Appendix 5: Compliance checklist

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |
| 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 62  FPMS – sections 42, 43 and 50  ARRs – section 17.1 | * Page 87 |
| * Independent Auditor’s Report | FAA – section 62  FPMS – section 50  ARRs – section 17.2 | * Page 88 |

Abbreviations

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