

Letter of Compliance

18 August 2023

The Honourable Mr Glenn Butcher MP
Minister for Regional Development and Manufacturing
Minister for Water
GPO Box 2247
BRISBANE QLD 4001

Dear Minister

I am pleased to submit for presentation to the Parliament the Annual Report 2022–23 and financial statements for the Wambo Shire River Improvement Trust.

I certify that this Annual Report complies with:

- the prescribed requirements of the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*, and
- the detailed requirements set out in the *Annual report requirements for Queensland Government agencies*.

A checklist outlining the annual reporting requirements is provided at attachment 4 of this annual report (<http://www.forgov.qld.gov.au/manage-government-performance#prepare-annual-reports>).

Yours sincerely



John Alexander

Chairperson

Wambo Shire River Improvement Trust

**Wambo Shire River
Improvement Trust
ANNUAL REPORT 2022-23**

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1. General Information

1.1. Introductory Information

- The trust provides services that meet the government's objective of protecting the environment, such as ensuring sustainable management of natural resources.
- Western Downs Regional Council. Customer Service Centre 30 Marble Street Dalby Qld 4405.
- Postal Address: PO 551 Dalby Qld 4405.
- Contact numbers: Telephone 1300 268 624, Fax: (07) 4679 4099, Email: info@wdrc.qld.gov.au
- Secretary: Brooke Harper Telephone (07) 4679 4309, Email: contact@wamboshirerivertrust.com
- Details of the report are available on the Western Downs Regional Council website via the following link: <https://www.wdrc.qld.gov.au/doing-business/environment-and-health/wambo-shire-river-improvement-trust/>

1.2. Role and main functions of the Trust

- The Wambo Shire River Improvement Trust was first constituted in 1960. The Wambo Shire Council made an application for the issue of an Order in Council for the constitution of the Wambo Shire River Improvement Trust.
- The main objective of the Wambo Shire River Improvement Trust is to maintain an environmentally sustainable and healthy creek and river network while minimising the effects of flood inundation from flows that should normally be contained within the banks of the above-mentioned network.
- The Trust's area is defined as the boundaries of the former Wambo Shire Council.

1.3. Operating environment

1.3.1. Administration

- The Trust held ordinary meetings on 25 August 2022, 1 December 2022, 23 February 2023, and 25 May 2023.
- John Alexander and Liz Otto attended the State Council of River Trusts Queensland Annual General Meeting in Dalby on 4 November 2022.
- John Alexander, Liz Otto, Cr George Moore and Cr Peter Saxelby attended the State Council River Trusts Conference in Dalby 2 and 3 November 2022.
- The Trust hosted and facilitated the State Council River Trusts Conference and Annual General Meeting in Dalby.

1.3.2. Review of operations

- The Trust has met with many stakeholders for various issues in the past twelve months.
- The Trust has engaged a project manager to directly liaise with the landowners.
- The Trust ensured that the annual reporting was completed on time and resubmitted the 2017-18 and 2018-19 annual reports.
- The Trust has not issued any standing or new improvement notices issues under section 11 of the River Improvement Trust Act 1940.
- Wet weather during winter and spring 2022 delayed expected project works.

- The Trust has had difficulty procuring earth moving contractors due to the large amount of flood damage works across the region.

1.3.3. Capital works

- The Trust started an asset maintenance project on Jinghi Jinghi Creek.
- Wet weather during winter and spring 2022 delayed expected project works.
- The Trust has inspected assets in Jandowae and Jinghi Jinghi Creeks.
- The Trust has been investigating and planning various methods of restoring the damage in Jandowae Creek, including engaging a riverine hydraulic consultant.
- There has been interaction with local landholders and community members along Jandowae Creek and Warra regarding flood damage and possible works.
- One solution for flood mitigation is currently in the development approval process with the Department of Agriculture and Fisheries.

