

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.

FAA *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	<ul style="list-style-type: none"> • Table of contents • Glossary 	ARRs – section 8.1	3
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2	2
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	2
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 8.4	2
	<ul style="list-style-type: none"> • Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5	2
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) 		Letter provided
General information	<ul style="list-style-type: none"> • Introductory Information 	ARRs – section 10.1	2-5
	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 10.2	2-10
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 10.3	6
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 10.4	2-10
	<ul style="list-style-type: none"> • Machinery of government changes 	ARRs – section 10.5	3
	<ul style="list-style-type: none"> • Review of proposed forward operations 	ARRs – section 10.6	Strategic Plan on website
Non-financial performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.1	Covered by Mission Statement
	<ul style="list-style-type: none"> • Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	N/A
	<ul style="list-style-type: none"> • Council of Australian Government (COAG) initiatives 	ARRs – section 11.3	N/A
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.4	Included

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 11.5	Included
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	From page 13
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2	From page 13
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	3-4
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	N/A
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3	N/A
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4	N/A
	<ul style="list-style-type: none"> Boards and committees 	ARRs – section 13.5	4
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6	N/A
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	4
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	N/A
	<ul style="list-style-type: none"> Internal Audit 	ARRs – section 14.3	Available on request
Governance – human resources	<ul style="list-style-type: none"> Workforce planning, attraction and retention 	ARRs – section 15.1	8
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	N/A
	<ul style="list-style-type: none"> Voluntary Separation Program 	ARRs – section 15.3	N/A
Financial statements	<ul style="list-style-type: none"> Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	From page 13
	<ul style="list-style-type: none"> Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARRs – section 16.2	From page 13
	<ul style="list-style-type: none"> Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3	4
Disclosure of additional information	<ul style="list-style-type: none"> Additional information to be reported online 	ARRs – section 17	2