

## Appendix D: Compliance checklist

**Table 22: Compliance checklist as required in the Annual report requirements for Queensland Government agencies**

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 7 Page i
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs - section 9.1 • Page i • Pages 29-30
	Public availability	ARRs - section 9.2 Inside front cover
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs - section 9.3 Inside front cover
	Copyright notice	<i>Copyright Act 1968</i> ARRs - section 9.4 Inside front cover
	Information licensing	<i>QGEA - Information Licensing</i> ARRs - section 9.5 Inside front cover
General information	Introductory information	ARRs - section 10 Pages ii-5
Non-financial performance	Government's objectives for the community and whole-of-government plans/specific initiatives	ARRs - section 11.1 Not applicable
	Agency objectives and performance indicators	ARRs - section 11.2 Pages 2 and 31
	Agency service areas and service standards	ARRs - section 11.3 Page 31
Financial performance	Summary of financial performance	ARRs - section 12.1 Page 22
Governance – management and structure	Organisational structure	ARRs - section 13.1 Page 15
	Executive management	ARRs - section 13.2 Page 17
	Government bodies (statutory bodies and other entities)	ARRs - section 13.3 Not applicable
	Public sector ethics	<i>Public Sector Ethics Act 1994</i> ARRs - section 13.4 Page 19
	Human rights	<i>Human Rights Act 2019</i> ARRs - section 13.5 Pages 18 and 21
	Queensland public service values	ARRs - section 13.6 Not applicable, Queensland Ombudsman values page 20

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	Risk management	ARRs – section 14.1	Pages 16 and 18
	Audit committee	ARRs – section 14.2	Page 18
	Internal audit	ARRs – section 14.3	Page 18
	External scrutiny	ARRs – section 14.4	Page 14
	Information systems and recordkeeping	ARRs – section 14.5	Page 20
	Information Security attestation	ARRs – section 14.6	Not applicable
Governance – human resources	Strategic workforce planning and performance	ARRs – section 15.1	Pages 19-20
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 19
Open data	Statement advising publication of information	ARRs – section 16	Page 21
	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>
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Pages 39-65
	Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Pages 66-69

**FAA** *Financial Accountability Act 2009*

**FPMS** *Financial and Performance Management Standard 2019*

**ARRs** *Annual report requirements for Queensland Government agencies*