

# Compliance checklist

Summary of requirement	Basis for requirement	Annual report reference	
<b>Letter of compliance</b> <ul style="list-style-type: none"> <li>• A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	Letter of compliance	
<b>Accessibility</b> <ul style="list-style-type: none"> <li>• Table of contents</li> <li>• Glossary</li> </ul>	ARRs – section 9.1	Contents Glossary	
	<ul style="list-style-type: none"> <li>• Public availability</li> </ul>	ARRs – section 9.2	Communication objective
	<ul style="list-style-type: none"> <li>• Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Communication objective
	<ul style="list-style-type: none"> <li>• Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	Copyright
	<ul style="list-style-type: none"> <li>• Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Licence
<b>General information</b> <ul style="list-style-type: none"> <li>• Introductory Information</li> </ul>	ARRs – section 10	Message from the Director-General Who we are	
<b>Non-financial performance</b> <ul style="list-style-type: none"> <li>• Government’s objectives for the community and whole-of-government plans/specific initiatives</li> <li>• Agency objectives and performance indicators</li> <li>• Agency service areas and service standards</li> </ul>	ARRs – section 11.1	Our services and contribution Our people	
	ARRs – section 11.2	Message from the Director-General Our services and contribution Our Performance	
	ARRs – section 11.3	Our services and contribution Our Performance	
<b>Financial performance</b> <ul style="list-style-type: none"> <li>• Summary of financial performance</li> </ul>	ARRs – section 12.1	Summary of financial management	
<b>Governance – management and structure</b> <ul style="list-style-type: none"> <li>• Organisational structure</li> <li>• Executive management</li> <li>• Government bodies (statutory bodies and other entities)</li> <li>• Public Sector Ethics</li> <li>• Human Rights</li> <li>• Queensland public service values</li> </ul>	ARRs – section 13.1	Our structure	
	ARRs – section 13.2	Our leadership team Corporate governance	
	ARRs – section 13.3	Additional published information <a href="https://www.des.qld.gov.au/our-department/corporate-docs/annual-report">https://www.des.qld.gov.au/our-department/corporate-docs/annual-report</a>	
	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Corporate governance	
	<i>Human Rights Act 2019</i> ARRs – section 13.5	Human rights—Respect. Protect. Promote.	
	ARRs – section 13.6	Our values	

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	Corporate governance Accountability and risk management
	• Audit committee	ARRs – section 14.2	Corporate governance
	• Internal audit	ARRs – section 14.3	Accountability and risk management
	• External scrutiny	ARRs – section 14.4	Accountability and risk management
	• Information systems and recordkeeping	ARRs – section 14.5	Accountability and risk management
	• Information Security attestation	ARRs – section 14.6	Accountability and risk management
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	Our people
	• Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Our people
Open Data	• Statement advising publication of information	ARRs – section 16	Additional published information
	• Consultancies	ARRs – section 31.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	• Overseas travel	ARRs – section 31.2	Nil data to report
	• Queensland Language Services Policy	ARRs – section 31.3	Nil data to report
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Financial statements
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Financial statements

FAA

*Financial Accountability Act 2009*

FPMS

*Financial and Performance Management Standard 2019*

ARRs

*Annual report requirements for Queensland Government agencies*