

## Annual Report 2011-12 compliance checklist

The compliance checklist outlines the governance, performance, reporting and other specific requirements for agency annual reports.

Summary of requirement		Basis for requirement	Annual report reference
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 8.1	Page 1 Appendix C
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 8.2	Appendix D
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	Appendix D
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 8.4	Back cover
	<ul style="list-style-type: none"> <li>Government Information Licensing Framework (GILF) Licence</li> </ul>	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5	Not applicable
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</li> </ul>	ARRs – section <b>Error! Reference source not found.</b>	Page 2
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> <li>Agency role and main functions</li> <li>Operating environment</li> <li>External scrutiny</li> <li>Machinery of government changes</li> <li>Review of proposed forward operations</li> </ul>	ARRs – section 10.1 ARRs – section 10.2 ARRs – section 10.3 ARRs – section 10.4 ARRs – section 10.5 ARRs – section 10.6	Inside front cover, page 1 Inside front cover, pages 1, 6-8, 10-12, 20 Pages 1, 6-8, 10-12, 14-18, 20-26, 65 Page 24 Not applicable Pages 6-8, 10-18, 65
Non-financial performance	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 11.1	Pages 1, 6-8, 18 (as applicable)
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	Not applicable
	<ul style="list-style-type: none"> <li>Council of Australian Government (COAG) initiatives</li> </ul>	ARRs – section 11.3	Not applicable
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.4	Pages 6-8, 10-17
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs – section 11.5	Not applicable
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	Pages 4-5, 65
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) statement</li> </ul>	ARRs – section 12.2	Not applicable
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	Pages 20-23
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	Pages 20-23, 25
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs – section 13.3	Financial Statements Notes 31 and 32
	<ul style="list-style-type: none"> <li>Schedule of statutory authorities or instrumentalities</li> </ul>	ARRs – section 13.4	Not applicable

Summary of requirement		Basis for requirement	Annual report reference
	• <b>Boards and committees</b>	ARRs – section 13.5	Pages 20-21, 24 and Appendix B
	• <b>Public Sector Ethics Act 1994</b>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6	Appendix B
<b>Governance – risk management and accountability</b>	• <b>Risk management</b>	ARRs – section 14.1	Pages 12, 24
	• <b>Audit committee</b>	ARRs – section 14.2	Pages 21-24, Appendix B
	• <b>Internal Audit</b>	ARRs – section 14.3	Page 24
<b>Governance – human resources</b>	• <b>Workforce planning, attraction and retention</b>	ARRs – section 15.1	Pages 12, 26
	• <b>Early retirement, redundancy and retrenchment</b>	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Not applicable
	• <b>Voluntary Separation Program</b>	ARRs – section 15.3	Not applicable
<b>Financial statements</b>	• <b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	Page 62
	• <b>Independent Auditors Report</b>	FAA – section 62 FPMS – section 50 ARRs – section 16.2	Pages 63-64
	• <b>Remuneration disclosures</b>	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3	Financial Statements, Note 29
<b>Disclosure of additional information</b>	• <b>Additional information to be reported online</b>	ARRs – section 17	Appendix B