


Appendix 6: 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	<ul style="list-style-type: none"> Page 3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	<ul style="list-style-type: none"> Page 5 Page 111
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	<ul style="list-style-type: none"> Page 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	<ul style="list-style-type: none"> Page 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	<ul style="list-style-type: none"> Page 2
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	<ul style="list-style-type: none"> Page 2
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	<ul style="list-style-type: none"> Page 6
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	<ul style="list-style-type: none"> Pages 4, 13, 97 and 116
	<ul style="list-style-type: none"> Machinery-of-government changes 	ARRs – section 31 and 32	<ul style="list-style-type: none"> Page 4
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	<ul style="list-style-type: none"> Page 13
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	<ul style="list-style-type: none"> Page 12
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	<ul style="list-style-type: none"> Page 13
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	<ul style="list-style-type: none"> Pages 20, 24, 26, 30, 32, 36 and 38
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	<ul style="list-style-type: none"> Pages 20-25 Pages 26-31 Pages 32-37
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	<ul style="list-style-type: none"> Page 10
	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	<ul style="list-style-type: none"> Page 14

Governance – management and structure	• Executive management	ARRs – section 13.2	• Page 40
	• Government bodies (statutory bodies and other entities)	ARRs – section 13.3	• Page 98
	• <i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	• Page 44
	• Queensland public service values	ARRs – section 13.5	• Page 44
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	• Page 44
	• Audit committee	ARRs – section 14.2	• Pages 45 and 104
	• Internal audit	ARRs – section 14.3	• Page 45
	• External scrutiny	ARRs – section 14.4	• Page 45
	• Information systems and recordkeeping	ARRs – section 14.5	• Page 50
Governance – human resources	• Strategic workforce planning and performance	ARRs – section 15.1	• Page 48
	• 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	• Page 49
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 93
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	• Page 94

Abbreviations



FAA *Financial Accountability Act 2009*
FPMS *Financial and Performance Management Standard 2019*
ARRs *Annual report requirements for Queensland Government agencies*