

# Compliance checklist

Queensland Studies Authority Annual Report 2013–14

Summary of requirement	Basis for requirement	Annual report reference
<b>Letter of compliance</b>	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister</li> </ul>	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 Page i, inside back cover
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs — section 10.2 Inside front cover, Page 2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	Queensland Government Language Services Policy ARRs — section 10.3 Page 2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	Copyright Act 1968 ARRs — section 10.4 Inside front cover
	<ul style="list-style-type: none"> <li>Information licensing</li> </ul>	Queensland Government Enterprise Architecture — Information licensing ARRs — section 10.5 N/A
<b>General information</b>	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs — section 11.1 Pages 4, 10, 19
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs — section 11.2 Pages 2, 6, 10
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs — section 11.3 Pages 3, 6, 10
	<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>	ARRs — section 11.4 Page 2, 4
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs — section 12.1 Page 10
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs — section 12.2 N/A
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs — section 12.3 Pages 3, 10
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs — section 12.4 Pages 10, 11, 12, 13, 14, 15, 16, 17
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs — section 13.1 Page 5
<b>Governance — management and structure</b>	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs — section 14.1 Page 9
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs — section 14.2 Page 6, 7, Appendix 4
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs — section 14.3 N/A
	<ul style="list-style-type: none"> <li>Government bodies</li> </ul>	ARRs — section 14.4 Appendix 1
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs — section 14.5 Page 17

Summary of requirement	Basis for requirement	Annual report reference	
<b>Governance — risk management and accountability</b>	• 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
<b>Governance — human resources</b>	• Workforce planning, attraction and retention and performance	ARRs — section 16.1	Page 18
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs — section 16.2	Appendix 3
	• Voluntary Separation Program	ARRs — section 16.3	N/A
<b>Open Data</b>	• Open Data: – Overseas travel – Consultancies	ARRs — section 17	Page 23, <a href="http://data.qld.gov.au">data.qld.gov.au</a> , <a href="http://www.qcaa.qld.edu.au/624.html">www.qcaa.qld.edu.au/624.html</a>
<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	Pages 32–33

## Key

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