**Compliance checklist**

**University of the Sunshine Coast
Annual Report 2013**

| **Summary of requirement** | **Basis for requirement** | **Annual report reference** |
| --- | --- | --- |
| **Letter of compliance** | * **A letter of compliance from the accountable officer or statutory body to the relevant Minister**
 | ARRs *–* section 8 | **IFC** |
| **Accessibility** | * **Table of contents**
* **Glossary**
 | ARRs – section 10.1 | * **p1** (Table of Contents)
* **IBC**
 |
| * **Public availability**
 | ARRs – section 10.2 | **IFC** (Inside Front Cover) (Communication objectives) |
| * **Interpreter service statement**
 | *Queensland Government Language Services Policy*ARRs – section 10.3 | **IFC** |
| * **Copyright notice**
 | *Copyright Act 1968*ARRs – section 10.4 | **IFC** |
| * **Information licensing**
 | *Queensland Government Enterprise Architecture – Information licensing*ARRs – section 10.5 | N/A |
| **General information** | * **Introductory Information**
 | ARRs – section 11.1 | **p1** (Standing, Vision and Values), **p6** (Organisation) |
| * **Agency role and main functions**
 | ARRs – section 11.2 | **IFC**, **p1** (Standing), **p6** (Organisation) |
| * **Operating environment**
 | ARRs – section 11.3 | **p1** (Highlights), **p3** (Vice-Chancellor and President’s Review) |
| * **Machinery of Government changes**
 | ARRs – section 11.4 | N/A |
| **Non-financial performance** | * **Government objectives for the community**
 | ARRs – section 12.1 | **p38** (Statutory obligations and compliance) |
| * **Other whole-of-government plans / specific initiatives**
 | ARRs – section 12.2 | Report if relevant to statutory body |
| * **Agency objectives and performance indicators**
 | ARRs – section 12.3 | * **p2** (Key five-year figures)
* **p3** (Institutional forward planning)
* **p6** (Organisation)
* **p7** (Key performance targets, Annual review of operations)
* **pp8-12** (Strategic priority one – review and performance)
* **pp13-17** (Strategic priority two – review and performance)
* **pp18-22** (Strategic priority three – review and performance)
* **pp23-27** ( Strategic priority four – review and performance)
 |
| * **Agency service areas, service standards and other measures**
 | ARRs – section 12.4 | **p7** (Key performance targets) |
| **Financial performance** | * **Summary of financial performance**
 | ARRs – section 13.1 | **pp4-5** (Financial review) |
| * **Chief Finance Officer (CFO) statement**
 | ARRs – section 13.2 | **p4** |
| **Governance – management and structure** | * **Organisational structure**
 | ARRs – section 14.1 | * **pp28-30** (Governance)
* **p28** (Organisational chart
* **pp31-32** (University Council)
* **pp34-36** (University committees)
* **p37** (Monitoring quality)
 |
| * **Executive management**
 | ARRs – section 14.2 | * **pp28-30** (Governance)
* **p28** (Organisational chart
* **pp31-32** (University Council)
* **pp34-36** (University committees)
* **p37** (Monitoring quality)
 |
| * **Related entities**
 | ARRs – section 14.3 | **p38** (Controlled entities) |
| * **Boards and committees**
 | ARRs – section 14.4 | * **pp31-33** (University Council)
* **pp34-36** (University committees)
* **p37** (Monitoring quality)
 |
| * ***Public Sector Ethics Act 1994***
 | *Public Sector Ethics Act 1994*(section 23 and Schedule)ARRs – section 14.5 | **p39** (Ethical standards) |
| **Governance – risk management and accountability** | * **Risk management**
 | ARRs – section 15.1 | * **p35** (Audit and risk management committee)
 |
| * **External Scrutiny**
 | ARRs – section 15.2 | **p37** (Monitoring quality)In 2013 there were no external reviews conducted by Parliamentary Committees, the Crime and Misconduct Commission or the Queensland Coroner |
| * **Audit committee**
 | ARRs – section 15.3 | * **p35** (Audit and risk management committee)
* **p37** (Monitoring quality)
 |
| * **Internal Audit**
 | ARRs – section 15.4 | * **p35** (Audit and risk management committee)
* **p37** (Monitoring quality)
 |
| * **Public Sector Renewal Program**
 | ARRs – section 15.5 | N/A |
| * **Information systems and recordkeeping**
 | ARRs – section 15.7 | **pp39-40** (Corporate information systems and records management) |
| **Governance – human resources** | * **Workforce planning, attraction and retention and performance**
 | ARRs – section 16.1 | **p38** (Workforce planning, attraction and retention) |
| * **Early retirement, redundancy and retrenchment**
 | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment*ARRs – section 16.2 | N/A |
| * **Voluntary Separation Program**
 | ARRs – section 16.3 | N/A |
| **Open Data** | * **Open Data:**
* Overseas travel
* Consultancies
 | ARRs – section 17 | Published online at [www.qld.gov.au/data](http://www.qld.gov.au/data)  |
| **Financial statements** | * **Certification of financial statements**
 | FAA – section 62FPMS – sections 42, 43 and 50ARRs – section 18.1 | **px** (Statement of certification) |
| * **Independent Auditors Report**
 | FAA – section 62FPMS – section 50ARRs – section 18.2 | **pp99-100** (Independent Auditors Report) |
| * **Remuneration disclosures**
 | *Financial Reporting Requirements for Queensland Government Agencies*ARRs – section 18.3 | **pp42-98** (Notes to the financial statements) |

*Notes:*

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