

## 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	
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• <b>Table of contents</b></li> <li>• <b>Glossary</b> (Abbreviations)</li> </ul>	ARRs – section 8.1	Inside front cover Inside back cover
	<ul style="list-style-type: none"> <li>• <b>Public availability</b></li> </ul>	ARRs – section 8.2	Inside back cover Back cover
	<ul style="list-style-type: none"> <li>• <b>Interpreter service statement</b></li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Copyright notice</b></li> </ul>	<i>Copyright Act 1968</i> ARRs – section 8.4	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> ARRs – section 8.5	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 <b>Error! Reference source not found.</b>	Inside front cover
<b>General information</b>	<ul style="list-style-type: none"> <li>• <b>Introductory Information</b></li> <li>• <b>Agency role and main functions</b></li> <li>• <b>Operating environment</b></li> <li>• <b>External scrutiny</b></li> <li>• <b>Machinery of government changes</b></li> <li>• <b>Review of proposed forward operations</b></li> </ul>	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
<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 3, 53
	<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, 10-12, 21-24, 42-45, 46, 119-120
	<ul style="list-style-type: none"> <li>• <b>Agency service areas, service standards and other measures</b></li> </ul>	ARRs – section 11.5	Pages 2, 8-9, 11-12, 22-24, 43-45, 119-120
<b>Financial</b>	<ul style="list-style-type: none"> <li>• <b>Summary of financial performance</b></li> </ul>	ARRs – section 12.1	Pages 72-76

Summary of requirement	Basis for requirement	Annual report reference	
performance	<ul style="list-style-type: none"> <li>• <b>Chief Finance Officer (CFO) statement</b></li> </ul>	ARRs – section 12.2	Page 76
Governance – management and structure	<ul style="list-style-type: none"> <li>• <b>Organisational structure</b></li> </ul>	ARRs – section 13.1	Pages 54-57
	<ul style="list-style-type: none"> <li>• <b>Executive management</b></li> </ul>	ARRs – section 13.2	Pages 54, 59-60, 121
	<ul style="list-style-type: none"> <li>• <b>Related entities</b></li> </ul>	ARRs – section 13.3	n/a
	<ul style="list-style-type: none"> <li>• <b>Schedule of statutory authorities or instrumentalities</b></li> </ul>	ARRs – section 13.4	n/a
	<ul style="list-style-type: none"> <li>• <b>Boards and committees</b></li> </ul>	ARRs – section 13.5	n/a
	<ul style="list-style-type: none"> <li>• <b>Public Sector Ethics Act 1994</b></li> </ul>	<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"> <li>• <b>Risk management</b></li> </ul>	ARRs – section 14.1	Pages 61, 65, 76
	<ul style="list-style-type: none"> <li>• <b>Audit committee</b></li> </ul>	ARRs – section 14.2	Pages 61-62
	<ul style="list-style-type: none"> <li>• <b>Internal Audit</b></li> </ul>	ARRs – section 14.3	Page 65
Governance – human resources	<ul style="list-style-type: none"> <li>• <b>Workforce planning, attraction and retention</b></li> </ul>	ARRs – section 15.1	Pages 47-51
	<ul style="list-style-type: none"> <li>• <b>Early retirement, redundancy and retrenchment</b></li> </ul>	<i>Directive No.17/09 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2	Page 48
	<ul style="list-style-type: none"> <li>• <b>Voluntary Separation Program</b></li> </ul>	ARRs – section 15.3	n/a
Financial statements	<ul style="list-style-type: none"> <li>• <b>Certification of financial statements</b></li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 16.1	Page 116
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 16.2	Pages 117-118
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	<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"> <li>• <b>Additional information to be reported online</b></li> </ul>	ARRs – section 17	Inside front cover