

## 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 page reference
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 8.1	1 147
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 8.2	Inside front cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i>	Inside front cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i>	Inside front cover
	<ul style="list-style-type: none"> <li>Government Information Licensing Framework (GILF) Licence</li> </ul>	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	Inside front cover
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</li> </ul>	ARRs – section 9	Inside front cover
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	4–5
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	4
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	4–13
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 10.4	and throughout 19, 28
	<ul style="list-style-type: none"> <li>Machinery of government changes</li> </ul>	ARRs – section 10.5	Not applicable
	<ul style="list-style-type: none"> <li>Review of proposed forward operations</li> </ul>	ARRs – section 10.6	8–9 and throughout
Non-financial performance	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 11.1	7
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	7, 144–145
	<ul style="list-style-type: none"> <li>Council of Australian Government (COAG) initiatives</li> </ul>	ARRs – section 11.3	7
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.4	25–75, 122–132
	<ul style="list-style-type: none"> <li>Agency services and service standards</li> </ul>	ARRs – section 11.5	8–13, 25–75, 122–132
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	5, 76–80
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) statement</li> </ul>	ARRs – section 12.2	80
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	21
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	15–20
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs – section 13.3	Not applicable
	<ul style="list-style-type: none"> <li>Schedule of statutory authorities or instrumentalities</li> </ul>	ARRs – section 13.4	Not applicable
	<ul style="list-style-type: none"> <li>Boards and committees</li> </ul>	ARRs – section 13.5	17–19, 27, 143
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	26

Summary of requirement	Basis for requirement	Annual report page reference	
	<ul style="list-style-type: none"> <li>• <b>Whistleblowers Protection Act 1994</b></li> </ul>	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	27
<b>Governance – risk management and accountability</b>	<ul style="list-style-type: none"> <li>• <b>Risk management</b></li> </ul>	ARRs – section 14.1	18, 27–28
	<ul style="list-style-type: none"> <li>• <b>Audit committee</b></li> </ul>	ARRs – section 14.2	19, 27
	<ul style="list-style-type: none"> <li>• <b>Internal Audit</b></li> </ul>	ARRs – section 14.3	27
<b>Governance – human resources</b>	<ul style="list-style-type: none"> <li>• <b>Workforce planning, attraction and retention</b></li> </ul>	ARRs – section 15.1	30, 60–68
	<ul style="list-style-type: none"> <li>• <b>Early retirement, redundancy and retrenchment</b></li> </ul>	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	62
	<ul style="list-style-type: none"> <li>• <b>Initiatives for women</b></li> </ul>	ARRs – section 15.1 and 15.3	65–66
	<ul style="list-style-type: none"> <li>• <b>Carers (Recognition) Act 2008</b></li> </ul>	<i>Carers (Recognition) Act 2008</i>	144
<b>Governance – operations</b>	<ul style="list-style-type: none"> <li>• <b>Consultancies</b></li> </ul>	ARRs – section 16.1	75
	<ul style="list-style-type: none"> <li>• <b>Overseas travel</b></li> </ul>	ARRs – section 16.2	136–142
	<ul style="list-style-type: none"> <li>• <b>Information systems and recordkeeping</b></li> </ul>	ARRs – section 16.3	74
	<ul style="list-style-type: none"> <li>• <b>Waste management</b></li> </ul>	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	71
<b>Other prescribed requirements</b>	<ul style="list-style-type: none"> <li>• <b>Indigenous matters (The Queensland Government Reconciliation Action Plan 2009-2012)</b></li> </ul>	<i>The Queensland Government Reconciliation Action Plan 2009-2012</i>	145
	<ul style="list-style-type: none"> <li>• <b>Shared services</b></li> </ul>	ARRs – section 17.2	23
	<ul style="list-style-type: none"> <li>• <b>Carbon emissions</b></li> </ul>	<i>Premier's Statement</i>	71–73
<b>Optional information that may be reported</b>	<ul style="list-style-type: none"> <li>• <b>Corrections to previous annual reports</b></li> </ul>	ARRs – section 18.1	Not applicable
	<ul style="list-style-type: none"> <li>• <b>Right to Information</b></li> </ul>	<i>Right to Information Act 2009</i>	75
	<ul style="list-style-type: none"> <li>• <b>Information Privacy</b></li> </ul>	<i>Information Privacy Act 2009</i>	75
	<ul style="list-style-type: none"> <li>• <b>Native title</b></li> </ul>	N/A	Not applicable
	<ul style="list-style-type: none"> <li>• <b>Complaints Management</b></li> </ul>	N/A	26
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>• <b>Certification of financial statements</b></li> </ul>	FA Act – section 62 FPMS – sections 42, 43 and 50	118
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FA Act – section 62 FPMS – section 50	119–120
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	100–101