

ATTACHMENT B Compliance Checklist - Annual Report

FA ACT *Financial Accountability Act 2009*

FMPS *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	Page 1 Page 12, acronyms explained throughout
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2	Page 1
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	Not applicable
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i>	Back 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	Page 2
Introductory Information	<ul style="list-style-type: none"> • Agency role and main functions • • Operating environment • External scrutiny • Machinery of Government changes • Review of proposed forward operations 	ARRs – section 10.3 ARRs – section 10.3 ARRs – section 10.3 ARRs – section 10.3 ARRs – section 10.3	Pages 1,4,12,16-43,44 Page 6-11 Pages 9-10 Not applicable Pages 16-43
Agency Performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.4	Pages 2-43
	<ul style="list-style-type: none"> • Agency outputs and output performance measures 	ARRs – section 11.6	Pages 4, 12,13
Summary of Financial Information	<ul style="list-style-type: none"> • Summary of financial information 	ARRs – section 12	Pages 46-104
	<ul style="list-style-type: none"> • Disclosure of budget v actual results 	ARRs – section 12.3	<i>Optional</i>
Governance – Management and Structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Pages 6,7,14-15
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Pages 6, 7,14-15
	<ul style="list-style-type: none"> • Related entities 	ARRs – section 13.3	Page 108
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Pages 9-11
	<ul style="list-style-type: none"> ▪ Audit committee 	ARRs – section 14.2	Page 10
	<ul style="list-style-type: none"> ▪ Internal audit 	ARRs – section 14.3	Page 10

Summary of requirement		Basis for requirement	Annual report reference
Governance – Human Resources	<ul style="list-style-type: none"> • Workforce planning, retention and turnover 	ARRs – section 15.1	Pages 9, 31
Governance - Operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	Page 181
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	Pages 109-180
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	<i>Public Records Act 2002</i>	Page 8
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"> • Freedom of Information 	<i>Freedom of Information Act 1992</i>	<i>Optional</i>
	<ul style="list-style-type: none"> • Privacy policy 	Queensland Government <i>Privacy Policy</i>	<i>Optional</i>
	<ul style="list-style-type: none"> • Indigenous matters 	N/A	<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>	Pages 46-104
	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	Page 105
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	Pages 106-107
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Pages 38-39