

**ARTS QUEENSLAND  
CHECK LIST FOR ARTS PORTFOLIO STATUTORY AUTHORITIES' ANNUAL REPORTS**

NAME OF STATUTORY AUTHORITY: STATE LIBRARY OF QUEENSLAND 2007-08

Relevant Section(s)	Description	Yes, No, Part or n/a	Comments
<b>Legislation: <i>Financial Administration and Audit Act 1977</i></b>			
s46(J)(4)	(a) The report shall contain such information as the appropriate Minister directs to enable the appropriate Minister to assess the efficiency, effectiveness and economy of the statutory body and the need for its continuance; and	n/a	
	(b) The report shall contain a copy of the annual financial statements of the statutory body relating to that financial year published pursuant to section 46F(8).	Yes	Part 6: Financial report
<b>Legislation: <i>Financial Management Standard 1997</i></b>			
s95	<b>Content of annual report</b>		
(1)	The following information about an agency must be included in the agency's annual report		
(a)	the constitution, goals & functions of the agency, including, for example-		
	(i) the Act under which the agency is established and the date it was established; and	Yes	Part 1 Introduction Part 2: Corporate
	(ii) the agency's statutory objectives, functions and powers; and	Yes	Part 2: Corporate Library Board Of Queensland
	(iii) the agency's goals and outputs identified in its strategic plan;	Yes	Part 3: Outcomes in 2007-08 Part 4: Performance summary
(b)	the location of the agency's principal place of business and regional offices;	Yes	Inside back cover
(c)	its structure, including, for example –		
	(i) a summary of the agency's organisational structure; and	Yes	Part 2: Corporate Organisational structure as at 30 June 2007
	(ii) for a statutory body – the names, appointment criteria in terms of statutory requirements and basis or term of appointment of members of the body; and	Yes	Part 2: Corporate Library Board of Queensland
(d)	if the annual report was prepared or given after the times allowed by section 46J(1) of the Act (i.e. as soon as possible after the close of the financial year, and no later than 4 months after that close, unless extended by the Minister under subsection (2) – the reason for not preparing or giving the report within the period stated in the relevant section;	n/a	
(e)	a review of the progress in achieving the agency's statutory obligations;	Yes	Part 3: Outcomes in 2007-08 Part 4: Performance summary
(ea)	information about overseas travel undertaken by the agency's officers and, for a statutory body, members of the body, including, for example -	Yes	Appendix H: overseas travel
	(i) the names of, and the offices or positions held by, the officers or members;	Yes	Appendix H: overseas travel
	(ii) the destination, purpose and cost of the travel;	Yes	Appendix H: overseas travel
(eb)	information about the agency's expenditure on each category of consultancies, including a description of the category;	Yes	Appendix G: consultancies

Relevant Section(s)	Description	Yes, No, Part or n/a	Comments
(f)	information about the agency's operations, including, for example –		
	(i) an outline of the nature and range of the agency's operations and a summary of significant operations; and	Yes	Part 3: Outcomes in 2007-08
	(ii) changes in the law, the economic climate or other factors what have affected, or may affect, the agency; and	Yes	Part 3: Outcomes in 2007-08 ('Learning for all': Local government reform)
	(iii) human resourcing issues, including, for example, an organisation chart, staffing policies and establishment, management development, industrial relations and safety; and	Yes	Part 2: Corporate Organisational structure as at 30 June 2007 Part 3: Outcomes in 2007-08 ('Optimising operations and aligning our culture')
	(iv) matters of interest to special interest groups served or regulated by the agency; and	Yes	Part 2: Corporate Library Board of Queensland Queensland Library Foundation Appendix B: Library Board Advisory Committee and Groups
	(v) for a statutory body - the number of meetings of the body;	Yes	Part 2: Corporate Library Board of Queensland (meeting attendance record)
(g)	a review of the agency's progress towards achieving its goals and delivering its outputs for the year, including details about the agency's actual performance in relation to its goals and outputs measured using the performance measures in the agency's strategic plan;	Yes	Part 3: Outcomes in 2007-08 Part 4: Performance summary
(h)	a review of the proposed forward operations of the agency, including –		
	(i) its forward plans, proposed changes to operations and the need to continue current operations; and	Yes	Part 5: Future outlook
	(ii) the goals identified in the agency's strategic plan for the next financial year;	Yes	Part 5: Future outlook
(i)	information about how efficiently and effectively the agency has carried out its operations, including a review of the agency's progress in benchmarking and achieving best practice and cost-effectiveness in carrying out its operations;	Yes	Part 4: Performance summary
(j)	a summary of the agency's systems for obtaining information about financial and operational performance;	Yes	Part 4: Performance summary Part 6: Financial report
(k)	details about the name, membership and activities of any committees established for the agency's risk management, including, for example, the agency's audit committee and risk management committee;	Yes	Part 2: Corporate Library Board of Queensland Appendix B: Library Board Advisory Committee and Groups
(l)	details of the public availability of the annual report.	Yes	Inside back cover
<b>s96 Additional requirements for other entities in annual report of agency</b>			
(1)	An agency's annual report must also include –		
(a)	a list of entities controlled by the agency, together with –	Yes	Part 2: Corporate Library Board of Queensland
	(i) a statement of functions of each entity; and	Yes	Part 2: Corporate Library Board of Queensland Queensland Library Foundation Appendix A: functions of the Library Board of Queensland

