

Compliance checklist – CMC Annual Report 2011-12

FAA *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 (Abbreviations) 	ARRs – section 8.1 Inside front cover Inside back cover
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2 Inside back cover Back cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3 Inside front cover
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 8.4 Inside back cover
	<ul style="list-style-type: none"> • Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5 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 Error! Reference source not found. Inside front cover
General information	<ul style="list-style-type: none"> • Introductory Information • Agency role and main functions • Operating environment • External scrutiny • Machinery of government changes • Review of proposed forward operations 	ARRs – section 10.1 ARRs – section 10.2 ARRs – section 10.3 ARRs – section 10.4 ARRs – section 10.5 ARRs – section 10.6 Pages 1-9, 10, 21, 42, 46, 55, 58, 67-69
Non-financial performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.1 Pages 3, 53
	<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 n/a
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 11.4 Pages 8-9, 10-12, 21-24, 42-45, 46, 119-120
	<ul style="list-style-type: none"> • Agency service areas, service standards and other measures 	ARRs – section 11.5 Pages 2, 8-9, 11-12, 22-24, 43-45, 119-120
Financial	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 12.1 Pages 72-76

Summary of requirement	Basis for requirement	Annual report reference	
performance	<ul style="list-style-type: none"> • Chief Finance Officer (CFO) statement 	ARRs – section 12.2	Page 76
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 13.1	Pages 54-57
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 13.2	Pages 54, 59-60, 121
	<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
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6	Page 66
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 14.1	Pages 61, 65, 76
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 14.2	Pages 61-62
	<ul style="list-style-type: none"> • Internal Audit 	ARRs – section 14.3	Page 65
Governance – human resources	<ul style="list-style-type: none"> • Workforce planning, attraction and retention 	ARRs – section 15.1	Pages 47-51
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 48
	<ul style="list-style-type: none"> • Voluntary Separation Program 	ARRs – section 15.3	n/a
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	Page 116
	<ul style="list-style-type: none"> • Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARRs – section 16.2	Pages 117-118
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 16.3	Pages 96-101
Disclosure of additional information	<ul style="list-style-type: none"> • Additional information to be reported online 	ARRs – section 17	Inside front cover