

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 	ARRs – section 8.1	page 1 inside back cover
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2	qls.com.au > Knowledge Centre > Corporate documents > Annual Reports
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	inside front cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i>	inside front cover
	<ul style="list-style-type: none"> Government Information Licensing Framework (GILF) Licence 	<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	page 1
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 10.1	inside front cover
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 10.2	inside front cover
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 10.3	Page 4
	<ul style="list-style-type: none"> External scrutiny 	ARRs – section 10.4	n/a
	<ul style="list-style-type: none"> Machinery of government changes 	ARRs – section 10.5	n/a
	<ul style="list-style-type: none"> Review of proposed forward operations 	ARRs – section 10.6	Page 10
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1	n/a
	<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"> Council of Australian Government (COAG) initiatives 	ARRs – section 11.3	Page 13
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.4	Page 10
	<ul style="list-style-type: none"> Agency services and service standards 	ARRs – section 11.5	n/a
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1	Page 4
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2	Pages Finance 41,58 & 74

Summary of requirement	Basis for requirement	Annual report reference	
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Page 45-50
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Page 45
	<ul style="list-style-type: none"> • Related entities 	ARRs – section 13.3	Pages 34
	<ul style="list-style-type: none"> • Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4	n/a
	<ul style="list-style-type: none"> • Boards and committees 	ARRs – section 13.5	Page 47-50
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 - implementation statement giving details of the action taken during the reporting period 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Page 64
	<ul style="list-style-type: none"> • Whistleblowers Protection Act 1994 - public interest disclosures received 	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	n/a
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Page 66
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Pages 48 & 66
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	n/a
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	n/a
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	<i>Directive No.17/09 Early Retirement, Redundancy and Retrenchment</i>	n/a
	<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 61
Governance – operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	Page 60
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	Page 61
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	<i>Public Records Act 2002</i>	n/a
	<ul style="list-style-type: none"> • Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 43
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	n/a
	<ul style="list-style-type: none"> • Carbon emissions 	<i>Premier’s Statement</i>	Page 43
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>	n/a
	<ul style="list-style-type: none"> • Information Privacy 	<i>Information Privacy Act 2009</i>	n/a
	<ul style="list-style-type: none"> • Native title 	N/A	n/a
	<ul style="list-style-type: none"> • Complaints Management 	N/A	n/a

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Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	Page Finance 41,58 & 74
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	Pages 42-43
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Page Finance 13,35-36