

Compliance Checklist – 2011 Annual Report

FA ACT - Financial Accountability Act 2009

FPMS - Financial and Performance Management Standard 2009

ARRs - Annual Report Requirements for Queensland Government Agencies

Summary of Requirement		Reference Basis	Page Reference Number	Notes
Accessibility	– Table of contents – Glossary	ARRs - s 8.1	Page 1	
	Public availability	ARRs – s 8.2	Inside front cover, Page 1, Page 2, Pages 14-15	
	– Interpreter service statement	APRS – s8.3 Queensland Government Language Services Policy	Optional n/a	<i>There was no budget allocation for an interpreter service in 2011, but will be reviewed in 2012.</i>
	– Copyright notice	APRS – s8.4 <i>Copyright Act 1968</i>	Backcover	
Letter of Compliance	– A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs – s 9	Inside front cover	
Introductory Information	– Introductory information	APRs – s10.1	Pages 2-3	
	– Agency role and main functions	APRs – s 10.2	Page 4, Pages 39-40	
	– Operating environment	ARRs – s 10.3	Pages 5-13	
	– External scrutiny	ARRs – s 10.4	Pages 11-13	
	– Review of proposed forward operations	ARRs – s 10.6	Pages 14-15, 18-38	
Non-financial Performance	– Government objectives for the community	ARRs – s 111	Optional n/a	
	– Other whole of Government Plans/Specific initiatives	ARRs – s 11.2	n/a	
	– Council of			

	Australian Government (COAG) Initiatives	ARRs – s 11.3	n/a	
	– Agency objectives and performance indicators	ARRs – s 11.4	Pages 14-15, 18-38	<i>Some data will be provided online as it becomes available</i>
	– Agency services and service standards	ARRs – s 11.5	Pages 18-38	
Financial Performance	– Summary of financial performance	ARRs – s 12.1	Pages 41-42	
	– Chief Finance Officer (CFO) statement	ARRs – s 12.2	n/a	
Governance – Management and Structure	– Organisational structure	ARRs – s 13.1	Pages 16-17	
	– Executive management	ARRs – s 13.2	Page 5, 16-17, 58	
	– Related entities	ARRs – s 13.3	Page 113	
	– Schedule of statutory authorities or instrumentalities	ARRs – s 13.4	n/a	
	– Boards and committees	ARRs – s 13.5	Pages 5,7, 173-180	
	– <i>Public Sector Ethics Act 1994</i> - implementation statement giving details of the action taken during the reporting period	<i>Public Sector Ethics Act 1994</i> S 23 and schedule	Pages 8-9	
	– <i>Public Interest Disclosure Act 2010</i> - public interest disclosures received	<i>Public Interest Disclosure Act 2010</i> Chapter 2 and Schedule 4	Page 9	
Governance – Risk Management and Accountability	– Risk management	ARRs – s 14.1	Pages 12-13	
	– Audit committee	ARRs – s 14.2	Page 11	
	– Internal Audit	ARRs – s 14.3	Pages 11-12	
Governance –	– Workforce planning, attraction	ARRs – s 15.1	Pages 29-31	

Human Resources	and retention			
	– Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Page 30	
	– <i>Carers (Recognition) Act 2008</i>	<i>Carers (Recognition) Act 2008</i>	Page 30, 181	
	– Initiatives for women	ARRs – s 15.1 & 15.3	Page 30	
Governance – Operations	– Consultancies	ARRs – s 16.1	Page 180	
	– Overseas travel	ARRs – s 16.2	Page 114	
	– Information systems and recordkeeping	APRs – s 16.3	Pages 10, 180	
	– Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 36	
Other Prescribed Requirements	– Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012)	APRs – s 17.1 <i>Queensland Government Reconciliation Action Plan 2009-2012</i>	Page 4, Pages 18-19	
	– Shared services	ARRs – s 17.2	n/a	
	– Carbon emissions	APRs – s 17.3	Page 9, Page 15, Page 36, Page 38	
Optional Information that may be reported	– Corrections to previous annual reports	ARRs – s 18.2	n/a	
	– Right to Information	<i>Right to Information Act 2009</i>	n/a	
	– Information Privacy	<i>Information Privacy Act 2009</i>	n/a	
	– Native title	N/A	n/a	
Financial Statements	– Annual general purpose financial statements	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Pages 43-112	

	- Certification of financial statements	FA Act – s 62 FPMS – s 42, 43 & 50	Page 110	
	- Independent Auditors Report	FA Act – s 62 FPMS – s 50	Pages 111-112	
	- Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies Section 5 Addendum Executive Remuneration Disclosure.	Pages 58, 85-87	