

Universities - Compliance Checklist – 2010 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		Reference Basis	Mandatory Yes or No	Notes
Accessibility	– Table of contents – Glossary	ARRs - s 8.1	Yes	Page 1
	Public availability	ARRs – s 8.2	Yes	Page 1
	– Copyright notice	APRS – s8.4 <i>Copyright Act 1968</i>	Yes	Back cover
Letter of Compliance	– A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs – s 9	Yes	Page 3
Introductory Information	– Agency role and main functions	APRs – s 10.2	Yes	Page 4
	– Operating environment	ARRs – s 10.3	Yes	Pages 6 -11
	– External scrutiny		Yes	Page 10
	– Machinery of government changes		No	
	– Review of proposed forward operations		Yes	Pages 12, 13, 16-39
Non-financial Performance	Agency objectives and performance indicators	ARRs – s 11.5	Yes	Pages 16 -39
	– Agency outputs and output performance measures	ARRs – s 11.6	Yes	Pages 12-13
Financial Performance	– Summary of financial performance	ARRs – s 12.1	Yes	Pages 42 -43
	– Organisational structure	ARRs – s 13.1	Yes	Pages 14, 15
	– Executive management	ARRs – s 13.2	Yes	Pages 14, 15
	– Related entities	ARRs – s 13.3	Yes	Page 104
	– Boards and committees	ARRs – s 13.5	TBA	Pages 5, 7, 40-41

Governance – Management and Structure	– <i>Public Sector Ethics Act 1994</i> - implementation statement giving details of the action taken during the reporting period	<i>Public Sector Ethics Act 1994</i> S 23 and schedule	Not Mandatory	Pages 8-9
Governance – Risk Management and Accountability	– Risk management	ARRs – s 14.1	Yes	Page 11
	– Audit committee	ARRs – s 14.2	Yes	Pages 8-10
	– Internal Audit	ARRs – s 14.3	Yes	Pages 8-10
Governance – Human Resources	Human Resources	ARRs – s 15.1	Yes	Page 24-29
	– Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	Yes	Page 26
	– Initiatives for women	ARRs – s 15.1 & 15.3	Not Mandatory	Page 13, 24-25
Governance – Operations	– Consultancies	ARRs – s 16.1	Yes	Page 179
	– Overseas travel	ARRs – s 16.2	Yes	Page 105
	– Information systems and recordkeeping	<i>Public Records Act 2002</i>	Yes	Page 9
Other Prescribed Requirements	– Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012)	APRs – s 17.1 <i>Queensland Government Reconciliation Action Plan 2009-2012</i>	Not Mandatory	Pages 4, 25
	– Carbon emissions	APRs – s 17.3	Not Mandatory	Pages 24, 31
Financial Statements	– Annual general purpose financial statements	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Yes	Pages 44-101
	– Certification of financial statements	FA Act – s 62 FPMS – s 42, 43 & 50	Yes	Page 102
	– Independent	FA Act – s 62	Yes	Page 103

	Auditors Report	FPMS – s 50		
	– Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	Yes	Pages 80,81