

Compliance checklist

University of the Sunshine Coast Annual Report 2015

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/s 	ARRs – section 8	Inside front cover (IFC)
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	IFC Inside back cover (IBC)
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	IFC (Communication objectives)
	<ul style="list-style-type: none"> Interpreter service statement 	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	IFC
	<ul style="list-style-type: none"> Copyright notice 	<i>Copyright Act 1968</i> ARRs – section 10.4	IFC
	<ul style="list-style-type: none"> Information Licensing 	<i>QGEA – Information Licensing</i> ARRs – section 10.5	N/A
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	p1 (Standing, Vision and Values) p3 (VC&P review) p4 (Organisation)
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	p1 (Standing) p4 (Organisation)
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	p1 (Standing and Highlights) p3 (VC&P review)
	<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's objectives for the community 	ARRs – section 12.1	P28 (Statutory obligations and compliance - Best practice for government)
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	N/A (Report if relevant to statutory body)

	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 12.3	<p>p2 (Key five-year figures)</p> <p>p3 (Forward planning)</p> <p>p4 (Organisation)</p> <p>p5 (Key performance targets)</p> <p>pp6-7 (Strategic priority one)</p> <p>pp8-9 (Strategic priority two)</p> <p>pp10-12 (Strategic priority three)</p> <p>pp13-15 (Strategic priority four)</p>
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 12.4	<p>p5 (Key performance targets)</p> <p>pp6-15 (Strategic priorities and performance)</p>
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 13.1	P32-33 (Financial review)
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 14.1	<p>p16-21 (Governance)</p> <p>p21 (university organisational chart)</p>
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 14.2	<p>pp16-18 (Governance)</p> <p>pp19-21 (University leadership)</p>
	<ul style="list-style-type: none"> • Government bodies (statutory bodies and other entities) 	ARRs – section 14.3	<p>pp16-17 (University Council)</p> <p>pp22-25 (University committees)</p>
	<ul style="list-style-type: none"> • <i>Public Sector Ethics Act 1994</i> 	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	p28 (Ethical standards)
Governance – risk management and accountability	<ul style="list-style-type: none"> • Risk management 	ARRs – section 15.1	p25 (Audit and Risk Management Committee)
	<ul style="list-style-type: none"> • External scrutiny 	ARRs – section 15.2	p26 (Monitoring quality)
	<ul style="list-style-type: none"> • Audit committee 	ARRs – section 15.3	p25 (Audit and Risk Management Committee)
	<ul style="list-style-type: none"> • Internal audit 	ARRs – section 15.4	<p>p13 Strategic priority four- Overview)</p> <p>p26 (Monitoring quality, Benchmarking)</p>
	<ul style="list-style-type: none"> • Information systems and recordkeeping 	ARRs – section 15.5	pp29-30 (Corporate information systems and records management)

Governance – human resources	<ul style="list-style-type: none"> • Workforce planning and performance 	ARRs – section 16.1	<p>p28 (Workforce planning, attraction and retention)</p> <p>pp28-29 (Equity and work-life balance initiatives, Performance management framework, Leadership and management development)</p>
	<ul style="list-style-type: none"> • Early retirement, redundancy and retrenchment 	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	N/A
Open Data	<ul style="list-style-type: none"> • Consultancies 	ARRs – section 17 ARRs – section 34.1	Available on: www.qld.gov.au/data and at: www.usc.edu.au/reports
	<ul style="list-style-type: none"> • Overseas travel 	ARRs – section 17 ARRs – section 34.2	Available on: www.qld.gov.au/data and at: www.usc.edu.au/reports
	<ul style="list-style-type: none"> • Queensland Language Services Policy 	ARRs – section 17 ARRs – section 34.3	N/A
	<ul style="list-style-type: none"> • Government bodies 	ARRs – section 17 ARRs – section 34.4	Available on: www.qld.gov.au/data and at: www.usc.edu.au/reports
Financial statements	<ul style="list-style-type: none"> • Certification of financial statements 	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	p84
	<ul style="list-style-type: none"> • Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARRs – section 18.2	p85-86
	<ul style="list-style-type: none"> • Remuneration disclosures 	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	pp69-70

FAA *Financial Accountability Act 2009* FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*