1.3.4. Review of proposed forward operations

- The Trust works on a program of proposed projects that is prioritised and reviewed annually.
- In the 2023-24 financial year, the Trust plans to undertake considerable works in various sections of the Jandowae Creek for flood mitigation and repair.
- Riparian maintenance is to be undertaken in Jandowae Creek in Jandowae to improve creek integrity.
- Maintenance works will be undertaken to damaged gabions and surrounding riparian area in Jinghi Jinghi Creek.
- Works are expected to commence and be completed for the repair of Summerhill Creek in line with Western Downs Regional Council nearby road works.
- Riparian maintenance is to be undertaken in Cooranga Creek at Warra, at the request of the Warra Heritage & Progress Association.
- It is expected when the region's creeks are more accessible more requests for work will be forthcoming, and current planned projects' scope will need to be adjusted for further damage plus any cost increases.
- As the weather is more favourable, it is planned significant works will begin early 2023-24.
- The current revenue regime is sufficient to cover all anticipated expenses.
- The Trust is not planning any proposed borrowings to fund capital works.
- No proposed changes to the operations.
- Community board members appointment period finishes November 2023. The Trust is concerned with time taken to appoint new members.
- The Trust is hoping for a resolution to the development approval for works in Jandowae Creek in 2023-24.

2. Non-financial performance

2.1. Government's objectives for the community

The trust provides services that meet the government's objective of:

- **Protecting the environment:** Protect and enhance our natural environment and heritage for future generations and achieve a 70% renewable energy target by 2032 and net zero emissions by 2050.

The trust meets this objective by:

- ensuring sustainable management of natural resources.

The Government's objectives for the community can be found at:

<https://www.qld.gov.au/about/how-government-works/objectives-for-the-community>

2.2. Other whole-of-government plans / specific initiatives

Where applicable, the trust provides services that are consistent with whole-of-government plans and specific initiatives addressing issues for Queensland.

2.3. Objectives and performance indicators

- The Wambo Shire River Improvement Trust's objectives, as listed in its 2020–2025 strategic plan¹, are:
 1. Effective Trust interaction with stakeholders.
 - The Trust has had effective and ongoing interaction with relevant stakeholders within the Trust area.
 2. Healthy riparian zone.
 - The Trust had planned a number of projects to improve a number of riparian areas, however poor weather conditions have delayed these significantly. Weather permitting, these will be completed in the 23-24 FY.
 3. Protect the functionality and integrity of creeks and river.
 - The Trust is maintaining its assets within Jinghi Jinghi and Jandowae Creeks.
 - The Trust is working with landholders to rehabilitate and restore creek banks within Jandowae Creek.
 - The Trust had planned a number of projects to improve creek functionality, however poor weather conditions have delayed these significantly. Weather permitting, these will be completed in the 23-24 FY.

The Trust's timeliness in completing planned 22-23 FY projects has been hampered and delayed by poor weather. It is expected some projects will need changes because of this. The aim is to complete these projects in the 23-24 FY.

- The Trust objects are achieved with a value for money approach, however as previously noted, flooding and weather events have greatly impeded progress in completing projects in a timely manner.

2.4. Service areas and service standards

This entity is self-funding and therefore funding 'service areas' and 'service standards' measures are not applicable.

¹ Entities may access guidelines at the following link:

<http://www.premiers.qld.gov.au/publications/categories/plans/assets/agency-planning-guidelines-nov-2015.pdf>

3. Financial performance

3.1. Summary of financial performance

Funding received by the Trust during the 2022–23 year comprised of:

| Funding source | Received from | Amount |
|---|--------------------------------|-----------|
| Precept | Western Downs Regional Council | \$100,000 |
| In kind assistance | Western Downs Regional Council | \$9,033 |
| Contribution to Hosting Annual Conference | State Council River Trust | \$2,000 |
| Grant - Jinghi Creek | State Council River Trust | \$6,715 |
| Conference Registrations | Assorted Attendees | \$6,736 |

Expenditure by the Trust during the 2022–23 year comprised of:

| Expense | Amount |
|-------------------------|----------|
| Operational Expenses | \$14,001 |
| Administration Expenses | \$12,213 |
| Maintenance and Repairs | \$16,786 |
| Depreciation Expenses | \$12,819 |

- The Trust maintained its debt free status during the period.
- The Trust has no outstanding loans as at 30 June 2023.
- The Trust made no borrowings during the year and has no loan indebtedness as at 30 June 2023.

