

# Compliance Checklist

## Griffith University 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
<b>Accessibility</b>	- Table of contents	ARRs - s 8.1	Inside cover	
	- Glossary		107	
	- Public availability	ARRs – s 8.2	Back cover	
	- Interpreter service statement	APRS – s8.3 Queensland Government Language Services Policy	N/A	Does not apply to university sector
	- Copyright notice	APRS – s 8.4 <i>Copyright Act 1968</i>	Back cover	Assign copyright to the University
<b>Letter of Compliance</b>	- A letter of compliance from the accountable officer or statutory body to the relevant Minister(s)	ARRs – s 9	1	This is an audit requirement
<b>Introductory Information</b>	- Introductory information	APRs – s 10.1	1–4	Chancellor’s report and Vice Chancellor’s review
	- Agency role and main functions	APRs – s 10.2	5–7	Organisational structure + Governance
	- Operating environment	ARRs – s 10.3	6–7	Governance
	- External scrutiny	ARRs – s 10.4	6 7 21–23	Advisory Council University management Other governance
	- Review of proposed forward operations	ARRs – s 10.6	2–4 8–12 13–17	Vice Chancellor’s review Research Learning and Teaching
<b>Non-financial Performance</b>	- Government objectives for the community	ARRs – s 11.1	N/A	Largely this requirement is not related to universities
	- Other whole of Government Plans/Specific initiatives	ARRs – s 11.2	N/A	Does not apply to university sector
	- Council of Australian Government (COAG) Initiatives	ARRs – s 11.3	N/A	Does not apply to university sector

Summary of Requirement	Reference Basis	Page Reference Number	Notes	
– Agency objectives and performance indicators	ARRs – s 11.4	8–12 13–17 100–106	Research Learning and teaching Appendix: Indicators and Targets	
	ARRs – s 11.5	8–12 13–17 100–106	Research Learning and teaching Appendix: Indicators and Targets	
<b>Financial Performance</b>	– Summary of financial performance	ARRs – s 12.1	24–25	Financial summary
	– Chief Finance Officer (CFO) statement	ARRs – s 12.2	N/A	Not mandatory
<b>Governance – Management and Structure</b>	– Organisational structure	ARRs – s 13.1	5	As at 31 December 2011
	– Executive management	ARRs – s 13.2	5–6	Organisational structure + Governance
	– Related entities	ARRs – s 13.3	21–23, 32 and 68	Outlined under 'Other governance' and listed in Financial Statements
	– Schedule of statutory authorities or instrumentalities	ARRs – s 13.4	N/A	
	– Boards and committees	ARRs – s 13.5	6–7	Governance
	– <i>Public Sector Ethics Act 1994</i> - implementation statement giving details of the action taken during the reporting period	ARRs – s 13.6 <i>Public Sector Ethics Act 1994</i>	21	Other governance reports section – Code of conduct
	– <i>Public Interest Disclosure Act 2010</i> - public interest disclosures received	ARRs – s 13.7 <i>Public Interest Disclosure Act 2010</i>	22	Other governance reports section
<b>Governance – Risk Management and Accountability</b>	– Risk management	ARRs – s 14.1	22	Other governance reports section
	– Audit committee	ARRs – s 14.2	21	Other governance reports section
	– Internal Audit	ARRs – s 14.3	21	
<b>Governance – Human Resources</b>	– Workforce planning, attraction and retention	ARRs – s 15.1	22	Other governance reports section
	– Early retirement, redundancy and retrenchment	Directive No.17/09 <i>Early Retirement, Redundancy and Retrenchment</i>	N/A	Not mandatory
	– <i>Carers (Recognition) Act 2008</i>	<i>Carers (Recognition) Act 2008</i>	18, 20	Performance sections – Staff and Students
	– Initiatives for women	ARRs – s 15.1 & 15.3	N/A	Not mandatory
<b>Governance – Operations</b>	– Consultancies	ARRs – s 16.1	69	Included in financial statements

Summary of Requirement		Reference Basis	Page Reference Number	Notes
	– Overseas travel	ARRs – s 16.2	84–99	Staff accompanying students, as part of their role, has been included
	– Information systems and recordkeeping	APRs – s 16.3	22–23	Other governance reports
	– Waste management	<i>Environmental Protection (Waste Management) Policy 2000, Environmental Protection Act 1994</i>	23	Sustainability section
<b>Other Prescribed Requirements</b>	– Indigenous matters (Queensland Government Reconciliation Action Plan 2009-2012)	APRs – s 17.1 <i>Queensland Government Reconciliation Action Plan 2009–2012</i>	N/A	Not mandatory
	– Shared services	ARRs – s 17.2	N/A	Does not apply to university sector
	– Carbon emissions	APRs – s 17.3	23	Sustainability (compliance) section
<b>Optional Information that may be reported</b>	– Corrections to previous annual reports	ARRs – s 18.2	N/A	
	– Right to Information	<i>Right to Information Act 2009</i>	22	Information Privacy section
	– Information Privacy	<i>Information Privacy Act 2009</i>	22	Information Privacy section
	– Native title	N/A	N/A	Not mandatory
<b>Financial Statements</b>	– Annual general purpose financial statements	<i>Financial Reporting Requirements for Queensland Government Agencies</i>	26–83	
	– Certification of financial statements	FA Act – s 62 FPMS – s 42, 43 & 50	27	
	– Independent Auditors Report	FA Act – s 62 FPMS – s 50	82–83	
	– Remuneration disclosures	Financial Reporting Requirements for Queensland Government Agencies Section 5 Addendum Executive Remuneration Disclosure.	61, 63	