Relevant Section(s)	Description	Yes, No, Part or n/a	Comments
	(ii) details of financial reporting arrangements for each entity; and	Yes	Part 6: Financial report
	(iii) if an entity has been exempted, under a regulation, from audit by the auditor-general, the way in which the regulation provides for the entity's audit; and	Yes	Part 6: Financial report
(b)	a list of other bodies that –		
	(i) have been formed or acquired by the agency to carry out functions in relation to the agency's functions (excluding normal contractual arrangements); and	Yes	Part 2: Corporate Library Board of Queensland
	(ii) receive funds from the agency to carry out the agency's functions.	Yes	Appendix C: public library grants for independent libraries
<b>Legislation: <i>Public Sector Ethics Act 1994</i></b>			
<b>S23</b>	The CEO of a public sector entity must ensure that each annual report of the entity includes an implementation statement giving details of the action taken during the reporting period to comply with the following sections:		
<b>s15</b>	Preparation of codes of conduct.	Yes	Part 3: Outcomes in 2007-08 (Reporting)
<b>s19</b>	Access to ethics principles and obligations and codes of conduct.	Yes	Part 3: Outcomes in 2007-08 (Reporting)
<b>s20</b>	Inspection of codes of conduct.	Yes	Part 3: Outcomes in 2007-08 (Reporting)
<b>s21</b>	Education and training.	Yes	Part 3: Outcomes in 2007-08 (Reporting)
<b>s22</b>	Procedures and practices of public sector entities.	Yes	Part 3: Outcomes in 2007-08 (Reporting)
<b>Legislation: <i>Whistleblowers Protection Act 1994</i></b>			
<b>s30 (1)</b>	A public sector entity or an office of a public sector entity required under an Act to prepare an annual report of the entity's activities during a report period for tabling in the Legislative Assembly must include statistical information about –		
	(a) the number of disclosures received by it, or referred to it under s.28A, over the report period, for each type of information disclosed; and	Yes	Part 3: Outcomes in 2007-08 (Reporting)
	(b) the number of disclosures substantially verified over the report period, even if received, or referred under s.28A, before the period, for each type of information verified.	Yes	Part 3: Outcomes in 2007-08 (Reporting)
<b>The statutory body's governing legislation</b>			
	The annual report must include:		
	(a) a summary of the operational plan for the relevant financial year; and	Yes	Part 3: Outcomes in 2007-08 Part 4: Performance summary
	(b) a summary of any modifications of the operational plan during the relevant financial year; and	n/a	
	(c) particulars of any directions given by the Minister that relate to the relevant financial year; and	n/a	
	(d) particulars of the impact on the financial position of the body of any modifications of the operational plan, and any directions given by the Minister, that relate to the relevant financial year.	n/a	
<b>Other Content Requirements – Department of Premier and Cabinet: <i>Annual Report Guidelines for Queensland Government Agencies 2007-08</i></b>			
	Public Accounts Committee Report No. 59 (December 2001): Annual Reporting in the Queensland Public Sector key recommendations –		

Relevant Section(s)	Description	Yes, No, Part or n/a	Comments
	- that Ministers encourage agencies within their portfolios to report as early as practicable	Yes	
	- that Ministers ensure remuneration details are reported in accordance with Government policy	Yes	
	- that where information is not disclosed because it is deemed to be commercially sensitive, a Ministerial explanation be provided at the time of tabling	n/a	
	- that Ministers encourage agencies to include a summary of agency financial performance and position in their annual report.	Yes	Part 6: Financial report
	- that public sector agencies undertake regular surveys of the users of their annual reports and incorporate any suggested improvements in future reports.	Yes	Feedback is requested in a letter accompanying mailed hard of the report. Online feedback form provided on the State Library website.
	- that Ministers encourage agencies to disclose performance information and measures that are linked to the planned performance.	Yes	
	- that where annual reports comprise more than one volume, all volumes clearly specify what each contains and that the others are available and by what means.	n/a	
	- that agencies ensure their annual report tabled in Parliament is consistent with the one published on the internet.	Yes	