

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	2
Accessibility	<ul style="list-style-type: none"> • Table of contents 	ARRs – section 9.1	3
	<ul style="list-style-type: none"> • Glossary 		108
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 9.2	1
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	1
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	1
	<ul style="list-style-type: none"> • Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	n/a for agencies
General information	<ul style="list-style-type: none"> • Introductory Information 	ARRs – section 10.1	4-11
	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 10.2	6,12,21
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 10.3	21
Non-financial performance	<ul style="list-style-type: none"> • Government’s objectives for the community 	ARRs – section 11.1	21
	<ul style="list-style-type: none"> • Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	n/a for QIMR Berghofer
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.3	23-29
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 11.4	31
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1	59
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	19-20
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	12-19
	<ul style="list-style-type: none"> • Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	n/a for QIMR Berghofer
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	30
	<ul style="list-style-type: none"> • Queensland public service values 	ARRs – section 13.5	30

Governance – risk management and accountability	• Risk management	ARRs – section 14.1	30
	• Audit committee	ARRs – section 14.2	17
	• Internal audit	ARRs – section 14.3	30
	• External scrutiny	ARRs – section 14.4	n/a
	• Information systems and recordkeeping	ARRs – section 14.5	32
Governance – human resources	• Workforce planning and performance	ARRs – section 15.1	31
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i>	n/a for agencies
		Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment (from 20 May 2016)</i> ARRs – section 15.2	n/a for agencies
Open Data	• Statement advising publication of information	ARRs – section 16	32
	• Consultancies	ARRs – section 33.1	n/a
	• Overseas travel	ARRs – section 33.2	32
	• Queensland Language Services Policy	ARRs – section 33.3	n/a for agencies
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	103
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	104-105

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*