

## ATTACHMENT B – Compliance Checklist (Template)

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 8	Page 1
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Page 3 Page 82
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Inside Front Cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside Front Cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside Front Cover
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	Page 2,4-5
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	Page 8-9
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	Page 10, 18
	<ul style="list-style-type: none"> <li>Machinery of government changes</li> </ul>	ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 12.1	Page 19
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	Page 20-35
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	Page 19-35
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	Page 38
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	Page 16-17
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	Page 6-7
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	N/A
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Page 12
Governance – risk management	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 15.1	Page 10, 13-14, 22,33

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<b>and accountability</b>	• <b>External scrutiny</b>	ARRs – section 15.2	Page 12
	• <b>Audit committee</b>	ARRs – section 15.3	Page 14
	• <b>Internal audit</b>	ARRs – section 15.4	Page 13
	• <b>Information systems and recordkeeping</b>	ARRs – section 15.5	Page 11
<b>Governance – human resources</b>	• <b>Workforce planning and performance</b>	ARRs – section 16.1	Page 33-35
	• <b>Early retirement, redundancy and retrenchment</b>	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 33
<b>Open Data</b>	• <b>Consultancies</b>	ARRs – section 17 ARRs – section 34.1	Published online at <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a>
	• <b>Overseas travel</b>	ARRs – section 17 ARRs – section 34.2	Published online at <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a>
	• <b>Queensland Language Services Policy</b>	ARRs – section 17 ARRs – section 34.3	Published online at <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a>
	• <b>Government bodies</b>	ARRs – section 17 ARRs – section 34.4	Published online at <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a>
<b>Financial statements</b>	• <b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 79
	• <b>Independent Auditors Report</b>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 80-81
	• <b>Remuneration disclosures</b>	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	Page 69-70