**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 62  FPMS – sections 42, 43 and 50  ARRs – section 18.1 | **px** (Statement of certification) |
| * **Independent Auditors Report** | FAA – section 62  FPMS – section 50  ARRs – 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.*