

## Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister</li> </ul>	ARRs – section 8	Yes
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Yes
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Yes
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 10.3	Yes
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 10.4	Yes
	<ul style="list-style-type: none"> <li>Information licensing</li> </ul>	Queensland Government Enterprise Architecture – Information licensing ARRs – section 10.5	Yes
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	9
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	9
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	1-2, 3-8, 10-17
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs – section 11.4	4, 6-7, 10-11
Non-financial performance	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 12.1	1-2, 10
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	16-17
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs – section 12.4	16
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	21, 22
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) statement</li> </ul>	ARRs – section 13.2	18-20
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	12
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	13
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs – section 14.3	N/A
	<ul style="list-style-type: none"> <li>Boards and committees</li> </ul>	ARRs – section 14.4	N/A
	<ul style="list-style-type: none"> <li>Public Sector Ethics Act 1994</li> </ul>	Public Sector Ethics Act 1994 (section 23 and Schedule) ARRs – section 14.5	17

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<b>Governance – risk management and accountability</b>	<ul style="list-style-type: none"> <li>• Risk management</li> </ul>	ARRs – section 15.1	14
	<ul style="list-style-type: none"> <li>• External Scrutiny</li> </ul>	ARRs – section 15.2	N/A
	<ul style="list-style-type: none"> <li>• Audit committee</li> </ul>	ARRs – section 15.3	14
	<ul style="list-style-type: none"> <li>• Internal Audit</li> </ul>	ARRs – section 15.4	14-15
	<ul style="list-style-type: none"> <li>• Public Sector Renewal Program</li> </ul>	ARRs – section 15.5	N/A
	<ul style="list-style-type: none"> <li>• Information systems and recordkeeping</li> </ul>	ARRs – section 15.7	11, 15
<b>Governance – human resources</b>	<ul style="list-style-type: none"> <li>• Workforce planning, attraction and retention and performance</li> </ul>	ARRs – section 16.1	13
	<ul style="list-style-type: none"> <li>• Early retirement, redundancy and retrenchment</li> </ul>	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	13
	<ul style="list-style-type: none"> <li>• Voluntary Separation Program</li> </ul>	ARRs – section 16.3	N/A
<b>Open Data</b>	<ul style="list-style-type: none"> <li>• Open Data</li> </ul>	ARRs – section 17	Yes
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>• Certification of financial statements</li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	53
	<ul style="list-style-type: none"> <li>• Independent Auditors Report</li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	54-55
	<ul style="list-style-type: none"> <li>• Remuneration disclosures</li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	41-43

**FAA** *Financial Accountability Act 2009* **FPMS** *Financial and Performance Management Standard 2009*

**ARRs** *Annual report requirements for Queensland Government agencies*