

Appendix 3 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	ARRs – section 8 Letter of compliance
Accessibility	Table of contents	ARRs – section 10.1 Contents
	Glossary	Glossary
	Public availability	ARRs – section 10.2 Imprint page
	Interpreter service statement	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3 Imprint page
	Copyright notice	<i>Copyright Act 1968</i> ARRs – section 10.4 Imprint page
	Information licensing	<i>Queensland Government Enterprise Architecture-Information licensing</i> ARRs – section 10.5 Imprint page
General information	Introductory information	ARRs – section 11.1 Director-General's foreword
	Agency role and function	ARRs – section 11.2 About the department Legislation obligations
	Operating environment	ARRs – section 11.3 Our operating environment
	Machinery of Government	ARRs – section 11.4 Financial Summary
Non-financial performance	Government objectives for the community	ARRs – section 12.1 Realising outcomes for local government and the community

Summary of requirement	Basis for requirement	Annual report reference	
Other whole-of-government plans/specific initiatives	ARRs – section 12.2	Partners in Government	
Agency objectives and performance indicators	ARRs – section 12.3	Achieving objectives through strategic planning	
Agency service areas, service standards and other measures	ARRs – section 12.4	Output performance	
Financial performance	Summary of financial performance	ARRs – section 13.1	Summary of financial performance
Governance – management and structure	Organisational structure	ARRs – section 14.1	Organisational structure
	Executive management	ARRs – section 14.2	Executive leadership team
	Related entities	ARRS – section 14.3	Related entities and government bodies
	Government bodies	ARRs – section 14.4	Related entities and government bodies
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	Ethics and integrity
Governance – risk management and accountability	Risk management	ARRs – section 15.1	Risk management
	External security	ARRs – section 15.2	External scrutiny
	Audit committee	ARRs – section 15.3	Audit Committee
	Internal Audit	ARRs – section 15.4	Internal Audit
	Public Sector Renewal	ARRS – section 15.5	Renewal program
	Information systems and record keeping	ARRs – section 15.6	Information systems and record keeping

Summary of requirement		Basis for requirement	Annual report reference
Governance – human resources	Workforce planning, attraction and retention, and performance	ARRs – section 16.1	Our workforce Workforce profile Workforce planning Performance management
	Early retirement, redundancy and retrenchment	Directive No. 11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Early retirement, redundancy and retrenchment
Open Data	Open Data	ARRs – section 17	Imprint page
Financial Statements	Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.2	Financial statements
	Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Financial statements
	Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	Financial statements