

Appendix D – 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 8 Page 1
ACCESSIBILITY	Table of contents	ARRs – section 10.1 Inside front cover
	Glossary	Appendix C
	Public availability	ARRs – section 10.2 Appendix E
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3 Appendix E
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 10.4 Back cover
GENERAL INFORMATION	Introductory Information	ARRs – section 11.1 Page 2
	Agency role and main functions	ARRs – section 11.2 Page 2-3, back cover
	Operating environment	ARRs – section 11.3 Pages 3-13, 15
NON-FINANCIAL PERFORMANCE	Government's objectives for the community	ARRs – section 12.1 Pages 6-13
	Agency objectives and performance indicators	ARRs – section 12.3 Pages 4-13
FINANCIAL PERFORMANCE	Summary of financial performance	ARRs – section 13.1 Pages 4-5, Notes to Financial Statements: Pages 24-45
GOVERNANCE – MANAGEMENT AND STRUCTURE	Organisational structure	ARRs – section 14.1 Pages 14-18
	Executive management	ARRs – section 14.2 Page 5, 18
	Public Sector Ethics Act 1994	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4 Appendix B
GOVERNANCE – RISK MANAGEMENT AND ACCOUNTABILITY	Risk management	ARRs – section 15.1 Page 12
	Audit committee	ARRs – section 15.3 Pages 14-15
	Internal audit	ARRs – section 15.4 Page 18
	Information systems and recordkeeping	ARRs – section 15.5 Appendix B
GOVERNANCE – HUMAN RESOURCES	Workforce planning and performance	ARRs – section 16.1 Pages 12-13
OPEN DATA	Consultancies	ARRs – section 17 ARRs – section 34.1 Appendix B
	Overseas travel	ARRs – section 17 ARRs – section 34.2 Appendix B
	Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3 Appendix B
	Government bodies	ARRs – section 17 ARRs – section 34.4 Appendix B
FINANCIAL STATEMENTS	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1 Page 45
	Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2 Pages 46-47
	Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3 Financial Statements Note 20

Note: This checklist excludes reference to any requirements that do not apply to QTC for the current reporting period.

FAA: Financial Accountability Act 2009; FPMS: Financial and Performance Management Standard 2009; ARRs: Annual report requirements for Queensland Government agencies