

ATTACHMENT B – Compliance Checklist (Template)

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	p3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	p2 p20
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	p2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	p2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	p2
	<ul style="list-style-type: none"> Information licensing 	<i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	p2
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	P6
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	P6, p9-12
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	P9-12
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 11.4	n/a
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 12.1	P8
	<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	P13-15
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 12.4	P13-15
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	P4, p21
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 13.2	P21
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	P19
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	P9-12
	<ul style="list-style-type: none"> Related entities 	ARRs – section 14.3	n/a
	<ul style="list-style-type: none"> Boards and committees 	ARRs – section 14.4	P9-12, p16-18
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	P9-12
Governance – risk	<ul style="list-style-type: none"> Risk management 	ARRs – section 15.1	P9-12

Summary of requirement		Basis for requirement	Annual report reference
management and accountability	• External Scrutiny	ARRs – section 15.2	P9-12,
	• Audit committee	ARRs – section 15.3	P12
	• Internal Audit	ARRs – section 15.4	P12
	• Public Sector Renewal Program	ARRs – section 15.5	n/a
	• Information systems and recordkeeping	ARRs – section 15.7	P9-12
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	P9-12
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	P9-12
	• Voluntary Separation Program	ARRs – section 16.3	P9-12
Open Data	• Open Data	ARRs – section 17	P20
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	P39
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	P40-41
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	P35-36

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