

## Summary of New Information Sheets and Changes to Existing Information Sheets



This register contains details of amendments made to the *Financial Accountability Handbook* and will be updated regularly to reflect any changes made to existing Information Sheets (IS) and the addition of new IS.

Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.18 Derivative Transactions <b>(new)</b>	Jan 2020	<ul style="list-style-type: none"> <li>• A new IS to include the information contained in the Derivative Transactions Policy Guidelines and information regarding the General Approval to enter into derivative transactions.</li> </ul>
Throughout	Oct 2019	<ul style="list-style-type: none"> <li>• Changes made to reflect amendments included in the FPMS 2019 <ul style="list-style-type: none"> <li>◦ 'establishing and maintaining'</li> <li>◦ Updated FPMS and FPMS section number references</li> </ul> </li> <li>• Hyperlinked documents</li> <li>• Updated related resources</li> </ul>
IS 1.1 Purpose, Compliance and Exemptions	Oct 2019	<ul style="list-style-type: none"> <li>• QGEA exception process noted.</li> <li>• Note added to initially contact DPC performance unit if exemption request relates to planning or performance management requirements</li> </ul>
IS 1.2 Framework for Financial Management Legislation	Oct 2019	<ul style="list-style-type: none"> <li>• Addition of QGEA as document noted to assist agencies</li> <li>• Reference to Agency Planning Requirements replaced by Queensland Government Performance Management Framework Policy (as example of a DPC document)</li> </ul>
IS 1.6 Obtaining and Documenting Ministerial Decisions	Oct 2019	<ul style="list-style-type: none"> <li>• Updated reference from the <i>Sustainable Planning Act 2009</i> to the <i>Planning Act 2016</i></li> <li>• Insertion of where to find 'further recordkeeping requirements'</li> </ul>
IS 2.3 What are Internal Controls?	Oct 2019	<ul style="list-style-type: none"> <li>• Expanded explanation of internal controls in relation to accessing financial and other confidential information</li> </ul>
IS 2.4 Limitations of Internal Controls	Oct 2019	<ul style="list-style-type: none"> <li>• Inclusion of note that breakdowns in internal controls can occur at both staff and management level.</li> </ul>
IS 2.5 Chief Finance Officer	Oct 2019	<ul style="list-style-type: none"> <li>• Updated reference to FA Regulation 2019 and FPMS 2019</li> <li>• Removed paragraphs on transitional provisions for CFO qualifications to reflect removal from FA Regulation 2019.</li> </ul>
IS 2.6 Head of Internal Audit	Oct 2019	<ul style="list-style-type: none"> <li>• Added note that while minimum qualifications are only mandatory for departments, stat bodies may benefit.</li> <li>• Updated reference to FA Regulation 2019 and amendment of paragraphs regarding 'transitional period' as not carried over into 2019 Regulation.</li> </ul>



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 2.7 Management Committees	Oct 2019	<ul style="list-style-type: none"> <li>• Addition of management committee examples:               <ul style="list-style-type: none"> <li>○ strategy and performance</li> <li>○ information security governance committee</li> <li>○ digital, information and ICT technology governance committees</li> </ul> </li> <li>• Addition of information regarding the annual reporting requirements for management committees</li> </ul>
IS 2.8 External Audit	Oct 2019	<ul style="list-style-type: none"> <li>• Updated document name from Auditor-General of Queensland Auditing Standards to Auditor-General Auditing Standards</li> </ul>
IS 2.10 Planning	Oct 2019	<ul style="list-style-type: none"> <li>• Workforce planning and Business continuity planning removed as examples of specific purpose plans.</li> <li>• Added reference to the document 'Specific Purpose Planning Requirements'</li> </ul>
IS 3.1 Risk Identification and Management	Oct 2019	<ul style="list-style-type: none"> <li>• Added section titled 'Risk management in a digital world'</li> </ul>
IS 3.2 Internal Control Structure	Oct 2019	<ul style="list-style-type: none"> <li>• Added example of non-financial controls – 'ICT controls'</li> </ul>
IS 3.3 Digital and Information and Communication Technology	Oct 2019	<ul style="list-style-type: none"> <li>• Amended title to 'Information Systems (Digital &amp; ICT)</li> <li>• Intro - Revised elements to be addressed when designing control systems, incl. reference to the 'Information Security Policy'.</li> <li>• Changes made to reflect amendments included in the FPMS 2019               <ul style="list-style-type: none"> <li>○ Added - must 'have regard to' the QGEA</li> <li>○ Added - must consult with...person responsible for records management</li> </ul> </li> <li>• Added section titled 'Queensland Government Enterprise Architecture'</li> <li>• Scope of internal control activities - Revised broad functions to be recognised by control activities.</li> <li>• Management of 'Digital and' ICT systems               <ul style="list-style-type: none"> <li>○ Updated responsibilities of chief information officer</li> <li>○ Revised what system security should incorporate</li> <li>○ Addition – ensure compliance with 'Payment Card Industry Data Security Standard'</li> </ul> </li> <li>• Effectiveness of 'Digital and' ICT internal controls 'and systems' – revised list for assessing systems.</li> <li>• Management and removal of information</li> </ul>