3.2 Breakdown of funds spent on trust assets

Expenditure on Trust assets during the 2022–23 year comprised of:

| New capital works completed | Repairs due to flood | Restoration of assets (excl. flood) | Maintenance work on assets |
|-----------------------------|----------------------|-------------------------------------|----------------------------|
| \$0 | \$0 | \$0 | \$16,786 |

Expenditure on Trust assets during the 2022–23 year comprised of:

- Reforming and correction of drainage channels - Jinghi Jinghi Creek - \$16,786

Unable to complete planned project works due to wet weather during winter and spring 2022. The Trust has had difficulty procuring earth moving contractors due to the large amount of flood damage works across the region.

4. Governance – management and structure

4.1. Organisational structure

Composition of the Wambo Shire River Improvement Trust:

- As per the *River Improvement Trust Act 1940*, the trust's membership is made up of two councillors of the constituent local government (LG), Western Downs Regional Council, and up to three persons (known as community representative members (CRMs)) appointed by the Minister for Regional Development and Manufacturing and Minister for Water.
- The trust members nominate one of the existing members to be elected as chairperson.

Members appointed at 30 June 2023:

| Name | Position | Current term | First appointed |
|-------------------|------------------------------|---------------------------------|--------------------|
| Mr John Alexander | Chairperson and Member (CRM) | 1st July 2019 to 30th June 2023 | 10th December 2019 |
| Mrs Liz Otto | Member (CRM) | 1st July 2019 to 30th June 2023 | 10th December 2019 |
| Vacant | Member (CRM) | | |
| Cr George Moore | Member (LG) | 1st July 2019 to 30th June 2023 | 30th April 2020 |
| Cr Peter Saxelby | Member (LG) | 1st July 2019 to 30th June 2023 | 30th April 2020 |

During the 2022–23 reporting period, the following members left their position on the trust:

- No members have left their position on the trust during the 2022–23 reporting period.

4.2. Executive management

The trust is self-managed.

4.3. Government bodies (statutory bodies and other entities)

Meeting and remuneration information for the trust for the 2022–23 reporting period are outlined in **Attachment 1**. DRDMW will make this information available on its website alongside the 2022–23 summary annual report of Queensland's river improvement trusts.

4.4. Public Sector Ethics

When appointed, members of the Wambo Shire River Improvement Trust are reminded of their obligations to the trust and are given access to the publication, *Welcome Aboard: A Guide for Members of Queensland Government Boards, Committees and Statutory Authorities*.

The trust has in place a Code of Conduct approved on 26 November 2020 and has complied with the *Public Sector Ethics Act 1994*.

The *Public Sector Ethics Act 1994* (PSEA) applies to public service agencies and public sector entities as defined under the PSEA. In accordance with section 23 of the PSEA, a public sector entity's annual report must include an implementation statement detailing the action taken during the reporting period to comply with the following sections of the PSEA:

- Section 15 – Preparation of codes of conduct
- Section 21 – Education and training – that public officials of the entity are given access to appropriate education and training about public sector ethics
- Section 22 – Procedures and practices – that the administrative procedures and management practices of the entity have proper regard to:
 - The PSEA, and the ethics principles and values
 - The entity's approved code of conduct.

