# Compliance Checklist (template)

| **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 | Inside Cover |
| **Accessibility** | * **Table of contents** * **Glossary** | ARRs – section 9.1 | Contents page and page 73 |
| * **Public availability** | ARRs – section 9.2 | Contents page |
| * **Interpreter service statement** | *Queensland Government Language Services Policy*  ARRs – section 9.3 | Contents page |
| * **Copyright notice** | *Copyright Act 1968*  ARRs – section 9.4 | Contents page |
| * **Information Licensing** | *QGEA – Information Licensing*  ARRs – section 9.5 | Contents page |
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| * **Machinery of Government changes** | ARRs – section 10.2, 31 and 32 | Pg. 14 |
| * **Agency role and main functions** | ARRs – section 10.2 | At a Glance  (Pg 2) |
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| * **Early retirement, redundancy and retrenchment** | Directive No.04/18 *Early Retirement, Redundancy and Retrenchment*  ARRs – section 15.2 | Corporate Governance  (Pg. 16) |
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FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*