Appendix 5: Compliance checklist

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| 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 | * Page 3
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| Accessibility | * Table of contents
* Glossary
 | ARRs – section 9.1 | * Page 5
* Page 107
 |
| * Public availability
 | ARRs – section 9.2 | * Page 2
 |
| * Interpreter service statement
 | *Queensland Government Language Services Policy*ARRs – section 9.3 | * Page 2
 |
| * Copyright notice
 | *Copyright Act 1968*ARRs – section 9.4 | * Page 2
 |
| * Information Licensing
 | *QGEA – Information Licensing*ARRs – section 9.5 | * Page 2
 |
| General information | * Introductory Information
 | ARRs – section 10.1 | * Page 6
 |
| * Agency role and main functions
 | ARRs – section 10.2 | * Pages 4, 13, 94 and 112
 |
| * Machinery-of-government changes
 | ARRs – section 31 and 32 | * Page 4
 |
| * Operating environment
 | ARRs – section 10.3 | * Page 13
 |
| Non-financial performance | * Government’s objectives for the community
 | ARRs – section 11.1 | * Page 12
 |
| * Other whole-of-government plans / specific initiatives
 | ARRs – section 11.2 | * Page 13
 |
| * Agency objectives and performance indicators
 | ARRs – section 11.3 | * Pages 20, 24, 26, 30, 32, 36 and 38
 |
| * Agency service areas and service standards
 | ARRs – section 11.4 | * Pages 20-25
* Pages 26-31
* Pages 32-37
 |
| Financial performance | * Summary of financial performance
 | ARRs – section 12.1 | * Page 10
 |
| Governance – management and structure | * Organisational structure
 | ARRs – section 13.1 | * Page 14
 |
| * Executive management
 | ARRs – section 13.2 | * Page 44
 |
| * Government bodies (statutory bodies and other entities)
 | ARRs – section 13.3 | * Page 95
 |
| * *Public Sector Ethics Act 1994*
 | *Public Sector Ethics Act 1994*ARRs – section 13.4 | * Page 48
 |
| * Queensland public service values
 | ARRs – section 13.5 | * Page 48
 |
| Governance – risk management and accountability | * Risk management
 | ARRs – section 14.1 | * Page 48
 |
| * Audit committee
 | ARRs – section 14.2 | * Pages 49 and 100-101
 |
| * Internal audit
 | ARRs – section 14.3 | * Page 49 and 95
 |
| * External scrutiny
 | ARRs – section 14.4 | * Page 49
 |
| * Information systems and recordkeeping
 | ARRs – section 14.5 | * Page 53
 |
| Governance – human resources | * Strategic workforce planning and performance
 | ARRs – section 15.1 | * Page 51
 |
|  | * Early retirement, redundancy and retrenchment
 | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment*Directive No.16/16 *Early Retirement, Redundancy and Retrenchment (from 20 May 2016)*ARRs – section 15.2 | * Page 52
 |
| Open Data | * Statement advising publication of information
 | ARRs – section 16 | * Page 2
 |
| * Consultancies
 | ARRs – section 33.1 | https://data.qld.gov.au |
| * Overseas travel
 | ARRs – section 33.2 | https://data.qld.gov.au |
| * Queensland Language Services Policy
 | ARRs – section 33.3 | https://data.qld.gov.au |
| Financial statements | * Certification of financial statements
 | FAA – section 62FPMS – sections 42, 43 and 50ARRs – section 17.1 | * Page 87
 |
| * Independent Auditor’s Report
 | FAA – section 62FPMS – section 50ARRs – section 17.2 | * Page 88
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Abbreviations

FAA *Financial Accountability Act 2009*
FPMS *Financial and Performance Management Standard 2009*
ARRs *Annual report requirements for Queensland Government agencies*