

Annual report checklist

Summary of requirement		Basis for requirement	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 8	Yes
Accessibility	<ul style="list-style-type: none"> Table of contents 	ARRs – section 10.1	Yes
	<ul style="list-style-type: none"> Glossary 		86
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Yes
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 10.3	Yes
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Yes
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	1-2
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	3-5
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	9-49
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs – section 12.1	18-21, 22-24, 27-49
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	7-8, 27-49
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	26

Appendix

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Summary of requirement	Basis for requirement	Reference
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1 51-52
Governance: management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1 5
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2 9-17
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3 43-44
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4 20
Governance: risk management and accountability	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5 N/A
	<ul style="list-style-type: none"> Risk management 	ARRs – section 15.1 15
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 15.2 15-16
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 15.3 14-15
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 15.4 16-17
Governance: human resources	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 15.5 49
	<ul style="list-style-type: none"> Workforce planning and performance 	ARRs – section 16.1 18-21
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	Directive No.11/12 Early Retirement, Redundancy and Retrenchment ARRs – section 16.2 20

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Summary of requirement		Basis for requirement	Reference
Open Data	■ Consultancies	ARRs – section 17 ARRs – section 34.1	Online
	■ Overseas travel	ARRs – section 17 ARRs – section 34.2	Online
	■ Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	Online
Financial statements	■ Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	83
	■ Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	84-85

FAA Financial Accountability Act 2009

FPMS Financial and Performance Management Standard 2009

ARRs Annual report requirements for Queensland Government agencies