

Compliance Checklist

Queensland University of Technology Annual Report 2017

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 7	page 1
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 9.1	page 3 page 102
	<ul style="list-style-type: none"> Public availability 	ARRs – section 9.2	page 3 back cover
	<ul style="list-style-type: none"> Interpreter service statement¹ 	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	n/a
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 9.4	back cover
	<ul style="list-style-type: none"> Information licensing² 	<i>QGEA – Information Licensing</i> ARRs – section 9.5	n/a
General information	<ul style="list-style-type: none"> Introductory information 	ARRs – section 10.1	pages 4–5
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	pages 8,10,103
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	pages 14–32
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 11.1	page 8
	<ul style="list-style-type: none"> Other whole-of-government plans/ specific initiatives 	ARRs – section 11.2	n/a
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.3	pages 14–32
	<ul style="list-style-type: none"> Agency service areas and service standards³ 	ARRs – section 11.4	page 8 page 14–32
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	page 33
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1	pages 6-7, 9
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2	pages 6-7, 9
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 13.3	page 9 pages 10–13
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i>⁴ 	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	page 11
	<ul style="list-style-type: none"> Queensland public service values 	ARRs – section 13.5	pages 4–5, 8, 10–32

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 Service Delivery Statements – i.e. Queensland Curriculum and Assessment Authority.

⁴ Applies only 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 service entity or public service agency.

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Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	pages 12–13
	• Audit committee	ARRs – section 14.2	pages 12–13
	• Internal audit	ARRs – section 14.3	pages 12-13
	• External scrutiny	ARRs – section 14.4	page 12
	• Information systems and recordkeeping	ARRs – section 14.5	page 12
Governance – human resources	• Workforce planning and performance	ARRs – section 15.1	pages 25–27
	• Early retirement, redundancy and retrenchment ⁵	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	n/a
Open Data	• Statement advising publication of information	ARRs – section 16	page 3
	• Consultancies	ARRs – section 33.1	data.qld.gov.au
	• Overseas travel	ARRs – section 33.2	data.qld.gov.au
	• Queensland Language Services Policy ⁶	ARRs – section 33.3	n/a
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	page 97
	• Independent Auditor's Report	FAA – section 62 FPMS – section 50 ARRs – section 17.2	page 98

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.