

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	First page Page 69
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 9.2	Inside cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside cover
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside cover
	<ul style="list-style-type: none"> • Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside cover
General information	<ul style="list-style-type: none"> • Introductory Information 	ARRs – section 10	Pages 1 - 3
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	Page 4 Page 12
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 11.3	Page 3 Pages 12 - 27
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1	Page 34
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Page 28
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Page 28 - 29
	<ul style="list-style-type: none"> • Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Page 27 - 29
	<ul style="list-style-type: none"> • Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 64
	<ul style="list-style-type: none"> • Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	Page 43
	<ul style="list-style-type: none"> • Queensland public service values 	ARRs – section 13.6	Page 7
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Page 4
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Page 27 Page 65
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 14.3	Page 29
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 14.4	Pages 30 - 31
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 14.5	Page 33

Summary of requirement		Basis for requirement	Annual report reference
	<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	Pages 6 - 11
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 64
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	Back cover
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 31.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 31.2	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 31.3	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	Page 55
	<ul style="list-style-type: none"> • Independent Auditor's Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Page 56 - 58

FAA *Financial Accountability Act 2009*

FPMS Financial and Performance Management Standard 2019

ARRs Annual report requirements for Queensland Government agencies