

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 Page 1
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 Page 2 Page 3
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 Inside front cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Inside front cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4 Inside front cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Inside front cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 Page 3
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32 (if applicable) n/a
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 Page 6
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 Page 7
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1 Pages 23–24
	<ul style="list-style-type: none"> Other whole-of-government plans/specific initiatives 	ARRs – section 11.2 n/a
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3 Pages 7, 26–65
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4 Pages 26–65
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 Page 68
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 Pages 8–9
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 Pages 10–14
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 Pages 15–17
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 Page 22
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5 Page 22
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6 n/a
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 Page 20
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2 Pages 20–21
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3 Page 21
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4 Page 21
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5 Page 21

Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	Pages 53–55
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Pages 56–58
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 38, 39 and 46 ARRs – section 17.1	Page 111
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Pages 112–115

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*