

Griffith University - 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 | |
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| Accessibility | – Table of contents – Glossary | ARRs - s 8.1 | Yes | | – Page 1 – All acronyms are explained as they occur |
| | Public availability | ARRs – s 8.2 | Yes | | – Back cover |
| | – Interpreter service statement | APRS – s8.3 Queensland Government Language Services Policy | No | | |
| | – 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 | This is an audit requirement. | – Page 1 |

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| Introductory Information | – Agency role and main functions | APRs – s 10.2 | Yes | | – Page 6 and 7 |
| | – Operating environment | ARRs – s 10.3 | Yes | | – Pages 2–4, 7 |
| | – External scrutiny | | Yes | | – Pages 20, 22 |
| | – Machinery of government changes | | No | | |
| | – Review of proposed forward operations | | Yes | Aligns with strategic plan/objectives. | – Pages 2–4, 12, 16 |
| Non-financial Performance | – Government objectives for the community | ARRs – s 11.2 | No | Does not apply to university sector. | |
| | – Whole of Government Plans | ARRs – s 11.3 | No | Does not apply to university sector. | |
| | – National Agreements and National Partnerships | ARRs – s 11.4 | No | Does not apply to university sector | |
| | – Agency objectives and performance indicators | ARRs – s 11.5 | Yes | Using indicators specific to the University. | – Pages 8–19, 96–104 |
| | – Agency outputs and output performance measures | ARRs – s 11.6 | Yes | Using indicators specific to the University. | – Pages 8–19, 96–104 |

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| Financial Performance | - Summary of financial performance | ARRs – s 12.1 | Yes | | - Pages 24–25 |
| | - Disclosure of budget v actual results | ARRs – s 12.2 | No | | |
| | - Chief Finance Officer (CFO) statement | ARRs – s 12.3 | No | | |
| Governance – Management and Structure | - Organisational structure | ARRs – s 13.1 | Yes | | - Page 5 |
| | - Executive management | ARRs – s 13.2 | Yes | | - Pages 5, 6, 59 |
| | - Related entities | ARRs – s 13.3 | Yes | | - Page 22, 46, 64 |
| | - Schedule of statutory authorities or instrumentalities | ARRs – s 13.4 | No | | |
| | - Boards and committees | ARRs – s 13.5 | Yes | | - Pages 6, 7, 20 |
| | - <i>Public Sector Ethics Act 1994</i> | <i>Public Sector Ethics Act 1994</i> S 23 and schedule | No | Implementation statement giving details of the action taken during the reporting period | - Page 21 |
| | <i>Whistleblowers Protection Act 1994</i> - public interest disclosures received | <i>Whistleblowers Protection Act 1994</i> s 30 – 31 and Schedule | No | | - Page 22 |

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| Governance – Risk Management and Accountability | – Risk management | ARRs – s 14.1 | Yes | | – Page 21 |
| | – Audit committee | ARRs – s 14.2 | Yes | | – Page 20 |
| | – Internal Audit | ARRs – s 14.3 | Yes | | – Pages 20–21 |
| Governance – Human Resources | – Human Resources | ARRs – s 15.1 | Yes | | – Page 17, 21, 104 |
| | – Early retirement, redundancy and retrenchment | Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> | No | | |
| | – Initiatives for women | ARRs – s 15.1 & 15.3 | No | | |
| Governance – Operations | – Consultancies | ARRs – s 16.1 | Yes | It is important to distinguish between consultancies and contractors. | – Page 65 |
| | – Overseas travel | ARRs – s 1 6.2 | Yes | | – Page 80–95 |
| | – Information systems and recordkeeping | <i>Public Records Act 2002</i> | Yes | | – Page 23 |
| | – Waste management | <i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i> | No | | |

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| 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> | No | | – Pages 10, 15–19, 102, 103 |
| | – <i>Carers (Recognition) Act 2008</i> | | | | – Pages 17, 18 |
| | – Shared services | ARRs – s 17.2 | No | | |
| | – Carbon emissions | APRs – s 17.3 | No | | |
| Optional Information that may be reported | – Corrections to previous annual reports | ARRs – s 18.2 | Not Applicable | | |
| | – Right to Information | <i>Right to Information Act 2009</i> | No | | – Page 22 |
| | – Information Privacy | <i>Information Privacy Act 2009</i> | No | | – Page 22 |
| | – Native title | N/A | No | | |

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| Financial Statements | - Annual general purpose financial statements | <i>Financial Reporting Requirements for Queensland Government Agencies</i> | Yes | | - Pages 26–79 |
| | - Certification of financial statements | FA Act – s 62 FPMS – s 42, 43 & 50 | Yes | | - Page 27 |
| | - Independent Auditors Report | FA Act – s 62 FPMS – s 50 | Yes | | -Pages 78 and 79 |
| | - Remuneration disclosures | <i>Financial Reporting Requirements for Queensland Government Agencies</i> | Yes | | - Page 60 |