

# Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	Page 2
<b>Accessibility</b>	Table of contents	ARRs – section 9.1	Page 1
	Glossary		Page 126 - 129
	Public availability	ARRs – section 9.2	Inside front cover
	Interpreter service statement	Queensland Government Language Services Policy ARRs – section 9.3	Inside front cover
	Copyright notice	Copyright Act 1968 ARRs – section 9.4	Inside front cover
	Information Licensing	QGEA – Information Licensing ARRs – section 9.5	Inside front cover
	<b>General information</b>	Introductory Information	ARRs – section 10.1
Agency role and main functions		ARRs – section 10.2	Page 6 Page 22 – 93
Machinery of Government changes		ARRs – section 31 and 32	Page 7
Operating environment		ARRs – section 10.3	Page 9

<b>Non-financial performance</b>	Government's objectives for the community	ARRs – section 11.1	Pages 14 – 15
	Other whole-of-government plans / specific initiatives	ARRs – section 11.2	Pages 92 – 93
	Agency objectives and performance indicators	ARRs – section 11.3	Page 8 Pages 22 – 93
	Agency service areas and service standards	ARRs – section 11.4	Pages 22 – 93
<b>Financial performance</b>	Summary of financial performance	ARRs – section 12.1	Pages 17 – 21
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1	Page 97
	Executive management	ARRs – section 13.2	Pages 10 – 12
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	<a href="http://www.des.qld.gov.au">www.des.qld.gov.au</a>
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 112
	Queensland public service values	ARRs – section 13.5	Page 15
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1	Page 106
	Audit committee	ARRs – section 14.2	Page 102 – 103
	Internal audit	ARRs – section 14.3	Page 104
	External scrutiny	ARRs – section 14.4	Pages 105 – 106
	Information systems and recordkeeping	ARRs – section 14.5	Page 106 – 107

Summary of requirement	Basis for requirement	Annual report reference
<b>Governance – human resources</b>	Strategic workforce planning and performance	ARRs – section 15.1 Page 108
	Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i>  Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016)  ARRs – section 15.2
	Statement advising publication of information	ARRs – section 16 Page 4
<b>Open Data</b>	Consultancies	ARRs – section 33.1 <a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	Overseas travel	ARRs – section 33.2 <a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	Queensland Language Services Policy	ARRs – section 33.3 <a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<b>Financial statements</b>	Certification of financial statements
Independent Auditor's Report		FAA – section 62 FPMS – section 50 ARRs – section 17.2
Provided electronically		Provided electronically
<b>FAA</b>	<b>Financial Accountability Act 2009</b>	
<b>FPMS</b>	<b>Financial and Performance Management Standard 2009</b>	
<b>ARRs</b>	<b>Annual report requirements for Queensland Government agencies</b>	