

# Compliance checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<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	<b>Table of contents</b> <b>Glossary</b>	ARRs – section 9.1	Contents Glossary of terms
	<b>Public availability</b>	ARRs – section 9.2	Communication objective
	<b>Interpreter service statement</b>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Communication objective
	<b>Copyright notice</b>	<i>Copyright Act 1968</i> ARRs – section 9.4	Copyright
	<b>Information Licensing</b>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Licence
General information	<b>Introductory Information</b>	ARRs – section 10	Director-General's report About the department Government's objectives for the community
Non-financial performance	<b>Government's objectives for the community and whole-of-government plans/specific initiatives</b>	ARRs – section 11.1	About the department Government's objectives for the community Our people
	<b>Agency objectives and performance indicators</b>	ARRs – section 11.2	Policy Advice and Coordination, and Cabinet Support Engagement and Events Governance Support and Advisory Services Brisbane 2032 Taskforce Office of the Queensland Parliamentary Counsel
	<b>Agency service areas and service standards</b>	ARRs – section 11.3	(Appendix A) Policy Advice and Coordination, and Cabinet Support Engagement and Events Governance Support and Advisory Services Office of the Queensland Parliamentary Counsel
Financial performance	<b>Summary of financial performance</b>	ARRs – section 12.1	Financial Summary 2021–2022
Governance – management and structure	<b>Organisational structure</b>	ARRs – section 13.1	About the department
	<b>Executive management</b>	ARRs – section 13.2	Our leaders Corporate Support Functions Previous Corporate Support Functions – governance committees (Appendix B)
	<b>Government bodies (statutory bodies and other entities)</b>	ARRs – section 13.3	Statutory reports
	<b>Public Sector Ethics</b>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Our people

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	<b>Human Rights</b>	<i>Human Rights Act 2019</i> ARRs – section 13.5	Our people
	<b>Queensland public service values</b>	ARRs – section 13.6	Our people
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 Information systems and recordkeeping
	<b>Information Security attestation</b>	ARRs – section 14.6	Corporate Support Functions Information systems and recordkeeping
Governance – human resources	<b>Strategic workforce planning and performance</b>	ARRs – section 15.1	Our people
	<b>Early retirement, redundancy and retrenchment</b>	<i>Directive No.04/18 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 31.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<b>Overseas travel</b>	ARRs – section 31.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	<b>Queensland Language Services Policy</b>	ARRs – section 31.3	<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 2021–2022
	<b>Independent Auditor's Report</b>	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Financial statements 2021–2022

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*