

# Compliance checklist

## QUT Annual Report 2012

**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
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 8.1 Pp 3 Pp 43
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 8.2 Pp 1, pp 3, back cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3 N/A
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 8.4 Back cover
	<ul style="list-style-type: none"> <li>Government Information Licensing Framework (GILF) Licence</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>A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)</li> </ul>	ARRs – section 9 Pp 1
<b>General information</b>	<ul style="list-style-type: none"> <li>Introductory Information</li> <li>Agency role and main functions</li> <li>Operating environment</li> <li>External scrutiny</li> <li>Machinery of government changes</li> <li>Review of proposed forward operations</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 Pp 4 - 5 Pp 8, 10, 44 Pp 15 – 39 Pp 13 -14 N/A Pp 15 - 39
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 11.1 Pp 8
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2 N/A
	<ul style="list-style-type: none"> <li>Council of Australian Government (COAG) initiatives</li> </ul>	ARRs – section 11.3 N/A
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 11.4 Pp 15 - 39
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs – section 11.5 Pp 8 Pp 15 - 39
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 12.1 Pp40
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) statement</li> </ul>	ARRs – section 12.2 N/A
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 13.1 Pp 6 - 7
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 13.2 Pp 6 -7 , pp 9
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs – section 13.3 Pp 93
	<ul style="list-style-type: none"> <li>Schedule of statutory authorities or instrumentalities</li> </ul>	ARRs – section 13.4 N/A
	<ul style="list-style-type: none"> <li>Boards and committees</li> </ul>	ARRs – section 13.5 Pp 9, pp 11
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6 Pp12, pp 29
<b>Governance – risk management and accountability</b>	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 14.1 Pp13 -14
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 14.2 Pp 13
	<ul style="list-style-type: none"> <li>Internal Audit</li> </ul>	ARRs – section 14.3 Pp 13
<b>Governance – human resources</b>	<ul style="list-style-type: none"> <li>Workforce planning, attraction and retention</li> </ul>	ARRs – section 15.1 Pp 28 - 32
	<ul style="list-style-type: none"> <li>Early retirement, redundancy and retrenchment</li> </ul>	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 Pp 31

Summary of requirement	Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> <li>• <b>Voluntary Separation Program</b></li> </ul>	N/A
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>• <b>Certification of financial statements</b></li> </ul>	Pp 114
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	Pp 115
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	Pp 57, pp 86 - 88
<b>Disclosure of additional information</b>	<ul style="list-style-type: none"> <li>• <b>Additional information to be reported online</b> <ul style="list-style-type: none"> <li>- Information systems and recordkeeping</li> <li>- Consultancies</li> <li>- Overseas travel</li> </ul> </li> </ul>	<a href="http://www.qut.edu.au/about/the-university/annual-report">http://www.qut.edu.au/about/the-university/annual-report</a>  Attached as separate documents online