

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	ii
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs—section 9.1	iii–iv 133
	<ul style="list-style-type: none"> Public availability 	ARRs—section 9.2	i
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs—section 9.3	i
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs—section 9.4	i
	<ul style="list-style-type: none"> Information licensing 	<i>QGEA—Information Licensing</i> ARRs—section 9.5	i
General information	<ul style="list-style-type: none"> Introductory information 	ARRs—section 10.1	v–ix
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs—section 10.2	10–11
	<ul style="list-style-type: none"> Operating environment 	ARRs—section 10.3	11–12
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs—section 11.1	13
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs—section 11.2	13–14
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs—section 11.3	120–124
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs—section 11.4	125–128
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs—section 12.1	65–68
Governance—management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs—section 13.1	69
	<ul style="list-style-type: none"> Executive management 	ARRs—section 13.2	71–73
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs—section 13.3	77

	• Public Sector Ethics Act 1994	<i>Public Sector Ethics Act 1994</i> ARRs—section 13.4	79
Governance— risk management and accountability	• Risk management	ARRs—section 14.1	77
	• Audit committee	ARRs—section 14.2	78
	• Internal audit	ARRs—section 14.3	77-78
	• External scrutiny	ARRs—section 14.4	78
	• Information systems and recordkeeping	ARRs—section 14.5	79
Governance— human resources	• Work force planning and performance	ARRs—section 15.1	80–84
	• 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 (from 20 May 2016)</i> ARRs – section 15.2	85
Open data	• Statement advising publication of information	ARRs – section 16	Department’s website
	• Consultancies	ARRs – section 33.1	Department’s website
	• Overseas travel	ARRs – section 33.2	Department’s website
	• Queensland Language Services Policy	ARRs – section 33.3	Department’s website
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	114
	• Independent Auditors Report	FAA – section 62 FPMS – sections 50 ARRs – section 17.1	115–117

FAA *Financial Accountability Act 2009* FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*