

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 AR p2
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2 AR inside cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> AR inside cover
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> AR inside 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 AFS inside cover
Introductory information	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 10.3 AR p11
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 10.3 AR p34
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 10.3
	<ul style="list-style-type: none"> • Machinery of government changes 	ARRs – section 10.3
	<ul style="list-style-type: none"> • Review of proposed forward operations 	ARRs – section 10.3
Non-financial performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.2 N/A
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.5 AR p34
	<ul style="list-style-type: none"> • Agency outputs and output performance measures 	ARRs – section 11.6 AR p34
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1 AFS p2
	<ul style="list-style-type: none"> • Disclosure of budget v actual results 	ARRs – section 12.2 <i>(strongly encouraged)</i>
	<ul style="list-style-type: none"> • Chief Finance Officer (CFO) statement 	ARRs – section 12.3 AFS p22
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1 AR p32
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2 AR p32
	<ul style="list-style-type: none"> • Related entities 	ARRs – section 13.3 AFS p25
	<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 AR p36
	<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) N/A

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)	
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	AR p34
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	AR p36
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	N/A
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	N/A
	<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	N/A
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	AFS p12
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	<i>Public Records Act 2002</i>	N/A
	<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	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	<i>Optional</i>
	<ul style="list-style-type: none"> • Right to Information 	<i>Right to Information Act 2009</i>	<i>Optional</i>
	<ul style="list-style-type: none"> • Information Privacy 	<i>Information Privacy Act 2009</i>	<i>Optional</i>
	<ul style="list-style-type: none"> • Native title 	N/A	<i>Optional</i>
Financial statements	<ul style="list-style-type: none"> • Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	AFS p2
	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	AFS p22
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	AFS p23, p40
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	AFS p12