

Compliance Checklist – CMC Annual Report 2009-10

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	Pages 1, 71 Inside back cover
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2	Page 3, Inside back cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	Inside back cover
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i>	Inside back cover
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	2
Introductory Information	<ul style="list-style-type: none"> • Agency role and main functions 	ARRs – section 10.3	Pages 3-9, 19, 35, 39, 41, 50, 54-55
	<ul style="list-style-type: none"> • Operating environment 	ARRs – section 10.3	
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 10.3	
	<ul style="list-style-type: none"> • Machinery of Government changes 	ARRs – section 10.3	
	<ul style="list-style-type: none"> • Review of proposed forward operations 	ARRs – section 10.3	
Non-Financial Performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.2	Pages 4-5
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.5	Pages 4, 5, 13, 21, 37, 41
	<ul style="list-style-type: none"> • Agency outputs and output performance measures 	ARRs – section 11.6	Pages 4, 5, 13, 21, 37
Financial Performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1	Pages 10, 75
	<ul style="list-style-type: none"> • Disclosure of budget v actual results 	ARRs – section 12.2	Page 57
	<ul style="list-style-type: none"> • Chief Finance Officer (CFO) Statement 	ARRs – section 12.3	n/a
Governance – Management and Structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Pages 48-49, 60-61
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Pages 50-51, 62-65
	<ul style="list-style-type: none"> • Related entities 	ARRs – section 13.3	n/a
	<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	n/a

Summary of requirement	Basis for requirement	Annual report reference	
	<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)	Pages 53, 69
	<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)	Page 69
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Page 52
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Pages 52-53
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	Page 53
Governance – Human Resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	Pages 41-45
	<ul style="list-style-type: none"> • Early Retirement, Redundancy and Retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Page 44
	<ul style="list-style-type: none"> • Initiatives for women 	ARRs – section 15.1 and 15.3	n/a
Governance - Operations	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 16.1	Page 66
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 16.2	Page 67
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	<i>Public Records Act 2002</i>	Page 67
	<ul style="list-style-type: none"> • Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 70
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 17.1	n/a
	<ul style="list-style-type: none"> • Carbon emissions 	<i>Premier's Statement</i>	Page 70
Optional Information that may be Reported	<ul style="list-style-type: none"> • Corrections to previous annual reports 	ARRs – section 18.2	
	<ul style="list-style-type: none"> • Right to Information 	<i>Right to Information Act 2009</i>	Page 68
	<ul style="list-style-type: none"> • Information Privacy 	<i>Information Privacy Act 2009</i>	Pages 67-68
	<ul style="list-style-type: none"> • Native Title 	N/A	
Financial Statements	<ul style="list-style-type: none"> • Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Pages 77-105
	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	Page 106
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	Page 107

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Pages 93-94