

# Appendix 4 – Compliance checklist

	Summary of requirement	Basis for requirement	Annual report reference
<b>Letter of compliance</b>	A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – section 7	Page 3
<b>Accessibility</b>	Table of contents	ARRs – section 9.1	Page 4
	Glossary		Page 139
	Public availability	ARRs – section 9.2	Page 2
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Page 2
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 9.4	Page 2
	Information licensing	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Page 2
<b>General information</b>	Introductory information	ARRs – section 10.1	Pages 2,10,11
	Agency role and main functions	ARRs – section 10.2	Page 10
	Machinery of government changes	ARRs – section 31 and 32	Page 11
	Operating environment	ARRs – section 10.3	Pages 12,13
<b>Non-financial performance</b>	Government’s objectives for the community	ARRs – section 11.1	Page 14
	Other whole-of-government plans / specific initiatives	ARRs – section 11.2	Pages 19,20
	Agency objectives and performance indicators	ARRs – section 11.3	Pages 123–129, 131,132 Discontinued measures pages 130, 133
	Agency service areas and service standards	ARRs – section 11.4	Pages 124, 126, 128, 129, 132
<b>Financial performance</b>	Summary of financial performance	ARRs – section 12.1	Pages 58–61

	Summary of requirement	Basis for requirement	Annual report reference
<b>Governance – management and structure</b>	Organisational structure	ARRs – section 13.1	Pages 62–63
	Executive management	ARRs – section 13.2	Pages 64–65
	Government bodies (statutory bodies and other entities)	ARRs – section 13.3	Page 71
	Public Sector Ethics Act 1994	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	Page 73
	Queensland public service values	ARRs – section 13.5	Page 75
<b>Governance – risk management and accountability</b>	Risk management	ARRs – section 14.1	Page 68 ,71
	Audit committee	ARRs – section 14.2	Pages 68
	Internal Audit	ARRs – section 14.3	Pages 71–72
	External scrutiny	ARRs – section 14.4	Page 72
	Information systems and recordkeeping	ARRs – section 14.5	Pages 73–74
<b>Governance – human resources</b>	Strategic workforce planning and performance	ARRs – section 15.1	Pages 75–80
	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 15.2	Page 80
<b>Open data</b>	Statement advising publication of information	ARRs – section 16	Pages 2, 74
	Consultancies	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	Overseas travel	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	Queensland Language Services Policy	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
<b>Financial statements</b>	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	Page 117
	Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	Pages 118–120

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