

Annual Report Compliance Checklist

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 7 Page 1
Accessibility	• Table of contents	ARRs – section 9.1 Page 3
	• Glossary	Page 6
	• Public availability	ARRs – section 9.2 Inside front cover
	• Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Inside front cover
	• Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4 Inside front cover
• Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Inside front cover	
General information	• Introductory Information	ARRs – section 10.1 Page 2
	• Machinery of Government changes	ARRs – section 10.2, 31 and 32 (if applicable) n/a
	• Agency role and main functions	ARRs – section 10.2 Pages 7–8
	• Operating environment	ARRs – section 10.3 Pages 7–73
Non-financial performance	• Government's objectives for the community	ARRs – section 11.1 Pages 25–26
	• Other whole-of-government plans/specific initiatives	ARRs – section 11.2 n/a
	• Agency objectives and performance indicators	ARRs – section 11.3 Pages 27–73, 76–80
	• Agency service areas and service standards	ARRs – section 11.4 Pages 27–73
Financial performance	• Summary of financial performance	ARRs – section 12.1 Page 76
Governance – management and structure	• Organisational structure	ARRs – section 13.1 Pages 10–11
	• Executive management	ARRs – section 13.2 Pages 12–16
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3 Pages 17–19
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 Page 24
	• Queensland public service values	ARRs – section 13.5 n/a
Governance – risk management and accountability	• Risk management	ARRs – section 14.1 Page 22
	• Audit committee	ARRs – section 14.2 Pages 22–23
	• Internal audit	ARRs – section 14.3 Page 22
	• External scrutiny	ARRs – section 14.4 Page 23
	• Information systems and recordkeeping	ARRs – section 14.5 Page 24

Annual Report Compliance Checklist cont'd

Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	Pages 59–67
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> 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 38, 39 and 46 ARRs – section 17.1	Page 124
	• Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Pages 125–128

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*