

Appendix 1 - Compliance Checklist

Summary of requirement		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	2
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	1, 3
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Inside Front Cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside Front Cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside Back Cover
	<ul style="list-style-type: none"> Information licensing 	<i>QGEA – Information licensing</i> ARRs – section 10.5	n/a
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	4, 5, 6
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	8, 19, 23-24, 26-34
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	16-17
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 11.4	4, 5, 7, 16
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 12.1	7
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	n/a
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	12-15
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	7, 14
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	12-13

Summary of requirement	Basis for requirement	Annual report reference
Governance – management and structure	• Organisational structure	ARRs – section 14.1 7
	• Executive management	ARRs – section 14.2 5, 7
	• Related entities	ARRs – section 14.3 n/a
	• Government bodies	ARRs – section 14.4 n/a
	• Public Sector Ethics Act 1994	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5 20
Governance – risk management and accountability	• Risk management	ARRs – section 15.1 20-21
	• External Scrutiny	ARRs – section 15.2 n/a
	• Audit committee	ARRs – section 15.3 21
	• Internal Audit	ARRs – section 15.4 21
	• Public Sector Renewal	ARRs – section 15.5 n/a
	• Information systems and recordkeeping	ARRs – section 15.6 21, 36
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1 35
	• Early retirement, redundancy and retrenchment	Directive No.11/12 Early Retirement, Redundancy and Retrenchment ARRs – section 16.2 35
Open Data	• Open Data	ARRS – section 17 35-36
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1 60
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2 61-62
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3 50-51, 59

FAA *Financial Accountability Act 2009* FPMS *Financial and Performance Management Standard 2009*
ARRs *Annual report requirements for Queensland Government agencies*