

Annual report requirements for Queensland Government agencies for the 2023–24 reporting period

Section 13.3 Government bodies (statutory bodies and other entities)

Frequently asked questions

This information is in addition to the information and requirements contained within *Section 13.3 of the Annual report requirements for Queensland Government agencies for the 2023-24 reporting period*.

General

- *Which Government bodies need to be reported on?*
 - Please see the [Queensland Register of Appointees to Government Bodies](#) (Register) for a list of the Government bodies that are required to be reported on using the reporting template.
 - Government bodies that were active during part of the financial year and no longer listed on the Register are also required to be reported on.
 - It is not necessary to include a reporting template in a department's annual report that is already included in a statutory body's annual report (e.g. the reporting template for a statutory body's governing body).

- *What information should be reported on?*
 - Please include the information as set out in the Reporting Template under [Prepare annual reports](#).

- *What format should be used to set out the information?*
 - Please use the format as set out in the Reporting Template (a word document) under [Prepare annual reports](#).

- *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.

- *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 i.e. the 'Approved annual, sessional or daily fee', 'Approved sub-committee fees if applicable' and 'Actual fees received' sections can include 'N/A'.

- *Should remuneration be reported on other than that paid in the 2023–24 financial year?*
 - No, only report on remuneration paid during the 2023–24 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.
- *'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'* – This is the total amount the Chair and Members have been reimbursed for 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'.

For any queries, please contact the Manager, Government Bodies, Governance and Integrity, Department of the Premier and Cabinet by email to appointments@premiers.qld.gov.au or via telephone 3003 9233.