

Appendix A – 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 7 2
Accessibility	• Table of contents	ARRs – section 9.1 4
	• Glossary	57
	• Public availability	ARRs – section 9.2 3
	• Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 3
	• Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4 3
	• Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5 2
General information	• Introductory Information	ARRs – section 10.1 5 – 6
	• Agency role and main functions	ARRs – section 10.2 7 – 9, 12 – 15, 48, 51
	• Operating environment	ARRs – section 10.3 8
Non-financial performance	• Government's objectives for the community	ARRs – section 11.1 8
	• Other whole-of-government plans / specific initiatives	ARRs – section 11.2 42 – 43
	• Agency objectives and performance indicators	ARRs – section 11.3 12 – 15
	• Agency service areas and service standards	ARRs – section 11.4 16 – 33
Financial performance	• Summary of financial performance	ARRs – section 12.1 58 – 62
Governance – management and structure	• Organisational structure	ARRs – section 13.1 9
	• Executive management	ARRs – section 13.2 35 – 36
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3 49
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 47
	• Queensland public service values	ARRs – section 13.5 8
Governance – risk management and accountability	• Risk management	ARRs – section 14.1 8
	• Audit committee	ARRs – section 14.2 37
	• Internal audit	ARRs – section 14.3 40 – 41
	• External scrutiny	ARRs – section 14.4 42
	• Information systems and recordkeeping	ARRs – section 14.5 41

Summary of requirement		Basis for requirement	Annual report reference
Governance — human resources	• Workforce planning and performance	ARRs — section 15.1	45 – 46
	• Early retirement, redundancy and retrenchment	Directive No.11/12 Early Retirement, Redundancy and Retrenchment	47
		Directive No.16/16 Early Retirement, Redundancy and Retrenchment (from 20 May 2016)	
		ARRs — section 15.2	
Open Data	• Statement advising publication of information	ARRs — section 16	50
	• Consultancies	ARRs — section 33.1	50
	• Overseas travel	ARRs — section 33.2	50
	• Queensland Language Services Policy	ARRs — section 33.3	50
Financial statements	• Certification of financial statements	FAA — section 62	111
		FPMS — sections 42, 43 and 50 ARRs — section 17.1	
	• Independent Auditor's Report	FAA — section 62 FPMS — section 50 ARRs — section 17.2	112 – 115

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*