

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 2009* (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 8	2
Accessibility		
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Glossary	ARRs – section 10.1	86
Public availability	ARRs – section 10.2	inside front cover
Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	inside front cover
Copyright notice	<i>Copyright Act 1968</i> ARRs – section 8.4	inside front cover

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General information		
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Agency role and main functions	ARRs – section 11.2	3
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Non-financial performance		
Agency objectives and performance indicators	ARRs – section 12.3	4
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Governance – management and structure		
Organisational structure	ARRs – section 14.1	29
Executive management	ARRs – section 14.2	34-37
<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	25
Governance – risk management and accountability		
Risk management	ARRs – section 15.1	30
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Workforce planning, attraction and retention	ARRs – section 16.1	23-27
Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	38

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Financial statements		
Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	83
Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	84-85
Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	68-69

FAA Financial Accountability Act 2009
 FPMS Financial and Performance Management Standard 2009
 ARRs Annual report requirements for Queensland Government agencies