

# Compliance checklist

Summary of requirement	Basis for requirement	Annual report reference
Letter of compliance	o <b>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</b>	ARRs – section 7 Letter of compliance
Accessibility	o <b>Table of contents</b>	ARRs – section 9.1 Contents
	o <b>Glossary</b>	Glossary of terms
	o <b>Public availability</b>	ARRs – section 9.2 Communication objective
	o <b>Interpreter service statement</b>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Communication objective
	o <b>Copyright notice</b>	<i>Copyright Act 1968</i> ARRs – section 9.4 Copyright
Information Licensing	o <b>Information Licensing</b>	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Licence
	o <b>Introductory Information</b>	ARRs – section 10 Director-General's report About the Department Government's objectives for the community
Non-financial performance	o <b>Government's objectives for the community and whole-of-government plans/specific initiatives</b>	ARRs – section 11.1 About the Department Governments objectives for the community Our people
	o <b>Agency objectives and performance indicators</b>	ARRs – section 11.2 Policy Advice, and Coordination and Cabinet Support Strategy and Engagement Government Services Office of the Queensland Parliamentary Counsel
	o <b>Agency service areas and service standards</b>	ARRs – section 11.3 Policy Advice, and Coordination and Cabinet Support Strategy and Engagement Government Services Office of the Queensland Parliamentary Counsel
Financial performance	o <b>Summary of financial performance</b>	ARRs – section 12.1 Financial Summary 2020–2021
Governance – management and structure	o <b>Organisational structure</b>	ARRs – section 13.1 About the Department
	o <b>Executive management</b>	ARRs – section 13.2 Our leaders Corporate Support Functions
	o <b>Government bodies (statutory bodies and other entities)</b>	ARRs – section 13.3 Statutory reports
	o <b>Public Sector Ethics</b>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 Our people
	o <b>Human Rights</b>	<i>Human Rights Act 2019</i> ARRs – section 13.5 Our people
	o <b>Queensland public service values</b>	ARRs – section 13.6 Our people

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	○ <b>Risk management</b>	ARRs – section 14.1	Corporate Support Functions Risk management Audit and Risk Management Committee
	○ <b>Audit committee</b>	ARRs – section 14.2	Corporate Support Functions Audit and Risk Management Committee
	○ <b>Internal audit</b>	ARRs – section 14.3	Corporate Support Functions Internal audit
	○ <b>External scrutiny</b>	ARRs – section 14.4	Corporate Support Functions External scrutiny
	○ <b>Information systems and recordkeeping</b>	ARRs – section 14.5	Corporate Support Functions
	○ <b>Information Security attestation</b>	ARRs – section 14.6	Corporate Support Functions
Governance – human resources	○ <b>Strategic workforce planning and performance</b>	ARRs – section 15.1	Our people
	○ <b>Early retirement, redundancy, and retrenchment</b>	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Our people
Open Data	○ <b>Statement advising publication of information</b>	ARRs – section 16	Corporate Support Functions Open data
	○ <b>Consultancies</b>	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	○ <b>Overseas travel</b>	ARRs – section 33.2	Nil data to report
	○ <b>Queensland Language Services Policy</b>	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
Financial statements	○ <b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Financial statements 2020–2021
	○ <b>Independent Auditor's Report</b>	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Financial statements 2020–2021

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*