

## 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 Reference	
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• <b>Table of Contents</b></li> </ul>	ARGs – section 8.1  Inside front cover  Pages 168-170	
	<ul style="list-style-type: none"> <li>• <b>Glossary</b></li> </ul>	FMS – section 95 (1) (i)	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Public Availability</b></li> </ul>	<i>Queensland Government Language Services Policy</i>	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Interpreter Service Statement</b></li> </ul>	<i>Copyright Act 1968</i>	Inside front cover
<b>Letter of Compliance</b>	<ul style="list-style-type: none"> <li>• <b>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</b></li> </ul>	ARGs – section 9	Inside front cover
<b>Introductory Information</b>	<ul style="list-style-type: none"> <li>• <b>Agency role and main functions</b></li> </ul>	FMS – section 95 (1) (a) and (b)  ARGs – section 10.3	Pages 1, 4, 5, 7, 23, 116, inside back cover
	<ul style="list-style-type: none"> <li>• <b>Operating environment</b></li> </ul>	FMS – section 95 (1) (f), (e), (j)	Pages 2-4, 6, 7, 166 and throughout
	<ul style="list-style-type: none"> <li>• <b>External Scrutiny</b></li> </ul>	ARGs – section 10.3	Pages 2-3, 8, 24
	<ul style="list-style-type: none"> <li>• <b>Machinery of Government changes</b></li> </ul>	ARGs – section 10.3	Pages 4, 43
	<ul style="list-style-type: none"> <li>• <b>Review of proposed forward operations</b></li> </ul>	FMS – section 95 (1) (h)	Pages 7, 23 and throughout
<b>Agency Performance</b>	<ul style="list-style-type: none"> <li>• <b>Government Objectives for the Community</b></li> </ul>	FMS – section 95 (1) (a) and (i)	Page 23
	<ul style="list-style-type: none"> <li>• <b>Agency Objectives and Performance Indicators</b></li> </ul>	ARGs – section 11.5	Pages 25-103, 150-157
	<ul style="list-style-type: none"> <li>• <b>Agency Outputs and Output Performance Measures</b></li> </ul>		Pages 23, 25-103, 150-157
<b>Summary of Financial Information</b>	<ul style="list-style-type: none"> <li>• <b>Summary of financial information</b></li> </ul>	ARGs – section 12	Pages 4, 104-107
	<ul style="list-style-type: none"> <li>• <b>Disclosure of Budget v Actual Results</b></li> </ul>	ARGs – section 12.3	<i>Optional</i>

Summary of Requirement	Basis for Requirement	Annual Report Reference	
<b>Governance – Management and Structure</b>	<ul style="list-style-type: none"> <li>• <b>Organisational Structure</b></li> </ul>	FMS – section 95 (1) (f) (iii)	Page 13
	<ul style="list-style-type: none"> <li>• <b>Executive Management</b></li> </ul>	FMS – section 95 (1) (f) (iii)	Pages 8-22
	<ul style="list-style-type: none"> <li>• <b>Related Entities</b></li> </ul>	FMS – section 96 (1)	None
	<ul style="list-style-type: none"> <li>• <b>Schedule of Statutory Authorities or Instrumentalities</b></li> </ul>	FMS – section 96 (2)	None
	<ul style="list-style-type: none"> <li>• <b>Boards and Committees</b></li> </ul>	ARGs – section 13.5	Page 165
	<ul style="list-style-type: none"> <li>• <b>Public Sector Ethics Act 1994</b> - 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)	Pages 76-77
	<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)	Page 78
<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)	Pages 10, 77-78
	<ul style="list-style-type: none"> <li>• <b>Audit Committee</b></li> </ul>	ARGs – section 14.2	Pages 10, 76
	<ul style="list-style-type: none"> <li>• <b>Internal Audit</b></li> </ul>	ARGs – section 14.3	Page 76
<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)	Pages 13, 74-75, 83-92
	<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>	Page 88
	<ul style="list-style-type: none"> <li>• <b>Retrenchments</b></li> </ul>	Directive No.10/05 <i>Retrenchment</i>	Page 88
	<ul style="list-style-type: none"> <li>• <b>Initiatives for Women</b></li> </ul>	ARGs – section 15.4	Pages 90-91
<b>Governance - Operations</b>	<ul style="list-style-type: none"> <li>• <b>Consultancies</b></li> </ul>	FMS – section 95 (1) (eb)	Page 102
	<ul style="list-style-type: none"> <li>• <b>Overseas Travel</b></li> </ul>	FMS – section 95 (1) (ea)	Pages 161-164
	<ul style="list-style-type: none"> <li>• <b>Information Systems and Recordkeeping</b></li> </ul>	<i>Public Records Act 2002</i>	Pages 102, 166
	<ul style="list-style-type: none"> <li>• <b>Waste Management</b></li> </ul>	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 100
<b>Other Prescribed Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Shared Services</b></li> </ul>	ARGs – section 17.1	Page 12
	<ul style="list-style-type: none"> <li>• <b>Carbon Emissions</b></li> </ul>	<i>Premier's Statement</i>	Pages 100-101

<b>Optional Information that may be Reported</b>	• <b>Corrections to Previous Annual Reports</b>	ARGs – section 18.2	-
	• <b>Freedom of Information</b>	<i>Freedom of Information Act 1992</i>	Page 102
	• <b>Privacy Policy</b>	Queensland Government <i>Privacy Policy</i>	-
	• <b>Indigenous Matters</b>	N/A	-
	• <b>Native Title</b>	N/A	-
<b>Financial Statements</b>	• <b>Annual general purpose financial statements</b>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Pages 109-146
	• <b>Certification of Financial Statements</b>	FAA – sections 39 and 46F	Page 147
	• <b>Independent Auditors Report</b>	FAA - sections 38AA(1) and 46FA(3)	Page 148
	• <b>Remuneration Disclosures</b>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Page 130