

Compliance checklist – annual report

The characteristics of a quality annual report are that it:

- complies with statutory and policy requirements
- presents information in a concise manner
- is written in plain English
- provides a balanced account of performance – the good and not so good.

FAA *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 2 Volume 1 – page 83
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2	Volume 1 – page 1
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	Volume 1 – page 1
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 8.4	Volume 1 – page 1
	<ul style="list-style-type: none"> • Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5	Volume 1 – page 1
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 1
General information	<ul style="list-style-type: none"> • Introductory Information • Agency role and main functions • Operating environment • External scrutiny • Machinery of government changes • Review of proposed forward operations 	ARRs – section 10.1 ARRs – section 10.2 ARRs – section 10.3 ARRs – section 10.4 ARRs – section 10.5 ARRs – section 10.6	Volume 1 – pages 3–4 Volume 1 – page 3 Volume 1 – page 3 Volume 1 – pages 55–56 Volume 1 – page 51 Volume 1 – pages 6, 23, 31, 35, 38, 40, 43, 48
Non-financial performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.1	Volume 1 – pages 5–8
	<ul style="list-style-type: none"> • Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	Volume 1 – pages 4, 18, 38, 45, 46, 48, 57, <i>Additional Published Information</i>
	<ul style="list-style-type: none"> • Council of Australian Government (COAG) initiatives 	ARRs – section 11.3	Volume 1 – pages 41–42
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.4	Volume 1 – pages 14–48

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 11.5	Volume 1 – pages 59–64
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	Volume 1 – pages 9–12
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2	Volume 1 – page 9
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	Volume 1 – page 50
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	Volume 1 – pages 51–54
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3	Volume 1 – page 66
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4	Volume 1 – page 67
	<ul style="list-style-type: none"> Boards and committees 	ARRs – section 13.5	Volume 1 – pages 68–69
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6	Volume 1 – page 47, 54
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	Volume 1 – page 55
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	Volume 1 – page 54
	<ul style="list-style-type: none"> Internal Audit 	ARRs – section 14.3	Volume 1 – page 55
Governance – human resources	<ul style="list-style-type: none"> Workforce planning, attraction and retention 	ARRs – section 15.1	Volume 1 – pages 4, 45–47
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Volume 1 – page 11
	<ul style="list-style-type: none"> Voluntary Separation Program 	ARRs – section 15.3	Volume 1 – page 4
Financial statements	<ul style="list-style-type: none"> Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	Volume 2 – page 57
	<ul style="list-style-type: none"> Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARRs – section 16.2	Volume 2 – pages 58–59
	<ul style="list-style-type: none"> Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3	Volume 2 – pages 24–27
Disclosure of additional information	<ul style="list-style-type: none"> Additional information to be reported online 	ARRs – section 17	<i>Additional Published Information</i>