

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	Annual Report Requirements (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>Queensland Government Enterprise Architecture – 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 2020–2024 Statement of Corporate Intent 2020–2021
	– 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	Organisational structure
	– Executive management	ARRs – section 13.2	Executive Leadership Team
	– Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Board of Directors
	– Public Sector Ethics	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Ethics Code of conduct
	– Human Rights	<i>Human Rights Act 2019</i> ARRs – section 13.5	Human rights

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	– Queensland public service values	ARRs – section 13.6	Customer service commitment
Governance – risk management and accountability	– Risk management	ARRs – section 14.1	Risk management
	– Audit committee	ARRs – section 14.2	Risk and Audit Committee
	– Internal audit	ARRs – section 14.3	Internal audit
	– External scrutiny	ARRs – section 14.4	External scrutiny
	– Information systems and recordkeeping	ARRs – section 14.5	Information systems and record keeping
	– Information Security attestation	ARRs – section 14.6	N/A*
	Governance – human resources	– Strategic workforce planning and performance	ARRs – section 15.1
– 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	Open data
	– Consultancies	ARRs – section 33.1	https://data.qld.gov.au
	– Overseas travel	ARRs – section 33.2	https://data.qld.gov.au
	– Queensland Language Services Policy	ARRs – section 33.3	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

* WorkCover is not a department and not required to provide an information security attestation.