

E. Annual report compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 7	Inside cover
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	Contents page 68–69
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	Inside cover
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3	Inside cover
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4	Back cover
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5	Back cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10	1–2
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2	10
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3	10, 15–28
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	26–27
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	11
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	11
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	10
	<ul style="list-style-type: none"> Public Sector Ethics 	Public Sector Ethics Act 1994 ARRs – section 13.4	62
	<ul style="list-style-type: none"> Human Rights 	Human Rights Act 2019 ARRs – section 13.5	5
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	4
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	12–13, 63–64
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	12, 63–64
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	12
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4	12, 13, 63–64
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5	63
	<ul style="list-style-type: none"> Information Security attestation 	ARRs – section 14.6	N/A
	Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1
<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 		Directive No.04/18 Early Retirement, Redundancy and Retrenchment ARRs – section 15.2	62
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16	Inside cover
	<ul style="list-style-type: none"> Consultancies 	ARRs – section 33.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 33.2	https://data.qld.gov.au



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	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3 https://data.qld.gov.au
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2

Note: FPMS—Financial and Performance Management Standard 2019. ARRs—*Annual report requirements for Queensland Government agencies*.

