

## Compliance Checklist - Annual Report

FAA *Financial Administration and Audit Act 1977*

FMS *Financial Management Standard 1997*

ARGs *Annual Reporting Guidelines 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>	ARGs – section 8.1	Inside front cover Inside back cover
	<ul style="list-style-type: none"> <li>Public Availability</li> </ul>	FMS – section 95 (1) (i)	2
	<ul style="list-style-type: none"> <li>Interpreter Service Statement</li> </ul>	<i>Queensland Government Language Services Policy</i>	2
	<ul style="list-style-type: none"> <li>Copyright Notice</li> </ul>	<i>Copyright Act 1968</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>	ARGs – section 9	1
Introductory Information	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	FMS – section 95 (1) (a) and (b) ARGs – section 10.3	6-7 4
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	FMS – section 95 (1) (f), (e), (j)	12–13
	<ul style="list-style-type: none"> <li>External Scrutiny</li> </ul>	ARGs – section 10.3	13, 25
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARGs – section 10.3	N/A
	<ul style="list-style-type: none"> <li>Review of proposed forward operations</li> </ul>	FMS – section 95 (1) (h)	13, 16, 18, 20, 22–24, 26
Agency Performance	<ul style="list-style-type: none"> <li>Government Objectives for the Community</li> </ul>	FMS – section 95 (1) (a) and (i) ARGs – section 11.5	4 12–13
	<ul style="list-style-type: none"> <li>Agency Objectives and Performance Indicators</li> </ul>		
	<ul style="list-style-type: none"> <li>Agency Outputs and Output Performance Measures</li> </ul>		17, 19, 21–23, 29
Summary of Financial Information	<ul style="list-style-type: none"> <li>Summary of financial information</li> </ul>	ARGs – section 12	5
	<ul style="list-style-type: none"> <li>Disclosure of Budget v Actual Results</li> </ul>	ARGs – section 12.3	<i>Optional</i>
Governance – Management and Structure	<ul style="list-style-type: none"> <li>Organisational Structure</li> </ul>	FMS – section 95 (1) (f) (iii)	10-11
	<ul style="list-style-type: none"> <li>Executive Management</li> </ul>	FMS – section 95 (1) (f) (iii)	60
	<ul style="list-style-type: none"> <li>Boards and Committees</li> </ul>	ARGs – section 13.5	8–10, 55–57
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i> - implementation statement giving details of the action taken during the reporting period</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> - public interest disclosures received</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>	FMS – section 95 (1) (k)	25
	<ul style="list-style-type: none"> <li><b>Audit Committee</b></li> </ul>	ARGs – section 14.2	56
	<ul style="list-style-type: none"> <li><b>Internal audit</b></li> </ul>	ARGs – section 14.3	25–26
<b>Governance – Human Resources</b>	<ul style="list-style-type: none"> <li><b>Workforce Planning, Retention and Turnover</b></li> </ul>	FMS – section 95 (1) (f) (iii)	25–26
	<ul style="list-style-type: none"> <li><b>Voluntary Early Retirement (VER)</b></li> </ul>	Directive No.11/05 <i>Voluntary Early Retirement (VER)</i>	54
	<ul style="list-style-type: none"> <li><b>Retrenchments</b></li> </ul>	Directive No.10/05 <i>Retrenchment</i>	25
<b>Governance - Operations</b>	<ul style="list-style-type: none"> <li><b>Consultancies</b></li> </ul>	FMS – section 95 (1) (eb)	54
	<ul style="list-style-type: none"> <li><b>Overseas Travel</b></li> </ul>	FMS – section 95 (1) (ea)	54
	<ul style="list-style-type: none"> <li><b>Information Systems and Recordkeeping</b></li> </ul>	<i>Public Records Act 2002</i>	24–25
<b>Optional Information that may be Reported</b>	<ul style="list-style-type: none"> <li><b>Corrections to Previous Annual Reports</b></li> </ul>	ARGs – section 18.2	N/A
	<ul style="list-style-type: none"> <li><b>Freedom of Information</b></li> </ul>	<i>Freedom of Information Act 1992</i>	27
	<ul style="list-style-type: none"> <li><b>Certification of Financial Statements</b></li> </ul>	FAA – sections 39 and 46F	51
	<ul style="list-style-type: none"> <li><b>Independent Auditors Report</b></li> </ul>	FAA - sections 38AA(1) and 46FA(3)	52–53
	<ul style="list-style-type: none"> <li><b>Remuneration Disclosures</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	31–50