

# Compliance checklist

Queensland Curriculum and Assessment Authority  
Annual report 2014–15

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	Letter of compliance from the accountable officer or statutory body to the relevant Minister	ARRs — section 8	Page 1
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs — section 10.1	<ul style="list-style-type: none"> <li>Page i</li> <li>inside back cover</li> </ul>
	Public availability	ARRs — section 10.2	Page 2
	Interpreter service statement	Queensland Government Language Services Policy ARRs — section 10.3	Page 2
	Copyright notice	Copyright Act 1968 ARRs — section 10.4	Inside front cover
	Information licensing	Queensland Government Enterprise Architecture — Information licensing ARRs — section 10.5	N/A
<b>General information</b>	Introductory Information	ARRs — section 11.1	Pages 4–5, 10
	Agency role and main functions	ARRs — section 11.2	Pages 5, 10
	Operating environment	ARRs — section 11.3	Pages 10–20
	Machinery of Government changes	ARRs — section 11.4	N/A
<b>Non-financial performance</b>	Government objectives for the community	ARRs — section 12.1	Page 11
	Other whole-of-government plans / specific initiatives	ARRs — section 12.2	N/A
	Agency objectives and performance indicators	ARRs — section 12.3	Pages 3, 11
	Agency service areas, service standards and other measures	ARRs — section 12.4	Pages 11–20
<b>Financial performance</b>	Summary of financial performance	ARRs — section 13.1	Page 20
<b>Governance — management and structure</b>	Organisational structure	ARRs — section 14.1	Page 10
	Executive management	ARRs — section 14.2	Pages 5–6, 33
	Government bodies	ARRs — section 14.3	Pages 5–9
	<i>Public Sector Ethics Act 1994</i>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs — section 14.4	Page 19
<b>Governance — risk management</b>	Risk management	ARRs — section 15.1	Pages 7, 18–19
	External Scrutiny	ARRs — section 15.2	N/A

Summary of requirement		Basis for requirement	Annual report reference
<b>and accountability</b>	Audit committee	ARRs — section 15.3	Page 7
	Internal Audit	ARRs — section 15.4	Page 18
	Information systems and recordkeeping	ARRs — section 15.5	Page 19
<b>Governance — human resources</b>	Workforce planning, attraction and retention and performance	ARRs — section 16.1	Page 20
	Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs — section 16.2	Appendix 3
<b>Open Data</b>	Open Data: <ul style="list-style-type: none"> <li>• Overseas travel</li> <li>• Consultancies</li> <li>• Fees paid to board members</li> </ul>	ARRs — section 17	<ul style="list-style-type: none"> <li>• Appendix 2</li> <li>• Appendix 2</li> <li>• Appendix 1</li> </ul>
<b>Financial statements</b>	Certification of financial statements	FAA — section 62 FPMS — sections 42, 43 and 50 ARRs — section 18.1	Page 45
	Independent Auditors Report	FAA — section 62 FPMS — section 50 ARRs — section 18.2	Pages 46–47
	Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs — section 18.3	Page 34

## Key

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