# Compliance Checklist (Department of Education)

| **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 | p. 1 |
| **Accessibility** | * **Table of contents** * **Glossary** | ARRs – section 9.1 | Inside cover |
| * **Public availability** | ARRs – section 9.2 | Inside cover |
| * **Interpreter service statement** | *Queensland Government Language Services Policy*  ARRs – section 9.3 | Inside cover |
| * **Copyright notice** | *Copyright Act 1968*  ARRs – section 9.4 | Inside cover |
| * **Information Licensing** | *QGEA – Information Licensing*  ARRs – section 9.5 | Inside cover |
| **General information** | * **Introductory Information** | ARRs – section 10.1 | p. 4 |
| * **Machinery of Government changes** | ARRs – section 10.2, 31 and 32 | Not applicable |
| * **Agency role and main functions** | ARRs – section 10.2 | pp. 4, 6, 7  Appendix D |
| * **Operating environment** | ARRs – section 10.3 | p. 7 |
| **Non-financial performance** | * **Government’s objectives for the community** | ARRs – section 11.1 | p. 7 |
| * **Other whole-of-government plans / specific initiatives** | ARRs – section 11.2 | p. 8 |
| * **Agency objectives and performance indicators** | ARRs – section 11.3 | pp. 7, 20-23, 25-32, 35-42, 48-52 |
| * **Agency service areas and service standards** | ARRs – section 11.4 | pp. 7, 24, 33-34, 53-54 |
| **Financial performance** | * **Summary of financial performance** | ARRs – section 12.1 | pp. 14-18 |
| **Governance – management and structure** | * **Organisational structure** | ARRs – section 13.1 | p. 10 |
| * **Executive management** | ARRs – section 13.2 | p. 12 |
| * **Government bodies (statutory bodies and other entities)** | ARRs – section 13.3 | Link on p. 45  Published as additional information |
| * ***Public Sector Ethics Act 1994*** | *Public Sector Ethics Act 1994*  ARRs – section 13.4 | p. 62 |
| * **Queensland public service values** | ARRs – section 13.5 | p. 4 |
| **Governance – risk management and accountability** | * **Risk management** | ARRs – section 14.1 | p. 43 |
| * **Audit committee** | ARRs – section 14.2 | pp. 43, 90 |
| * **Internal audit** | ARRs – section 14.3 | pp. 44 |
| * **External scrutiny** | ARRs – section 14.4 | p. 45  Appendix E |
| * **Information systems and recordkeeping** | ARRs – section 14.5 | pp. 46-47 |
| **Governance – human resources** | * **Strategic workforce planning and performance** | ARRs – section 15.1 | pp. 36, 56-61 |
| * **Early retirement, redundancy and retrenchment** | Directive No.04/18 *Early Retirement, Redundancy and Retrenchment*  ARRs – section 15.2 | p. 56 |
| **Open Data** | * **Statement advising publication of information** | ARRs – section 16 | Link on p. 45 |
| * **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 42, 43 and 50  ARRs – section 17.1 | See attached financial statements  p. 100 |
| * **Independent Auditor’s Report** | FAA – section 62  FPMS – section 50  ARRs – section 17.2 | See attached financial statements  p. 100 |

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*