4.5. Human Rights

The *Human Rights Act 2019* (HR Act) is an Act to protect and promote human rights, to help build a culture in the Queensland public sector that respects and promotes human rights and to help promote a dialogue about the nature, meaning and scope of human rights. In accordance with section 97 of the HR Act, Wambo Shire River Improvement Trust is committed to giving proper consideration to human rights in decision making and in the development of policy, programs, procedures, practices or services undertaken.

Actions taken by the trust in 2022–23 to further the objectives of the HR Act:

- Nil

The trust received no Human rights complaints in 2022–23.

The trust undertook the following reviews for compatibility with human rights in 2022–23:

- Nil

5. Governance – risk management and accountability

5.1. Risk management

Refer to the Prudential Assessment Questionnaire provided at **Attachment 2**.

5.2. Audit committee

The trust undertakes the role of the audit committee ensuring the appropriate accounting standards are used and that there is proper examination of the trust's financial arrangements.

5.3. Internal audit

When required, the trust undertakes internal audit functions. There is nothing in this regard to report for the 2022–23 reporting period.

5.4. External scrutiny

The trust has not been reviewed by any external entities (apart from the Auditor-General's report on the financial statements) during the 2022–23 reporting period.

5.5. Information systems and recordkeeping

The trust has complied with all its obligations under the Public Records Act 2002, including making, managing, keeping and preserving public records.

The Trust changed from a Gmail account to Outlook (contact@wamboshirerivertrust.com) and created a SharePoint page. The SharePoint page has improved efficiency with all members being able to view the inbox and edit documents at the same time. Trust documentation is also recorded in Western Downs Regional Council's record keeping systems.

The Trust did not lose any records due to natural disaster/other reasons during 2022–23.

Under the Public Records Act 2002, entities are required to make and keep public records and to only dispose of public records with appropriate authorisation.

6. Governance – human resources

6.1. Strategic workforce planning and performance

The trust did not employ staff during the 2022-23 financial year.

The trust understands that people from different backgrounds bring unique contributions and perspectives and works in collaboration with DRDMW to develop strategies to attract and retain diverse and capable membership. Member recruitment and selection processes are supported by resources such as those available on the Department of Justice and Attorney-General's Women on Boards website and the Department of Children, Youth Justice and Multicultural Affairs' Diversity and Inclusion on Boards Toolkit.

6.2. Early retirement, redundancy and retrenchment

No redundancy, early retirement or retrenchment packages were paid during the 2022–23 reporting period.

7. Open Data

7.1. Consultancies

The trust did not employ any consultants during the 2022-23 financial year.

7.2. Overseas travel

No overseas travel on trust business was undertaken by members of the trust during the 2022–23 financial year.

7.3. Queensland Language Services Policy (QLSP)

No Queensland language (interpreter) services were accessed by members of the trust during the 2022–23 financial year.

8. Financial statements

In accordance with the *Financial Accountability Act 2009* and the *Financial and Performance Management Standard 2019*, general purpose financial statements have been prepared by the trust, certified by the chairperson and secretary, and submitted to the Queensland Audit Office for audit. A copy of the auditor's report will be submitted to the Department of Regional Development, Manufacturing and Water as soon as it is available.

8.1. Remuneration Disclosures

Approved remuneration fees for river improvement trusts as set on 28 July 2014 by the former Minister for Natural Resources and Mines are as follows:

| | Chairperson | Members |
|---|--------------------|----------------|
| Meetings of four hours or less duration | \$195 | \$150 |
| Meetings of more than four hours duration | \$390 | \$300 |

Total remuneration paid by the trust to members in 2022–23 financial year:

| Chairperson (\$) | Members (\$) |
|----------------------------|------------------------|
| \$1,560 | \$1,050 |

Cr George Moore and Cr Peter Saxelby attended all 4 Ordinary Meetings and the State Council River Trusts Conference as board members throughout financial year 2022-23 and received nil remuneration.

Further information on remuneration and meetings is provided at **Attachment 1**.

