

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	p.1
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2	p. 1
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	p. 1
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i>	Back cover
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	p.3
Introductory Information	<ul style="list-style-type: none"> Agency role and main functions Operating environment External scrutiny Machinery of Government changes Review of proposed forward operations 	ARRs – section 10.3 ARRs – section 10.3 ARRs – section 10.3 ARRs – section 10.3 ARRs – section 10.3	n/a
Non-Financial Performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.2	p. 81
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.5	p. 46
	<ul style="list-style-type: none"> Agency outputs and output performance measures 	ARRs – section 11.6	p. 36
Financial Performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	p. 47
	<ul style="list-style-type: none"> Disclosure of budget v actual results 	ARRs – section 12.2	(strongly encouraged)
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) Statement 	ARRs – section 12.3	n/a
Governance – Management and Structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	p. 82
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	p. 83
	<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	n/a
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 - implementation statement giving details of the action taken during the reporting period 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	p. 44

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> Whistleblowers Protection Act 1994 - public interest disclosures received 	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	p. 44
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	p. 87
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	p. 87
	<ul style="list-style-type: none"> Error! Reference source not found. 	ARRs – section 14.3	p. 87
Governance – Human Resources	<ul style="list-style-type: none"> Workforce planning, attraction and retention 	ARRs – section 15.1	p. 45
	<ul style="list-style-type: none"> Early Retirement, Redundancy and Retrenchment 	<i>Directive No.17/09 Early Retirement, Redundancy and Retrenchment</i>	p. 45
	<ul style="list-style-type: none"> Initiatives for women 	ARRs – section 15.1 and 15.3	n/a
Governance - Operations	<ul style="list-style-type: none"> Consultancies 	ARRs – section 16.1	p. 45
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 16.2	p. 46
	<ul style="list-style-type: none"> Information systems and recordkeeping 	<i>Public Records Act 2002</i>	p. 44
	<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 (Queensland Government Reconciliation Action Plan 2009-2012) 	<i>Queensland Government Reconciliation Action Plan 2009-2012</i>	n/a
	<ul style="list-style-type: none"> Shared services 	ARRs – section 17.1	Optional
	<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 18.2	n/a
	<ul style="list-style-type: none"> Right to Information 	<i>Right to Information Act 2009</i>	p. 44
	<ul style="list-style-type: none"> Information Privacy 	<i>Information Privacy Act 2009</i>	Optional
	<ul style="list-style-type: none"> Native Title 	N/A	Optional
Financial Statements	<ul style="list-style-type: none"> Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	p. 47
	<ul style="list-style-type: none"> Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	p. 72
	<ul style="list-style-type: none"> Independent Auditors Report 	FA Act – section 62 FPMS – section 50	p. 73
	<ul style="list-style-type: none"> Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	p. 55