

Compliance Checklist - Annual Report

FA ACT *Financial Accountability Act 2009*

FMPS *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	Page 1
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2	Back Page
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	Back Page
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i>	Page 84
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	Page 2
Introductory Information	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.3	Page 5
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	Pages 9 - 11
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 10.3	N/A
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.3	Page 4
	<ul style="list-style-type: none"> Review of proposed forward operations 	ARRs – section 10.3	Page 4
Agency Performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.4	Page 6
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.5	Page 12 – 83
	<ul style="list-style-type: none"> Agency outputs and output performance measures 	ARRs – section 11.6	Page 12 – 83
Summary of Financial Information	<ul style="list-style-type: none"> Summary of financial information 	ARRs – section 12	Page 9 – 11 & pages 53 –74 (Financials)
	<ul style="list-style-type: none"> Disclosure of budget v actual results 	ARRs – section 12.3	N/A
Governance – Management and Structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	Page 75
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	Page 79 - 80
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3	Page 52
	<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	Page 51

Summary of requirement	Basis for requirement	Annual report reference	
<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)	Page 52	
	<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)	Page 52
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Page 51
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Page 51
	<ul style="list-style-type: none"> • Error! Reference source not found. 	ARRs – section 14.3	Page 51
Governance – Human Resources	<ul style="list-style-type: none"> • Workforce planning, retention and turnover 	ARRs – section 15.1	Page 52
	<ul style="list-style-type: none"> • Voluntary Early Retirement (VER) • Retrenchments 	Public Service Commission Directive No. 17/09	Page 52
	<ul style="list-style-type: none"> • Initiatives for women 	ARRs – section 15.4	N/A
Governance - Operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	Page 51
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	Page 51
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	<i>Public Records Act 2002</i>	Page 52
	<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"> • Shared services 	ARRs – section 17.1	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 18.2	N/A
	<ul style="list-style-type: none"> • Freedom of Information 	<i>Freedom of Information Act 1992</i>	N/A
	<ul style="list-style-type: none"> • Privacy policy 	Queensland Government <i>Privacy Policy</i>	N/A
	<ul style="list-style-type: none"> • Indigenous matters 	N/A	N/A
	<ul style="list-style-type: none"> • Native Title 	N/A	N/A
Financial Statements	<ul style="list-style-type: none"> • Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Page 53 – 74 (Financials)
	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	Page 72

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	Page 73
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Note 22 of Financials – Page 69