

## 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
Accessibility	<ul style="list-style-type: none"> <li>• <b>Table of Contents</b></li> </ul>	ARGs – section 8.1	Inside Front Cover
	<ul style="list-style-type: none"> <li>• <b>Glossary</b></li> </ul>	ARGs – Section 8.1	p-113
	<ul style="list-style-type: none"> <li>• <b>Public Availability</b></li> </ul>	FMS – section 95 (1) (i)	Inside Front Cover
	<ul style="list-style-type: none"> <li>• <b>Interpreter Service Statement</b></li> </ul>	<i>Queensland Government Language Services Policy</i>	Inside Front Cover
	<ul style="list-style-type: none"> <li>• <b>Copyright Notice</b></li> </ul>	<i>Copyright Act 1968</i>	Back Cover
Letter of Compliance	<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 8.1	p-4
Introductory Information	<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	p-34
	<ul style="list-style-type: none"> <li>• <b>Operating environment</b></li> </ul>	FMS – section 95 (1) (f), (e), (j)	p-55
	<ul style="list-style-type: none"> <li>• <b>External Scrutiny</b></li> </ul>	ARGs – section 10.3	p-15 p-18 p-55 p-110
	<ul style="list-style-type: none"> <li>• <b>Machinery of Government changes</b></li> <li>• <b>Review of proposed forward operations</b></li> </ul>	ARGs – section 10.3 FMS – section 95 (1) (h)	N/A Inside Back cover
Agency Performance	<ul style="list-style-type: none"> <li>• <b>Government Objectives for the Community</b></li> </ul>	FMS – section 95 (1) (a) and (i)	p-31
	<ul style="list-style-type: none"> <li>• <b>Agency Objectives and Performance Indicators</b></li> </ul>	ARGs – section 11.5	p-2
	<ul style="list-style-type: none"> <li>• <b>Agency Outputs and Output Performance Measures</b></li> </ul>		p-29
Summary of Financial Information	<ul style="list-style-type: none"> <li>• <b>Summary of financial information</b></li> </ul>	ARGs – section 12	p-25
	<ul style="list-style-type: none"> <li>• <b>Disclosure of Budget v Actual Results</b></li> </ul>	ARGs – section 12.3	<i>Optional</i>
Governance –	<ul style="list-style-type: none"> <li>• <b>Organisational Structure</b></li> </ul>	FMS – section 95 (1) (f) (iii)	p-8

Summary of Requirement	Basis for Requirement	Annual Report Reference	
<b>Management and Structure</b>	<ul style="list-style-type: none"> <li>• <b>Executive Management</b></li> </ul>	FMS – section 95 (1) (f) (iii)	p-9
	<ul style="list-style-type: none"> <li>• <b>Related Entities</b></li> </ul>	FMS – section 96 (1)	N/A
	<ul style="list-style-type: none"> <li>• <b>Schedule of Statutory Authorities or Instrumentalities</b></li> </ul>	FMS – section 96 (2)	N/A
	<ul style="list-style-type: none"> <li>• <b>Boards and Committees</b></li> </ul>	ARGs – section 13.5	p-15 p-20
	<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)	p-68
	<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)	p-79
<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)	p-12 p-23
	<ul style="list-style-type: none"> <li>• <b>Audit Committee</b></li> </ul>	ARGs – section 14.2	p-18
	<ul style="list-style-type: none"> <li>• <b>Internal Audit</b></li> </ul>	ARGs – section 14.3	p-19
<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)	p-63 p-68
	<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>	p-79
	<ul style="list-style-type: none"> <li>• <b>Retrenchments</b></li> </ul>	Directive No.10/05 <i>Retrenchment</i>	p-79
	<ul style="list-style-type: none"> <li>• <b>Initiatives for Women</b></li> </ul>	ARGs – section 15.4	p-64
<b>Governance - Operations</b>	<ul style="list-style-type: none"> <li>• <b>Consultancies</b></li> </ul>	FMS – section 95 (1) (eb)	p-78
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	<ul style="list-style-type: none"> <li>• <b>Information Systems and Recordkeeping</b></li> </ul>	<i>Public Records Act 2002</i>	p-74
	<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>	p-10
<b>Other Prescribed Requirements</b>	<ul style="list-style-type: none"> <li>• <b>Shared Services</b></li> </ul>	ARGs – section 17.1	N/A
	<ul style="list-style-type: none"> <li>• <b>Carbon Emissions</b></li> </ul>	<i>Premier's Statement</i>	N/A
<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	<i>Optional</i>
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	<ul style="list-style-type: none"> <li>• <b>Privacy Policy</b></li> </ul>	Queensland Government <i>Privacy Policy</i>	<i>Optional</i>

Summary of Requirement		Basis for Requirement	Annual Report Reference
	<ul style="list-style-type: none"> <li>• <b>Indigenous Matters</b></li> </ul>	N/A	<i>Optional</i>
	<ul style="list-style-type: none"> <li>• <b>Native Title</b></li> </ul>	N/A	<i>Optional</i>
<b>Financial Statements</b>	<ul style="list-style-type: none"> <li>• <b>Annual general purpose financial statements</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	p-81
	<ul style="list-style-type: none"> <li>• <b>Certification of Financial Statements</b></li> </ul>	FAA – sections 39 and 46F	p-109
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FAA - sections 38AA(1) and 46FA(3)	p-110
	<ul style="list-style-type: none"> <li>• <b>Remuneration Disclosures</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	p-96