

## A. 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. In 2021, all staff were required to complete mandatory refresher code of conduct training.

### Strategic 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 2021

Measure	Value
Minimum Obligatory Human Resource Information (MOHRI)—effective headcount	190
Minimum Obligatory Human Resource Information*—effective full-time equivalents (FTE)	181

Note: \*MOHRI FTE data for fortnight ending 18 June 2021.

During 2020–21, our separation rate for permanent employees was 13 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 2021**

Measure	Value
Employees who are women	102
Employees from non-English speaking backgrounds	52
Employees with disability	1
Employees who identify as Aboriginal or Torres Strait Islander	0

Further information on how we manage, develop, and support our people is on pages 4–9 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 2020–21, we continued to improve our record keeping practices by:

- implementing the principles of the records governance policy
- communicating roles and responsibilities for creating, managing and disposing of public records in our internal policies and procedures
- furthering our use, and reliance on born-digital and digitised records to support our business activities
- continuing our use of electronic signatures and document approvals
- providing mandatory training to all new staff and mandatory refresher courses to existing staff via our online training platform
- implementing the revised 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.

## 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 2020–21**

Member	Term	Meetings attended	Remuneration as per appointment letter per annum*
Ian Rodin (Chair)	Nov 2017–Nov 2020	4	\$14,240
Russell Banham	Nov 2017–Nov 2020	4	\$8,160
Jeff Duthie	Sept 2018–Aug 2021	4	\$8,160

Note: \*All amounts exclude goods and services tax (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 12 of this report.

**Audit Quality Sub-Committee 2020–21**

Member	Term	Meetings attended	Remuneration as per appointment letter per annum*
Russell Banham (Chair)	Jan 2020–Oct 2023	2	\$5,000
Ian Rodin	Jan 2020–Oct 2023	2	\$4,000
Rajnish Padarath	Jan 2020–Oct 2023	2	Nil.

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

