

Appendices

Glossary

Acronym	Definition
AFAC	Australasian Fire and Emergency Service Authorities Council
AFSM	Australian Fire Service Medal
AIDR	Australian Institute for Disaster Resilience
APM	Australian Police Medal
ARR	Annual report requirements for Queensland Government agencies
BNHCRC	Bushfire and Natural Hazards Cooperative Research Centre
CaPE	Conduct and Performance Excellence
CCC	Crime and Corruption Commission
CEO	Chief Executive Officer
DFV	Domestic and family violence
EMC	Executive Management Committee
EMPA	Executive Master of Public Administration
FAA	<i>Financial Accountability Act 2009</i>
FTE	Full-Time Equivalent
FPMS	<i>Financial and Performance Management Standard 2019</i>
GAICD	Graduate of the Australian Institute of Company Directors
IGEM	Inspector-General Emergency Management
LGAQ	Local Government Association of Queensland
MECS	Ministerial and Executive Correspondence System
MBA	Master of Business Administration
MBE	Member of the Order of the British Empire
PID	Public Interest Disclosure
PSBA and IGEM ARCC	Public Safety Business Agency and Inspector-General Emergency Management Audit, Risk and Compliance Committee
PSBA	Public Safety Business Agency
QAO	Queensland Audit Office
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
SDS	Service Delivery Statement

Compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
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 	ARRs – section 7	3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	4 51
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	2
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	2
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	2
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5	2
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	5–6
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32	Not Applicable
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	7
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	7–8
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	9
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	Not Applicable
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	9–17
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	18–19
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	20–21
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	22
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	23–24
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Not Applicable
	<ul style="list-style-type: none"> Public Sector Ethics 	Public Sector Ethics Act 1994 ARRs – section 13.4	25
	<ul style="list-style-type: none"> Human Rights 	Human Rights Act 2019 ARRs – section 13.5	14 and 25
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	25
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	25–26
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	26–27
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	27–28
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	28–29
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	29

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	14
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	22
Open Data	• Statement advising publication of information	ARRs – section 16	2
	• Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	48
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	49

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2019*
 ARRs *Annual report requirements for Queensland Government agencies*