



Appendix 9.8: Compliance checklist—Annual Report

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FA ACT *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2009*
 ARRs Annual Report Requirements for Queensland Government agencies

		Basis for requirement	Annual report reference
Accessibility	Table of contents Glossary	ARRs—section 8.1	P 2-3 P 146-149
	Public availability	ARRs—section 8.2	Inside front cover
	Interpreter service statement	<i>Queensland Government Language Services Policy</i>	Inside front cover
	Copyright notice	<i>Copyright Act 1968</i>	Inside front cover
	Government Information Licensing Framework (GILF) Licence	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	Inside front cover
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs—section 9	P 1
General information	Introductory Information	ARRs—section 10.1	P 4-6
	Agency role and main functions	ARRs—section 10.2	P 7-8
	Operating environment	ARRs—section 10.3	P 4-6; 9-13
	External scrutiny	ARRs—section 10.4	P 135-138
	Machinery of government changes	ARRs—section 10.5	P 23
	Review of proposed forward operations	ARRs—section 10.6	P 27-28
Non-financial performance	Government objectives for the community	ARRs—section 11.1	P 4; 7; 7 37-39; 49; 105; 109
	Other whole-of-government plans/specific initiatives	ARRs—section 11.2	P 65-68
	Council of Australian Government (COAG) initiatives	ARRs—section 11.3	P 29; 43; 61-62; 65; 74; 100; 109; 112; 116
	Agency objectives and performance indicators	ARRs—section 11.4	P 30; 46-47; 64; 78-79
	Agency services and service standards	ARRs—section 11.5	P 128-134
Financial performance	Summary of financial performance	ARRs—section 12.1	P 24-26
	Chief Finance Officer (CFO) statement	ARRs—section 12.2	P 27

	Summary of requirement	Basis for requirement	Annual report reference
Governance—management and structure	Organisational structure	ARRs—section 13.1	P 154-155
	Executive management	ARRs—section 13.2	P 80-82
	Related entities	ARRs—section 13.3	P 139
	Schedule of statutory authorities or instrumentalities	ARRs—section 13.4	P 142; 144
	Boards and committees	ARRs—section 13.5	P 111-120
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	P 121
	<i>Whistleblowers Protection Act 1994</i>	<i>Whistleblowers Protection Act 1994</i> (sections 30–31 and Schedule)	P 124
Governance—risk management and accountability	Risk management	ARRs – section 14.1	P 122
	Audit committee	ARRs—section 14.2	P 119-120
	Internal Audit	ARRs –section 14.3	P 123-124
Governance—human resources	Workforce planning, attraction and retention	ARRs—section 15.1	P 87-90; 94-95
	Early retirement, redundancy and retrenchment	Directive No.17/09 Early Retirement, Redundancy and Retrenchment	P 95
	Initiatives for women	ARRs—section 15.1 and 15.3	P 52; 67; 91; 109
	<i>Carers (Recognition) Act 2008</i>	<i>Carers (Recognition) Act 2008</i>	P 92
Governance—operations	Consultancies	ARRs—section 16.1	P 99
	Overseas travel	ARRs—section 16.2	P 88; 156-166
	Information systems and recordkeeping	ARRs—section 16.3	P 126-127
	Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	P 105
Other prescribed requirements	Indigenous matters (The Queensland Government Reconciliation Action Plan 2009–2012)	The Queensland Government Reconciliation Action Plan 2009–2012	P 65-68
	Shared services	ARRs—section 17.2	P 96
	Carbon emissions	Premier’s Statement	P 105





	Summary of requirement	Basis for requirement	Annual report reference
Optional information that may be reported	Corrections to previous annual reports	ARRs—section 18.1	Nil
	Right to Information	<i>Right to Information Act 2009</i>	P 124-125
	Information Privacy	<i>Information Privacy Act 2009</i>	P 124-125
	Native title	N/A	P 56
	Complaints Management	N/A	Nil
Financial statements	Certification of financial statements	FA Act—section 62 FPMS—sections 42, 43 and 50	P 181-240
	Independent Auditors Report	FA Act—section 62 FPMS—section 50	P 238-240
	Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies	P 234