

## Appendix B

# Annual report compliance checklist

Summary of requirements		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant minister/s</li> </ul>	ARRs—section 7	p. i
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs—section 9.1	p. 1 p. 57
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs—section 9.2	Inside front cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs—section 9.3	Inside front cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs—section 9.4	Inside front cover
	<ul style="list-style-type: none"> <li>Information licensing</li> </ul>	<i>Queensland Government Enterprise Architecture—Information Licensing</i> ARRs—section 9.5	Inside front cover
General information	<ul style="list-style-type: none"> <li>Introductory information</li> </ul>	ARRs—section 10	pp. 2–10
Non-financial performance	<ul style="list-style-type: none"> <li>Government’s objectives for the community and whole-of government plans/specific initiatives</li> </ul>	ARRs—section 11.1	p. 4
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs—section 11.2	p. 4
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs—section 11.3	p. 46
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs—section 12.1	pp. 54–55
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs—section 13.1	p. 5
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs—section 13.2	p. 5
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs—section 13.3	N/A
	<ul style="list-style-type: none"> <li>Public Sector Ethics</li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs—section 13.4	p. 50
	<ul style="list-style-type: none"> <li>Human Rights</li> </ul>	<i>Human Rights Act 2019</i> ARRs—section 13.5	p. 53
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs—section 13.6	p. 49

Summary of requirements		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs—section 14.1	p. 52
	• Audit committee	ARRs—section 14.2	p. 51
	• Internal audit	ARRs—section 14.3	p. 52
	• External scrutiny	ARRs—section 14.4	p. 53
	• Information systems and recordkeeping	ARRs—section 14.5	p. 53
	• Information Security attestation	ARRs—section 14.6	N/A
Governance – human resources	• Strategic workforce planning and performance	ARRs—section 15.1	pp. 48–49
	• Early retirement, redundancy and retrenchment	<i>Directive No.04/18 Early Retirement, Redundancy and Retrenchment</i> ARRs—section 15.2	p. 49
Open Data	• Statement advising publication of information	ARRs—section 16	p. 55
	• Consultancies	ARRs—section 33.1	N/A
	• Overseas travel	ARRs—section 33.2	N/A
	• 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. 60–92
	• Independent Auditor’s report	FAA—section 62 FPMS—section 46 ARRs—section 17.2	pp. 93–95

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*