

# Compliance checklist

## Annual Report 2016–2017

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	<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 7	Page after table of contents
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	Page after 'About this report' P 89
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	Page after 'Acknowledgement of Country'
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Page after 'Acknowledgement of Country'
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	Page after 'Acknowledgement of Country'
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Page after 'Acknowledgement of Country'
<b>General information</b>	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	P 1–4
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	P 2–4 P 41–43 Appendix E (P 76)
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	P 3 and throughout entire report
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 11.1	P 4
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	P 16 P 22–23 P 31
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	P 16–20 P 22–29 P 31–34
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	P 16 P 22–23 P 31
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	P 4–8
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	P 9
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	P 10–14
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	P 10 Appendix H (P 85–88)
	<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 13.4	P 41
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.5	P 2

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	P 42 Appendix G (P 82–83)
	• Audit committee	ARRs – section 14.2	P 42 Appendix G (P 82–83)
	• Internal audit	ARRs – section 14.3	P 42–43
	• External scrutiny	ARRs – section 14.4	P 42 Appendix F (P 77–79)
	• Information systems and recordkeeping	ARRs – section 14.5	P 43
Governance – human resources	• Workforce planning and performance	ARRs – section 15.1	P 36–39
	• 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	P 36
Open Data	• Statement advising publication of information	ARRs – section 16	Page after 'Acknowledgement of Country'
	• Consultancies	ARRs – section 33.1	Open data portal*
	• Overseas travel	ARRs – section 33.2	Open data portal*
	• Queensland Language Services Policy	ARRs – section 33.3	Open data portal*
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	See separately published financial statements
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	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/>