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		<ul style="list-style-type: none"> <li>○ Added note that public records disposal must be authorised by the State archivist or other legal justification etc.</li> <li>○ Updated references to applicable QGEA documents</li> <li>● External ICT support – removal of ‘suppliers who have signed a GITC Framework agreement’</li> </ul>
IS 3.4 Delegations	Oct 2019	<ul style="list-style-type: none"> <li>● Inclusion for agencies to refer to AIA for overriding delegation principles</li> </ul>
IS 3.5 Revenue Systems	Oct 2019	<ul style="list-style-type: none"> <li>● Amended title to ‘Revenue Management Systems’</li> <li>● Agency fees and charges – removed reference to applicable FPMS provision</li> <li>● Collection of agency revenues – added, need to consider compliance with the ‘Payment Card Industry Data Security Standard’</li> </ul>
IS 3.6 Expense Management Systems (excluding HR)	Oct 2019	<ul style="list-style-type: none"> <li>● Amended ‘Late Payment Policy’ to ‘On-time Payment Policy’.</li> </ul>
IS 3.7 Human Resource and Payroll systems	Oct 2019	<ul style="list-style-type: none"> <li>● Added reference to MOHRI requirements.</li> </ul>
IS 3.8 Property, Plant and Equipment Systems	Oct 2019	<ul style="list-style-type: none"> <li>● Added note that mandatory asset planning requirements may be contained in other policies (E.g. Specific Purpose Planning Requirements)</li> </ul>
IS 3.9 Asset Systems	Oct 2019	<ul style="list-style-type: none"> <li>● Updated reference to SBFA Regulation 2019</li> </ul>
IS 3.10 Liability Systems	Oct 2019	<ul style="list-style-type: none"> <li>● Amended ‘Leasing in the Qld Public Sector’ to ‘Leasing Approval Policy for Public Sector Entities’</li> <li>● Added note on where to find information about the State Borrowing Program.</li> </ul>
IS 3.12 Commitments and Contingencies	Oct 2019	<ul style="list-style-type: none"> <li>● Removed contracts/placement of orders, examples of commitments</li> </ul>



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.13 Performance Management and Assessment	Oct 2019	<ul style="list-style-type: none"> <li>• Amended title to 'Performance Management System'</li> <li>• Intro               <ul style="list-style-type: none"> <li>○ removed reference to requirements of the FA Act in the Introduction</li> <li>○ updated notes on what performance management incorporates</li> <li>○ reference to Performance Management Framework replaced with 'Manage Government Performance' website</li> </ul> </li> <li>• Developing performance management systems               <ul style="list-style-type: none"> <li>○ In developing the systems – added ensure the quality of data collected.</li> </ul> </li> <li>• 'Removed unrealistic/unreasonable indicators' as example of potential issues</li> </ul>
IS 3.15 Fraud Control	Oct 2019	<ul style="list-style-type: none"> <li>• Updated Fraud Barometer comments (Dec 2011 replaced by February 2018)</li> <li>• Reference to CCC's 'guidelines for best practice' updated to 'best practice guide'.</li> <li>• Added to 'Related Resources'               <ul style="list-style-type: none"> <li>○ AG report 6: 2017-18 Fraud risk management</li> <li>○ QAO fraud and corruption self-assessment tool</li> </ul> </li> </ul>
IS 3.16 Contract Performance Guarantees	Oct 2019	<ul style="list-style-type: none"> <li>• Significant changes made to reflect amendments included in the FPMS 2019               <ul style="list-style-type: none"> <li>○ Detail from FPMS 2009 removed and placed in the IS</li> <li>○ Updated definition of 'approved security provider' and provisions regarding Treasurer's approval/nominated officer's approval to be an approved security provider.</li> </ul> </li> </ul>
IS 3.17 Contract Management	Oct 2019	<ul style="list-style-type: none"> <li>• System of contract management – added suggestion to include performance measures in contracts</li> </ul>
IS 4.2 Statement by Chief Finance Officer	Oct 2019	<ul style="list-style-type: none"> <li>• Legislative requirements amended to reflect updated wording in FPMS 2019</li> </ul>
IS 4.5 Audit Findings and Resolution	Oct 2019	<ul style="list-style-type: none"> <li>• Legislative requirements – added note that AG reports include performance audits</li> <li>• Register of audit findings – added note re ARR requirements for significant findings/issues</li> </ul>
IS 4.6 Machinery of Government	Oct 2019	<ul style="list-style-type: none"> <li>• Legislative requirements – added note re ARRs section on MoG changes</li> <li>• Updated title of QAO MOG change guide</li> </ul>



