

# Griffith University Annual Report 2013 Compliance Checklist

Summary of requirement		Basis for requirement	Annual report reference
<b>Letter of compliance</b>	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister</li> </ul>	ARRs – section 8	4
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	<ul style="list-style-type: none"> <li>Inside front cover</li> <li>pp. 100–101</li> </ul>
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Back cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside front cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Back cover
	<ul style="list-style-type: none"> <li>Information licensing</li> </ul>	<i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	N/A
	<b>General information</b>	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1
<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>		ARRs – section 11.2	pp. 5–7, inside back cover
<ul style="list-style-type: none"> <li>Operating environment</li> </ul>		ARRs – section 11.3	pp. 8–21
<ul style="list-style-type: none"> <li>Machinery of Government changes</li> </ul>		ARRs – section 11.4	N/A
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>Government objectives for the community</li> </ul>	ARRs – section 12.1	p. 24
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	pp. 1–3, 8–21, 92–99
	<ul style="list-style-type: none"> <li>Agency service areas, service standards and other measures</li> </ul>	ARRs – section 12.4	pp. 1–3, 8–21, 92–99
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	pp. 25–26
	<ul style="list-style-type: none"> <li>Chief Finance Officer (CFO) statement</li> </ul>	ARRs – section 13.2	p. 89
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	p. 5
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	pp. 6–7
	<ul style="list-style-type: none"> <li>Related entities</li> </ul>	ARRs – section 14.3	p. 23
	<ul style="list-style-type: none"> <li>Boards and committees</li> </ul>	ARRs – section 14.4	pp. 6–7, 66
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	p. 23

Summary of requirement		Basis for requirement	Annual report reference
<b>Governance – risk management and accountability</b>	• <b>Risk management</b>	ARRs – section 15.1	p. 23
	• <b>External Scrutiny</b>	ARRs – section 15.2	p. 22
	• <b>Audit committee</b>	ARRs – section 15.3	p. 22
	• <b>Internal Audit</b>	ARRs – section 15.4	p. 22
	• <b>Public Sector Renewal Program</b>	ARRs – section 15.5	N/A
	• <b>Information systems and recordkeeping</b>	ARRs – section 15.7	p. 24
<b>Governance – human resources</b>	• <b>Workforce planning, attraction and retention and performance</b>	ARRs – section 16.1	p. 23
	• <b>Early retirement, redundancy and retrenchment</b>	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Applies to departments and public service offices specified in the <a href="#">Public Service Act 2008</a> . N/A
	• <b>Voluntary Separation Program</b>	ARRs – section 16.3	Applies to statutory bodies that opted in. N/A
<b>Open Data</b>	• <b>Open Data:</b> – Overseas travel – Consultancies	ARRs – section 17	Published online at <a href="http://www.qld.gov.au/data">www.qld.gov.au/data</a> Inside front cover reference
<b>Financial statements</b>	• <b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	p. 89
	• <b>Independent Auditors Report</b>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	pp. 90–91
	• <b>Remuneration disclosures</b>	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	pp. 66–69

**Notes:**

- **FA ACT:** *Financial Accountability Act 2009.*
- **FPMS:** *Financial and Performance Management Standard 2009.*
- **ARRs:** *Annual report requirements for Queensland Government agencies.*