

# Appendix A

## Compliance Checklist

Summary of requirement	Basis for requirement	Annual report reference	Page No.
Letter of compliance	• A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 8	2
Accessibility	• Table of contents	ARRs – section 10.1	4
	• Glossary		55
	• Public availability	ARRs – section 10.2	3
	• Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	3
	• Copyright notice	<i>Copyright Act 1968</i> ARRs – section 10.4	3
	• Information Licensing	<i>QGEA – Information Licensing</i> ARRs – section 10.5	3
General information	• Introductory Information	ARRs – section 11.1	7
	• Agency role and main functions	ARRs – section 11.2	7, 46, 51
	• Operating environment	ARRs – section 11.3	7
Non-financial performance	• Government's objectives for the community	ARRs – section 12.1	7
	• Other whole-of-government plans / specific initiatives	ARRs – section 12.2	7, 41
	• Agency objectives and performance indicators	ARRs – section 12.3	7, 10-12
	• Agency service areas and service standards	ARRs – section 12.4	14–31
Financial performance	• Summary of financial performance	ARRs – section 13.1	57
Governance – management and structure	• Organisational structure	ARRs – section 14.1	8
	• Executive management	ARRs – section 14.2	33-36
	• Government bodies (statutory bodies and other entities)	ARRs – section 14.3	48
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	33, 45
	• <i>Queensland public service values</i>	<i>ARRS – section 14.5</i>	7

Summary of requirement		Basis for requirement	Annual report reference Page No.
Governance – risk management and accountability	Risk management	ARRs – section 15.1	7, 30, 33, 37-40
	Audit committee	ARRs – section 15.2	37, 40
	Internal audit	ARRs – section 15.3	40
	External scrutiny	ARRs – section 15.4	41
	Information systems and recordkeeping	ARRs – section 15.5	40
Governance – human resources	Workforce planning and performance	ARRs – section 16.1	44
	Early retirement, redundancy and retrenchment	Directive No. 11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No. 16/6 <i>Early Retirement, Redundancy and Retrenchment (from 20 May 2016)</i> ARRs – section 16.2	45
Open Data	Consultancies	ARRs – section 17 ARRs – section 34.1	49
	Overseas travel	ARRs – section 17 ARRs – section 34.2	49
	Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	49
Financial statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	111
	Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	112

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*