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 5.1 Management Reporting	Oct 2019	<ul style="list-style-type: none"> <li>• Intro – added legislative requirement in FPMS 2019</li> <li>• ‘other reports’ added ‘HR metrics’ as an example (replaced ‘staffing levels’)</li> <li>• Further information added regarding timing of standard reports</li> </ul>
IS 5.2 Preparation of Financial Statements	Oct 2019	<ul style="list-style-type: none"> <li>• Updated to include powers being exercised where applicable by the UT and/or a nominated officer</li> <li>• Detail removed from ‘design of annual report’ section (just summary remains)</li> </ul>
IS 5.3 Financial Record Management	Oct 2019	<ul style="list-style-type: none"> <li>• Changes made to reflect amendments included in the FPMS 2019 <ul style="list-style-type: none"> <li>◦ Greater detail around what ‘financial information’ is</li> <li>◦ ‘have regard to’ the QGEA</li> <li>◦ Changing or introducing information management systems: Added - must consult with...person responsible for records management (plus references to updated QGCIO policies)</li> </ul> </li> <li>• Revised guidance on ‘Prescribed Requirements’ and updated policy references (‘Records Governance Policy’)</li> <li>• Forms of financial records – replaced ‘IS40 Recordkeeping’ with the ‘Records Governance Policy’.</li> <li>• Retention and disposal of records – updated for Records Governance Policy and amended disposal requirements</li> <li>• Revised guidance on ‘retention of original documents’</li> </ul>
IS 5.5 Annual Reports	Oct 2019	<ul style="list-style-type: none"> <li>• Updated to include powers being exercised where applicable by a nominated officer</li> <li>• Proofreading – added suggestion to have proof reader check compliance with mandatory reporting requirements.</li> </ul>
IS 6.2 Program Design	Oct 2019	<ul style="list-style-type: none"> <li>• Amended title to ‘Grant Program Design</li> <li>• Added suggestion to develop performance measures before implementation of a grant program.</li> <li>• Updated ‘compliance with relevant legislation and policies’ to include ‘the <i>Public Records Act 2002</i> and other recordkeeping requirements’ and ‘human rights legislation’.</li> </ul>
IS 6.3 Program Administration	Oct 2019	<ul style="list-style-type: none"> <li>• Amended title to ‘Grant Program Administration’</li> </ul>
IS 6.4 Program Evaluation and Analysis	Oct 2019	<ul style="list-style-type: none"> <li>• Amended title to ‘Grant Program Evaluation and Analysis’</li> </ul>
IS 6.3 – Program Administration	March 2017	<ul style="list-style-type: none"> <li>• Included a hyperlink to the Queensland Public Sector Intellectual Property Principles</li> </ul>

