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| **Summary of requirement** | | **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 8 | P. 1 |
| **Accessibility** |  **Table of contents**   **Glossary** | ARRs – section 10.1 | P. 3  P. 94 |
|  **Public availability** | ARRs – section 10.2 | Inside front cover |
|  **Interpreter service statement*[[1]](#footnote-1)*** | *Queensland Government*  *Language Services Policy*  ARRs – section 10.3 | Inside front cover |
|  **Copyright notice** | *Copyright Act 1968*  ARRs – section 10.4 | Inside front cover |
|  **Information Licensing[[2]](#footnote-2)** | *QGEA – Information Licensing*  ARRs – section 10.5 | N/A |
| **General information** |  **Introductory Information** | ARRs – section 11.1 | PP. 2, 4-5 |
|  **Agency role and main functions** | ARRs – section 11.2 | PP. 8-9 |
|  **Operating environment** | ARRs – section 11.3 | PP. 8-47 |
| **Non-financial performance** |  **Government’s objectives for the community** | ARRs – section 12.1 | P. 14 |
|  **Other whole-of-government plans / specific initiatives** | ARRs – section 12.2 | N/A |
|  **Agency objectives and performance indicators** | ARRs – section 12.3 | P. 17-47 |
|  **Agency service areas and service standards***[[3]](#footnote-3)* | ARRs – section 12.4 | PP. 17-47 |
| **Financial performance** |  **Summary of financial performance** | ARRs – section 13.1 | PP. 50 |
| **Governance – management and structure** |  **Organisational structure** | ARRs – section 14.1 | PP. 15-16 |
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|  **Government bodies (statutory bodies and other entities)** | ARRs – section 14.3 | PP. 9-10 |
|  **Public Sector Ethics Act 1994[[4]](#footnote-4)** | *Public Sector Ethics Act 1994*  ARRs – section 14.4 | P. 12 |
|  **Queensland public service values** | ARRs – section 14.5 | N/A |

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|  **Internal audit** | ARRs – section 15.3 | P. 13 |
|  **External scrutiny** | ARRs – section 15.4 | P. 12 |
|  **Information systems and recordkeeping** | ARRs – section 15.5 | P. 11 |
| **Governance – human resources** |  **Workforce planning and performance** | ARRs – section 16.1 | PP. 37-47 |
|  **Early retirement, redundancy and retrenchment*[[5]](#footnote-5)*** | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment*  Directive No.16/16 *Early Retirement, Redundancy and Retrenchment* (from 20 May  2016)  ARRs – section 16.2 | P. 47 |
| **Open Data** |  **Consultancies** | ARRs – section 17  ARRs – section 34.1 | <https://data.qld.gov.au/>  Received |
|  **Overseas travel** | ARRs – section 17  ARRs – section 34.2 | <https://data.qld.gov.au/>  Received |
|  **Queensland Language Services Policy[[6]](#footnote-6)** | ARRs – section 17  ARRs – section 34.3 | N/A |
| **Financial statements** |  **Certification of financial statements** | FAA – section 62  FPMS – sections 42, 43 and 50  ARRs – section 18.1 | P. 91 |
|  **Independent Auditor’s Report** | FAA – section 62  FPMS – section 50  ARRs – section 18.2 | P. 92-93 |

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

1. Applies only to departments and the following participating statutory bodies - Hospital and Health Services, TAFE Queensland, Trade and Investment Queensland and the Queensland Mental Health Commission. [↑](#footnote-ref-1)
2. Applies only to departments. [↑](#footnote-ref-2)
3. Applies only to those agencies who publish in the Department of Education and Trainings Service Delivery Statements – i.e. Queensland Curriculum and Assessment Authority and TAFE Queensland. [↑](#footnote-ref-3)
4. Applies only to departments, TAFE Queensland, administrative offices of a court or tribunal, Parliamentary Service, local government, a university, university college or agricultural college and an entity prescribed under a regulation as a public sector entity or public service agency. [↑](#footnote-ref-4)
5. Applies only to departments and Public Services Offices. Excludes Grammar Schools, Universities and Queensland College of Teachers. [↑](#footnote-ref-5)
6. Applies to all departments and the following participating statutory bodies - Hospital and Health Services, TAFE Queensland, Trade and Investment Queensland and the Queensland Mental Health Commission. [↑](#footnote-ref-6)