

Compliance Checklist

Queensland College of Teachers – Annual Report for 2016

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 8 3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1 4 101
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2 2
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 10.3 2
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 10.4 2
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 10.5 N/a
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1 6-7, 8-9
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2 5, 89-91
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3 8-9
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1 6, 8
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2 20, 48-9
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3 8-15, 16, 17-50
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4 8-15, 16, 17-50
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1 38-42
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1 43
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2 46
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3 43-45
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 14.4 50
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5 5, 28

Summary of requirement	Basis for requirement	Annual report reference	
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 15.1	47
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 15.2	47
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 15.3	47
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 15.4	n/a
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 15.5	48
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning and performance 	ARRs – section 16.1	49
	<ul style="list-style-type: none"> • 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	49
Open Data	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 17 ARRs – section 34.1	48
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 17 ARRs – section 34.2	48
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 17 ARRs – section 34.3	N/a
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	86
	<ul style="list-style-type: none"> • Independent Auditor’s Report 	FAA – section 62 FPMS – section 50 ARRs – section 18.2	87-88

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*