

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	Cover
Accessibility	<ul style="list-style-type: none"> • Table of contents • Glossary 	ARRs – section 10.1	PP.1-2 P.46
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 10.2	Cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Cover
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Cover
	<ul style="list-style-type: none"> • Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> • Introductory Information 	ARRs – section 11.1	P.4
	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 11.2	P.8
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 11.3	P.9
Non-financial performance	<ul style="list-style-type: none"> • Government's objectives for the community 	ARRs – section 12.1	P.8
	<ul style="list-style-type: none"> • Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 12.3	PP.14-22
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 12.4	N/A
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 13.1	PP.17-19
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 14.1	P.24
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 14.2	P.10
	<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 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	P.9
	<ul style="list-style-type: none"> • Queensland public service values 	ARRs – section 14.5	N/A

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Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	P.11
	• Audit committee	ARRs – section 15.2	PP.10-11
	• Internal audit	ARRs – section 15.3	P.11
	• External scrutiny	ARRs – section 15.4	N/A
	• Information systems and recordkeeping	ARRs – section 15.5	PP.12
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1	PP.20-22
	• 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	N/A
Open Data	• Consultancies	ARRs – section 17 ARRs – section 34.1	Open data portal
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	Open data portal
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	N/A
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	PP.25-42
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	PP.43-45

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*