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Throughout	Jan 2017	<ul style="list-style-type: none"> <li>Moved to new Treasury format</li> <li>General review and update of wording (no material changes made)</li> <li>General update of related references</li> </ul>
IS 3.17 – Contract Management <b>(new)</b>	Jan 2017	<ul style="list-style-type: none"> <li>A new IS to highlight the importance of contract management and how to deal with the provision of guarantees and/or indemnities in a contract.</li> </ul>
IS 4.4 – Outsourced Arrangements (revised)	Jan 2017	<ul style="list-style-type: none"> <li>Reduced some of the detail provided, and instead provided links to the Queensland Government Policy on the Contracting-out of Services and the Employment Security Policy</li> </ul>
IS 3.16 – Contract Performance Guarantees <b>(new)</b>	Sep 2016	<ul style="list-style-type: none"> <li>A new IS to assist agencies with applying the Financial and Performance Management Standard provisions with respect to contract performance guarantees. In Sep update, added new section for credit checking process.</li> </ul>
Throughout	Feb 2016	<ul style="list-style-type: none"> <li>Removed “and Trade” from Queensland Treasury and Trade</li> <li>Updated broken links</li> <li>Updated Related Resources for new, changed or removed resources</li> <li>Changed “Business Branch” to “Budget Portfolios Division” following name changes in Treasury</li> <li>Updated branding of IS</li> </ul>
IS 1.6 – Obtaining and Documenting Ministerial Decisions <b>(new)</b>	Feb 2016	<ul style="list-style-type: none"> <li>A new IS to highlight the importance of documenting all Ministerial decisions, focussing primarily on those decisions with a financial impact.</li> </ul>
IS 2.5 – Chief Finance Officer (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Updated information relating to the transitional provisions in the Financial Accountability Regulation</li> </ul>
IS 2.6 – Head of Internal Audit (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Updated following changes to the Financial Accountability Act and Financial Accountability Regulation to allow a non-public service employee to be nominated to the role of head of internal audit</li> <li>Updated to reflect the conclusion of the transitional provisions in relation to obtaining qualifications as head of internal audit under the Financial Accountability Regulation.</li> </ul>
IS 2.9 – Internal Audit (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Removed references to the International Professional Practices Framework (IPPF) and the Australian Auditing Standards Board as examples of what an internal audit charter should be consistent with.</li> </ul>

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IS 3.6 – Expenses management systems (excluding HR) (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Expanded the section about special (discretionary) payments</li> <li>Updated references to the Crime and Corruption Commission</li> </ul>
IS 3.8 – Property, plant and equipment systems (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Removed references to the Project Assurance Framework and the Value for Money Framework, and replaced these with the Project Assessment Framework</li> </ul>
IS 3.9 – Assets systems (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Updated references and links under unclaimed moneys</li> <li>Minor amendment to discussion about derivatives following legislative changes – i.e. instead of referring to transactions that the department had ‘entered into’, to those that are ‘administered by the department’</li> </ul>
IS 3.10 – Liability systems (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Referred to change to the Financial Accountability Act with regards to departmental borrowings (i.e. leasing no longer being undertaken via QTC)</li> </ul>
IS 3.15 – Fraud control (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Included information from KPMG’s <i>A survey of fraud, bribery and corruption in Australia and New Zealand 2012</i></li> </ul>
IS 4.4 – Outsourced arrangements (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Removed references to the Queensland Independent Commission of Audit</li> <li>Updated to include information on the Employment Security Policy (released and available on Treasury’s website) and the Contracting-out of Services Policy (this policy not yet publicly available but has been included to reflect current Government policy and will be available on Treasury’s website shortly). The Public Service Commission and Office of Public Sector Industrial Relations have reviewed this information sheet.</li> </ul>
IS 4.6 – Machinery-of-Government (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Removed discussions about PSC’s <i>Principles for the Allocation of Resources following a Machinery of Government Change</i></li> <li>Added a discussion about Treasury’s new <i>Machinery of Government (MOG) Changes</i> document</li> <li>Updated information about the MoG change guide provided by QAO</li> <li>Updated information about guidance provided by Queensland State Archives</li> </ul>
Volume 6 – Grant Management (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Information in <i>Distinction between Grants and Service Procurement Payments</i> is now contained in APG 20</li> </ul>
IS 6.2 – Program design (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Removed specific references to <i>Getting Queensland Back on Track</i> and the <i>Charter of Fiscal Responsibility</i></li> </ul>