John Alexander

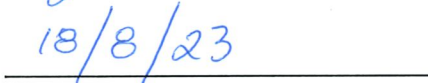
Chairperson

Wambo Shire River Improvement Trust

Signature: _____



Date: _____



Attachment 1

GOVERNMENT BODIES (STATUTORY BODIES AND OTHER ENTITIES)

Annual Reporting 2022–23

| Wambo Shire River Improvement Trust | | | | | | |
|--|--|---|---|--|---|--|
| Act or instrument | <i>River Improvement Trust Act 1940</i> | | | | | |
| Function | To protect and improve rivers, repair and prevent damage to rivers and prevent or mitigate flooding of land by riverine floods. The primary role of a trust is to plan, design, finance, undertake and maintain stream improvement works for the benefit of the community within its river improvement area. | | | | | |
| Achievements | Nil due to continued wet weather | | | | | |
| Financial reporting | Not exempted from audit by the Auditor-General. Transactions of the entity are accounted for in the financial statements, which are audited by distance audit procedures. | | | | | |
| Position | Name | Meetings attended <i>(insert number)</i> | | Approved sessional or daily fee <i>(half daily fee paid if under 4 hrs)</i> | Approved sub-committee fees (if applicable) | Actual fees received <i>(2022–23)</i> |
| Chair Member – CRM | John Alexander | over 4 hrs | 1 | \$390 | | \$1,560 |
| | | under 4 hrs | 6 | \$195 | | |
| Deputy Chair Member – CRM | Vacant | over 4 hrs | | \$300 | | |
| | | under 4 hrs | | \$150 | | |
| Member – CRM | Liz Otto | over 4 hrs | 1 | \$300 | | \$1,050 |
| | | under 4 hrs | 5 | \$150 | | |
| Member – CRM | Vacant | over 4 hrs | | \$300 | | |
| | | under 4 hrs | | \$150 | | |
| Member – LGA | Cr George Moore | over 4 hrs | 1 | \$300 | | Nil |
| | | under 4 hrs | 4 | \$150 | | |
| Member – LGA | Cr Peter Saxelby | over 4 hrs | 1 | \$300 | | Nil |
| | | under 4 hrs | 4 | \$150 | | |
| No. scheduled meetings | Four | | | | | |
| Total out of pocket expenses | \$570.00 | | | | | |

CRM Community Representative Member – appointed by the Minister for Regional Development and Minister for Water

LGA Local Government Appointee – Councillor

PRUDENTIAL ASSESSMENT QUESTIONNAIRE

Annual Reporting 2022–23

Name of entity: **Wambo Shire River Improvement Trust**

| No. | Question | Response (Yes/No/Other) |
|-----|---|--|
| 1 | <p>Has the entity developed <i>and attached</i> its budget for the next financial year?</p> <ul style="list-style-type: none"> If not, please provide reasons and forward a copy of the budget documentation as soon as possible, noting that this must be provided to DRDMW by 31 August¹. If yes, was there a material variation of actual results recorded in the financial statements compared with the budget forecasts made at the beginning of the financial year? | Yes, attached. |
| 2 | <p>Did the entity prepare monthly bank reconciliation statements during the financial year?</p> <ul style="list-style-type: none"> If not monthly, how frequently were they prepared and why? If not at all, why not? | No, this was done quarterly as the Trust has a low number of transactions. |
| 3 | <p>At any stage during the financial year was the entity overdrawn at the bank?</p> <ul style="list-style-type: none"> If yes, state reasons why. Is the entity aware that it requires the Treasurer's approval to operate an account with an overdraft facility²? <p>Does the entity need to seek the Treasurer's approval³?</p> | No |
| 4 | <p>Did the entity draw down any loan borrowings during the financial year?</p> <ul style="list-style-type: none"> If DRDMW authorised loan borrowings and the entity has subsequently drawn down funds from the QTC, did the entity meet all its loan repayments on time? Did the entity draw down any further debt during the year? Was the further draw down approved by DRDMW? If so, how much (\$) and note the terms) and when approved. | No |
| 5 | <p>Considering the nature and scope of its operations and its size, has the entity undertaken a risk management assessment to ensure the entity is protected from unacceptable costs or losses?</p> | No |

¹ This is a requirement under section 13 of the *River Improvement Trust Act 1940*.

