

Compliance Checklist – Depart of Transport and Main Roads Annual Report 2008-09

FAA *Financial Administration and Audit Act 1977*

FMS *Financial Management Standard 1997*

ARGs *Annual Reporting Guidelines for Queensland Government Agencies*

Summary of Requirement		Basis for Requirement	Annual Report Reference
Accessibility	<ul style="list-style-type: none"> • Table of Contents • Glossary 	ARGs – section 8.1	Page 1 Page 133
	<ul style="list-style-type: none"> • Public Availability 	FMS – section 95 (1) (i)	Page 1
	<ul style="list-style-type: none"> • Interpreter Service Statement 	<i>Queensland Government Language Services Policy</i>	Page 1
	<ul style="list-style-type: none"> • Copyright Notice 	<i>Copyright Act 1968</i>	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) 	ARGs – section 9	Page i
Introductory Information	<ul style="list-style-type: none"> • Agency role and main functions 	FMS – section 95 (1) (a) and (b) ARGs – section 10.3	Pages 2-5
	<ul style="list-style-type: none"> • Operating environment 	FMS – section 95 (1) (f), (e), (j)	Pages 6-9
	<ul style="list-style-type: none"> • External Scrutiny 	ARGs – section 10.3	N/A
	<ul style="list-style-type: none"> • Machinery of Government changes 	ARGs – section 10.3	Page 6
	<ul style="list-style-type: none"> • Review of proposed forward operations 	FMS – section 95 (1) (h)	Page 9
Agency Performance	<ul style="list-style-type: none"> • Government Objectives for the Community 	FMS – section 95 (1) (a) and (i)	Pages 13, 43
	<ul style="list-style-type: none"> • Agency Objectives and Performance Indicators 	ARGs – section 11.5	Pages 14-87
	<ul style="list-style-type: none"> • Agency Outputs and Output Performance Measures 		Pages 123-132
Summary of Financial Information	<ul style="list-style-type: none"> • Summary of financial information 	ARGs – section 12	Pages 104-109
	<ul style="list-style-type: none"> • Disclosure of Budget v Actual Results 	ARGs – section 12.3	N/A
Governance – Management and Structure	<ul style="list-style-type: none"> • Organisational Structure 	FMS – section 95 (1) (f) (iii)	Page 89
	<ul style="list-style-type: none"> • Executive Management 	FMS – section 95 (1) (f) (iii)	Pages 90-91
	<ul style="list-style-type: none"> • Related Entities 	FMS – section 96 (1)	Page 114
	<ul style="list-style-type: none"> • Schedule of Statutory Authorities or Instrumentalities 	FMS – section 96 (2)	N/A

Summary of Requirement	Basis for Requirement	Annual Report Reference	
	<ul style="list-style-type: none"> • Boards and Committees 	ARGs – section 13.5	Pages 92-95 and CD
	<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)	Page 96
	<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 96
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> • Risk Management 	FMS – section 95 (1) (k)	Page 96
	<ul style="list-style-type: none"> • Audit Committee 	ARGs – section 14.2	Page 95-96
Governance – Human Resources	<ul style="list-style-type: none"> • Workforce Planning, Retention and Turnover 	FMS – section 95 (1) (f) (iii)	Pages 40, 83
	<ul style="list-style-type: none"> • Voluntary Early Retirement (VER) 	Directive No.11/05 <i>Voluntary Early Retirement (VER)</i>	Page 108
	<ul style="list-style-type: none"> • Retrenchments 	Directive No.10/05 <i>Retrenchment</i>	Page 108
	<ul style="list-style-type: none"> • Initiatives for Women 	ARGs – section 15.4	Page 38 , 85
Governance - Operations	<ul style="list-style-type: none"> • Consultancies 	FMS – section 95 (1) (eb)	Page 108
	<ul style="list-style-type: none"> • Overseas Travel 	FMS – section 95 (1) (ea)	Pages 110-112
	<ul style="list-style-type: none"> • Information Systems and Recordkeeping 	<i>Public Records Act 2002</i>	Page 99
	<ul style="list-style-type: none"> • Waste Management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 100
Other Prescribed Requirements	<ul style="list-style-type: none"> • Shared Services 	ARGs – section 17.1	Page 109
	<ul style="list-style-type: none"> • Carbon Emissions 	<i>Premier's Statement</i>	Pages 102-103
Optional Information that may be Reported	<ul style="list-style-type: none"> • Corrections to Previous Annual Reports 	ARGs – section 18.2	N/A
	<ul style="list-style-type: none"> • Freedom of Information 	<i>Freedom of Information Act 1992</i>	Pages 96-97
	<ul style="list-style-type: none"> • Privacy Policy 	Queensland Government <i>Privacy Policy</i>	Page 98
	<ul style="list-style-type: none"> • Indigenous Matters 	N/A	N/A
	<ul style="list-style-type: none"> • Native Title 	N/A	N/A

Summary of Requirement		Basis for Requirement	Annual Report Reference
Financial Statements	<ul style="list-style-type: none"> Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Volume 2 Pages 1-9
	<ul style="list-style-type: none"> Certification of Financial Statements 	FAA – sections 39 and 46F	Volume 2 Page 69
	<ul style="list-style-type: none"> Independent Auditors Report 	FAA - sections 38AA(1) and 46FA(3)	Volume 2 Pages 68-69
	<ul style="list-style-type: none"> Remuneration Disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Volume 2 Page 30