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IS 6.3 – Grant program administration (revised)	Feb 2016	<ul style="list-style-type: none"> <li>Added a section about documenting grant decisions</li> </ul>
Volume 6 – Grant Management (revised)	Feb 2014	<ul style="list-style-type: none"> <li>Included cross reference to the new guideline 'Distinction between Grants and Service Procurement Payments' which provides information regarding what constitutes a grant for accounting purposes.</li> </ul>
IS 1.2 – Framework for Financial Management Legislation (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Removed reference to Queensland Government Chief Procurement Office and replaced it with Department of Housing and Public Works</li> </ul>
IS 1.3 – Principles-based Legislation (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>
IS 1.4 – Entity Types (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated statutory authority information</li> <li>Updated related resources</li> </ul>
IS 1.5 – Efficient, Effective, Economical and Value for Money (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Reflected change to s.61 of FA Act re value for money</li> </ul>
IS 2.2 – What is a Control Environment? (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated Australian Auditing Standard quote</li> </ul>
IS 2.4 – Limitations of Internal Controls (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Added related resources</li> </ul>
IS 2.5 – Chief Finance Officer (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>
IS 2.6 – Head of Internal Audit (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Minor wording changes</li> </ul>
IS 2.7 – Management Committees (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>
IS 2.8 – External Audit (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>



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IS 2.10 – Planning (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>
IS 3.1 – Risk Identification and Management (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>
IS 3.3 – Information and Communication Technology (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Minor wording changes</li> <li>Updated related resources</li> </ul>
IS 3.4 – Delegations (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Minor wording and formatting changes</li> <li>Amended links</li> </ul>
IS 3.5 – Revenue Systems (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Minor wording and formatting changes</li> </ul>
IS 3.6 – Expense Management Systems (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Minor wording changes</li> <li>Removed reference to a Procurement Process and Risk Matrix</li> <li>Added references to the Queensland Government Late Payment Policy</li> <li>Updated related resources</li> </ul>
IS 3.7 – Human Resource and Payroll Systems (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Added reference to police checks</li> <li>Updated related resources</li> </ul>
IS 3.8 – Property, Plant and Equipment Systems (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Amended introduction</li> <li>Added reviewing the performance of completed assets to the list of what is included in effective asset management systems</li> <li>Other minor wording changes</li> <li>Updated related resources</li> </ul>
IS 3.9 – Asset Systems (revised)	Oct 2013	<ul style="list-style-type: none"> <li>Updated related resources</li> </ul>



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.11 – Taxation Compliance Systems (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Updated related resources</li> </ul>
IS 3.13 – Performance Management and Assessment (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Minor wording changes</li> <li>• Updated related resources</li> </ul>
IS 3.14 – Financial Management Practice Manuals (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Minor wording changes</li> </ul>
IS 3.15 – Fraud Control (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Removed reference to a Procurement Process and Risk Matrix</li> <li>• Other minor wording changes</li> <li>• Updated related resources</li> </ul>
IS 4.1 – Monitoring and Assessment of Internal Controls (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Minor wording changes</li> </ul>
IS 4.2 – Statement by Chief Finance Officer (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Removed section on Annual Report Disclosures (rely instead on information in the Annual Report Requirements)</li> <li>• Other minor wording changes</li> </ul>
IS 4.3 – Regionalised Functions / Independent Units (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Minor wording changes</li> </ul>
IS 4.4 – Outsourced Arrangements (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Added reference to contestability</li> <li>• Clarified that IS only relates to outsourcing of financial management functions</li> <li>• Other minor wording changes</li> </ul>
IS 5.1 – Management Reporting (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Minor wording changes</li> <li>• Updated related resources</li> </ul>



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IS 5.2 – Preparation of Financial Statements (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Included references to the Non-Current Asset Policies for the Queensland Public Sector</li> <li>• Added to the list of possible strategies for earlier financial statement preparation in line with a letter from the Under Treasurer to departments in February 2013</li> <li>• Other minor wording changes</li> <li>• Updated related resources</li> </ul>
IS 6.1 – Definition and Framework (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Updated related resources</li> </ul>
IS 6.2 – Program Design (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Minor wording changes</li> <li>• Updated related resources</li> </ul>
IS 6.3 – Program Administration (revised)	Oct 2013	<ul style="list-style-type: none"> <li>• Added a discussion about ‘follow-the-dollar’ audits</li> <li>• Other minor wording changes</li> <li>• Updated related resources</li> </ul>
IS 1.1 – Purpose, Compliance and Exemptions (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Name of IS changed to better reflect the focus of the IS</li> <li>• Removed references to the FA Act, FPMS and FA Reg being ‘new’ legislation</li> <li>• Section on Exemptions moved from IS 1.2 to provide more prominence</li> </ul>
IS 1.2 – Framework for Financial Management Legislation (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Section on Exemptions moved to IS 1.1 to provide more prominence</li> <li>• Other minor changes</li> </ul>
IS 1.3 – Principles-based Legislation (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 1.4 – Entity Types (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Provided additional information about statutory bodies and statutory authorities</li> <li>• Added a new section on the establishment of new entities to highlight the requirements of the Public Interest Map</li> <li>• Related resources section updated</li> </ul>



