

# *Annual report requirements for Queensland Government agencies*

## **Summary of Amendments for the 2024–2025 reporting period**

This document provides an overview of the amendments to the *Annual report requirements for Queensland Government agencies* for the 2024–2025 reporting period.

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**Queensland  
Government**

## Annual report requirements for Queensland Government agencies

### - for the 2024–2025 reporting period

| SUMMARY OF AMENDMENTS                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Section changed                                                                                                     | Details of change                                                                                                                                                                                                                                                                                                                                                                                                   |
| Section 9.3 – Interpreter service statement                                                                         | The requirement has been updated to refer to the <i>Interpreting statement factsheet</i> which includes sample text for annual reports.                                                                                                                                                                                                                                                                             |
| Section 14.2 – Audit committee                                                                                      | The requirement has been updated to clarify the requirement in the <i>Annual report requirements for Queensland Government agencies</i> is separate and distinct from the agency annual report requirements outlined in the <i>Audit Committee Guidelines: Improving Accountability and Performance</i> .                                                                                                           |
| Section 14.5 – Information systems and recordkeeping                                                                | The requirement has been updated to clarify public authorities' obligations for the preparation, management, and disposal of public records, consistent with the <i>Public Records Act 2023</i> .                                                                                                                                                                                                                   |
| Section 15.1 – Strategic workforce planning and performance                                                         | <p>The requirement has been amended to clarify guidance for statutory bodies not specified in the <i>Public Sector Act 2022</i> and not included in the MOHRI data collection.</p> <p>The target group data tables included at Figures 1 and 3 have been updated with additional data collection requirements.</p>                                                                                                  |
| Section 19.1 – Queensland Government mandatory annual report cover<br><br>Section 20.1 – Corporate Typefaces (font) | The requirement has been amended to reflect the change in preferred typefaces for annual reports from <i>Meta</i> and <i>Rotis Serif</i> to <i>Noto Sans</i> and <i>Noto Serif</i> .                                                                                                                                                                                                                                |
| Section 22.1 – Tabling of annual reports                                                                            | <p>The requirement has been updated to reflect agencies' responsibility to meet the Table Office's compliance guidelines and to redact any material which would offend Standing Orders or Speaker's Rulings from annual reports prior to tabling.</p> <p>Additional direction to physically secure hard copies of annual reports using staples or a ribbon has also been added.</p>                                 |
| Section 22.4 – Searchable PDF requirements                                                                          | The requirement has been updated to clarify that logos (i.e. creative commons, QAO and interpreter symbols) are not required to be searchable within agencies' annual reports.                                                                                                                                                                                                                                      |
| Section 25.4 – Queensland Government website                                                                        | The requirement has been updated to reflect the preferred process for departments' to follow if their annual report page link has been moved and the <i>Queensland Government Departmental listing of annual reports and strategic plans</i> webpage requires updating.                                                                                                                                             |
| Section 31.4 – Charter of Victims' Rights                                                                           | <p>This is a new requirement for agencies to report on Charter of Victims' Rights complaints received within the financial year, as prescribed by the <i>Victims' Commissioner and Sexual Violence Review Board Act 2024</i>.</p> <p>Charter of Victims' Rights complaints data is to be reported through the Queensland Government Open Data Portal using the provided reporting templates and metadata forms.</p> |