

Appendix

Annual Report Compliance

The following annual report checklist outlines the governance, performance, reporting compliance and procedural requirements applicable to the Queensland Parliament from the *Financial Accountability Act 2009* (FAA), the *Financial Performance and Management Standard 2019* (FPMS) as well as the annual report requirements for Queensland Government agencies (ARRs).

Summary of requirement	Basis for requirement	Reference
Letter of compliance		
A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	7
Accessibility		
Table of contents	ARRs – section 9.1	iv
Glossary	ARRs – section 9.1	109
Public availability	ARRs – section 9.2	116
Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	116
Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	116
Information Licensing QGEA – Information Licensing	ARRs – section 9.5	116
General Information		
Introductory information	ARRs – section 10	5
Non-Financial Performance		
Agency objectives and performance indicators	ARRs – section 11.2	24–54
Agency service areas and service standards	ARRs – section 11.3	6–18
Financial Performance		
Summary of financial performance	ARRs – section 12.1	19
Governance – Management and Structure		
Organisational structure	ARRs – section 13.1	11
Executive management	ARRs – section 13.2	65
Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	38

Summary of requirement	Basis for requirement	Reference
Governance – Risk Management and Accountability		
Risk management	ARRs – section 14.1	61
Audit committee	ARRs – section 14.2	61
Internal audit	ARRs – section 14.3	64
External scrutiny	ARRs – section 14.4	64
Information systems and recordkeeping	ARRs – section 14.5	64
Governance – Human Resources		
Strategic workforce planning and performance	ARRs – section 15.1	37
Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	69
Open Data		
Statement advising publication of information	ARRs – section 16	https://www.parliament.qld.gov.au/Work-of-the-Assembly/Whats-new
Consultancies	ARRs – section 31.1	https://www.parliament.qld.gov.au/Visit-and-learn/Publications-and-Reports/Annual-Reports
Overseas travel	ARRs – section 31.2	https://www.parliament.qld.gov.au/Visit-and-learn/Publications-and-Reports/Annual-Reports
Queensland Language Services Policy	ARRs – section 31.3	116
Financial Statements		
Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	105
Independent Auditors Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	106–107

ARRs *Annual report requirements for Queensland Government agencies*

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*