

# Compliance checklist

Queensland Curriculum and Assessment Authority  
Annual report 2016–17

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	P. 1
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 9.1	P. ii Inside back cover
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 9.2	P. 2
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	P. 2
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	Inside front cover
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	Inside front cover
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 10.1	P. 4
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 10.2	P. 5
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 10.3	P. 12–23
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 11.1	P. 12
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	N/A
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	P. 13
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 11.4	P. 12
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1	P. 23
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1	P. 11
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2	P. 10
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	N/A
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	P. 21
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 13.5	N/A

Summary of requirement		Basis for requirement	Annual report reference
<b>Governance – risk management and accountability</b>	• Risk management	ARRs – section 14.1	P. 8 & P. 21
	• Audit committee	ARRs – section 14.2	P 8
	• Internal audit	ARRs – section 14.3	P 8 & P 21
	• External scrutiny	ARRs – section 14.4	N/A
	• Information systems and recordkeeping	ARRs – section 14.5	P. 21
<b>Governance – human resources</b>	• Workforce planning and performance	ARRs – section 15.1	P. 23
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2	Appendix 3
<b>Open Data</b>	• Statement advising publication of information	ARRs – section 16	P. 59
	• Consultancies	ARRs – section 33.1	Appendix 2
	• Overseas travel	ARRs – section 33.2	Appendix 2
	• Queensland Language Services Policy	ARRs – section 33.3	N/A
<b>Financial statements</b>	• 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. 57–58

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*