

Compliance checklist – annual report

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	<ul style="list-style-type: none"> ✓ - Page 1 ✓ - Page 99
	<ul style="list-style-type: none"> • Public availability 	ARRs – section 8.2	✓ - Inside Cover
	<ul style="list-style-type: none"> • Interpreter service statement 	<i>Queensland Government Language Services Policy</i>	✓ - Inside Cover
	<ul style="list-style-type: none"> • Copyright notice 	<i>Copyright Act 1968</i>	✓ - Inside Cover
	<ul style="list-style-type: none"> • Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i>	✓ - Per ARR s3.1 relates to departments only
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	✓ - Page 3
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 	<ul style="list-style-type: none"> ARRs – section 10.1 ARRs – section 10.2 ARRs – section 10.3 ARRs – section 10.4 ARRs – section 10.5 ARRs – section 10.6 	<ul style="list-style-type: none"> ✓ - Page 6, ✓ - Inside cover, Page 6,10,11 ✓ - Page 6,12,13,16-21 ✓ - Page 34 Audit & Risk committee section- nil reportable items ✓ -Page 3 context section- relates to state government announcement ✓ -Page 20-21, 35,41,43,47,50
Non-financial performance	<ul style="list-style-type: none"> • Government objectives for the community 	ARRs – section 11.1	<ul style="list-style-type: none"> ✓ - Page 38,44: <p>Our focus on safety and environmental strategies are aligned with QLD government's toward Q2 objective of making Queenslanders Australia's healthiest people and protecting our lifestyle & environment.</p>

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<ul style="list-style-type: none"> • Other whole-of-government plans / specific initiatives 	ARRs – section 11.2	✓ - Page 50: Our education programs are aligned with the South-East Queensland Water Strategies principles of conserving water, being prepared and managing water efficiently.
	ARRs – section 11.3	✓ - Page 16-17 Allconnex Water has set performance targets from the Five Year Forward Plan and Annual Performance Plan that are reported against within the annual report. This is consistent with the Intergovernmental Agreement (IGA) on Federal Financial Relations schedule C.
	ARRs – section 11.4	✓ - Page 6 Displays our objectives Page 16-17 displays our Key Performance Indicator results
	ARRs – section 11.5	✓ - Page 51 displays our performance against our customer service standards
Financial performance <ul style="list-style-type: none"> • Summary of financial performance • Chief Finance Officer (CFO) statement 	ARRs – section 12.1	✓ - Page 55
	ARRs – section 12.2	✓ - Page 94
Governance – management and structure <ul style="list-style-type: none"> • Organisational structure • Executive management • Related entities • Schedule of statutory authorities or instrumentalities • Boards and committees • <i>Public Sector Ethics Act 1994</i> • <i>Whistleblowers Protection Act 1994</i> 	ARRs – section 13.1	✓ - Page 28-29, 84
	ARRs – section 13.2	✓ - Page 25, 28-29
	ARRs – section 13.3	N/A there are no related entities.
	ARRs – section 13.4	N/A requirement relates to departments only
	ARRs – section 13.5	✓ - Page 25-27, 84
	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	✓ - Page 34
<i>Whistleblowers Protection Act 1994</i> (sections 30 – 31 and Schedule)	✓ - Page 34 - No public interest disclosures received or referred to Allconnex Water during 2010-11	

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 14.1	✓ - Page 35
	• Audit committee	ARRs – section 14.2	✓ - Page 34
	• Internal Audit	ARRs – section 14.3	✓ - Page 34
Governance – human resources	• Workforce planning, attraction and retention	ARRs – section 15.1	✓ - Page 40,98
	• Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	✓ - Page 40 –Nil reportable for 2010-11
	• Initiatives for women	ARRs – section 15.1 and 15.3	✓ - Page 41
	• <i>Carers (Recognition) Act 2008</i>	<i>Carers (Recognition) Act 2008</i>	✓ - Page 41
Governance – operations	• Consultancies	ARRs – section 16.1	✓ - Page 98
	• Overseas travel	ARRs – section 16.2	✓ - Page 98
	• Information systems and recordkeeping	ARRs – section 16.3	✓ - Page 47
	• Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	N/A requirement relates to departments only
Other prescribed requirements	• Indigenous matters (The Queensland Government Reconciliation Action Plan 2009-2012)	<i>The Queensland Government Reconciliation Action Plan 2009-2012</i>	N/A requirement relates to departments only
	• Shared services	ARRs – section 17.2	N/A as per ARR section 17.2
	• Carbon emissions	<i>Premier's Statement</i>	N/A as per ARR section 17.3 relates to departments only
Optional information that may be reported	• Corrections to previous annual reports	ARRs – section 18.1	N/A - <i>Optional reporting requirement</i>
	• Right to Information	<i>Right to Information Act 2009</i>	N/A - <i>Optional reporting requirement</i>
	• Information Privacy	<i>Information Privacy Act 2009</i>	N/A - <i>Optional reporting requirement</i>

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	<ul style="list-style-type: none"> • Native title 	N/A	<i>N/A - Optional reporting requirement</i>
	<ul style="list-style-type: none"> • Complaints Management 	N/A	<i>N/A - Optional reporting requirement</i>
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FA Act – section 62 FPMS – sections 42, 43 and 50	✓ - Page 98
	<ul style="list-style-type: none"> • Independent Auditors Report 	FA Act – section 62 FPMS – section 50	✓ - Page 95
	<ul style="list-style-type: none"> • Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	✓ - Page 85