

Compliance checklist

Annual Report 2015–2016

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 8	Page after table of contents
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	Page after inside cover P 97-100
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Inside cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 10.5	Inside cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	P 1-5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	P 3-5 P 52-54 P 85
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	P 4
Non-financial performance	<ul style="list-style-type: none"> Government’s objectives for the community 	ARRs – section 12.1	P 1-2 P 5
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	P 18 P 26-27 P 36
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	P 18-23 P 26-33 P 36-40
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	P 18 P 26-27 P 36
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	P 6-9
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	P 10
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	P 11-15
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3	P 11 P 92-96
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	P 52
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5	P 3

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	P 53 Appendix G (P 89)
	• Audit committee	ARRs – section 15.2	P 53 Appendix G (P 89)
	• Internal audit	ARRs – section 15.3	P 53-54
	• External scrutiny	ARRs – section 15.4	P 54 Appendix F (P 86-87)
	• Information systems and recordkeeping	ARRs – section 15.5	P 54
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1	P 43-48
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	P 45
Open Data	• Consultancies	ARRs – section 17 ARRs – section 34.1	Open data portal*
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	Open data portal*
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	Open data portal*
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	See separately published financial statements
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	See separately published financial statements

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

* <https://data.qld.gov.au/>