

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 8 5
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1 6 113-119
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2 2
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 10.3 2
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 10.4 2
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 10.5 2
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1 7- 9
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2 19
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3 20-21
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1 20-21
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2 3, 21
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3 39
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4 37-38
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1 12-13
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1 42
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2 43-46, 49-53
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3 N/A
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 14.4 54
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5 19
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 15.1 47, 55-56
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 15.2 47
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 15.3 55

Summary of requirement		Basis for requirement	Annual report reference
	• External scrutiny	ARRs – section 15.4	55
	• Information systems and recordkeeping	ARRs – section 15.5	56
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1	28-36
	• 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 16.2	35
Open Data	• Statement advising publication of information	ARRs – section 17	2
	• Consultancies	ARRs – section 34.1	2
	• Overseas travel	ARRs – section 34.2	2
	• Queensland Language Services Policy	ARRs – section 34.3	2, 21
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	108
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	109-112

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

