

Compliance Checklist – CQUniversity 2011 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	Page Reference Number	Notes
Accessibility	• Table of contents	ARRs - s 8.1	150	Yes
	• Glossary			Appendices - Appendix E - Glossary
	• Public availability	ARRs – s 8.2		Inside front cover
	• Interpreter service statement	APRS – s8.3 Queensland Government Language Services Policy		Inside front cover
	• Copyright notice	APRS – s8.4 <i>Copyright Act 1968</i>		Inside front cover
Letter of Compliance	• A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs – s 9	2	From the Chancellor
Introductory Information	• Introductory information	APRs – s10.1	5	Inside front cover Vice-Chancellor and President's Review
	• Agency role and main functions	APRs – s 10.2	7 15 38	CQUniversity Australia The Year in Review Corporate Governance
	• Operating environment	ARRs – s 10.3	7 15 38	CQUniversity Australia The Year in Review Corporate Governance
	• External scrutiny	ARRs – s 10.4	15	The Year in Review
	• Review of proposed forward operations	ARRs – s 10.6	153	Appendices - Appendix G – Strategic Plan
Non-financial Performance	• Government objectives for the community	ARRs – s 111	15	The Year in Review
	• Other whole of Government Plans/Specific initiatives	ARRs – s 11.2		
	• Council of Australian Government (COAG) Initiatives	ARRs – s 11.3		
	• Agency objectives and performance indicators	ARRs – s 11.4	15	The Year in Review

	<ul style="list-style-type: none"> Agency services and service standards 	ARRs – s 11.5	7	CQUniversity Australia
Financial Performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – s 12.1	35	Financial Performance
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – s 12.2	75	Appendices - Appendix D – Annual Financial Statements
Governance – Management and Structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – s 13.1	10	CQUniversity Australia - Organisational Structure
	<ul style="list-style-type: none"> Executive management 	ARRs – s 13.2	9	CQUniversity Australia - Management Structure
	<ul style="list-style-type: none"> Related entities 	ARRs – s 13.3	45-48	Corporate Governance – Entities Controlled by the University and Other Bodies (Not Controlled Entities)
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs – s 13.4	40	Corporate Governance – Functions and Constitutions
	<ul style="list-style-type: none"> Boards and committees 	ARRs – s 13.5	48	Corporate Governance – Committee Structure
	<ul style="list-style-type: none"> <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	42	Corporate Governance – Functions and Constitutions
	<ul style="list-style-type: none"> <i>Public Interest Disclosure Act 2010</i> - public interest disclosures received 	<i>Public Interest Disclosure Act 2010</i> Chapter 2 and Schedule 4	41	Corporate Governance – Functions and Constitutions
Governance – Risk Management and Accountability	<ul style="list-style-type: none"> Risk management 	ARRs – s 14.1	43	Corporate Governance – Audit and Risk Management
	<ul style="list-style-type: none"> Audit committee 	ARRs – s 14.2	43	Corporate Governance – Audit and Risk Management
	<ul style="list-style-type: none"> Internal Audit 	ARRs – s 14.3	43	
Governance – Human Resources	<ul style="list-style-type: none"> Workforce planning, attraction and retention 	ARRs – s 15.1	50	People and Culture
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	51	People and Culture
	<ul style="list-style-type: none"> <i>Carers (Recognition) Act 2008</i> 	<i>Carers (Recognition) Act 2008</i>	40	Corporate Governance – Functions and Constitutions
	<ul style="list-style-type: none"> Initiatives for women 	ARRs – s 15.1 & 15.3	51	People and Culture
Governance – Operations	<ul style="list-style-type: none"> Consultancies 	ARRs – s 16.1	74	Appendices – Appendix C – Consultancy Expenditure
	<ul style="list-style-type: none"> Overseas travel 	ARRs – s 16.2	66	Appendices – Appendix B – Officers’ Overseas Travel
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – s 16.3	42	Corporate Governance – Functions and Constitutions
	<ul style="list-style-type: none"> Waste management 	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	15	The Year in Review

Other Prescribed Requirements	<ul style="list-style-type: none"> Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012) 	APRs – s 17.1 <i>Queensland Government Reconciliation Action Plan 2009-2012</i>	15 50	The Year in Review People and Culture
	<ul style="list-style-type: none"> Shared services 	ARRs – s 17.2		N/A
	<ul style="list-style-type: none"> Carbon emissions 	APRs – s 17.3		N/A
Optional Information that may be reported	<ul style="list-style-type: none"> Corrections to previous annual reports 	ARRs – s 18.2		N/A
	<ul style="list-style-type: none"> Right to Information 	<i>Right to Information Act 2009</i>	42	Corporate Governance – Functions and Constitutions
	<ul style="list-style-type: none"> Information Privacy 	<i>Information Privacy Act 2009</i>	42	Corporate Governance – Functions and Constitutions
	<ul style="list-style-type: none"> Native title 	N/A		
Financial Statements	<ul style="list-style-type: none"> Annual general purpose financial statements 	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	75	Appendices – Appendix D – Annual Financial Statements
	<ul style="list-style-type: none"> Certification of financial statements 	FA Act – s 62 FPMS – s 42, 43 & 50	75	Appendices – Appendix D – Annual Financial Statements
	<ul style="list-style-type: none"> Independent Auditors Report 	FA Act – s 62 FPMS – s 50	75	Appendices – Appendix D – Annual Financial Statements
	<ul style="list-style-type: none"> Remuneration disclosures 	Financial Reporting Requirements for Queensland Government Agencies Section 5 Addendum Executive Remuneration Disclosure.	75	Appendices – Appendix D – Annual Financial Statements