

Appendix B

Annual report compliance checklist

Summary of requirements		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	p. i
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs—section 9.1	p. 1 p. 45
	<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	N/A
	<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>Queensland Government Enterprise Architecture—Information Licensing</i> ARRs—section 9.5	Inside front cover
General information	<ul style="list-style-type: none"> Introductory information 	ARRs—section 10	pp. 2–8
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	pp. 6–8
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs—section 11.2	p. 6
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs—section 11.3	p. 7
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs—section 12.1	pp. 40–41
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs—section 13.1	p. 35
	<ul style="list-style-type: none"> Executive management 	ARRs—section 13.2	pp. 33–34
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs—section 13.3	N/A
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs—section 13.4	p. 44
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs—section 13.5	p. 39
	<ul style="list-style-type: none"> Queensland public service values 	ARRs—section 13.6	p. 36

Summary of requirements		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs—section 14.1	p. 38
	• Audit committee	ARRs—section 14.2	pp. 37–38
	• Internal audit	ARRs—section 14.3	p. 38
	• External scrutiny	ARRs—section 14.4	p. 39
	• Information systems and recordkeeping	ARRs—section 14.5	p. 39
	• Information Security attestation	ARRs—section 14.6	N/A
Governance – human resources	• Strategic workforce planning and performance	ARRs—section 15.1	pp. 42–44
	• Early retirement, redundancy and retrenchment	<i>Directive No.04/18 Early Retirement, Redundancy and Retrenchment</i> ARRs—section 15.2	p. 42
Open Data	• Statement advising publication of information	ARRs—section 16	p. 41
	• Consultancies	ARRs—section 33.1	N/A
	• Overseas travel	ARRs—section 33.2	p. 41
	• Queensland Language Services Policy	ARRs—section 33.3	N/A
Financial statements	• Certification of financial statements	FAA—section 62 FPMS—sections 38, 39 and 46 ARRs—section 17.1	pp. 48–76
	• Independent Auditor’s report	FAA—section 62 FPMS—section 46 ARRs—section 17.2	pp. 77–79

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*