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IS 1.5 – Efficient, Effective, Economical and Value for Money (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Name of IS changed</li> <li>• Added a new section to discuss the concept of 'value for money'</li> </ul>
IS 2.1 – What is Governance? (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Updated footnotes</li> </ul>
IS 2.2 – What is a Control Environment? (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Amendments made to the "Management's responsibilities within the control environment" section</li> </ul>
IS 2.3 – What are Internal Controls? (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Included discussion about the importance of staff training</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>
IS 2.4 – Limitations of Internal Controls (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added points to the "Internal controls – potential limitations" section</li> </ul>
IS 2.5 – Chief Finance Officer (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added discussion about where a shared or external CFO arrangement is in place</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>
IS 2.6 – Head of Internal Audit (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added discussion about where a shared or external HIA arrangement is in place</li> <li>• Updated Institute of Internal Audit – Australia designations</li> <li>• Amended discussion about HIAs with non-accounting background</li> <li>• Changed section "Application to small departments" to "Alternatives to appointing an internal HIA"</li> <li>• Other minor changes</li> </ul>



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IS 2.7 – Management Committees (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Related resources section updated</li> </ul>
IS 2.8 – External Audit (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Updated the description of financial audits</li> <li>• Added a discussion about the Auditor-General’s new ‘follow the dollar’ mandate</li> <li>• Added information about the Auditor-General of Queensland Auditing Standards</li> <li>• Added to the discussion about Auditor-General recommendations</li> <li>• Related resources section updated</li> </ul>
IS 2.9 – Internal Audit (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> </ul>
IS 2.10 – Planning (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> </ul>
IS 3.1 – Risk Identification and Management (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 3.2 – Internal Control Structure (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Related resources section updated</li> </ul>
IS 3.3 – Information and Communication Technology (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added points to “Benefits”, “Scope of internal control activities”, “Management of ICT systems” and “Effectiveness of ICT internal controls” sections</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>

## Summary of New Information Sheets and Changes to Existing Information Sheets



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.4 – Delegations (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Removed reference to ECM 794, as it has been replaced by the Project Commencement Approval policy</li> <li>• Added to discussion about the review of delegations</li> </ul>
IS 3.5 – Revenue Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Updated section on “Agency fees and charges”</li> <li>• Related resources section updated</li> </ul>
IS 3.6 – Expense Management Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Updated section on “Expense management”</li> <li>• Updated section on “Special payments”</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>
IS 3.7 – Human Resource and Payroll Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> </ul>
IS 3.8 – Property, Plant and Equipment Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 3.9 – Asset Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added section on unclaimed moneys</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>
IS 3.10 – Liability Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> </ul>



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.11 – Taxation Compliance Systems (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Amended section on “Role of the Commonwealth Taxes Unit”</li> <li>• Related resources section updated</li> </ul>
IS 3.12 – Commitments and Contingencies (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> </ul>
IS 3.13 – Performance Management and Assessment (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added description of a performance management system</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>
IS 3.14 – Financial Management Practice Manuals (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added brief section on staff training</li> </ul>
IS 3.15 – Fraud Control (new)	Nov 2012	<ul style="list-style-type: none"> <li>• New IS to provide strategies to minimise the risk of fraud</li> </ul>
IS 4.1 – Monitoring and Assessment of Internal Controls (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added paragraph about what staff should do in cases of suspected fraud</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 4.2 – Statement by Chief Finance Officer (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added information about external service providers</li> <li>• Added new “Frequency of CFO statements” section</li> <li>• Other minor changes</li> <li>• Related resources section updated</li> </ul>
IS 4.3 – Regionalised Functions / Independent Units (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> </ul>

