| **Library Board of Queensland Compliance Checklist 2016–17** | | | |
| --- | --- | --- | --- |
| **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 7 | p2 |
| **Accessibility** | * **Table of contents** * **Glossary** | ARRs — section 9.1 | p1  p91 |
| * **Public availability** | ARRs — section 9.2 | Inside back cover |
| * **Interpreter service statement** | *Queensland Government Language Services Policy*  ARRs — section 9.3 | Inside back cover |
| * **Copyright notice** | *Copyright Act 1968*  ARRs — section 9.4 | Inside back cover |
| * **Information licensing** | *QGEA* — *Information licensing*  ARRs — section 9.5 | Inside back cover |
| **General information** | * **Introductory Information** | ARRs — section 10.1 | Part 1 |
| * **Agency role and main functions** | ARRs — section 10.2 | Part 1 and Part 2 |
| * **Operating environment** | ARRs — section 10.3 | Part 1 |
| **Non-financial performance** | * **Government’s objectives for the community** | ARRs — section 11.1 | Part 1 |
| * **Other whole-of-government plans / specific initiatives** | ARRs — section 11.2 | Part 1 |
| * **Agency objectives and performance indicators** | ARRs — section 11.3 | Part 3 |
| * **Agency service areas, service standards and other measures** | ARRs — section 11.4 | Part 3 |
| **Financial performance** | * **Summary of financial performance** | ARRs — section 12.1 | Part 5 |
| **Governance** — **management and structure** | * **Organisational structure** | ARRs — section 13.1 | p13 |
| * **Executive management** | ARRs — section 13.2 | Part 2, Appendix B and C |
| * **Government bodies (statutory bodies and other entities)** | ARRs — section 13.3 | Part 2, Appendix B and C |
| * ***Public Sector Ethics Act 1994*** | *Public Sector Ethics Act 1994*  ARRs — section 13.4 | p34 |
| * **Queensland Public Service Values** | ARRs — section 13.5 | n/a |
| **Governance** — **risk management and accountability** | * **Risk management** | ARRs — section 14.1 | p35 and Appendix C |
| * **Audit committee** | ARRs — section 14.2 | p34–35 and Appendix C |
| * **Internal Audit** | ARRs — section 14.3 | p34–35 |
| * **External Scrutiny** | ARRs — section 14.4 | p34–35 |
| * **Information systems and recordkeeping** | ARRs — section 14.5 | p35 |
| **Governance** — **human resources** | * **Workforce planning and performance** | ARRs — section 15.1 | p33 |
| * **Early retirement, redundancy and retrenchment** | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment*  Directive No.16/16 *Early Retirement, Redundancy and Retrenchment* (from 20 May 2016)  ARRs — section 15.2 | n/a |
| **Open Data** | * **Statement ad vising publication of information** | ARRs — section 16 |  |
| * **Consultancies** | ARRs — section 33.1 | p35  Open Data |
| * **Overseas travel** | ARRs — section 33.2 | p35  Open Data |
| * **Queensland Language Services Policy** | ARRs — section 33.3 | n/a |
| **Financial statements** | * **Certification of financial statements** | FAA — section 62  FPMS — sections 42, 43 and 50  ARRs — section 17.1 | Part 5 |
| * **Independent Auditor’s Report** | FAA — section 62  FPMS — section 50  ARRs — section 17.2 | p82 |

*FAA — Financial Accountability Act 2009   
FPMS — Financial and Performance Management Standard 2009*

*ARRs — Annual report requirements for Queensland Government agencies*