

APPENDIX 2 – COMPLIANCE CHECKLIST

Summary of requirement	Basis for requirement	Annual report reference
Letter of Compliance	• A letter of compliance from the accountable officer or statutory body to the relevant Minister/s	ARRs – Section 8 Page 4
Accessibility	<ul style="list-style-type: none"> • Table of contents • Glossary • Public availability • Interpreter service statement • Copyright notice • Information Licensing 	ARRs – section 10.1 Page 3 Page 74 ARRs – section 10.2 Inside Back Cover <i>Queensland Government Language Services Policy</i> Inside Back Cover ARRs – section 10.3 <i>Copyright Act 1968</i> Inside Back Cover ARRs – section 10.4 QGEA – <i>Information Licensing</i> ARRs – section 10.5 Departments only
General information	<ul style="list-style-type: none"> • Introductory Information • Agency role and main functions • Operating environment 	ARRs – section 11.1 Pages 5-8 ARRs – section 11.2 Pages 5-8 ARRs – section 11.3 Pages 5-8 and 13-23
Non-financial performance	<ul style="list-style-type: none"> • Government's objectives for the community • Other whole-of-government plans / specific initiatives • Agency objectives and performance indicators • Agency service areas and service standards 	ARRs – section 12.1 Pages 5-8 and 13-23 ARRs – section 12.2 Pages 5-8 and 13-23 ARRs – section 12.3 Pages 5-8, 13-23 and 31 ARRs – section 12.4 Pages 6-9, 13-23 and 31
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 13.1 Pages 9-10, 31 and 32-68
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure • Executive management • Government bodies (statutory bodies and other entities) • <i>Public Sector Ethics Act 1994</i> • Queensland public service values 	ARRs – section 14.1 Pages 11-12 and 24 ARRs – section 14.2 Pages 24-25 ARRs – section 14.3 Appendix 1 Page 72 <i>Public Sector Ethics Act 1994</i> ARRs – section 14.4 Page 30 ARRs – section 13.5 Page 6
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management • Audit Committee • Internal Audit • External scrutiny • Information systems and recordkeeping 	ARRs – section 15.1 Page 22 ARRs – section 15.2 Page 27 ARRs – section 15.3 Page 27 ARRs – section 15.4 N/A – No significant findings or issues identified by external reviewers. ARRs – section 15.5 Pages 22 and 30
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning and performance • Early retirement, redundancy and retrenchment 	ARRs – section 16.1 Pages 21 and 28 Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 Departments and Public Service Offices
Open Data	<ul style="list-style-type: none"> • Consultancies • Overseas travel • Queensland Language Services Policy 	ARRs – section 17 Page 30 ARRs – section 34.1 ARRs – section 17 Page 30 ARRs – section 34.2 ARRs – section 17 Departments and participating statutory bodies ARRs – section 34.3
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements • Independent Auditor's Report 	FAA – section 62 Page 69 FPMS – sections 42, 43 and 50 ARRs – section 18.1 FAA – section 62 Pages 70 FPMS – section 50 ARRs – section 18.2

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