

Appendix 5 – 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 3
Accessibility	<ul style="list-style-type: none"> Table of contents 	ARRs – section 9.1 1
	<ul style="list-style-type: none"> Glossary 	52
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4 2
General information	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5 2
	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 4
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32 (if applicable) N/A
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 6-7, 48-49, 50
Non-financial performance	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 6
	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs – section 11.1 7
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 45
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3 9-36
Financial performance	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4 9-36
	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 55-121
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 46-47
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 37-40
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 51
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 35
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5 30-31
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6 7
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 42
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2 41-42
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3 43
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4 44
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5 44

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1	32-36
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	33
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16	2
	<ul style="list-style-type: none"> Consultancies 	ARRs – section 33.1	data.qld.gov.au
	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 33.2	data.qld.gov.au
	<ul style="list-style-type: none"> Queensland Language Services Policy 	ARRs – section 33.3	data.qld.gov.au
Financial statements	<ul style="list-style-type: none"> Certification of financial statements 	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	121
	<ul style="list-style-type: none"> Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	122-127

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*