

Queensland Law Society

1. ATTACHMENT B: COMPLIANCE CHECKLIST - ANNUAL REPORT

FAA *Financial Administration and Audit Act 1977*

FMS *Financial Management Standard 1997*

ARGs *Annual Reporting Guidelines for Queensland Government Agencies*

Summary of requirement		Basis for requirement	Annual report reference
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARGs – section 8.1	✓
	<ul style="list-style-type: none"> Public availability 	FMS – section 95 (1) (i)	✓
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	Not applicable
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i>	✓
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) 	ARGs – section 9	✓
Introductory Information	<ul style="list-style-type: none"> Agency role and main functions 	FMS – section 95 (1) (a) and (b) ARGs – section 10.3	✓ page 5
	<ul style="list-style-type: none"> Operating environment 	FMS – section 95 (1) (f), (e), (j)	Not applicable
	<ul style="list-style-type: none"> External scrutiny 	ARGs – section 10.3	Not applicable
	<ul style="list-style-type: none"> Machinery of Government changes 	ARGs – section 10.3	Not applicable
	<ul style="list-style-type: none"> Review of proposed forward operations 	FMS – section 95 (1) (h)	Not applicable
Agency Performance	<ul style="list-style-type: none"> Government objectives for the community 	FMS – section 95 (1) (a) and (i)	Not applicable
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARGs – section 11.5	✓ pages 6-7
	<ul style="list-style-type: none"> Agency outputs and output performance measures 		✓ pages 8-9
Summary of Financial Information	<ul style="list-style-type: none"> Summary of financial information 	ARGs – section 12	✓ page 16
	<ul style="list-style-type: none"> Disclosure of budget v actual results 	ARGs – section 12.3	<i>Optional</i>
Governance – Management and Structure	<ul style="list-style-type: none"> Organisational structure 	FMS – section 95 (1) (f) (iii)	✓ page 12
	<ul style="list-style-type: none"> Executive management 	FMS – section 95 (1) (f) (iii)	✓ pages 2-3
	<ul style="list-style-type: none"> Related entities 	FMS – section 96 (1)	✓ page 16
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	FMS – section 96 (2)	Not applicable
	<ul style="list-style-type: none"> Boards and committees 	ARGs – section 13.5	✓ pages 24-30

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 - implementation statement giving details of the action taken during the reporting period 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Not applicable
	<ul style="list-style-type: none"> Whistleblowers Protection Act 1994 - public interest disclosures received 	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	Not applicable
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> Risk management 	FMS – section 95 (1) (k)	Not applicable
	<ul style="list-style-type: none"> Audit committee 	ARGs – section 14.2	✓
	<ul style="list-style-type: none"> Internal audit 	ARGs – section 14.3	Not applicable
Governance – Human Resources	<ul style="list-style-type: none"> Workforce planning, retention and turnover 	FMS – section 95 (1) (f) (iii)	Not applicable
	<ul style="list-style-type: none"> Voluntary Early Retirement (VER) 	Directive No.11/05 <i>Voluntary Early Retirement (VER)</i>	Not applicable
	<ul style="list-style-type: none"> Retrenchments 	Directive No.10/05 <i>Retrenchment</i>	Not applicable
	<ul style="list-style-type: none"> Initiatives for women 	ARGs – section 15.4	Not applicable
Governance - Operations	<ul style="list-style-type: none"> Consultancies 	FMS – section 95 (1) (eb)	✓ page 17
	<ul style="list-style-type: none"> Overseas travel 	FMS – section 95 (1) (ea)	✓ page 17
	<ul style="list-style-type: none"> Information systems and recordkeeping 	<i>Public Records Act 2002</i>	✓ pages 21-22
	<ul style="list-style-type: none"> Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Not applicable
Other Prescribed Requirements	<ul style="list-style-type: none"> Shared services 	ARGs – section 17.1	Not applicable
	<ul style="list-style-type: none"> Carbon emissions 	<i>Premier's Statement</i>	Not applicable
Optional Information that may be Reported	<ul style="list-style-type: none"> Corrections to previous annual reports 	ARGs – section 18.2	<i>Optional</i>
	<ul style="list-style-type: none"> Freedom of Information 	<i>Freedom of Information Act 1992</i>	<i>Optional</i>
	<ul style="list-style-type: none"> Privacy policy 	Queensland Government <i>Privacy Policy</i>	<i>Optional</i>
	<ul style="list-style-type: none"> Indigenous matters 	N/A	<i>Optional</i>
	<ul style="list-style-type: none"> Native Title 	N/A	<i>Optional</i>
Financial Statements	<ul style="list-style-type: none"> Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	✓
	<ul style="list-style-type: none"> Certification of financial statements 	FAA – sections 39 and 46F	✓
	<ul style="list-style-type: none"> Independent Auditors Report 	FAA - sections 38AA(1) and 46FA(3)	✓
	<ul style="list-style-type: none"> Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	✓