

## D. 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	ARRs—section 7	Inside cover
Accessibility	Table of contents Glossary	ARRs—section 9.1	1, 66
	Public availability	ARRs—section 9.2	Inside cover
	Interpreter service statement	Queensland Government Language Services Policy ARRs—section 9.3	Inside cover
	Copyright notice	<i>Copyright Act 1968</i> ARRs—section 9.4	Inside cover
	Information licensing	QGEA—Information Licensing ARRs—section 9.5	Inside cover
General information	Introductory information	ARRs—section 10.1	2 – 3
	Machinery of Government changes	ARRs—section 10.2, 31 and 32	N/A
	Agency role and main functions	ARRs—section 10.2	3
	Operating environment	ARRs—section 10.3	2, 4 -5
Non-financial performance	Government's objectives for the community	ARRs—section 11.1	N/A
	Other whole-of-government plans/specific initiatives	ARRs—section 11.2	N/A
	Agency objectives and performance indicators	ARRs—section 11.3	11
	Agency service areas, and service standards	ARRs—section 11.4	12-21
Financial performance	Summary of financial performance	ARRs—section 12.1	26
Governance—management and structure	Organisational structure	ARRs—section 13.1	9
	Executive management	ARRs—section 13.2	9
	Governance bodies (statutory bodies and other entities)	ARRs—section 13.3	10
	Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs—section 13.4	57

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	Human Rights	<i>Human Rights Act 2019</i> ARRs–section 13.5	8
	Queensland public service values	ARRs–section 13.6	5
Governance—risk management and accountability	Risk management	ARRs–section 14.1	10
	Audit committee	ARRs–section 14.2	10, 59,
	Internal audit	ARRs–section 14.3	10
	External security	ARRs–section 14.4	10, 17, 25
	Information systems and recordkeeping	ARRs–section 14.5	58
Governance—human resources	Strategic workforce planning and performance	ARRs–section 15.1	4-5, 11, 25,
	Early retirement, redundancy and retrenchment	Directive No. 04/18 <i>Early retirement, Redundancy and Retrenchment</i> ARRs–section 15.2	57
Open data	Statement advising publication of information	ARRs–section 16	Inside cover
	Consultancies	ARRs–section 33.1	Inside cover
	Overseas travel	ARRs–section 33.2	Inside cover
	Queensland Language Services Policy	ARRs–section 33.3	Inside cover
Financial statements	Certification of financial statements	FAA–section 62 FPMS–sections 38, 39 and 46 ARRs–section 17.1	47
	<b>Independent Auditor’s Report</b>	<b>FAA–section 62</b> <b>FPMS–section 46</b> <b>ARRs–section 17.2</b>	48-50

