

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	Page
Letter of compliance		
A letter of compliance from the accountable officer or statutory body to the relevant Minister	ARRs – section 7	6
Accessibility		
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Glossary	ARRs – section 9.1	105
Public availability	ARRs – section 9.2	2
Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	2
Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	2
General Information		
Introductory information	ARRs – section 10.1	4
Agency role and main functions	ARRs – section 10.2	9
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Agency objectives and performance indicators	ARRs – section 11.3	10
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Financial Performance		
Summary of financial performance	ARRs – section 12.1	11
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Organisational structure	ARRs – section 13.1	59
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<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	39

Governance – Risk Management and Accountability		
Audit committee	ARRs – section 14.2	60
Internal audit	ARRs – section 14.3	62
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Governance – Human Resources		
Workplace planning and performance	ARRs – section 15.1	37-38
Early retirement, redundancy and retrenchment	Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	67
Financial Statements		
Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	101
Independent Auditors Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	102-104

ARRs *Annual report requirements for Queensland Government agencies*

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*