

Compliance checklist—annual report

The characteristics of a quality annual report are that it:

- complies with statutory and policy requirements
- presents information in a concise manner
- is written in plain English
- provides a balanced account of performance.

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Table 13: Annual report compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	A letter of compliance from the accountable officer or statutory body to the relevant Minister	ARRs – section 8 Page 1
Accessibility	Table of contents Glossary	ARRs – section 10.1 Page 2
	Public availability	ARRs – section 10.2 Inside front cover
	Interpreter service statement	Queensland Government Language Services Policy ARRs – section 10.3 Inside front cover
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 10.4 Inside front cover
	Information licensing	Queensland Government Enterprise Architecture – Information licensing ARRs – section 10.5 Inside front cover
General information	Introductory Information	ARRs – section 11.1 Page 4
	Agency role and main functions	ARRs – section 11.2 Pages 8-9
	Operating environment	ARRs – section 11.3 Pages 3-7;11-15
	Machinery-of-government changes	ARRs – section 11.4 Pages 21-22
Non-financial performance	Government objectives for the community	ARRs – section 12.1 Pages 4-9, 32, 59,67,75
	Other whole-of-government plans/specific initiatives	ARRs – section 12.2 Pages 39-40

Summary of requirement		Basis for requirement	Annual report reference
	Agency objectives and performance indicators	ARRs – section 12.3	Page pages, 10, 32, 59,67,75
	Agency service areas, service standards and other measures	ARRs – section 12.4	Pages 115-124
Financial performance	Summary of financial performance	ARRs – section 13.1	Pages 23-28
	Chief Finance Officer statement	ARRs – section 13.2	Page 28
Governance – management and structure	Organisational structure	ARRs – section 14.1	Page 97
	Executive management	ARRs – section 14.2	Pages 94-96
	Related entities	ARRs – section 14.3	Pages 129-135
	Boards and committees	ARRs – section 14.4	Pages 98-108
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	Pages 109-114
Governance – risk management and accountability	Risk management	ARRs – section 15.1	Pages 109-114
	External scrutiny	ARRs – section 15.2	Pages 125-128
	Audit committee	ARRs – section 15.3	Pages 102-107
	Internal audit	ARRs – section 15.4	Page 113
	Public Sector Renewal Program	ARRs – section 15.5	Page 94
	Information systems and recordkeeping	ARRs – section 15.7	Page 114
Governance – HR	Workforce planning, attraction and retention and performance	ARRs – section 16.1	Pages 88-94
	Early retirement, redundancy and retrenchment	<i>Directive No.11/12 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 91
	Voluntary Separation Program	ARRs – section 16.3	Page 91
Open Data	Open Data	ARRs – section 17	Inside front cover
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Pages 150-213
	Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Pages 212-213

Summary of requirement		Basis for requirement	Annual report reference
	Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Page 194-199