

# Compliance checklist

## TAFE Queensland Annual Report 2015–16

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 8	Inside front cover
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Page 1 Page 70-71
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Page 1
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Page 1
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Page 1
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 10.5	Page 1
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	Page 3 & 5
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	Page 6
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	Page 11
	<ul style="list-style-type: none"> <li>Machinery of government changes</li> </ul>	ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 12.1	Page 10- 27
	<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 6, 8 and 33
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	Page 6, 7 Pages 10-13
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	Page 9
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure / executive management</li> </ul>	ARRs – section 14.1	Page 28
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	Page 28- 31 and relevant fin statements pages between 61- 64

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	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 14.4	Page 35
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 15.1	Page 32
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 15.2	Page 32
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 15.3	Page 32
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 15.4	Page 32
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 15.5	Page 35
Governance – human resources	<ul style="list-style-type: none"> <li>Workforce planning and performance</li> </ul>	ARRs – section 16.1	Page 34
	<ul style="list-style-type: none"> <li>Early retirement, redundancy and retrenchment</li> </ul>	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	N/A
Open Data <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a>	<ul style="list-style-type: none"> <li>Consultancies</li> </ul>	ARRs – section 17 ARRs – section 34.1	Open Data Website
	<ul style="list-style-type: none"> <li>Overseas travel</li> </ul>	ARRs – section 17 ARRs – section 34.2	Open Data Website
	<ul style="list-style-type: none"> <li>Queensland Language Services Policy</li> </ul>	ARRs – section 17 ARRs – section 34.3	Open Data Website
	<ul style="list-style-type: none"> <li>Government bodies</li> </ul>	ARRs – section 17 ARRs – section 34.4	Page 61
Financial statements	<ul style="list-style-type: none"> <li>Certification of financial statements</li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 67
	<ul style="list-style-type: none"> <li>Independent Auditors Report</li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Page 68-69
	<ul style="list-style-type: none"> <li>Remuneration disclosures</li> </ul>	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	Page 62-63

#### Notes

**FAA:** Financial Accountability Act 2009

**FPMS:** Financial and Performance Management Standard 2009

**ARRs:** Annual report requirements for Queensland Government agencies