B. Additional information

This section contains additional information required for annual reporting purposes that is not in the main body of this report. It covers:

- *Public Sector Ethics Act 1994*

- workforce planning and performance data

- record keeping

- details of the Queensland Audit Office's Audit and Risk Management Committee.

Public Sector Ethics Act 1994

We are a signatory of the whole-of-government code of conduct established under the *Public Sector Ethics Act 1994*. We adhere to the Public Service Code of Conduct 2011 and a code of ethics for professional accountants.

To proactively safeguard and promote ethical conduct, we:

- undertake pre-employment screening on all contractors and employees, including criminal history and reference checks

- require employees to complete a comprehensive independence declaration, including details to help us manage any potential conflicts of interest

- train new recruits in public sector ethics and the Public Service Code of Conduct 2011, and provide refresher training on ethical decision-making

- operate as an integrity agency and routinely discuss issues of ethics and integrity among our workforce and clients.

Our internal policies, procedures, and practices align with ethical principles and values. Our auditors also apply *APES 110 Code of Ethics for Professional Accountants* as issued by the Accounting Professional and Ethical Standards Board.

Workforce planning and performance data

The Queensland Audit Office takes a strategic planning approach to workforce management, in which we focus on capability and capacity. Each year, we review our workforce needs during our business planning process. This section provides data on our workforce.

Workforce numbers at 30 June 2019

Measure	Value
Minimum Obligatory Human Resource Information (MOHRI)*—effective headcount	196
Minimum Obligatory Human Resource Information*—effective full-time equivalents	184.54

*MOHRI measures are for public service reporting purposes.

During 2018–19, our separation rate for permanent employees was 12 per cent. No redundancy, early retirement, or retrenchment packages were paid.

The below table provides the Queensland Audit Office's data on our workforce inclusion and diversity.

Workforce inclusion and diversity at 30 June 2019

Measure	Value
Employees who are women	52.6%
Employees from non-English speaking backgrounds	26%
Employees with disability	1.5%
Employees who identify as Aboriginal or Torres Strait Islander	1.5%

Further information on how we manage, develop, and support our people is on page five of this report.

Information systems, security, and record keeping

Effective record keeping gives us confidence that we have the evidence we need to support our decisions and the results of our audit work. During 2018–19, we continued to improve our recordkeeping practices by:

- implementing the principles of our records governance policy
- increasing our use, and reliance on born-digital and digitised records to support our business activities
- reviewing key components of the Queensland Audit Office Retention and Disposal Schedule
- continuing to develop an information security management system to preserve the confidentiality, integrity, and availability of our information assets
- transitioning to more paper-light office activities, for example, by no longer sending physical correspondence)
- furthering our use of electronic signatures in audit certifications and in correspondence.

Audit and Risk Management Committee

The below table provides the membership details of the Queensland Audit Office's Audit and Risk Management Committee.

Audit and Risk Management Committee 2018–19

Member	Term	Meetings attended	Remuneration*
Mr Ian Rodin (Chair)	Nov 17–Nov 20	Four of four	$14,240
Russel Banham	Nov 17–Nov 20	Four of four	$5,000
Jeff Duthie	Sep 18–Aug 21	Four of four	$5,000

*All amounts exclude GST and do not include reimbursement of out-of-pocket expenses.

Further information on the functions of the Audit and Risk Management Committee is on page 10 of this report.