

QCAA Compliance Checklist 2023–2024

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/s 	ARRs – section 7 Page 1
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 Page 65
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 Page 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Page 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4 Inside front cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Inside front cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10 Pages 3-6
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1 Page 7
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2 Page 7
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3 Pages 7-8
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 Page 25
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 Page 9
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 Pages 9, 12-14
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 Pages 10-11 and Appendix 1
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 Page 15
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5 Page 15
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6 Page 15
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 Pages 12, 21
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2 Page 12
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3 Pages 12, 21-22
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4 Page 22
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5 Pages 21-22

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> • Information Security attestation 	ARRs – section 14.6	N/A
Governance – human resources	<ul style="list-style-type: none"> • Strategic workforce planning and performance 	ARRs – section 15.1	Page 22
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Appendix 3
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 31.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 31.2	N/A
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 31.3	https://data.qld.gov.au
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	Page 61
	<ul style="list-style-type: none"> • Independent Auditor's Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	Pages 62-63

FAA

Financial Accountability Act 2009

FPMS

Financial and Performance Management Standard 2019

ARRs

Annual report requirements for Queensland Government agencies