

Compliance Checklist

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. iv
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	Contents – p. iii Glossary – p. 42
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	p. ii
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	p. ii
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	p. ii
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	p. ii
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	p. 1
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	p. 2-5
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	p. 6-9
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	pp. 10-11
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	Agency Objectives - p. 10 Performance Indicators – pp. 7-8
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	pp. 12-13
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	pp. 16-19
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	p. 20
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	pp. 20-26
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	pp. 27-28
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	p. 30
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5	pp. 31-32

Governance – risk management and accountability	• Risk management	ARRs – section 14.1	p. 33
	• Audit committee	ARRs – section 14.2	pp. 28-29
	• Internal audit	ARRs – section 14.3	pp. 34-35
	• External scrutiny	ARRs – section 14.4	p. 34
	• Information systems and recordkeeping	ARRs – section 14.5	p. 35
Governance – human resources	• Workforce planning and performance	ARRs – section 15.1	pp. 36-37
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2	p. 37
Open Data	• Statement advising publication of information	ARRs – section 16	p. 114
	• Consultancies	ARRs – section 33.1	Published to Open Data portal
	• Overseas travel	ARRs – section 33.2	Published to Open Data portal
	• Queensland Language Services Policy	ARRs – section 33.3	Published to Open Data portal
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	p. 88
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	pp. 88 and 112-113

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