

F. 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	Inside cover – second page Page 68
<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 back cover
<ul style="list-style-type: none"> • Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside back 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	Pages 5–13
<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.2	Pages 3, 5–13
<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 11.3	Page 4
Financial performance <ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1	Page 14
Governance – management and structure <ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Page 15
<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Page 15
<ul style="list-style-type: none"> • Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	Pages 15–19
<ul style="list-style-type: none"> • Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 2, Page 29
<ul style="list-style-type: none"> • Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	Page 29
<ul style="list-style-type: none"> • Queensland public service values 	ARRs – section 13.6	Page 2, Page 29

Summary of requirement	Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1 Pages 19–22
	• Audit committee	ARRs – section 14.2 Page 15 Page 65
	• Internal audit	ARRs – section 14.3 Page 19
	• External scrutiny	ARRs – section 14.4 Pages 17–18
	• Information systems and recordkeeping	ARRs – section 14.5 Pages 16, 23
	• Information Security attestation	ARRs – section 14.6 Page 23
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1 Pages 29–32
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 Page 65
Open Data	• Statement advising publication of information	ARRs – section 16 Inside cover
	• Consultancies	ARRs – section 31.1 https://data.qld.gov.au
	• Overseas travel	ARRs – section 31.2 https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 31.3 https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1 Page 53
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2 Page 54

FAA *Financial Accountability Act 2009*
 FPMS Financial and Performance Management Standard 2019
 ARRs Annual report requirements for Queensland Government agencies