

Appendix 4 Compliance checklist

Table 10: Annual Report 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 P. 3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 P. 4-6 P. 43-44
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 Inside front cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3 Inside front cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4 Inside front cover
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5 Inside front cover
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10 P. 10
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community and whole-of-government plans/specific initiatives 	ARRs – section 11.1 P. 11
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.2 P. 12
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.3 P. 16 & 22
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 P. 37-41
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 P.15 & 17
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 P.25
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 N/A
	<ul style="list-style-type: none"> Public Sector Ethics 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4 P. 30
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5 P. 23
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6 P. 11
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 P. 30-31
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2 P. 28
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3 P. 31
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 14.4 P. 31
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 14.5 P. 33
	<ul style="list-style-type: none"> Information Security attestation 	ARRs – section 14.6 P. 33
Governance – human resources	<ul style="list-style-type: none"> Strategic workforce planning and performance 	ARRs – section 15.1 P. 34-36
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	<i>Directive No.04/18 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 P. 36
Open Data	<ul style="list-style-type: none"> Statement advising publication of information 	ARRs – section 16 P. 2
	<ul style="list-style-type: none"> Consultancies 	ARRs – section 33.1 Nil

	<ul style="list-style-type: none"> Overseas travel 	ARRs – section 33.2	Nil
	<ul style="list-style-type: none"> Queensland Language Services Policy 	ARRs – section 33.3	Nil
Financial statements	<ul style="list-style-type: none"> Certification of financial statements 	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	P. 42
	<ul style="list-style-type: none"> Independent Auditor's Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	P. 42

FAA Financial Accountability Act 2009

FPMS Financial and Performance Management Standard 2019

ARRs Annual report requirements for Queensland Government agencies