

# Compliance Checklist

## Queensland College of Teachers Annual Report 2020

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 7	3
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	4 93
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs – section 9.3	2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs – section 9.4	2
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	QGEA – Information Licensing ARRs – section 9.5	n/a
	General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1
<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>		ARRs – section 10.2, 31 and 32	n/a
<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>		ARRs – section 10.2	2, 5
<ul style="list-style-type: none"> <li>Operating environment</li> </ul>		ARRs – section 10.3	5, 8 – 9, 16 – 19
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 11.1	8
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	8 – 9, 29
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	10 – 15
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	10 – 15
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	40 - 43
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	44 – 47
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	48
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	Appendix 3
	<ul style="list-style-type: none"> <li>Public Sector Ethics</li> </ul>	Public Sector Ethics Act 1994 ARRs – section 13.4	54
	<ul style="list-style-type: none"> <li>Human Rights</li> </ul>	Human Rights Act 2019 ARRs – section 13.5	54
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.6	5, 7, 29
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1	47, 49 – 50
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2	49 – 50
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 14.3	50 – 51

Summary of requirement	Basis for requirement	Annual report reference
<ul style="list-style-type: none"> <li>External scrutiny</li> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.4	50
	ARRs – section 14.5	51
<b>Governance – human resources</b> <ul style="list-style-type: none"> <li>Strategic workforce planning and performance</li> <li>Early retirement, redundancy and retrenchment</li> </ul>	ARRs – section 15.1	52 – 53
	Directive No.04/18 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	52
<b>Open Data</b> <ul style="list-style-type: none"> <li>Statement advising publication of information</li> <li>Consultancies</li> <li>Overseas travel</li> <li>Queensland Language Services Policy</li> </ul>	ARRs – section 16	51
	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
<b>Financial statements</b> <ul style="list-style-type: none"> <li>Certification of financial statements</li> <li>Independent Auditor's Report</li> </ul>	FAA – section 62 FPMS – sections 38, 39 and 46 ARRs – section 17.1	84
	FAA – section 62 FPMS – section 46 ARRs – section 17.2	85 - 87

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2019*

ARRs *Annual report requirements for Queensland Government agencies*