## Summary of New Information Sheets and Changes to Existing Information Sheets



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 4.4 – Outsourced Arrangements (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Reaffirm that accountable officer / statutory body retains accountability, even when outsourcing arrangement in place</li> <li>• Added information about having an OLA/SLA or similar with the service provider</li> <li>• Added info re relationship with CFO statement</li> <li>• Combined and amended the “Monitoring of outsourced arrangements” sections</li> <li>• Other minor changes</li> </ul>
IS 4.5 – Audit Findings and Resolution (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> </ul>
IS 4.6 – Machinery of Government (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 5.1 – Management Reporting (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 5.2 – Preparation of Financial Statements (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Minor changes</li> <li>• Related resources section updated</li> </ul>
IS 5.3 – Financial Record Management (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• References to sector-wide retention schedules added</li> <li>• Amended section on retention of original documents</li> <li>• Removed list of Information Standard 18 principles</li> <li>• Other minor changes</li> </ul>
IS 5.4 – Audit Role in Financial Statements Preparation (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended only</li> </ul>



## Summary of New Information Sheets and Changes to Existing Information Sheets



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 5.5 – Annual Reports (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Updates made to “Planning for and preparing the annual report” section</li> <li>• Related resources section updated</li> </ul>
IS 6.1 – Definition and Framework (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Related resources section updated</li> </ul>
IS 6.2 – Program Design (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added information to the “Performance measures and monitoring strategies” section</li> <li>• Related resources section updated</li> </ul>
IS 6.3 – Program Administration (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended</li> <li>• Added information about providing guidance notes with application forms</li> <li>• Added information to the “Application appraisal process” section</li> <li>• Added information to the “Recovery of funds” section</li> <li>• Related resources section updated</li> </ul>
IS 6.4 – Evaluation and Analysis (revised)	Nov 2012	<ul style="list-style-type: none"> <li>• Logo and date amended only</li> </ul>
IS 1.4 – Entity Types (revised)	June 2012	<ul style="list-style-type: none"> <li>• Description of Public Service Offices changed</li> </ul>
IS 2.2 – What is a Control Environment? (revised)	June 2012	<ul style="list-style-type: none"> <li>• Minor wording updates</li> <li>• Removed Related Resources section</li> </ul>
IS 2.8 – External Audit (revised)	June 2012	<ul style="list-style-type: none"> <li>• To reflect changes to the Auditor-General’s mandate</li> </ul>
IS 2.10 – Planning (revised)	June 2012	<ul style="list-style-type: none"> <li>• Removed references to Q2 and related documents</li> <li>• Updated the Related Resources section</li> </ul>



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.4 – Delegations (revised)	June 2012	<ul style="list-style-type: none"> <li>Added that sub-delegation is not permitted for accountable officer delegations under the Financial Accountability Act</li> <li>Provided information about the new Project Commencement Approval policy</li> </ul>
IS 3.13 – Performance Management and Assessment (revised)	June 2012	<ul style="list-style-type: none"> <li>To reflect changes to the Auditor-General's mandate</li> </ul>
IS 6.1 – Definition and Framework (revised)	June 2012	<ul style="list-style-type: none"> <li>Updated the Related Resources section</li> </ul>
IS 6.2 – Program Design (revised)	June 2012	<ul style="list-style-type: none"> <li>Removed references to Q2 and related documents</li> <li>Updated the Related Resources section</li> </ul>
IS 6.3 – Program Administration (revised)	June 2012	<ul style="list-style-type: none"> <li>Updated the Related Resources section</li> </ul>
IS 2.5 – Chief Finance Officer (revised)	Jan 2012	<ul style="list-style-type: none"> <li>Amended as a result of the National Institute of Accountants changing its name to the Institute of Public Accountants and the associated designations changing (prescribed in the Financial Accountability Regulation).</li> </ul>
IS 2.6 – Head of Internal Audit (revised)	Jan 2012	<ul style="list-style-type: none"> <li>A new section has been inserted titled 'Application to small departments' which discusses the circumstances where an accountable officer in a small department, as a last resort, is able to nominate the same officer to the roles of the chief finance officer and the head of internal audit. A department must obtain written agreement from Treasury (after consulting with the Auditor-General), prior to the nomination of an officer to undertake both roles.</li> <li>Amended to reflect the National Institute of Accountants changing its name to the Institute of Public Accountants and the associated designations changing (prescribed in the Financial Accountability Regulation).</li> </ul>
IS 2.7 – Management Committees (revised)	Jan 2012	<ul style="list-style-type: none"> <li>Amended to change reference to a related resources document – the Strategic Risk Management Guidelines have been withdrawn and replaced by A Guide to Risk Management, released in July 2011.</li> </ul>
IS 2.10 – Planning (revised)	Jan 2012	<ul style="list-style-type: none"> <li>Amended to change reference to a related resources document – the Strategic Risk Management Guidelines have been withdrawn and replaced by A Guide to Risk Management, released in July 2011.</li> </ul>
IS 3.1 – Risk Identification and Management (revised)	Jan 2012	<ul style="list-style-type: none"> <li>The IS previously contained detailed guidance about establishing a risk management framework within an agency. Following the release of A Guide to Risk Management in July 2011, the level of detail in the IS is no longer necessary. The IS has been redrafted to outline the prescribed requirements with respect to risk management, and direct readers to A Guide to Risk Management.</li> </ul>

