

# Attachment A - Compliance checklist

Summary of requirement	Basis for requirement	Annual Report reference
<b>Letter of compliance</b>	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7 1
<b>Accessibility</b>	Table of contents	ARRs – section 9.1 3
	Glossary	ARRs – section 9.1 68-69
	Public availability	ARRs – section 9.2 1
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 1
	Copyright notice	<i>Copyright Act 1968</i> ARRs-section 9.4 1
	Information Licensing	<i>QGEA-Information Licensing</i> ARRs-section 9.5 NA
<b>General information</b>	Introductory Information	ARRs – section 10.1 4-6
	Machinery of Government changes	ARRs – section 10.2, 31 and 32 NA
	Agency role and main functions	ARRs – section 10.2 6
	Operating environment	ARRs – section 10.3 6
<b>Non-financial performance</b>	Government’s objectives for the community	ARRs – section 11.1 7
	Other whole-of-government plans / specific initiatives	ARRs – section 11.2 NA
	Agency objectives and performance indicators	ARRs – section 11.3 22-23
	Agency service areas and service standards	ARRs – section 11.4 16-21
<b>Financial performance</b>	Summary of financial performance	ARRs – section 12.1 24-63
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1 8
	Executive management	ARRs – section 13.2 9
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3 9
	Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs- section 13.4 10
	Human Rights	<i>Human Rights Act 2019</i> ARRs- section 13.5 10
	Queensland public service values	ARRs – section 13.6 6
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1 11
	Audit committee	ARRs – section 14.2 12
	Internal audit	ARRs – section 14.3 12
	External scrutiny	ARRs – section 14.4 12
	Information systems and recordkeeping	ARRs – section 14.5 12
<b>Governance – human resources</b>	Strategic workforce planning and performance	ARRs – section 15.1 15
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 14-15



Summary of requirement (continued)		Basis for requirement	Annual Report reference
<b>Open data</b>	Statement advising publication of information	ARRs - section 16	13
	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 Policies	ARRs - section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
<b>Financial statements</b>	Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	64
	Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	65-67

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*