

# 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	3
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	5 79
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	2
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	2
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	6-9
	<ul style="list-style-type: none"> <li>Machinery-of-Government changes</li> </ul>	ARRs – section 10.2, 31 and 32	12, 56, 101-102
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	10, 74-77
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	11
Non-financial performance	<ul style="list-style-type: none"> <li>Government’s objectives for the community</li> </ul>	ARRs – section 11.1	10
	<ul style="list-style-type: none"> <li>Other whole-of-Government plans / specific initiatives</li> </ul>	ARRs – section 11.2	72-73
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	16-35
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	36-61
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	81-141

SUMMARY OF REQUIREMENT		BASIS FOR REQUIREMENT	ANNUAL REPORT REFERENCE
Governance – management and structure	• Organisational structure	ARRs – section 13.1	12-13
	• Executive management	ARRs – section 13.2	63-65
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3	75
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	62
	• Queensland public service values	ARRs – section 13.5	12
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	69
	• Audit committee	ARRs - section 14.2	67-68
	• Internal audit	ARRs – section 14.3	70
	• External scrutiny	ARRs – section 14.4	71-72
	• Information systems and recordkeeping	ARRs – section 14.5	70
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	31-35
	• Early retirement, redundancy and retrenchment	Directive No. 04/18 Early Retirement, Redundancy and Retrenchment ARRs - section 15.2	32
Open Data	• Statement advising publication of information	ARRs – section 16	2
	• Consultancies	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Overseas travel	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Queensland Language Services Policy	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	142
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	143-146

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*



