

Compliance checklist

Griffith University Annual Report 2014

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister 	ARRs – section 8	10
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	<ul style="list-style-type: none"> Inside front cover pp. 140–143
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Back cover
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside front cover
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	p. 146, back cover
	<ul style="list-style-type: none"> Information licensing 	<i>Queensland Government Enterprise Architecture – Information licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	pp. 3–8
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	pp. 11–15, 144–145
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	pp. 22–55
	<ul style="list-style-type: none"> Machinery of Government changes 	ARRs – section 11.4	N/A
Non-financial performance	<ul style="list-style-type: none"> Government objectives for the community 	ARRs – section 12.1	p. 20
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	N/A
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	pp. 3–8, 22–55, 126–139
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	pp. 3–8, 22–55, 126–139
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	pp. 56–58
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	p. 11
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	p. 12–15
	<ul style="list-style-type: none"> Related entities 	ARRs – section 14.3	p. 19
	<ul style="list-style-type: none"> Government bodies 	ARRs – section 14.4	N/A
	<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 14.5	pp. 18–19

Summary of requirement		Basis for requirement	Annual report reference
Governance – risk management and accountability	• Risk management	ARRs – section 15.1	p. 18
	• External Scrutiny	ARRs – section 15.2	p. 18
	• Audit committee	ARRs – section 15.3	pp. 16–17
	• Internal Audit	ARRs – section 15.4	pp. 17–18
	• Public Sector Renewal Program	ARRs – section 15.5	N/A
	• Information systems and recordkeeping	ARRs – section 15.6	pp. 19–20
Governance – human resources	• Workforce planning, attraction and retention and performance	ARRs – section 16.1	p. 18
	• Early retirement, redundancy and retrenchment	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	N/A
Open Data	• Open Data: - Consultancies - Overseas travel	ARRs – section 17	www.qld.gov.au/data Inside front cover reference
Financial statements	• Certification of financial statements	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	p. 123
	• Independent Auditors Report	FAA – section 62 FPMS – section 50 ARRs – section 18.2	p. 124–125
	• Remuneration disclosures	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARRs – section 18.3	pp. 13, 99–102

Notes:

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