² Also, note section 31 of the *Statutory Bodies Financial Arrangements Act 1982*.

<http://www.legislation.qld.gov.au/LEGISLTN/CURRENT/S/StatutryBodA82.pdf> and "Overdraft Facilities—Operational Guidelines for the Public Sector": <https://www.treasury.qld.gov.au/publications-resources/overdraft/index.php>

A statutory body may operate a deposit and withdrawal account to the extent necessary or convenient for its day-to-day operations. However, the account may only be operated with an overdraft facility with the prior approval of the Treasurer.

³ The entity should contact the Manager, Economics and Governance, for advice on procedure.

| | | |
|--|--|--|
| | <ul style="list-style-type: none"> • If the entity has discovered it is exposed to risk, has the entity acted or put plans in place to avoid, minimise, control and manage the risk? • If yes, please outline the actions taken and/or the key elements of these plans in an attachment to this questionnaire. | |
| 6 | <p>Does the entity have current cover for public liability and professional indemnity insurance?</p> <ul style="list-style-type: none"> • Are the entity's insurance premiums paid up to date? • Is the current level of insurance cover appropriate? • Has the entity recently reviewed the adequacy of its insurance cover? (A copy of current policy may be requested) | <p>Yes Yes Yes</p> |
| <p>Accrual Accounting If your entity has a total gross revenue of \$1,000,000 or more —</p> | | |
| 7 | <p>For how many years in succession has your entity's gross revenue exceeded \$1 000 000?</p> | None |
| 8 | <p>Are there any specific and exceptional factors that account for gross revenue exceeding \$1 000 000 that are unlikely to occur on an ongoing basis in future years (e.g. a special two-year subsidy program that is not expected to be ongoing)?</p> <p>If so, please outline the nature of these exceptional revenue factors and state when these factors will no longer have an observable effect on gross revenue in your balance sheets.</p> | None |
| 9 | <p>Has the entity, as part of its annual financial planning, assessed the growth in its operations and evaluated the impacts of cash accounting versus the accrual accounting framework?</p> | No, the entity uses accrual accounting |
| 10 | <p>If not already transitioned from cash accounting, is the entity preparing for the introduction of accrual accounting into its operations?</p> <ul style="list-style-type: none"> • If yes, by which date does the entity anticipate having fully implemented accrual accounting methods? • If not, why not? (noting that this is a requirement under the <i>Financial reporting requirements for Queensland Government agencies</i> published by the Treasury department) | No, the entity uses accrual accounting |

John Alexander

Chairperson

Wambo Shire River Improvement Trust

Signature: _____



Date: _____

18/8/23

ENTITY INDEBTEDNESS STATEMENT

Annual Reporting 2023–23

Wambo Shire River Improvement Trust

Does the entity have outstanding loans?

(Indicate with a tick: ✓)

Yes

please respond to the below questions.

No

no further action required for this form.

| | |
|----------|---|
| 1 | The term of the loan when it was taken out and when final payment is due: |
| | |
| 2 | The level of debt at the beginning of the current financial year (1 July): |
| | |
| 3 | The level of debt at the close of the current financial year (30 June): |
| | |
| 4 | State how the debt will be serviced in the coming financial year: |
| | |
| 5 | How the payments will be split between interest and principal: |
| | |
| 6 | Other commitments the entity may have for the current and coming financial years (e.g. financial commitments the entity might have under existing or proposed contractual arrangements): |
| | |
| 7 | Additional information if required: |
| | |

