

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	
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

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

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

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		

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		

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