

Appendix A

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	ARRs – section 7	7
Accessibility		
Table of contents	ARRs – section 9.1	4
Glossary	ARRs – section 9.1	102
Public availability	ARRs – section 9.2	109
Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	109
Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	109
General Information		
Introductory information	ARRs – section 10.1	5
Non-Financial Performance		
Agency objectives and performance indicators	ARRs – section 11.3	23 - 48
Agency service areas and service standards	ARRs – section 11.4	28, 31, 41, 47
Financial Performance		
Summary of financial performance	ARRs – section 12.1	19
Governance – Management and Structure		
Organisational structure	ARRs – section 13.1	12
Executive management	ARRs – section 13.2	59
Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	37

Summary of requirement	Basis for requirement	Reference
Governance – Risk Management and Accountability		
Audit committee	ARRs – section 14.2	54
Internal audit	ARRs – section 14.3	57
External scrutiny	ARRs – section 14.4	57
Information systems and recordkeeping	ARRs – section 14.5	57
Governance – Human Resources		
Strategic workforce planning and performance	ARRs – section 15.1	36 - 37
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	62
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	109
Financial Statements		
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

ARRs *Annual report requirements for Queensland Government agencies*

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*