

Annual report requirements for Queensland Government agencies for the 2015-2016 reporting period

14.3 Government bodies (statutory bodies and other entities)

Frequently asked questions

General

- *Which Government bodies need to be reported on?*
 - Please see the Queensland Register of Appointees to Government bodies for a list of the Government bodies that are required to be reported on at <http://governmentbodies.premiers.qld.gov.au/>
 - Note that it is not necessary to duplicate information e.g. to include information in a department annual report that is already included in a statutory body's annual report
- *What information should be reported on?*
 - Please include the information as set out in the Reporting Template at <http://www.premiers.qld.gov.au/publications/categories/guides/annual-report-guidelines.aspx>
- *What format should be used to set out the information?*
 - Please use the format as set out in the Reporting Template (a word document) at <http://www.premiers.qld.gov.au/publications/categories/guides/annual-report-guidelines.aspx>
- *Do the tables need to be included in the body of the Annual Report?*
 - Due to the potential volume of information, in most cases, the information is to be published as a clearly identifiable link on the agency's annual report web page – e.g. one word document containing all the relevant tables for the agency
 - If an agency only has one table or a small number of tables, these may be included in the body of the Annual Report
- *When should the Government body information be published?*
 - At the same time as the Annual Report is tabled (by 30 September)
- *Should the information be completed if the Chairs and Members do not receive remuneration?*
 - Yes. Note in the Reporting Template that no remuneration is payable and the information below the 'Remuneration' section in the Reporting Template can be deleted
- *Should remuneration be reported on other than that paid in the 2015-2016 financial year?*
 - No, only report on remuneration paid during the 2015-2016 financial year

Reporting Template

- *'Remuneration'* – Note that if there is a very large pool of members (e.g. for a Tribunal), do not include each member in the list, instead provide details for the different types of members e.g. for ordinary sessional members
- *'Name'* – Include all Chairs and Members in the list who were appointed during the financial year (even if terms have ended)
- *'Meetings/sessions attendance'* – Include board/committee meetings or tribunal sessions attended e.g. 10. If there were a large number attended e.g. the Chair attended 25 meetings, please also include an explanation as to what these were e.g. 10 board meetings, 10 sub-committees and 5 community forums. See also note below in relation to *'No. scheduled meetings/sessions'*
- *'Approved annual, sessional or daily fee'* – These are the fees as approved by Cabinet in accordance with the *Remuneration Procedures for part-time Chairs and members of Queensland Government bodies*. Include the specific annual fee pay point e.g. \$60,000 pa or the specific sessional or daily fee e.g. \$400 daily. If the remuneration for the Chairs and Members has not yet transitioned to the current rates in the *Remuneration Procedures for part-time Chairs and members of Queensland Government bodies*, only include the daily fee, not the special assignment fee (this is for ease of reporting)
- *'Approved sub-committee fees if applicable'* – These are the sub-committee fees as approved by Cabinet. Include the specific annual fee pay point e.g. \$3,000 pa or the specific sessional or daily fee e.g. \$400 daily
- *'Actual fees received'* – These are the actual total fees paid to the Chair or Member for the financial year e.g. \$31,500. This does not include superannuation or out of pocket expenses
- *'No. scheduled meetings/sessions'* – These are the main scheduled meetings/sessions. Note that this may differ from the *'Meetings/sessions attendance'* information which is why an explanation may need to be included as referred to above
- *'Total out of pocket expenses'* – The rates for out of pocket expenses for Chairs and Members are included in Attachment 3 of the *Remuneration Procedures for part-time Chairs and members of Queensland Government bodies*. These include domestic travel, accommodation costs, motor vehicle allowances and meals. These do not include costs incurred by the Government body as a whole, such as venue hire or office leasing costs.
- If there was \$0 paid for an entry in the table or it is not applicable please include '0' or 'N/A'

Please contact the Manager, Government Bodies, Appointments and Constitutional Services, Department of the Premier and Cabinet for any queries on Ph: 3003 9244.