

## QLeave Annual Report 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	iii
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	iv
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Inside back cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside back cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside front cover
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 10.5	Inside back cover
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	1
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	1
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	1
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 12.1	1
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	1
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	2
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	3-6
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	7
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	18
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	17
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	N/A
	<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	N/A
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 14.5	inside front cover
Governance – risk management	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 15.1	9-14
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 15.2	10

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Summary of requirement		Basis for requirement	Annual report reference
and accountability	• Internal audit	ARRs – section 15.3	12-13
	• External scrutiny	ARRs – section 15.4	55-58
	• Information systems and recordkeeping	ARRs – section 15.5	13-14
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1	19-20
	• 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 16.2	21
Open Data	• Consultancies	ARRs – section 17 ARRs – section 34.1	<a href="http://www.data.qld.gov.au">www.data.qld.gov.au</a>
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	<a href="http://www.data.qld.gov.au">www.data.qld.gov.au</a>
	• Queensland Language Services Policy	ARRs – section 17 ARRs – section 34.3	<a href="http://www.data.qld.gov.au">www.data.qld.gov.au</a>
	• Government bodies	ARRs – section 17 ARRs – section 34.4	<a href="http://www.data.qld.gov.au">www.data.qld.gov.au</a>
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	55
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	55-58

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*