

Compliance checklist—DERM 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
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs—section 8.1 Pages 2–3 Page 217
	<ul style="list-style-type: none"> Public availability 	ARRs—section 8.2 Inside front cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> Inside front cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> Inside front cover
	<ul style="list-style-type: none"> Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> Inside front 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) 	ARRs—section 9 Page 1
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs—section 10.1 Page 7
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs—section 10.2 Page 7
	<ul style="list-style-type: none"> Operating environment 	ARRs—section 10.3 Pages 4–5; 7–8
	<ul style="list-style-type: none"> External scrutiny 	ARRs—section 10.4 Page 195
	<ul style="list-style-type: none"> Machinery of government changes 	ARRs—section 10.5 Page 7
	<ul style="list-style-type: none"> Review of proposed forward operations 	ARRs—section 10.6 Page 7–8
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs—section 11.1 Page 7
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs—section 11.2 Throughout
	<ul style="list-style-type: none"> Council of Australian Government (COAG) initiatives 	ARRs—section 11.3 Throughout
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs—section 11.4 Throughout
	<ul style="list-style-type: none"> Agency services and service standards 	ARRs—section 11.5 Throughout
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs—section 12.1 Pages 14–19
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs—section 12.2 Page 19
Governance—management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs—section 13.1 Pages 12–13
	<ul style="list-style-type: none"> Executive management 	ARRs—section 13.2 Page 11
	<ul style="list-style-type: none"> Related entities 	ARRs—section 13.3 Pages 186–193
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs—section 13.4 Page 185
	<ul style="list-style-type: none"> Boards and committees 	ARRs—section 13.5 Pages 186–193

Summary of requirement		Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule)	Page 81
	<ul style="list-style-type: none"> • <i>Whistleblowers Protection Act 1994</i> 	<i>Whistleblowers Protection Act 1994</i> (sections 30–31 and Schedule)	Page 82
Governance— risk management and accountability	• Risk management	ARRs—section 14.1	Page 83
	• Audit committee	ARRs—section 14.2	Page 79
	• Internal Audit	ARRs—section 14.3	Page 82
Governance – human resources	• Workforce planning, attraction and retention	ARRs—section 15.1	Page 70
	• Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Page 70
	• Initiatives for women	ARRs—section 15.1 and 15.3	Page 71
	• <i>Carers (Recognition) Act 2008</i>	<i>Carers (Recognition) Act 2008</i>	Page 72
Governance – operations	• Consultancies	ARRs—section 16.1	Page 90
	• Overseas travel	ARRs—section 16.2	Page 88
	• Information systems and recordkeeping	ARRs—section 16.3	Page 90
	• Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	Page 94
Other prescribed requirements	• Indigenous matters (The Queensland Government Reconciliation Action Plan 2009-2012)	<i>The Queensland Government Reconciliation Action Plan 2009-2012</i>	Page 194
	• Shared services	ARRs—section 17.2	N/A
	• Carbon emissions	<i>Premier's Statement</i>	Pages 90–94
Optional information that may be reported	• Corrections to previous annual reports	ARRs—section 18.1	Pages 193
	• Right to Information	<i>Right to Information Act 2009</i>	Page 90
	• Information Privacy	<i>Information Privacy Act 2009</i>	Page 90
	• Native title	N/A	Pages 54–55
	• Complaints Management	N/A	N/A
Financial statements	• Certification of financial statements	FA Act—section 62 FPMS—sections 42, 43 and 50	Page 181
	• Independent Auditors Report	FA Act—section 62 FPMS—section 50	Page 183
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Page 130