

## Compliance checklist – CMC 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	
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• <b>Table of contents</b></li> <li>• <b>Glossary</b></li> </ul>	ARRs – section 8.1	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Public availability</b></li> </ul>	ARRs – section 8.2	Inside back cover
	<ul style="list-style-type: none"> <li>• <b>Interpreter service statement</b></li> </ul>	<i>Queensland Government Language Services Policy</i>	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Copyright notice</b></li> </ul>	<i>Copyright Act 1968</i>	Inside back cover
	<ul style="list-style-type: none"> <li>• <b>Government Information Licensing Framework (GILF) Licence</b></li> </ul>	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	n/a
<b>Letter of compliance</b>	<ul style="list-style-type: none"> <li>• <b>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</b></li> </ul>	ARRs – section 9	Page 1
<b>General information</b>	<ul style="list-style-type: none"> <li>• <b>Introductory Information</b></li> </ul>	ARRs – section 10.1	Pages 2-7, 11, 14-17, 25, 44, 48, 67-68, 70
	<ul style="list-style-type: none"> <li>• <b>Agency role and main functions</b></li> </ul>	ARRs – section 10.2	
	<ul style="list-style-type: none"> <li>• <b>Operating environment</b></li> </ul>	ARRs – section 10.3	
	<ul style="list-style-type: none"> <li>• <b>External scrutiny</b></li> </ul>	ARRs – section 10.4	
	<ul style="list-style-type: none"> <li>• <b>Machinery of government changes</b></li> </ul>	ARRs – section 10.5	
	<ul style="list-style-type: none"> <li>• <b>Review of proposed forward operations</b></li> </ul>	ARRs – section 10.6	
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>• <b>Government objectives for the community</b></li> </ul>	ARRs – section 11.1	Pages 7, 70
	<ul style="list-style-type: none"> <li>• <b>Other whole-of-government plans / specific initiatives</b></li> </ul>	ARRs – section 11.2	n/a
	<ul style="list-style-type: none"> <li>• <b>Council of Australian Government (COAG) initiatives</b></li> </ul>	ARRs – section 11.3	n/a
	<ul style="list-style-type: none"> <li>• <b>Agency objectives and performance indicators</b></li> </ul>	ARRs – section 11.4	Pages 8-9, 19, 27, 46, 74
	<ul style="list-style-type: none"> <li>• <b>Agency services and service standards</b></li> </ul>	ARRs – section 11.5	Pages 8-9, 19, 27, 46, 74
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>• <b>Summary of financial performance</b></li> </ul>	ARRs – section 12.1	Pages 10-11, 71-72
	<ul style="list-style-type: none"> <li>• <b>Chief Finance Officer (CFO) statement</b></li> </ul>	ARRs – section 12.2	n/a
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>• <b>Organisational structure</b></li> </ul>	ARRs – section 13.1	Page 73
	<ul style="list-style-type: none"> <li>• <b>Executive management</b></li> </ul>	ARRs – section 13.2	Pages 12-13, 60-61
	<ul style="list-style-type: none"> <li>• <b>Related entities</b></li> </ul>	ARRs – section 13.3	n/a

Summary of requirement	Basis for requirement	Annual report reference
<ul style="list-style-type: none"> <li>• Schedule of statutory authorities or instrumentalities</li> <li>• Boards and committees</li> <li>• <i>Public Sector Ethics Act 1994</i></li> <li>• <i>Whistleblowers Protection Act 1994</i></li> </ul>	ARRs – section 13.4	n/a
	ARRs – section 13.5	n/a
	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Page 55
	<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	Page 77
<b>Governance – risk management and accountability</b> <ul style="list-style-type: none"> <li>• Risk management</li> <li>• Audit committee</li> <li>• Internal Audit</li> </ul>	ARRs – section 14.1	Page 62
	ARRs – section 14.2	Page 63
	ARRs – section 14.3	Page 65
<b>Governance – human resources</b> <ul style="list-style-type: none"> <li>• Workforce planning, attraction and retention</li> <li>• Early retirement, redundancy and retrenchment</li> <li>• Initiatives for women</li> <li>• <i>Carers (Recognition) Act 2008</i></li> </ul>	ARRs – section 15.1	Pages 52-55
	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Page 55
	ARRs – section 15.1 and 15.3	n/a
	<i>Carers (Recognition) Act 2008</i>	Page 55
<b>Governance – operations</b> <ul style="list-style-type: none"> <li>• Consultancies</li> <li>• Overseas travel</li> <li>• Information systems and recordkeeping</li> <li>• Waste management</li> </ul>	ARRs – section 16.1	Page 78
	ARRs – section 16.2	Page 78
	ARRs – section 16.3	Page 66
	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 82
<b>Other prescribed requirements</b> <ul style="list-style-type: none"> <li>• Indigenous matters (The Queensland Government Reconciliation Action Plan 2009-2012)</li> <li>• Shared services</li> <li>• Carbon emissions</li> </ul>	<i>The Queensland Government Reconciliation Action Plan 2009-2012</i>	n/a
	ARRs – section 17.2	n/a
	<i>Premier's Statement</i>	Page 82
<b>Optional information that may be reported</b> <ul style="list-style-type: none"> <li>• Corrections to previous annual reports</li> <li>• Right to Information</li> <li>• Information Privacy</li> <li>• Native title</li> <li>• Complaints Management</li> </ul>	ARRs – section 18.1	n/a
	<i>Right to Information Act 2009</i>	Page 80
	<i>Information Privacy Act 2009</i>	Page 79
	N/A	n/a
	N/A	n/a
<b>Financial statements</b> <ul style="list-style-type: none"> <li>• Certification of financial statements</li> </ul>	FA Act – section 62 FPMS – sections 42, 43 and 50	Page 119

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FA Act – section 62 FPMS – section 50	Page 120
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Pages 101,104