

# 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
<b>Letter of compliance</b>		
A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	3
<b>Accessibility</b>		
Table of contents	ARRs – section 9.1	iv
Glossary	ARRs – section 9.1	101
Public availability	ARRs – section 9.2	108
Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	108
Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	108
Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	108
<b>General Information</b>		
Introductory information	ARRs – section 10	1
<b>Non-Financial Performance</b>		
Agency objectives and performance indicators	ARRs – section 11.2	21–50
Agency service areas and service standards	ARRs – section 11.3	3–15
<b>Financial Performance</b>		
Summary of financial performance	ARRs – section 12.1	16
<b>Governance – Management and Structure</b>		
Organisational structure	ARRs – section 13.1	6
Executive management	ARRs – section 13.2	61
Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	34
Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	34

Summary of requirement	Basis for requirement	Reference
<b>Governance – Risk Management and Accountability</b>		
Risk management	ARRs – section 14.1	57
Audit committee	ARRs – section 14.2	57
Internal audit	ARRs – section 14.3	60
External scrutiny	ARRs – section 14.4	60
Information systems and recordkeeping	ARRs – section 14.5	60
<b>Governance – Human Resources</b>		
Strategic workforce planning and performance	ARRs – section 15.1	33
Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	64
<b>Open Data</b>		
Statement advising publication of information	ARRs – section 16	<a href="https://www.parliament.qld.gov.au/Work-of-the-Assembly/Whats-new">https://www.parliament.qld.gov.au/Work-of-the-Assembly/Whats-new</a>
Consultancies	ARRs – section 31.1	<a href="https://www.parliament.qld.gov.au/Visit-and-learn/Publications-and-Reports/Annual-Reports">https://www.parliament.qld.gov.au/Visit-and-learn/Publications-and-Reports/Annual-Reports</a>
Overseas travel	ARRs – section 31.2	<a href="https://www.parliament.qld.gov.au/Visit-and-learn/Publications-and-Reports/Annual-Reports">https://www.parliament.qld.gov.au/Visit-and-learn/Publications-and-Reports/Annual-Reports</a>
Queensland Language Services Policy	ARRs – section 31.3	108
<b>Financial Statements</b>		
Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	98
Independent Auditors Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	99–100

ARRs *Annual report requirements for Queensland Government agencies*

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*