

Compliance checklist

Griffith University 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
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 8.1 Inside front cover pp.90–91
	<ul style="list-style-type: none"> Public availability 	ARRs – section 8.2 Back cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 8.3 N/A
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 8.4 Back cover
	<ul style="list-style-type: none"> Government Information Licensing Framework (GILF) Licence 	<i>Government Information Licensing Framework (GILF) QGEA Policy</i> ARRs – section 8.5 N/A
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister(s) 	ARRs – section 9 p.1
General information	<ul style="list-style-type: none"> Introductory Information Agency role and main functions Operating environment External scrutiny Machinery of government changes Review of proposed forward operations 	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.1–4 pp.5–7 pp.8–19 pp.23–25 p.25 pp.1–4,8–13,21,24,82–89
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 11.1 p.25
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 11.2 N/A
	<ul style="list-style-type: none"> Council of Australian Government (COAG) initiatives 	ARRs – section 11.3 N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 11.4 pp.1–4, 8–22, 82–89
	<ul style="list-style-type: none"> Agency service areas, service standards and other measures 	ARRs – section 11.5 pp.1–4, 8–22, 82–89
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 12.1 pp.26–27
	<ul style="list-style-type: none"> Chief Finance Officer (CFO) statement 	ARRs – section 12.2 p.79
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 13.1 p.5
	<ul style="list-style-type: none"> Executive management 	ARRs – section 13.2 p.6–7
	<ul style="list-style-type: none"> Related entities 	ARRs – section 13.3 p.7
	<ul style="list-style-type: none"> Schedule of statutory authorities or instrumentalities 	ARRs – section 13.4 N/A
	<ul style="list-style-type: none"> Boards and committees 	ARRs – section 13.5 p.6
	<ul style="list-style-type: none"> <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 13.6 p.25
Governance – risk management and accountability	<ul style="list-style-type: none"> Risk management 	ARRs – section 14.1 p.23
	<ul style="list-style-type: none"> Audit committee 	ARRs – section 14.2 p.23
	<ul style="list-style-type: none"> Internal Audit 	ARRs – section 14.3 p.23
Governance – human resources	<ul style="list-style-type: none"> Workforce planning, attraction and retention 	ARRs – section 15.1 p.20
	<ul style="list-style-type: none"> Early retirement, redundancy and retrenchment 	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 15.2 N/A

Summary of requirement	Basis for requirement	Annual report reference
	<ul style="list-style-type: none"> • Voluntary Separation Program 	N/A
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	p.79
	<ul style="list-style-type: none"> • Independent Auditors Report 	pp.80–81
	<ul style="list-style-type: none"> • Remuneration disclosures 	p.62–64
Disclosure of additional information	<ul style="list-style-type: none"> • Additional information to be reported online <ul style="list-style-type: none"> – Information systems and recordkeeping – Consultancies – Overseas travel 	Inside front cover reference Separate document – hard copy and PDF