

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	Table of contents Page 3 Glossary Page 125	
	<ul style="list-style-type: none"> • Public Availability 	FMS – section 95 (1) (i)	Communication Objective Page 1
	<ul style="list-style-type: none"> • Interpreter Service Statement 	<i>Queensland Government Language Services Policy</i>	Translation Page 1
	<ul style="list-style-type: none"> • Copyright Notice 	<i>Copyright Act 1968</i>	Back cover
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	Letter of compliance Page 2	
Introductory Information <ul style="list-style-type: none"> • Agency role and main functions • Operating environment • External Scrutiny • Machinery of Government changes • Review of proposed forward operations 	FMS – section 95 (1) (a) and (b) ARGs – section 10.3 FMS – section 95 (1) (f), (e), (j) ARGs – section 10.3 ARGs – section 10.3 FMS – section 95 (1) (h)	Our Department Page 11 Performance chapters Pages 18-66 Reviews Page 74 MOG Changes Page 14 Future directions Pages 18-66 & Performance chapters Pages 18-66	
Agency Performance <ul style="list-style-type: none"> • Government Objectives for the Community • Agency Objectives and Performance Indicators • Agency Outputs and Output Performance Measures 	FMS – section 95 (1) (a) and (i) ARGs – section 11.5	Performance framework Page 16 & Our output structure Page 17 Performance chapters Pages 18-66 Performance chapters Pages 18-66	

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Summary of Financial Information	<ul style="list-style-type: none"> • Summary of financial information 	ARGs – section 12	Financial snapshot Page 77 & attached CD ROM
	<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)	Organisational chart Page 13
	<ul style="list-style-type: none"> • Executive Management 	FMS – section 95 (1) (f) (iii)	Our governance framework Page 70
	<ul style="list-style-type: none"> • Related Entities 	FMS – section 96 (1)	Attached CD ROM
	<ul style="list-style-type: none"> • Schedule of Statutory Authorities or Instrumentalities 	FMS – section 96 (2)	Appendix 5 Pages 113-115
	<ul style="list-style-type: none"> • Boards and Committees 	ARGs – section 13.5	Appendix 9 Pages 116-117
	<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)	Appendix 7 Page 116
	<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)	Appendix 8 Page 116
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> • Risk Management 	FMS – section 95 (1) (k)	Risk management Page 74
	<ul style="list-style-type: none"> • Audit Committee 	ARGs – section 14.2	Audit and Risk Management Committee Page 75
	<ul style="list-style-type: none"> • Internal Audit 	ARGs – section 14.3	Internal audit Page 76
Governance – Human Resources	<ul style="list-style-type: none"> • Workforce Planning, Retention and Turnover 	FMS – section 95 (1) (f) (iii)	Our people Page 67
	<ul style="list-style-type: none"> • Voluntary Early Retirement (VER) 	Directive No.11/05 <i>Voluntary Early Retirement (VER)</i>	Appendix 6 Page 115
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	<ul style="list-style-type: none"> • Initiatives for Women 	ARGs – section 15.4	Women's initiatives Page 68
Governance - Operations	<ul style="list-style-type: none"> • Consultancies 	FMS – section 95 (1) (eb)	Appendix 10 Page 117

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<ul style="list-style-type: none"> • Overseas Travel 	FMS – section 95 (1) (ea)	Appendix 11 Page 118	
	<ul style="list-style-type: none"> • Information Systems and Recordkeeping 	<i>Public Records Act 2002</i>	Recordkeeping Page 76
	<ul style="list-style-type: none"> • Waste Management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Appendix 13 Page 120-123
Other Prescribed Requirements	<ul style="list-style-type: none"> • Shared Services 	ARGs – section 17.1	Appendix 12 Page 119
	<ul style="list-style-type: none"> • Carbon Emissions 	<i>Premier's Statement</i>	Appendix 13 Page 120-123
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>	Privacy and right to information Page 37
	<ul style="list-style-type: none"> • Privacy Policy 	Queensland Government <i>Privacy Policy</i>	Privacy and right to information Page 37
	<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>	Attached CD ROM
	<ul style="list-style-type: none"> • Certification of Financial Statements 	FAA – sections 39 and 46F	Attached CD ROM
	<ul style="list-style-type: none"> • Independent Auditors Report 	FAA - sections 38AA(1) and 46FA(3)	Attached CD ROM
	<ul style="list-style-type: none"> • Remuneration Disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Attached CD ROM