

## F. Annual report compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	<b>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</b>	ARRs – section 7	Inside cover
<b>Accessibility</b>	<b>Table of contents</b>	ARRs – section 9.1	Inside cover – second page
	<b>Glossary</b>		Page 69
	<b>Public availability</b>	ARRs – section 9.2	Inside cover
	<b>Interpreter service statement</b>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside cover
	<b>Copyright notice</b>	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside back cover
	<b>Information Licensing</b>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside back cover
<b>General information</b>	<b>Introductory Information</b>	ARRs – section 10	Page 2
<b>Non-financial performance</b>	<b>Government’s objectives for the community and whole-of-government plans/specific initiatives</b>	ARRs – section 11.1	Page 3
	<b>Agency objectives and performance indicators</b>	ARRs – section 11.2	Pages 3–9
	<b>Agency service areas and service standards</b>	ARRs – section 11.3	Pages 10–18
<b>Financial performance</b>	<b>Summary of financial performance</b>	ARRs – section 12.1	Page 32
<b>Governance – management and structure</b>	<b>Organisational structure</b>	ARRs – section 13.1	Page 19
	<b>Executive management</b>	ARRs – section 13.2	Page 19
	<b>Government bodies (statutory bodies and other entities)</b>	ARRs – section 13.3	Pages 20–21
	<b>Public Sector Ethics</b>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 22
	<b>Human Rights</b>	<i>Human Rights Act 2019</i> ARRs – section 13.5	Page 22
	<b>Queensland public service values</b>	ARRs – section 13.6	Page 3
<b>Governance – risk</b>	<b>Risk management</b>	ARRs – section 14.1	Pages 23–25
	<b>Audit committee</b>	ARRs – section 14.2	Page 20

Summary of requirement		Basis for requirement	Annual report reference
<b>management and accountability</b>	<b>Internal audit</b>	ARRs – section 14.3	Page 25
	<b>External scrutiny</b>	ARRs – section 14.4	Page 22
	<b>Information systems and recordkeeping</b>	ARRs – section 14.5	Pages 23
	<b>Information Security attestation</b>	ARRs – section 14.6	Page 24
<b>Governance – human resources</b>	<b>Strategic workforce planning and performance</b>	ARRs – section 15.1	Pages 24–31
	<b>Early retirement, redundancy and retrenchment</b>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 65
<b>Open Data</b>	<b>Statement advising publication of information</b>	ARRs – section 16	Inside cover
	<b>Consultancies</b>	ARRs – section 31.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<b>Overseas travel</b>	ARRs – section 31.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<b>Queensland Language Services Policy</b>	ARRs – section 31.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
<b>Financial statements</b>	<b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Page 52
	<b>Independent Auditor's Report</b>	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Page 53

FAA *Financial Accountability Act 2009*

FPMS Financial and Performance Management Standard 2019

ARRs Annual report requirements for Queensland Government agencies