <i>Whistleblowers Protection Act 1994</i> 	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	Volume 1 – page 148
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Volume 1 – pages 146–147
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Volume 1 – page 142
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	Volume 1 – pages 142–143
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	Volume 1 – pages 127–134
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Volume 1 – pages 3, 22
	<ul style="list-style-type: none"> • Initiatives for women 	ARRs – section 15.1 and 15.3	Volume 1 – pages 101–102, 132–133
	<ul style="list-style-type: none"> • <i>Carers (Recognition) Act 2008</i> 	<i>Carers (Recognition) Act 2008</i>	Volume 1 – page 150
Governance – operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	Volume 1 – page 22
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	Volume 1 – pages 193–196
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 16.3	Volume 1 – pages 135–136, 149
	<ul style="list-style-type: none"> • Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Volume 1 – page 152
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>	Volume 1 – page 80
	<ul style="list-style-type: none"> • Shared services 	ARRs – section 17.1	N/A
	<ul style="list-style-type: none"> • Carbon emissions 	<i>Premier's Statement</i>	Volume 1 – pages 151–153
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>	Volume 1 – page 148
	<ul style="list-style-type: none"> • Information Privacy 	<i>Information Privacy Act 2009</i>	Volume 1 – page 148
	<ul style="list-style-type: none"> • Native title 	N/A	N/A

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • Complaints Management 	N/A	Volume 1 – page 149
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	Volume 2 – page 65
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FA Act – section 62 FPMS – section 50	Volume 2 – pages 66–67
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Volume 2 – pages 26–28