

# Compliance checklist

## Griffith University Annual Report 2016

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 8	p. 6
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Inside front cover pp. 121–122
	<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>QGEA – Information Licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	pp. 1–5
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	pp. 7–17, 109–122
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	pp. 18–51
Non-financial performance	<ul style="list-style-type: none"> <li>Government's objectives for the community</li> </ul>	ARRs – section 12.1	p. 16
	<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. 1–5, 18–51, 109–122
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	pp. 1–5, 18–51, 109–122
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	pp. 52–54
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	p. 7
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	pp. 8–11
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	p. 15
	<ul style="list-style-type: none"> <li><i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	p. 15
	<ul style="list-style-type: none"> <li>Queensland public service values</li> </ul>	ARRs – section 14.5	N/A
Governance – risk management and accountability	<ul style="list-style-type: none"> <li>Risk management</li> </ul>	ARRs – section 15.1	p. 14
	<ul style="list-style-type: none"> <li>Audit committee</li> </ul>	ARRs – section 15.2	pp. 12–13
	<ul style="list-style-type: none"> <li>Internal audit</li> </ul>	ARRs – section 15.3	pp. 13–14
	<ul style="list-style-type: none"> <li>External scrutiny</li> </ul>	ARRs – section 15.4	p. 14
	<ul style="list-style-type: none"> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 15.5	p. 16

<b>Governance – human resources</b>	• <b>Workforce planning and performance</b>	ARRs – section 16.1	pp. 14–15
	• <b>Early retirement, redundancy and retrenchment</b>	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 16.2	N/A
<b>Open Data</b>	• <b>Consultancies</b>	ARRs – section 17 ARRs – section 34.1	<b>qld.gov.au/data</b> Inside front cover reference
	• <b>Overseas travel</b>	ARRs – section 17 ARRs – section 34.2	<b>qld.gov.au/data</b> Inside front cover reference
	• <b>Queensland Language Services Policy</b>	ARRs – section 17 ARRs – section 34.3	N/A
<b>Financial statements</b>	• <b>Certification of financial statements</b>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	p. 106
	• <b>Independent Auditor’s Report</b>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	pp. 107–108

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*