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|  | Compliance checklist  Queensland Studies Authority Annual Report 2013–14 |

| **Summary of requirement** | | **Basis for requirement** | **Annual report reference** |
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| Letter of compliance | * A letter of compliance from the accountable officer or statutory body to the relevant Minister | ARRs *—* section 8 | Page 1 |
| Accessibility | * Table of contents * Glossary | ARRs — section 10.1 | Page i,  inside back cover |
| * Public availability | ARRs — section 10.2 | Inside front cover, 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 |
| General information | * Introductory Information | ARRs — section 11.1 | Pages 4, 10, 19 |
| * Agency role and main functions | ARRs — section 11.2 | Pages 2, 6, 10 |
| * Operating environment | ARRs — section 11.3 | Pages 3, 6, 10 |
| * Machinery of Government changes | ARRs — section 11.4 | Page 2, 4 |
| Non-financial performance | * Government objectives for the community | ARRs — section 12.1 | Page 10 |
| * Other whole-of-government plans / specific initiatives | ARRs — section 12.2 | N/A |
| * Agency objectives and performance indicators | ARRs — section 12.3 | Pages 3, 10 |
| * Agency service areas, service standards and other measures | ARRs — section 12.4 | Pages 10, 11, 12, 13, 14, 15, 16, 17 |
| Financial performance | * Summary of financial performance | ARRs — section 13.1 | Page 5 |
| Governance — management and structure | * Organisational structure | ARRs — section 14.1 | Page 9 |
| * Executive management | ARRs — section 14.2 | Page 6, 7, Appendix 4 |
| * Related entities | ARRs — section 14.3 | N/A |
| * Government bodies | ARRs — section 14.4 | Appendix 1 |
| * *Public Sector Ethics Act 1994* | *Public Sector Ethics Act 1994* (section 23 and Schedule)  ARRs — section 14.5 | Page 17 |
| Governance — risk management and accountability | * Risk management | ARRs — section 15.1 | Page 17 |
| * External Scrutiny | ARRs — section 15.2 | N/A |
| * Audit committee | ARRs — section 15.3 | Page 17, Appendix 1 |
| * Internal Audit | ARRs — section 15.4 | Page 17 |
| * Public Sector Renewal Program | ARRs — section 15.5 | N/A |
| * Information systems and recordkeeping | ARRs — section 15.6 | Pages 17–18 |
| Governance — human resources | * Workforce planning, attraction and retention and performance | ARRs — section 16.1 | Page 18 |
| * Early retirement, redundancy and retrenchment | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment*  ARRs — section 16.2 | Appendix 3 |
| * Voluntary Separation Program | ARRs — section 16.3 | N/A |
| Open Data | * Open Data: * Overseas travel * Consultancies | ARRs — section 17 | Page 23,  [data.qld.gov.au](https://data.qld.gov.au),  [www.qcaa.qld.edu.au/624.html](http://www.qcaa.qld.edu.au/624.html) |
| Financial statements | * 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 | *Financial Reporting Requirements for Queensland Government Agencies*  ARRs — section 18.3 | Pages 32–33 |

#### Key

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