

# Appendix 6

## Compliance checklist

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 6
Accessibility	Table of contents	ARRs – section 9.1	Page 3
	Glossary		Glossary not required – all terms have been explained in full on first mention and in new sections as required.
	Public availability	ARRs – section 9.2	Page 2
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Page 2
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	Page 2
	Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Page 2
General information	Introductory Information	ARRs – section 10.1	Pages 7 and 8
	Machinery of Government changes	ARRs – section 10.2, 31 and 32	Not applicable
	Agency role and main functions	ARRs – section 10.2	Pages 10 and 11
	Operating environment	ARRs – section 10.3	Pages 7, 8, 10, 11, 12, and 14–24
Non-financial performance	Government’s objectives for the community	ARRs – section 11.1	Page 10
	Other whole-of-government plans / specific initiatives	ARRs – section 11.2	Not applicable
	Agency objectives and performance indicators	ARRs – section 11.3	Pages 14–24
	Agency service areas and service standards	ARRs – section 11.4	Pages 46–50

Financial performance	Summary of financial performance	ARRs – section 12.1	Pages 26 to 28
Governance – management and structure	Organisational structure	ARRs – section 13.1	Page 11
	Executive management	ARRs – section 13.2	Page 38
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Pages 53–59
	Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 42
	Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	Page 35
	Queensland public service values	ARRs – section 13.6	Page 12
Governance – risk management and accountability	Risk management	ARRs – section 14.1	Page 39
	Audit committee	ARRs – section 14.2	Page 39
	Internal audit	ARRs – section 14.3	Page 40
	External scrutiny	ARRs – section 14.4	Page 40
	Information systems and recordkeeping	ARRs – section 14.5	Page 42
Governance – human resources	Strategic workforce planning and performance	ARRs – section 15.1	Pages 30–33
	Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 33
Open Data	Statement advising publication of information	ARRs – section 16	Page 2
	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 61, 62
	Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Pages 91–93

FAA *Financial Accountability Act 2009*  
 FPMS *Financial and Performance Management Standard 2019*  
 ARRs *Annual report requirements for Queensland Government agencies*