

# CCC Annual Report 2016–17 - Compliance Checklist

Summary of requirement	Basis for requirement	Annual report reference	
<b>Letter of compliance</b>	<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 7	page 4
<b>Accessibility</b>	<ul style="list-style-type: none"> <li>• Table of contents</li> <li>• Glossary</li> </ul>	ARRs – section 9.1	page 4 pages 109-110
	<ul style="list-style-type: none"> <li>• Public availability</li> </ul>	ARRs – section 9.2	inside back cover
	<ul style="list-style-type: none"> <li>• Interpreter service statement</li> </ul>	<i>Queensland Government Language Services Policy</i> ARRs – section 9.3	page 4
	<ul style="list-style-type: none"> <li>• Copyright notice</li> </ul>	<i>Copyright Act 1968</i> ARRs – section 9.4	inside back cover
	<ul style="list-style-type: none"> <li>• Information Licensing</li> </ul>	<i>QGEA – Information Licensing</i> ARRs – section 9.5	inside back cover
<b>General information</b>	<ul style="list-style-type: none"> <li>• Introductory Information</li> </ul>	ARRs – section 10.1	pages 8-9
	<ul style="list-style-type: none"> <li>• Agency role and main functions</li> </ul>	ARRs – section 10.2	pages 6-7
	<ul style="list-style-type: none"> <li>• Machinery of Government changes</li> </ul>	ARRs – section 31 and 32	N/A
	<ul style="list-style-type: none"> <li>• Operating environment</li> </ul>	ARRs – section 10.3	pages 8-9, 17-46
<b>Non-financial performance</b>	<ul style="list-style-type: none"> <li>• Government's objectives for the community</li> </ul>	ARRs – section 11.1	N/A
	<ul style="list-style-type: none"> <li>• Other whole-of-government plans / specific initiatives</li> </ul>	ARRs – section 11.2	pages 9 & 18
	<ul style="list-style-type: none"> <li>• Agency objectives and performance indicators</li> </ul>	ARRs – section 11.3	pages 3, 11-13, 15, 17-46
	<ul style="list-style-type: none"> <li>• Agency service areas and service standards</li> </ul>	ARRs – section 11.4	page 14
<b>Financial performance</b>	<ul style="list-style-type: none"> <li>• Summary of financial performance</li> </ul>	ARRs – section 12.1	pages 64-66
<b>Governance – management and structure</b>	<ul style="list-style-type: none"> <li>• Organisational structure</li> </ul>	ARRs – section 13.1	page 56
	<ul style="list-style-type: none"> <li>• Executive management</li> </ul>	ARRs – section 13.2	pages 48, 50-51
	<ul style="list-style-type: none"> <li>• Government bodies (statutory bodies and other entities)</li> </ul>	ARRs – section 13.3	N/A
	<ul style="list-style-type: none"> <li>• <i>Public Sector Ethics Act 1994</i></li> </ul>	<i>Public Sector Ethics Act 1994</i> ARRs – section 13.4	page 54
	<ul style="list-style-type: none"> <li>• Queensland public service values</li> </ul>	ARRs – section 13.5	pages 2 & 43
<b>Governance – risk management and accountability</b>	<ul style="list-style-type: none"> <li>• Risk management</li> </ul>	ARRs – section 14.1	pages 57-58
	<ul style="list-style-type: none"> <li>• Audit committee</li> </ul>	ARRs – section 14.2	pages 58-59
	<ul style="list-style-type: none"> <li>• Internal audit</li> </ul>	ARRs – section 14.3	pages 58-59

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<ul style="list-style-type: none"> <li>External scrutiny</li> <li>Information systems and recordkeeping</li> </ul>	ARRs – section 14.4	pages 59, 60-61
	ARRs – section 14.5	page 60
<b>Governance – human resources</b> <ul style="list-style-type: none"> <li>Strategic workforce planning and performance</li> <li>Early retirement, redundancy and retrenchment</li> </ul>	ARRs – section 15.1	pages 6, 40-43, 52-56
	Directive No.11/12 <i>Early Retirement, Redundancy and Retrenchment</i> Directive No.16/16 <i>Early Retirement, Redundancy and Retrenchment</i> (from 20 May 2016) ARRs – section 15.2	page 54
<b>Open Data</b> <ul style="list-style-type: none"> <li>Statement advising publication of information</li> <li>Consultancies</li> <li>Overseas travel</li> <li>Queensland Language Services Policy</li> </ul>	ARRs – section 16	page 4
	ARRs – section 33.1	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	ARRs – section 33.2	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
	ARRs – section 33.3	<a href="https://data.qld.gov.au">https://data.qld.gov.au</a>
<b>Financial statements</b> <ul style="list-style-type: none"> <li>Certification of financial statements</li> <li>Independent Auditor's Report</li> </ul>	FAA – section 62 FPMS – sections 42, 43 and 50 ARRs – section 17.1	pages 67-105
	FAA – section 62 FPMS – section 50 ARRs – section 17.2	pages 106-108

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*