

Compliance Checklist

Queensland College of Teachers – Annual Report for 2017

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 3
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1 4 99
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2 2
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 9.3 2
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 9.4 2
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 9.5 N/a
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1 5, 6 – 7
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2 5, Appendix 1
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3 8 – 9
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1 8
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 8, 21, 30, 51 – 52
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3 10 – 15, 18 – 52
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 11.4 10 – 15, 18 – 52
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 41 – 44
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 45 – 48
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 48
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3 45 – 47
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 13.4 52
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5 5, 6, 30, 52

Summary of requirement	Basis for requirement	Annual report reference	
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	49
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	49
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 14.3	49
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 14.4	49
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 14.5	51
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning and performance 	ARRs – section 15.1	51
	<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 15.2	51
Open Data	<ul style="list-style-type: none"> • Statement advising publication of information 	ARRs – section 16	50
	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 33.1	50
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 33.2	50
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 33.3	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 17.1	79
	<ul style="list-style-type: none"> • Independent Auditor's Report 	FAA – section 62 FPMS – section 50 ARRs – section 17.2	80 – 82

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*