

Compliance checklist

Queensland Curriculum and Assessment Authority
Annual report 2015–16

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 P 1
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs — section 10.1 P iii P 60
	<ul style="list-style-type: none"> Public availability 	ARRs — section 10.2 P 2
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs — section 10.3 P 2
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs — section 10.4 P ii
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA — Information Licensing</i> ARRs — section 10.5 P ii
General information Non-financial performance	<ul style="list-style-type: none"> Introductory Information 	ARRs — section 11.1 P 4
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs — section 11.2 P 5
	<ul style="list-style-type: none"> Operating environment 	ARRs — section 11.3 P 11–22
	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs — section 12.1 P 11
Financial performance	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs — section 12.2 N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs — section 12.3 P 12
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs — section 12.4 P 11–12
	<ul style="list-style-type: none"> Summary of financial performance 	ARRs — section 13.1 P 23
Governance — management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs — section 14.1 P 10
	<ul style="list-style-type: none"> Executive management 	ARRs — section 14.2 P 9
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs — section 14.3 N/A
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs — section 14.4 P 21
	<ul style="list-style-type: none"> Queensland public service values 	ARRs — section 14.5 N/A

Summary of requirement		Basis for requirement	Annual report reference
Governance — risk management and accountability	• Risk management	ARRs — section 15.1	P7 & P 21
	• Audit committee	ARRs — section 15.2	P 7
	• Internal audit	ARRs — section 15.3	P 7 & P 21
	• External scrutiny	ARRs — section 15.4	N/A
	• Information systems and recordkeeping	ARRs — section 15.5	P 21
Governance — human resources	• Workforce planning and performance	ARRs — section 16.1	P 23
	• Early retirement, redundancy and retrenchment	Directive No.16/16 Early Retirement, Redundancy and Retrenchment ARRs — section 16.2	Appendix 3
Open Data	• Consultancies	ARRs — section 17 ARRs — section 34.1	Appendix 2 Open data portal
	• Overseas travel	ARRs — section 17 ARRs — section 34.2	Appendix 2 Open data portal
	• Queensland Language Services Policy	ARRs — section 17 ARRs — section 34.3	N/A
Financial statements	• Certification of financial statements	FAA — section 62 FPMS — sections 42, 43 and 50 ARRs — section 18.1	P 56
	• Independent Auditor's Report	FAA — section 62 FPMS — section 50 ARRs — section 18.2	P 57

Key

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