

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	ARRs – section 8 <i>page 10</i>
Accessibility	<ul style="list-style-type: none"> • Table of contents • Glossary • Public availability • Interpreter service statement • Copyright notice • Information Licensing 	ARRs – section 10.1 <i>page 3</i> ARRs – section 10.1 <i>page 139 - 144</i> ARRs – section 10.2 <i>page 2</i> <i>Queensland Government Language Services Policy</i> ARRs – section 10.3 <i>page 2</i> <i>Copyright Act 1968</i> ARRs – section 10.4 <i>page 2</i> <i>QGEA – Information Licensing</i> ARRs – section 10.5 <i>page 2</i>
General information	<ul style="list-style-type: none"> • Introductory Information • Agency role and main functions • Operating environment • Machinery of government changes 	ARRs – section 11.1 <i>page 5</i> ARRs – section 11.2 <i>page 11-15</i> ARRs – section 11.3 <i>page 16</i> ARRs – section 11.4 <i>page 16</i>
Non-financial performance	<ul style="list-style-type: none"> • Government's objectives for the community • Other whole-of-government plans / specific initiatives • Agency objectives and performance indicators • Agency service areas, and service standards 	ARRs – section 12.1 <i>page 17</i> ARRs – section 12.2 <i>page 17</i> ARRs – section 12.3 <i>page 60-81</i> ARRs – section 12.4 <i>page 53</i>
Financial performance	• Summary of financial performance	ARRs – section 13.1 <i>page 12</i>
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure • Executive management • Related entities • Government bodies 	ARRs – section 14.1 <i>page 20</i> ARRs – section 14.2 <i>page 28-31</i> ARRs – section 14.3 <i>Not applicable</i> ARRs – section 14.4 <i>Not applicable</i>

Compliance checklist

Governance – risk management and accountability	• Risk management	ARRs – section 15.1	<i>page 26-27, 33</i>
	• External scrutiny	ARRs – section 15.2	<i>page 34-35</i>
	• Audit committee	ARRs – section 15.3	<i>page 26</i>
	• Internal audit	ARRs – section 15.4	<i>page 34</i>
	• Public Sector Renewal	ARRs – section 15.5	<i>page 5</i>
	• Information systems and recordkeeping	ARRs - section 15.6	<i>page 36</i>
Governance – human resources	• Workforce planning, attraction and retention, and performance	ARRs – section 16.1	<i>page 37-42</i>
	• Early retirement, redundancy and retrenchment	Directive No.11/12 Early Retirement, Redundancy and Retrenchment ARRs – section 16.2	<i>page 42</i>
Open Data	• Open Data	ARRs – section 17	<i>page 2</i>
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	<i>page 135</i>
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	<i>page 136-137</i>
	• Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	<i>page 122-125</i>

FAA - Financial Accountability Act 2009

FPMS - Financial and Performance Management Standard 2009

ARRs - Annual report requirements for Queensland Government agencies