

Compliance checklist

Abbreviations used in the checklist

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 (PDF version)
Accessibility	Table of contents	ARRs, section 8.1	Inside front cover
	Glossary	ARRs, section 8.1	Inside back cover
	Public availability	ARRs, section 8.2	2
	Interpreter service statement	<i>Queensland Government Language Services Policy</i>	2
	Copyright notice	<i>Copyright Act 1968</i>	Inside front cover
Letter of compliance	Letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs, section 9	1
Introductory information	Agency role and main functions	ARRs, section 10.3	6–7
	Operating environment	ARRs, section 10.3	12–13
	External scrutiny	ARRs, section 10.3	23–25
	Machinery of government changes	ARRs, section 10.3	N/A
	Review of proposed forward operations	ARRs, section 10.3	13–14, 16–17, 19, 21–22, 24
Non-financial performance	Government objectives for the community	ARRs, section 11.2	4, 18, 25
	Agency objectives and performance indicators	ARRs, section 11.5	12–13
	Agency outputs and output performance measures	ARRs, section 11.6	15, 17–19, 20–21
Financial performance	Summary of financial performance	ARRs, section 12.1	5
	Disclosure of budget vs. actual results	ARRs, section 12.2	Optional
	Chief Finance Officer (CFO) statement	ARRs, section 12.3	48
Governance — management and structure	Organisational structure	ARRs, section 13.1	11
	Executive management	ARRs, section 13.2	58
	Related entities	ARRs, section 13.3	N/A
	Schedule of statutory authorities or instrumentalities	ARRs, section 13.4	N/A
	Boards and committees	ARRs, section 13.5	8–10, 53–55

Summary of requirement		Basis for requirement	Annual report page reference (PDF version)
	Public Sector Ethics Act 1994 — implementation statement giving details of action taken during the reporting period	<i>Public Sector Ethics Act 1994</i> , section 23 and Schedule	25
	Whistleblowers Protection Act 1994 — public interest disclosures received	<i>Whistleblowers Protection Act 1994</i> , sections 30, 31 and Schedule	25
Governance — risk management and accountability	Risk management	ARRs, section 14.1	13, 22, 24
	Audit committee	ARRs, section 14.2	54
	Internal Audit	ARRs, section 14.3	23–24
Governance — human resources	Workforce planning, attraction and retention	ARRs, section 15.1	23
	Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	51
	Initiatives for women	ARRs, section 15.1 and 15.3	N/A
Governance — operations	Consultancies	ARRs, section 16.1	51
	Overseas travel	ARRs, section 16.2	51
	Information systems and recordkeeping	<i>Public Records Act 2002</i>	22
	Waste management	<i>Environmental Protection (Waste Management) Policy 2000</i> , <i>Environmental Protection Act 1994</i>	N/A
Other prescribed requirements	Indigenous matters (Queensland Government Reconciliation Action Plan 2009–2012)	<i>Queensland Government Reconciliation Action Plan 2009–2012</i>	N/A
	Shared services	ARRs, section 17.1	N/A
	Carbon emissions	<i>Premier's Statement</i>	N/A
Optional information that may be reported	Corrections to previous annual reports	ARRs, section 18.2	<i>Optional</i>
	Right to Information	<i>Right to Information Act 2009</i>	25
	Information Privacy	<i>Information Privacy Act 2009</i>	<i>Optional</i>
	Native title	N/A	<i>Optional</i>
Financial statements	Annual general purpose financial statements	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	28–47
	Certification of financial statements	FA Act, section 62; FPMS, sections 42, 43 and 50	48
	Independent Auditors Report	FA Act, section 62; FPMS, section 50	49–50
	Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	40