

Compliance Checklist Department of Education

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 p. 1
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 Inside cover
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 Inside cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Inside cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4 Inside cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Inside cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 p. 4
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 p. 4 Appendix D p. 63
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 p. 7
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1 p. 6
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 pp. 5-7
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3 pp. 18-44
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4 pp. 18-44
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 pp. 13-17
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 p. 7
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 pp. 10-12
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 Link on p. 40 Published as additional information
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 p. 4
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5 pp.36-37
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6 p. 4
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 p. 37
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2 pp. 37, 67-68
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3 pp. 38-39
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4 p. 39 Appendix E
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5 p. 40

Summary of requirement	Basis for requirement	Annual report reference	
Governance – human resources	<ul style="list-style-type: none"> • Strategic workforce planning and performance 	ARRs – section 15.1	pp.41-44
	<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	p. 41
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	Link on p. 40
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 33.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 33.2	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3	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	See attached financial statements p. 85
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	See attached financial statements p. 85

FAA *Financial Accountability Act 2009*
 FPMS *Financial and Performance Management Standard 2019*
 ARRs *Annual report requirements for Queensland Government agencies*