

Compliance checklist

Summary of requirements		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister 	ARRs – section 8	Page 4
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary Public availability Interpreter service statement Copyright notice Information licensing 	ARRs – section 10.1 ARRs – section 10.2 <i>Queensland Government Language Services Policy</i> ARRs – section 10.3 Copyright Act 1968 ARRs – section 10.4 <i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	Page 3 Page 102 Inside front cover Inside front cover Inside front cover Inside front cover
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 ARRs – section 11.2 ARRs – section 11.3 ARRs – section 11.4	Page 1, 2 Page 5–9 Inside front cover, page 6 Inside front cover, page 6
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community Other whole-of-government plans/specific initiatives Agency objectives and performance indicators Agency service areas, service standards and other measures 	ARRs – section 12.1 ARRs – section 12.2 ARRs – section 12.3 ARRs – section 12.4	Page 14, 39–87, 89, 95, 100–101 Section ‘The total picture’ from page 39 Page 14, 15–25 Page 7–9, 15–25, 100–101



Summary of requirements		Basis of requirement	Annual report reference
Financial performance	• Summary of financial performance	ARRs – section 13.1	Page 12
	• Chief Financial Officer (CFO) statement	ARRs – section 13.2	Page 111
Governance – management and structure	• Organisational structure	ARRs – section 14.1	Page 38
	• Executive management	ARRs – section 14.2	Page 32–37
	• Related entities	ARRs – section 14.3	N/A – there were no related entities in 2012–13 to report on.
	• Boards and committees	ARRs – section 14.4	Page 27–31, 90–92
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics</i> (section 23 and Schedule) ARRs – section 14.5	Page 92–93
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	Page 96–97
	• External scrutiny	ARRs – section 15.2	Page 97–98
	• Audit committee	ARRs – section 15.3	Page 91–92
	• Internal audit	ARRs – section 15.4	Page 97–98
	• Public Sector Renewal Program	ARRs – section 15.5	Page 33
	• Information systems and recordkeeping	ARRs – section 15.7	Page 85–86
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	Page 64–78
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 66
	• Voluntary Separation Program	ARRs – section 16.3	Page 66
Open data	• Open data	ARRs – section 17	Page 2



Summary of requirements		Basis of requirement	Annual report reference
Financial statements	• Certification of financial statements	FFA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 161
	• Independent auditors report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 162
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Pages 149–150

Notes:

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

