

## 2016–17 Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 8	Page 4
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Page 2
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Page 1
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 10.3	Page 1
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 10.4	Page 1
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	QGEA – Information Licensing ARRs – section 10.5	Page 1
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	Page 5-6
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	Pages 8-9
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	Pages 9, 18-110
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 12.1	Page 8
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	Pages 18-110
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	Page 8, 18, 44, 72, 76, 86
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	Pages 112-124
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	Pages 108-110
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	Page 10
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	Pages 89-90
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	Appendix 1, online
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Page 92
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 14.5	Page 8
Governance – risk management	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 15.1	Pages 91-92
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 15.2	Page 91

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Summary of requirement		Basis for requirement	Annual report reference
and accountability	• Internal audit	ARRs – section 15.3	Page 92
	• External scrutiny	ARRs – section 15.4	Pages 95-96
	• Information systems and recordkeeping	ARRs – section 15.5	Pages 93-94
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1	Page 98
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 104
Open Data	• Statement advising publication of information	ARRs – section 17	Pages 1, 94
	• Consultancies	ARRs – section 17 ARRs – section 34.1	Online
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	Online
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	Online
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	CD-ROM in back cover
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	CD-ROM in back cover

FAA      *Financial Accountability Act 2009*

FPMS      *Financial and Performance Management Standard 2009*

ARRs      *Annual report requirements for Queensland Government agencies*