

# Compliance checklist

## QUEENSLAND COLLEGE OF TEACHERS

### Annual Report 2012

**FA ACT** *Financial Accountability Act 2009*  
**FPMS** *Financial and Performance Management Standard 2009*  
**ARRs** *Annual report requirements for Queensland Government agencies*

Summary of requirement	Basis for requirement	Annual report reference	
<b>Accessibility</b>	• <b>Table of contents</b>	ARRs – section 8.1	4
	• <b>Glossary</b>		93
	• <b>Public availability</b>	ARRs – section 8.2	2
	• <b>Interpreter service statement</b>	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	2
	• <b>Copyright notice</b>	<i>Copyright Act 1968</i> ARRs – section 8.4	2
	• <b>Government Information Licensing Framework (GILF) Licence</b>	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5	N/A
<b>Letter of compliance</b>	• <b>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</b>	ARRs – section 9	3
<b>General information</b>	• <b>Introductory Information</b>	ARRs – section 10.1	5 – 8
	• <b>Agency role and main functions</b>	ARRs – section 10.2	82 – 85
	• <b>Operating environment</b>	ARRs – section 10.3	13 – 17
	• <b>External scrutiny</b>	ARRs – section 10.4	N/A
	• <b>Machinery of government changes</b>	ARRs – section 10.5	N/A
	• <b>Review of proposed forward operations</b>	ARRs – section 10.6	11 – 13
<b>Non-financial performance</b>	• <b>Government objectives for the community</b>	ARRs – section 11.1	13
	• <b>Other whole-of-government plans / specific initiatives</b>	ARRs – section 11.2	N/A
	• <b>Council of Australian Government (COAG) initiatives</b>	ARRs – section 11.3	7, 13, 29
	• <b>Agency objectives and performance indicators</b>	ARRs – section 11.4	14 – 17
	• <b>Agency service areas, service standards and other measures</b>	ARRs – section 11.5	14 – 17
<b>Financial performance</b>	• <b>Summary of financial performance</b>	ARRs – section 12.1	43 – 44
	• <b>Chief Finance Officer (CFO) statement</b>	ARRs – section 12.2	N/A
<b>Governance – management and structure</b>	• <b>Organisational structure</b>	ARRs – section 13.1	38 – 42
	• <b>Executive management</b>	ARRs – section 13.2	41
	• <b>Related entities</b>	ARRs – section 13.3	N/A
	• <b>Schedule of statutory authorities or instrumentalities</b>	ARRs – section 13.4	N/A
	• <b>Boards and committees</b>	ARRs – section 13.5	39 – 41, 85 – 88
	• <b>Public Sector Ethics Act 1994</b>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6	47
<b>Governance – risk management and accountability</b>	• <b>Risk management</b>	ARRs – section 14.1	45, 85
	• <b>Audit committee</b>	ARRs – section 14.2	45, 85
	• <b>Internal Audit</b>	ARRs – section 14.3	45
<b>Governance – human</b>	• <b>Workforce planning, attraction and retention</b>	ARRs – section 15.1	46 - 47

Summary of requirement	Basis for requirement	Annual report reference
<b>resources</b>	<ul style="list-style-type: none"> <li>• <b>Early retirement, redundancy and retrenchment</b></li> </ul>	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2
	<ul style="list-style-type: none"> <li>• <b>Voluntary Separation Program</b></li> </ul>	ARRs – section 15.3
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>• <b>Certification of financial statements</b></li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 16.2
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3
<b>Disclosure of additional information</b>	<ul style="list-style-type: none"> <li>• <b>Additional information to be reported online</b> <ul style="list-style-type: none"> <li>– Information systems and recordkeeping</li> <li>– Consultancies</li> <li>– Overseas travel</li> </ul> </li> </ul>	ARRs – section 17  – Reported online – No consultancies in 2012 – No overseas travel in 2012