

Compliance checklist

University of the Sunshine Coast 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	Inside front cover (IFC)
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	<ul style="list-style-type: none"> IFC Inside back cover (IBC)
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	Inside front cover (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>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	<ul style="list-style-type: none"> p1 (Standing, Vision and Values) p3 (VC&P review) p6 (Organisation)
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	<ul style="list-style-type: none"> p1 (Standing) p6 (Organisation)
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	<ul style="list-style-type: none"> p1 (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 objectives for the community 	ARRs – section 12.1	p30 (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)

Summary of requirement	Basis for requirement	Annual report reference	
	<ul style="list-style-type: none"> • Agency objectives and performance indicators 	ARRs – section 12.3	<ul style="list-style-type: none"> • p2 (Key five-year figures) • p3 (Institutional forward planning) • p6 (Organisation) • p7 (Key performance targets) • pp8-9 (Strategic priority one) • pp10-11 (Strategic priority two) • pp12-14 (Strategic priority three) • pp15-17 (Strategic priority four)
	<ul style="list-style-type: none"> • Agency service areas and service standards 	ARRs – section 12.4	SDS N/A for statutory bodies Performance of service areas: <ul style="list-style-type: none"> • p7 (Key performance targets) • p27-28 (Monitoring quality, Benchmarking)
Financial performance	<ul style="list-style-type: none"> • Summary of financial performance 	ARRs – section 13.1	p4 (Financial review)
Governance – management and structure	<ul style="list-style-type: none"> • Organisational structure 	ARRs – section 14.1	<ul style="list-style-type: none"> • p18 (Governance, university organisational chart) • p26 (University Committees)
	<ul style="list-style-type: none"> • Executive management 	ARRs – section 14.2	<ul style="list-style-type: none"> • pp18-21 (Governance) • p22 (Council membership)
	<ul style="list-style-type: none"> • Related entities 	ARRs – section 14.3	Pp28-29 (Controlled entities)
	<ul style="list-style-type: none"> • Government bodies / Boards and committees 	ARRs – section 14.4	pp22-27 (University Council and committees)
	<ul style="list-style-type: none"> • Public Sector Ethics Act 1994 	<i>Public Sector Ethics Act 1994</i> (section 23 and Schedule) ARRs – section 14.5	p31 (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	No external audits or reviews were undertaken during 2014.

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	<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	pp27-28 (Monitoring quality, Benchmarking)
	<ul style="list-style-type: none"> Public Sector Renewal Program 	ARRs – section 15.5	N/A
	<ul style="list-style-type: none"> Information systems and recordkeeping 	ARRs – section 15.6	pp31-32 (Corporate information systems and records management)
Governance – human resources	<ul style="list-style-type: none"> Workforce planning, attraction and retention and performance 	ARRs – section 16.1	<p>p30 (Workforce planning, attraction and retention)</p> <p>pp30-31 (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> ARR – section 16.2	N/A
Open Data	<ul style="list-style-type: none"> Open Data: <ul style="list-style-type: none"> - Consultancies - Overseas travel 	ARRs – section 17	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 ARR – section 18.1	p90
	<ul style="list-style-type: none"> Independent Auditors Report 	FAA – section 62 FPMS – section 50 ARR – section 18.2	pp91-92
	<ul style="list-style-type: none"> Remuneration disclosures 	<i>Financial Reporting Requirements for Queensland Government Agencies</i> ARR – section 18.3	pp73-75

Notes:

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