

ATTACHMENT B: 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"> Table of contents Glossary | ARGs – section 8.1 | Page (i) N/A |
| | <ul style="list-style-type: none"> Public availability | FMS – section 95 (1) (i) | Page 32 |
| | <ul style="list-style-type: none"> Interpreter service statement | <i>Queensland Government Language Services Policy</i> | Page 32 |
| | <ul style="list-style-type: none"> Copyright notice | <i>Copyright Act 1968</i> | Back of Title Page |
| 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) | ARGs – section 9 | Attached |
| Introductory Information | <ul style="list-style-type: none"> Agency role and main functions | FMS – section 95 (1) (a) and (b) ARGs – section 10.3 | Pages 2-3, 32 Pages 6-15 |
| | <ul style="list-style-type: none"> Operating environment | FMS – section 95 (1) (f), (e), (j) | Pages 4-18 |
| | <ul style="list-style-type: none"> External scrutiny | ARGs – section 10.3 | Pages 6 + 16 |
| | <ul style="list-style-type: none"> Machinery of Government changes | ARGs – section 10.3 | N/A |
| | <ul style="list-style-type: none"> Review of proposed forward operations | FMS – section 95 (1) (h) | Pages 6-18 |
| Agency Performance | <ul style="list-style-type: none"> Government objectives for the community | FMS – section 95 (1) (a) and (i) ARGs – section 11.5 | Pages 2-3 + 6-18 |
| | <ul style="list-style-type: none"> Agency objectives and performance indicators | | Pages 2-3 + 6-18 |
| | <ul style="list-style-type: none"> Agency outputs and output performance measures | | Pages 2-3 + 6-18 |
| Summary of Financial Information | <ul style="list-style-type: none"> Summary of financial information | ARGs – section 12 | Page 16 |
| | <ul style="list-style-type: none"> Disclosure of budget v actual results | ARGs – section 12.3 | <i>Optional</i> |
| Governance – Management and Structure | <ul style="list-style-type: none"> Organisational structure | FMS – section 95 (1) (f) (iii) | Pages 4-5 + 18 |
| | <ul style="list-style-type: none"> Executive management | FMS – section 95 (1) (f) (iii) | Page 5 |
| | <ul style="list-style-type: none"> Related entities | FMS – section 96 (1) | N/A |
| | <ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities | FMS – section 96 (2) | N/A |
| | <ul style="list-style-type: none"> Boards and committees | ARGs – section 13.5 | N/A |

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|--|--|---|-----------------|
| | <ul style="list-style-type: none"> • Public Sector Ethics Act 1994 - implementation statement giving details of the action taken during the reporting period | <i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) | N/A |
| | <ul style="list-style-type: none"> • Whistleblowers Protection Act 1994 - public interest disclosures received | <i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule) | N/A |
| Governance – Risk Management and Accountability | <ul style="list-style-type: none"> • Risk management | FMS – section 95 (1) (k) | Page 16 |
| | <ul style="list-style-type: none"> • Audit committee | ARGs – section 14.2 | N/A |
| | <ul style="list-style-type: none"> • Internal audit | ARGs – section 14.3 | Page 16 |
| Governance – Human Resources | <ul style="list-style-type: none"> • Workforce planning, retention and turnover | FMS – section 95 (1) (f) (iii) | Pages 17-18 |
| | <ul style="list-style-type: none"> • Voluntary Early Retirement (VER) | Directive No.11/05 <i>Voluntary Early Retirement (VER)</i> | N/A |
| | <ul style="list-style-type: none"> • Retrenchments | Directive No.10/05 <i>Retrenchment</i> | N/A |
| | <ul style="list-style-type: none"> • Initiatives for women | ARGs – section 15.4 | N/A |
| Governance - Operations | <ul style="list-style-type: none"> • Consultancies | FMS – section 95 (1) (eb) | Page 32 |
| | <ul style="list-style-type: none"> • Overseas travel | FMS – section 95 (1) (ea) | Page 32 |
| | <ul style="list-style-type: none"> • Information systems and recordkeeping | <i>Public Records Act 2002</i> | Page 32 |
| | <ul style="list-style-type: none"> • Waste management | <i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i> | N/A |
| Other Prescribed Requirements | <ul style="list-style-type: none"> • Shared services | ARGs – section 17.1 | N/A |
| | <ul style="list-style-type: none"> • Carbon emissions | <i>Premier's Statement</i> | N/A |
| Optional Information that may be Reported | <ul style="list-style-type: none"> • Corrections to previous annual reports | ARGs – section 18.2 | <i>Optional</i> |
| | <ul style="list-style-type: none"> • Freedom of Information | <i>Freedom of Information Act 1992</i> | Page 17 |
| | <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 19-30 |
| | <ul style="list-style-type: none"> • Certification of financial statements | FAA – sections 39 and 46F | Page 30 |

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| | <ul style="list-style-type: none"> • Independent Auditors Report | FAA - sections 38AA(1) and 46FA(3) | Page 31 |
| | <ul style="list-style-type: none"> • Remuneration disclosures | <i>Financial Reporting Requirements for Queensland Government Agencies</i> | Page 26 |