

Compliance Checklist

Queensland University of Technology Annual Report 2016

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	Page 1
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	Page 3 Page 106
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Page 3 Back cover
	<ul style="list-style-type: none"> Interpreter service statement¹ 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	NA
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	Back cover
	<ul style="list-style-type: none"> Information Licensing² 	<i>QGEA – Information Licensing</i> ARRs – section 10.5	NA
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	Pages 4, 5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	Pages 8,10,107
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	Pages 14-29
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1	Page 8
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	NA
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	Pages 14-29
	<ul style="list-style-type: none"> Agency service areas and service standards³ 	ARRs – section 12.4	Page 8 Page 14-29
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	Page 30
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	Pages 6, 7, 9
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	Pages 6, 7, 9
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3	Page 9 Pages 10-13
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994⁴ 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Page 11
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 14.5	Pages 4-5, 8, 10-29

¹. Applies only to departments and the following participating statutory bodies - Hospital and Health Services, TAFE Queensland, Trade and Investment Queensland and the Queensland Mental Health Commission.

². Applies only to departments.

³. Applies only to those agencies who publish in the Department of Education and Trainings Service Delivery Statements – i.e. Queensland Curriculum Authority and TAFE Queensland.

⁴. This applies to departments, TAFE Queensland, administrative offices of a court or tribunal, Parliamentary Service, local government, a university, university college or agricultural college and an entity prescribed under a regulation as a public sector entity or public service agency.

Compliance Checklist

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Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	Pages 12-13
	• Audit committee	ARRs – section 15.2	Pages 12-13
	• Internal audit	ARRs – section 15.3	Pages 12-13
	• External scrutiny	ARRs – section 15.4	Page 12
	• Information systems and recordkeeping	ARRs – section 15.5	Page 12
Governance – human resources	• Workforce planning and performance	ARRs – section 16.1	Pages 22-24
	• Early retirement, redundancy and retrenchment⁵	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 16.2	NA
Open Data	• Consultancies	ARRs – section 17 ARRs – section 34.1	www.qld.au/data
	• Overseas travel	ARRs – section 17 ARRs – section 34.2	www.qld.au/data
	• Queensland Language Services Policy⁶	ARRs – section 17 ARRs – section 34.3	NA
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 103
	• Independent Auditor’s Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 104-105

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

⁵. Applies only to departments and Public Services Offices. Excludes Grammar Schools, Universities and Queensland College of Teachers.

⁶. Applies to all departments and the following participating statutory bodies – Hospital and Health Services, TAFE Queensland, Trade and Investment Queensland and the Queensland Mental Health Commission.