

Compliance Checklist — Annual Report 2010–11

FA ACT *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*

Summary of requirement	Basis for requirement	Annual report reference
Accessibility <ul style="list-style-type: none"> • Table of contents • Glossary • Public availability • Interpreter service statement • Copyright notice • Government Information Licensing Framework (GILF) Licence 	ARRs – section 8.1	Page (ii) Page 1
	ARRs – section 8.2	Inside back cover
	<i>Queensland Government Language Services Policy</i>	Inside back cover
	<i>Copyright Act 1968</i>	Inside back cover
	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	n/a
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 9	(iii)
Introductory information <ul style="list-style-type: none"> • Agency role and main functions • Operating environment • External scrutiny • Machinery of government changes • Review of proposed forward operations 	ARRs – section 10.3	Parts 1–3
	ARRs – section 10.3	Part 1
	ARRs – section 10.3	Page 42
	ARRs – section 10.3	n/a
	ARRs – section 10.3	Part 5
Non-financial performance <ul style="list-style-type: none"> • Government objectives for the community • Other whole-of-government plans / specific initiatives • Council of Australian Government (COAG) initiatives • Agency objectives and performance indicators • Agency services and service standards 	ARRs – section 11.1	Page 11
	ARRs – section 11.2	n/a
	ARRs – section 11.3	n/a
	ARRs – section 11.4	Parts 3 & 4
	ARRs – section 11.5	Parts 3 & 4
Financial performance <ul style="list-style-type: none"> • Summary of financial performance • Chief Finance Officer (CFO) statement 	ARRs – section 12.1	Part 6
	ARRs – section 12.2	n/a
Governance – management and structure <ul style="list-style-type: none"> • Organisational structure • Executive management • Related entities • Schedule of statutory authorities or instrumentalities • Boards and committees 	ARRs – section 13.1	Part 2
	ARRs – section 13.2	Part 2 Appendix B & C
	ARRs – section 13.3	Part 2
	ARRs – section 13.4	n/a
	ARRs – section 13.5	n/a

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Page 40
	<ul style="list-style-type: none"> • Whistleblowers Protection Act 1994 	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	Page 40
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Appendix C
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Page 42 and Appendix C
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 14.3	Page 42
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	Page 41
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Page 42
	<ul style="list-style-type: none"> • Initiatives for women 	ARRs – section 15.1 and 15.3	n/a
	<ul style="list-style-type: none"> • Carers (Recognition) Act 2008 	<i>Carers (Recognition) Act 2008</i>	Page 41
Governance - operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	Appendix G
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	Appendix H
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 16.3	Page 40
	<ul style="list-style-type: none"> • Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	n/a
Other prescribed requirements	<ul style="list-style-type: none"> • Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012) 	<i>Queensland Government Reconciliation Action Plan 2009-2012</i>	n/a
	<ul style="list-style-type: none"> • Shared services 	ARRs – section 17.2	Page 40
	<ul style="list-style-type: none"> • Carbon emissions 	<i>Premier's Statement</i>	Appendix I
Optional information that may be reported	<ul style="list-style-type: none"> • Corrections to previous annual reports 	ARRs – section 18.1	n/a
	<ul style="list-style-type: none"> • Right to Information 	<i>Right to Information Act 2009</i>	Optional
	<ul style="list-style-type: none"> • Information Privacy 	<i>Information Privacy Act 2009</i>	Optional
	<ul style="list-style-type: none"> • Native title 	N/A	Optional
	<ul style="list-style-type: none"> • Complaints Management 	N/A	Optional
Financial statements	<ul style="list-style-type: none"> • Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Part 6
	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	Part 6
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	Part 6
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Part 6