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	Inside front cover
Accessibility	• **Table of contents** • **Glossary**	ARRs – section 9.1	1 104
	• **Public availability**	ARRs – section 9.2	Inside front cover
	• **Interpreter service statement**	*Queensland Government Language Services Policy* ARRs – section 9.3	Inside front cover
	• **Copyright notice**	*Copyright Act 1968* ARRs – section 9.4	1
	• **Information Licensing**	*QGEA – Information Licensing* ARRs – section 9.5	N/A
General information	• **Introductory Information**	ARRs – section 10.1	2-7
	• **Machinery of Government changes**	ARRs – section 10.2, 31 and 32	N/A
	• **Agency role and main functions**	ARRs – section 10.2	2-3
	• **Operating environment**	ARRs – section 10.3	2-29
Non-financial performance	• **Government's objectives for the community**	ARRs – section 11.1	30
	• **Other whole-of-government plans / specific initiatives**	ARRs – section 11.2	N/A
	• **Agency objectives and performance indicators**	ARRs – section 11.3	8-29
	• **Agency service areas and service standards**	ARRs – section 11.4	N/A
Financial performance	• **Summary of financial performance**	ARRs – section 12.1	48
Governance – management and structure	• **Organisational structure**	ARRs – section 13.1	35
	• **Executive management**	ARRs – section 13.2	36
	• **Government bodies (statutory bodies and other entities)**	ARRs – section 13.3	31-34
	• **Public Sector Ethics**	*Public Sector Ethics Act 1994* ARRs – section 13.4	44
	• **Human Rights**	*Human Rights Act 2019* ARRs – section 13.5	44-45
	• **Queensland public service values**	ARRs – section 13.6	N/A
Governance – risk management and accountability	• **Risk management**	ARRs – section 14.1	43-44
	• **Audit committee**	ARRs – section 14.2	41
	• **Internal audit**	ARRs – section 14.3	44
	• **External scrutiny**	ARRs – section 14.4	44
	• **Information systems and recordkeeping**	ARRs – section 14.5	47

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	• **Strategic workforce planning and performance**	ARRs – section 15.1	45-46
	• **Early retirement, redundancy and retrenchment**	Directive No.04/18 *Early Retirement, Redundancy and Retrenchment* ARRs – section 15.2	N/A
Open Data	• **Statement advising publication of information**	ARRs – section 16	Inside front cover
	• **Consultancies**	ARRs – section 33.1	Link
	• **Overseas travel**	ARRs – section 33.2	Link
	• **Queensland Language Services Policy**	ARRs – section 33.3	N/A
Financial statements	• **Certification of financial statements**	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	98
	• **Independent Auditor's Report**	FAA – section 62 FPMS – section 46 ARRs – section 17.2	99

FAA	*Financial Accountability Act 2009*
FPMS	*Financial and Performance Management Standard 2019*
ARRs	*Annual report requirements for Queensland Government agencies*