

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 Letter of compliance
Accessibility	▶ Table of contents	ARRs – section 9.1 Table of contents
	▶ Glossary	Glossary
	▶ Public availability	ARRs – section 9.2 Inside front cover
	▶ Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Inside front cover
	▶ Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4 Inside front cover
	▶ Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Inside front cover
General information	▶ Introductory Information	ARRs – section 10.1 Electoral Commissioner's Foreword Who are we
	▶ Machinery of Government changes	ARRs – section 10.2, 31 and 32 N/A
	▶ Agency role and main functions	ARRs – section 10.2 Who are we
	▶ Operating environment	ARRs – section 10.3 Operating context
Non-financial performance	▶ Government's objectives for the community	ARRs – section 11.1 Who are we
	▶ Other whole-of-government plans / specific initiatives	ARRs – section 11.2 Meeting community needs
	▶ Agency objectives and performance indicators	ARRs – section 11.3 Who are we Performance
	▶ Agency service areas and service standards	ARRs – section 11.4 Performance reporting
Financial performance	▶ Summary of financial performance	ARRs – section 12.1 Financial Performance

Summary of requirement	Basis for requirement	Annual report reference	
Governance – risk management and accountability	▶ Risk management	ARRs – section 14.1	Risk
	▶ Audit committee	ARRs – section 14.2	Governance Committees
	▶ Internal audit	ARRs – section 14.3	Internal Audit
	▶ External scrutiny	ARRs – section 14.4	Operating context
	▶ Information systems and recordkeeping	ARRs – section 14.5	Information and recordkeeping
Governance – human resources	▶ Strategic workforce planning and performance	ARRs – section 15.1	Strategic workforce planning Performance management
	▶ Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Industrial and employee relations
Open Data	▶ Statement advising publication of information	ARRs – section 16	Open data
	▶ Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	▶ Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	▶ Queensland Language Services Policy	ARRs – section 33.3	https://data.qld.gov.au
Financial statements	▶ Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Financial Statements
	▶ Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	Financial Statements