

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 – the good and not so good.

FA ACT *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Summary of requirement		Basis for requirement	Annual report reference
Accessibility	• Table of contents	ARRs – section 8.1	Page 1
	• Public availability	ARRs – section 8.2	Back cover
	• Interpreter service statement	<i>Queensland Government Language Services Policy</i>	Back cover
	• Copyright notice	<i>Copyright Act 1968</i>	Back cover
	• Government Information Licensing Framework (GILF) Licence	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	Not required
Letter of compliance	• A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs – section 9	Inside front cover
General information	• Introductory Information	ARRs – section 10.1	Pages 4 – 9
	• Agency role and main functions	ARRs – section 10.2	Pages 2 – 9 and 13
	• Operating environment	ARRs – section 10.3	Pages 2 – 9, 13 – 28 and 33
	• External scrutiny	ARRs – section 10.4	Page 39
	• Machinery of government changes	ARRs – section 10.5	Not required
	• Review of proposed forward operations	ARRs – section 10.6	Pages 5 and 6
Non-financial performance	• Government objectives for the community	ARRs – section 11.1	Pages 12, 16, 27 and 39
	• Other whole-of-government plans / specific initiatives	ARRs – section 11.2	Not required
	• Council of Australian Government (COAG) initiatives	ARRs – section 11.3	Not required
	• Agency objectives and performance indicators	ARRs – section 11.4	Pages 2, 3 and 13 – 28
	• Agency services and service standards	ARRs – section 11.5	Pages 2, 3 and 13 – 28

Summary of requirement		Basis for requirement	Annual report reference
Financial performance	• Summary of financial performance	ARRs – section 12.1	Pages 42 and 43
	• Chief Finance Officer (CFO) statement	ARRs – section 12.2	Not required
Governance – management and structure	• Organisational structure	ARRs – section 13.1	Pages 31 – 33
	• Executive management	ARRs – section 13.2	Pages 10 – 12
	• Related entities	ARRs – section 13.3	Not required
	• Schedule of statutory authorities or instrumentalities	ARRs – section 13.4	Not required
	• Boards and committees	ARRs – section 13.5	Not required
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Page 38
	• <i>Whistleblowers Protection Act 1994</i>	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	Page 37
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	Pages 33 – 35
	• Audit committee	ARRs – section 14.2	Pages 33 – 34
	• Internal Audit	ARRs – section 14.3	Pages 35 – 36
Governance – human resources	• Workforce planning, attraction and retention	ARRs – section 15.1	Pages 10 – 12 and 39 – 40
	• Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Page 39
	• Initiatives for women	ARRs – section 15.1 and 15.3	Not required
	• <i>Carers (Recognition) Act 2008</i>	<i>Carers (Recognition) Act 2008</i>	Pages 38 – 39
Governance – operations	• Consultancies	ARRs – section 16.1	Page 43
	• Overseas travel	ARRs – section 16.2	Page 39
	• Information systems and recordkeeping	ARRs – section 16.3	Pages 36 – 37
	• Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Not required
Other prescribed requirements	• Indigenous matters (The Queensland Government Reconciliation Action Plan 2009-2012)	<i>The Queensland Government Reconciliation Action Plan 2009-2012</i>	Not required
	• Shared services	ARRs – section 17.2	Not required
	• Carbon emissions	<i>Premier's Statement</i>	Page 16
Optional information that may be reported	• Corrections to previous annual reports	ARRs – section 18.1	Not required
	• Right to Information	<i>Right to Information Act 2009</i>	Page 37

Summary of requirement		Basis for requirement	Annual report reference
	• Information Privacy	<i>Information Privacy Act 2009</i>	Page 38
	• Native title	N/A	Not required
	• Complaints Management	N/A	Not required
Financial statements	• Certification of financial statements	FA Act – section 62 FPMS – sections 42, 43 and 50	Page 79
	• Independent Auditors Report	FA Act – section 62 FPMS – section 50	Pages 80 – 82
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Page 41 and Financial Report