Annual Report Compliance Checklist

		Basis for requirement	Annual report reference
Letter of compliance	• A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	Page 1
Accessibility	• Table of contents	ARRs – section 9.1	Page 3
	• Glossary		Page 111
	• Public availability	ARRs – section 9.2	Inside front cover
	• Interpreter service statement	*Queensland Government Language Services Policy* ARRs – section 9.3	Inside front cover
	• Copyright notice	*Copyright Act 1968* ARRs – section 9.4	Inside front cover
	• Information Licensing	*QGEA – Information Licensing* ARRs – section 9.5	n/a
General information	• Introductory Information	ARRs – section 10.1	Pages 2, 4–13
	• Agency role and main functions	ARRs – section 10.2	Page 8
	• Machinery of Government changes	ARRs – section 31 and 32	(if applicable) n/a
	• Operating environment	ARRs – section 10.3	Pages 6–61
Non-financial performance	• Government's objectives for the community	ARRs – section 11.1	Page 22
	• Other whole-of-government plans / specific initiatives	ARRs – section 11.2	n/a
	• Agency objectives and performance indicators	ARRs – section 11.3	Pages 23–61, 64–66
	• Agency service areas and service standards	ARRs – section 11.4	Pages 23–61
Financial performance	• Summary of financial performance	ARRs – section 12.1	TBA
Governance – management and structure	• Organisational structure	ARRs – section 13.1	Pages 8–9, 15–16
	• Executive management	ARRs – section 13.2	Pages 10–13, 15–16
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Pages 14–16 www.usq.edu.au/about-usq/governance-leadership/plans-reports
	• *Public Sector Ethics Act 1994*	*Public Sector Ethics Act 1994* ARRs – section 13.4	Page 21
	• Queensland public service values	ARRs – section 13.5	n/a
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	Pages 19–20
	• Audit committee	ARRs – section 14.2	Pages 19–20
	• Internal audit	ARRs – section 14.3	Pages 18–19
	• External scrutiny	ARRs – section 14.4	Page 20
	• Information systems and recordkeeping	ARRs – section 14.5	Pages 20–21

Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	Pages 49–55
	• Early retirement, redundancy and retrenchment	Directive No.11/12 *Early Retirement, Redundancy and Retrenchment* Directive No.16/16 E*arly Retirement, Redundancy and Retrenchment* (from 20 May 2016) ARRs – section 15.2	n/a
Open Data	• Statement advising publication of information	ARRs – section 16	Inside front cover
	• Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	• Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	TBA
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	TBA

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