John Alexander

Chairperson

Wambo Shire River Improvement Trust

Signature: _____



Date: _____

18/8/23

Compliance Checklist

Annual Reporting 2023–23

| 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 | Submitted with annual report |
| Accessibility | <ul style="list-style-type: none"> Table of contents included, and page numbers are correctly represented. | ARRs – section 9.1 | Pages 2-3 |
| | <ul style="list-style-type: none"> Glossary | ARRs – section 9.1 | Not applicable. Information to be included in the consolidated annual report developed by DRDMW. |
| | <ul style="list-style-type: none"> Public availability | ARRs – section 9.2 | |
| | <ul style="list-style-type: none"> Interpreter service statement | <i>Queensland Government Language Services Policy</i> ARRs – section 9.3 | |
| | <ul style="list-style-type: none"> Copyright notice | Copyright Act 1968 ARRs – section 9.4 | |
| | <ul style="list-style-type: none"> Information Licensing | QGEA – Information Licensing ARRs – section 9.5 | |
| General information | <ul style="list-style-type: none"> Introductory Information Information about the trust and its operations | ARRs – section 10 | |
| Non-financial performance | <ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives | ARRs – section 11.1 | Section 2.1 and 2.2 |
| | <ul style="list-style-type: none"> Agency objectives and performance indicators | ARRs – section 11.2 | Section 2.3 |
| | <ul style="list-style-type: none"> Agency service areas and service standards | ARRs – section 11.3 | Section 2.4 |
| Financial performance | <ul style="list-style-type: none"> Summary of financial performance | ARRs – section 12.1 | Section 3 Attachment 2 and 3 |
| Governance – management and structure | <ul style="list-style-type: none"> Organisational structure | ARRs – section 13.1 | Section 4.1 |
| | <ul style="list-style-type: none"> Executive management | ARRs – section 13.2 | Section 4.2 |
| | <ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) | ARRs – section 13.3 | Section 4.3 Attachment 1 |
| | <ul style="list-style-type: none"> Public Sector Ethics | <i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 | Section 4.4 |
| | <ul style="list-style-type: none"> Human Rights | <i>Human Rights Act 2019</i> ARRs – section 13.5 | Section 4.5 |
| | <ul style="list-style-type: none"> Queensland public service values | ARRs – section 13.6 | Not applicable. Departments only |

| Summary of requirement | Basis for requirement | Annual report reference | |
|---|---|--|---|
| Governance – risk management and accountability | • Risk management | ARRs – section 14.1 | Section 5.1 Attachment 2 |
| | • Audit committee | ARRs – section 14.2 | Section 5.2 |
| | • Internal audit | ARRs – section 14.3 | Section 5.3 |
| | • External scrutiny | ARRs – section 14.4 | Section 5.4 |
| | • Information systems and recordkeeping | ARRs – section 14.5 | Section 5.5 |
| | • Information Security attestation | ARRs – section 14.6 (Departments only) | Not applicable |
| Governance – human resources | • Strategic workforce planning and performance | ARRs – section 15.1 | Section 6.1 |
| | • Early retirement, redundancy and retrenchment | Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 | Section 6.2 |
| Open Data | • Statement advising publication of information | ARRs – section 16 | Not applicable. Information to be included in the consolidated annual report developed by DRDMW. |
| | • Consultancies | ARRs – section 31.1 | Section 7.1 |
| | • Overseas travel | ARRs – section 31.2 | Section 7.2 |
| | • Queensland Language Services Policy | ARRs – section 31.3 | Section 7.3 |
| Financial statements | • Certification of financial statements | FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1 | Submitted to Queensland Audit Officer on 31 July 2023 |
| | • Independent Auditor's Report | FAA – section 62 FPMS – section 46 ARRs – section 17.2 | To be supplied upon receipt from Queensland Audit Office |

ARRs *Annual report requirements for Queensland Government agencies*

DRDMW Department of Regional Development, Manufacturing and Water

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*