

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	Letter of compliance
Accessibility	- Table of contents	ARRs – section 9.1	Contents
	- Glossary		Glossary
	- Public availability	ARRs – section 9.2	About this report
	- Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	About this report
	- Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	About this report
	- Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	About this report
General information	- Introductory Information	ARRs – section 10	About WorkCover Queensland Chair and CEO report
Non-financial performance	- Government’s objectives for the community and whole-of-government plans/specific initiatives	ARRs – section 11.1	Chair and CEO report
	- Agency objectives and performance indicators	ARRs – section 11.2	Corporate Plan Statement of Corporate Intent
	- Agency service areas and service standards	ARRs – section 11.3	Highlights
Financial performance	- Summary of financial performance	ARRs – section 12.1	Financial performance
Governance – management and structure	- Organisational structure	ARRs – section 13.1	Governance management and structure
	- Executive management	ARRs – section 13.2	Governance management and structure
	- Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Governance management and structure
	- Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Governance management and structure
	- Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	Governance management and structure

Summary of requirement	Basis for requirement	Annual report reference	
- Queensland public service values	ARRs – section 13.6	Chair and CEO report	
Governance – risk management and accountability	- Risk management	ARRs – section 14.1	Governance – Risk Management and Accountability
	- Audit committee	ARRs – section 14.2	Governance – Risk Management and Accountability
	- Internal audit	ARRs – section 14.3	Governance – Risk Management and Accountability
	- External scrutiny	ARRs – section 14.4	Governance – Risk Management and Accountability
	- Information systems and recordkeeping	ARRs – section 14.5	Governance – Risk Management and Accountability
	- Information Security attestation	ARRs – section 14.6	Not applicable
Governance – human resources	- Strategic workforce planning and performance	ARRs – section 15.1	Engaged People
	- Early retirement, redundancy and retrenchment	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Engaged People
Open Data	- Statement advising publication of information	ARRs – section 16	Governance – Risk Management and Accountability 'Open data'
	- Consultancies	ARRs – section 31.1	https://data.qld.gov.au
	- Overseas travel	ARRs – section 31.2	https://data.qld.gov.au
	- Queensland Language Services Policy	ARRs – section 31.3	https://data.qld.gov.au
Financial statements	- Certification of financial statements	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Actuarial certificate on net outstanding claim liabilities Management certificate
	- Independent Auditor's Report	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Independent auditor's report

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*