## Summary of New Information Sheets and Changes to Existing Information Sheets



Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.6 – Expense Management Systems (revised)	Jan 2012	<ul style="list-style-type: none"> <li>The section titled 'Losses' clarifies the legislative requirements with respect to the committing of an offence and for reporting material losses to the appropriate authorities. Whilst the legislation provides that such losses must be reported within six months, the IS encourages agencies to advise the appropriate authorities as soon as practicable.</li> <li>The section titled 'Special Payments' has been expanded to outline when a special payment may be appropriate, reinforce to agencies that special payments are to be addressed in their Financial Management Practice Manual and outline the legislative requirements for recording special payments.</li> </ul>
IS 1.5 – Efficient, Effective and Economical (new)	July 2011	<ul style="list-style-type: none"> <li>The terms efficient, effective and economical are not defined in the legislation. This new IS discusses the meaning of the terms as they relate to the financial accountability of an agency.</li> </ul>
IS 2.6 – Head of Internal Audit (revised)	July 2011	<ul style="list-style-type: none"> <li>A section titled 'Discharge of Minimum Responsibilities' has been included to provide information on how a department's Head of Internal Audit may demonstrate compliance with the minimum requirements.</li> <li>The IS has been updated to reflect the National Institute of Accountants name change to the Institute of Public Accountants.</li> </ul>
IS 4.2 – Statement by Chief Finance Officer (revised)	July 2011	<ul style="list-style-type: none"> <li>Further information has been included on the elements of the Chief Finance Officer Statement i.e. sections have been included on Financial Records, Risk Management and internal compliance and control systems; Post Balance Date Events; and External Service Providers.</li> <li>The 'Practical Application' section has been expanded.</li> <li>A section titled 'Preparing a CFO Statement' has been included.</li> <li>A section titled 'Controlled Entities' has been included to provide information on when an agency controls another entity.</li> <li>A section titled 'Audit Committee' has been included concerning the audit committee's involvement with the CFO Statement.</li> <li>The 'Related Resources' section has been updated to include two new documents being <i>Audit Committee Guidelines: Improving Accountability and Performance</i> and the <i>Annual Report Requirements for Queensland Government Agencies</i>.</li> </ul>
IS 2.3 - What are Internal Controls?	Dec 2010	<ul style="list-style-type: none"> <li>Related Resources now includes a reference to the Strategic Risk Management Guidelines as published by Queensland Treasury</li> </ul>

*Summary of New Information Sheets and Changes to Existing Information Sheets*

Information Sheet Number	Date of Change	Summary of changes made to Information Sheet
IS 3.3 – Information and Communication Technology (ICT)	Dec 2010	<ul style="list-style-type: none"> <li>• Clarification of the legislative requirements (relating to financial information management systems, rather than all systems)</li> <li>• Updated references to Information Standards</li> <li>• Updated to reflect the recommendations of the Auditor-General regarding the implementation of ICT systems</li> <li>• Related Resources updated to include the Project Assurance Framework as published by the Department of Infrastructure and Planning and the General Retention and Disposal Schedule for Administrative Records as published by State Archives</li> </ul>
IS 3.8 – Property, Plant and Equipment Systems	Dec 2010	<ul style="list-style-type: none"> <li>• Related Resources contained two references to QGCPO. One reference has been removed</li> </ul>
IS 3.9 – Asset Systems	Dec 2010	<ul style="list-style-type: none"> <li>• Related Resources updated to include Investment Policy Guidelines for Statutory Bodies 2007 as published by Queensland Treasury</li> </ul>