

QLeave Annual Report 2019-20 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	i
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	ii
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	Inside back cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	Inside back 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 10.1	1
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 10.2, 31 and 32	N/A
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	1
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	1
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	1
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	3
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4	4-7
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	8-11
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	24
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	22-23
	<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	25
	<ul style="list-style-type: none"> Human Rights 	<i>Human Rights Act 2019</i> ARRs – section 13.5	18
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.6	Inside front cover
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1	14-18
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2	16
	<ul style="list-style-type: none"> Internal audit 	ARRs – section 14.3	16

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	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 14.4	17
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 14.5	12-13 & 18
Governance – human resources	<ul style="list-style-type: none"> • Strategic workforce planning and performance 	ARRs – section 15.1	24-25
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	24
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	Inside back cover
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 33.1	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 33.2	https://data.qld.gov.au
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3	https://data.qld.gov.au
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	61
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FAA – section 62 FPMS – section 46 ARRs – section 17.2	62-64

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*