

## Compliance Checklist – CCC Annual Report 2014–15

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> <li>A letter of compliance from the accountable officer or statutory body to the relevant Minister/s</li> </ul>	ARRs – section 8	Inside front cover
Accessibility	<ul style="list-style-type: none"> <li>Table of contents</li> <li>Glossary</li> </ul>	ARRs – section 10.1	Inside front cover Inside back cover
	<ul style="list-style-type: none"> <li>Public availability</li> </ul>	ARRs – section 10.2	Inside back cover
	<ul style="list-style-type: none"> <li>Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 10.3	Inside front cover
	<ul style="list-style-type: none"> <li>Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 10.4	Inside back cover
	<ul style="list-style-type: none"> <li>Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 10.5	n/a
General information	<ul style="list-style-type: none"> <li>Introductory Information</li> </ul>	ARRs – section 11.1	Pages 1–6
	<ul style="list-style-type: none"> <li>Agency role and main functions</li> </ul>	ARRs – section 11.2	Pages 4, 10–20, 21–25, 26–31
	<ul style="list-style-type: none"> <li>Operating environment</li> </ul>	ARRs – section 11.3	Pages 2, 4–5
	<ul style="list-style-type: none"> <li>Machinery of government changes</li> </ul>	ARRs – section 11.4	n/a
Non-financial performance	<ul style="list-style-type: none"> <li>Government’s objectives for the community</li> </ul>	ARRs – section 12.1	Page 7
	<ul style="list-style-type: none"> <li>Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 12.2	n/a
	<ul style="list-style-type: none"> <li>Agency objectives and performance indicators</li> </ul>	ARRs – section 12.3	Pages 7–9
	<ul style="list-style-type: none"> <li>Agency service areas and service standards</li> </ul>	ARRs – section 12.4	Pages 7–9, 77
Financial performance	<ul style="list-style-type: none"> <li>Summary of financial performance</li> </ul>	ARRs – section 13.1	Pages 43–45
Governance – management and structure	<ul style="list-style-type: none"> <li>Organisational structure</li> </ul>	ARRs – section 14.1	Pages 6, 33
	<ul style="list-style-type: none"> <li>Executive management</li> </ul>	ARRs – section 14.2	Pages 6, 33-35
	<ul style="list-style-type: none"> <li>Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 14.3	n/a

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	<ul style="list-style-type: none"> <li>• <b>Public Sector Ethics Act 1994</b></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 14.4	Pages 39-40
<b>Governance – risk management and accountability</b>	<ul style="list-style-type: none"> <li>• <b>Risk management</b></li> </ul>	ARRs – section 15.1	Page 38
	<ul style="list-style-type: none"> <li>• <b>External scrutiny</b></li> </ul>	ARRs – section 15.2	Pages 27,40
	<ul style="list-style-type: none"> <li>• <b>Audit committee</b></li> </ul>	ARRs – section 15.3	Page 38
	<ul style="list-style-type: none"> <li>• <b>Internal audit</b></li> </ul>	ARRs – section 15.4	Page 39
	<ul style="list-style-type: none"> <li>• <b>Information systems and recordkeeping</b></li> </ul>	ARRs – section 15.5	Page 39
<b>Governance – human resources</b>	<ul style="list-style-type: none"> <li>• <b>Workforce planning and performance</b></li> </ul>	ARRs – section 16.1	Pages 35–37
	<ul style="list-style-type: none"> <li>• <b>Early retirement, redundancy and retrenchment</b></li> </ul>	<i>Directive No.11/12 Early Retirement, Redundancy and Retrenchment</i> ARRs – section 16.2	Page 36
<b>Open Data</b>	<ul style="list-style-type: none"> <li>• <b>Consultancies</b></li> </ul>	ARRs – section 17 ARRs – section 34.1	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Overseas travel</b></li> </ul>	ARRs – section 17 ARRs – section 34.2	Inside front cover
	<ul style="list-style-type: none"> <li>• <b>Queensland Language Services Policy</b></li> </ul>	ARRs – section 17 ARRs – section 34.3	N/a
	<ul style="list-style-type: none"> <li>• <b>Government bodies</b></li> </ul>	ARRs – section 17 ARRs – section 34.4	Inside front cover
<b>Financial statements</b>	<ul style="list-style-type: none"> <li>• <b>Certification of financial statements</b></li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 18.1	Page 74
	<ul style="list-style-type: none"> <li>• <b>Independent Auditors Report</b></li> </ul>	FAA – section 62 FPMS – section 50 ARRs – section 18.2	Pages 75–76
	<ul style="list-style-type: none"> <li>• <b>Remuneration disclosures</b></li> </ul>	Financial Reporting Requirements for Queensland Government Agencies ARRs – section 18.3	Pages 59–61

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

ARRs *Annual report requirements for Queensland Government agencies*