

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 8 Page 4
Accessibility	<ul style="list-style-type: none"> • Table of contents • Glossary • Public availability • Interpreter service statement • Copyright notice • Information Licensing 	<ul style="list-style-type: none"> ARRs – section 10.1 Page 3 Page 93 ARRs – section 10.2 Page 2 Queensland Government Language Services Policy ARRs – section 10.3 Pages 2, 10 Copyright Act 1968 ARRs – section 10.4 Page 2 QGEA – Information Licensing ARRs – section 10.5 Page 2
General information	<ul style="list-style-type: none"> • Introductory Information • Agency role and main functions • Operating environment 	<ul style="list-style-type: none"> ARRs – section 11.1 Pages 8, 9 ARRs – section 11.2 Page 9 ARRs – section 11.3 Pages 9-10
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 	<ul style="list-style-type: none"> ARRs – section 12.1 Page 11 ARRs – section 12.2 Page 9 ARRs – section 12.3 Pages 9, 42-47 ARRs – section 12.4 Pages 42-47
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 13.1 Page 39-41
Governance: management and structure	<ul style="list-style-type: none"> • Organisational structure • Executive management • Government bodies (statutory bodies and other entities) • Public Sector Ethics Act 1994 • Queensland Public Service Values 	<ul style="list-style-type: none"> ARRs – section 14.1 Page 12 ARRs – section 14.2 Page 17-21 ARRs – section 14.3 Page 12-16 Public Sector Ethics Act 1994 ARRs – section 14.4 Page 23, 33 ARRs - section 14.5 Page 9
Governance: risk management and accountability	<ul style="list-style-type: none"> • Risk management • External scrutiny • Audit committee • Internal audit • Information systems and recordkeeping 	<ul style="list-style-type: none"> ARRs – section 15.1 Page 25 ARRs – section 15.2 Page 24 ARRs – section 15.3 Page 22 ARRs – section 15.4 Page 24 ARRs – section 15.5 Page 25
Governance: human resources	<ul style="list-style-type: none"> • Workforce planning and performance • Early retirement, redundancy and retrenchment 	<ul style="list-style-type: none"> ARRs – section 16.1 Page 26-37 Directive No.11/12 Early Retirement, Redundancy and Retrenchment ARRs – section 16.2 Page 38

	Summary of requirement	Basis for requirement	Annual report reference
Open Data	• Consultancies	ARRs – section 17 ARRs – section 34.1	Page 2
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	Page 2
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	Page 2, 10
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 90
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 91