

## APPENDICES

### *Acronyms*

ARRs	<i>Annual report requirements for Queensland Government agencies</i>
ESU	Ethical Standards Unit
FAA	<i>Financial Accountability Act 2009</i>
FPMS	<i>Financial and Performance Management Standard 2009</i>
FTE	Full-time equivalent
HIA	Head of Internal Audit
IGEM	Inspector-General Emergency Management
PSBA	Public Safety Business Agency
QFES	Queensland Fire and Emergency Services
QGEA	Queensland Government Enterprise Architecture
QPS	Queensland Police Service

## Compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	<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 8	2
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Acronyms</li> </ul>	ARRs – section 10.1	3 57
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	1
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	1
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	1
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 10.5	1
	<b>General information</b>	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1
<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>		ARRs – section 11.2	6, 10-14, 60
<ul style="list-style-type: none"> <li>Operating environment</li> </ul>		ARRs – section 11.3	10-13
<ul style="list-style-type: none"> <li>Machinery of government changes</li> </ul>		ARRs – section 11.4	7
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 12.1	11-12, 16-21
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	21
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	10-13, 15
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	15
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	28-29
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	14
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	22-24
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	N/A
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	24-25

Summary of requirement		Basis for requirement	Annual report reference
<b>Governance – risk management and accountability</b>	• Risk management	ARRs – section 15.1	8
	• External scrutiny	ARRs – section 15.2	N/A
	• Audit committee	ARRs – section 15.3	8
	• Internal audit	ARRs – section 15.4	25
	• Information systems and recordkeeping	ARRs – section 15.5	26
<b>Governance – human resources</b>	• Workforce planning and performance	ARRs – section 16.1	26-27
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	27
<b>Open Data</b>	• Consultancies	ARRs – section 17 ARRs – section 34.1	3
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	3
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	3
	• Government bodies	ARRs – section 17 ARRs – section 34.4	N/A
<b>Financial statements</b>	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	54
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	55-56
	• Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	39, 41-44

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