

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 | Yes Appendix F |
| | <ul style="list-style-type: none"> Public availability | ARRs – section 8.2 | Masthead page |
| | <ul style="list-style-type: none"> Interpreter service statement | <i>Queensland Government Language Services Policy</i> | Masthead page |
| | <ul style="list-style-type: none"> Copyright notice | <i>Copyright Act 1968</i> | Masthead 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) | ARRs – section 9 | |
| Introductory Information | <ul style="list-style-type: none"> Agency role and main functions | ARRs – section 10.3 | Achievements Against Our Priorities - |
| | <ul style="list-style-type: none"> Operating environment | ARRs – section 10.3 | |
| | <ul style="list-style-type: none"> External scrutiny | ARRs – section 10.3 | |
| | <ul style="list-style-type: none"> Machinery of Government changes | ARRs – section 10.3 | |
| | <ul style="list-style-type: none"> Review of proposed forward operations | ARRs – section 10.3 | |
| Agency Performance | <ul style="list-style-type: none"> Government objectives for the community | ARRs – section 11.4 | N/A |
| | <ul style="list-style-type: none"> Agency outputs and output performance measures | ARRs – section 11.6 | Achievements Against Our Priorities Student Outcomes & Statistics |
| Summary of Financial Information | <ul style="list-style-type: none"> Summary of financial information | ARRs – section 12 | Achievements Against Our Priorities - Resources, Systems and Infrastructure |
| | <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 | Organisational Structure |
| | <ul style="list-style-type: none"> Executive management | ARRs – section 13.2 | Executive Leadership |
| | <ul style="list-style-type: none"> Related entities | ARRs – section 13.3 | Corporate Governance |
| Governance – Risk Management and Accountability | <ul style="list-style-type: none"> Risk management | ARRs – section 14.1 | Corporate Governance |
| | <ul style="list-style-type: none"> Audit committee | ARRs – section 14.2 | Corporate Governance |
| | <ul style="list-style-type: none"> Internal audit | ARRs – section 14.3 | Corporate Governance |
| Governance – Human Resources | <ul style="list-style-type: none"> Workforce planning, retention and turnover | ARRs – section 15.1 | People & Performance |

| Summary of requirement | | Basis for requirement | Annual report reference |
|---|---|--|---|
| Governance - Operations | • Consultancies | ARRs – section 16.1 | Appendix D |
| | • Overseas travel | ARRs – section 16.2 | Appendix C |
| | • Information systems and recordkeeping | <i>Public Records Act 2002</i> | Corporate Governance Achievements Against Our Priorities - Resources, Systems and Infrastructure |
| Optional Information that may be Reported | • Corrections to previous annual reports | ARRs – section 18.2 | Masthead Page |
| | • Freedom of Information | <i>Freedom of Information Act 1992</i> | Corporate Governance |
| | • Privacy policy | Queensland Government <i>Privacy Policy</i> | <i>Optional</i> |
| | • Indigenous matters | N/A | Masthead Page People & Performance - Aboriginal & Torres Strait Islander (A&TSI) Employment Strategy |
| | • Native Title | N/A | <i>Optional</i> |
| Financial Statements | • Annual general purpose financial statements | <i>Financial Reporting Requirements for Queensland Government Agencies</i> | Annual Financial Statements |
| | • Certification of financial statements | FA Act – section 62 FPMS – sections 42, 43 and 50 | Annual Financial Statements |
| | • Independent Auditors Report | FA Act – section 62 FPMS – section 50 | Annual Financial Statements |
| | • Remuneration disclosures | <i>Financial Reporting Requirements for Queensland Government Agencies</i> | Annual Financial Statements |