**Compliance Checklist - CCC Annual Report 2015–16**

|  |  |  |
| --- | --- | --- |
| **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/s**
 | ARRs *–* section 8 | page 2(inside cover) |
| **Accessibility** | * **Table of contents**
* **Glossary**
 | ARRs – section 10.1 | page 3 & inside back cover |
| * **Public availability**
 | ARRs – section 10.2 | inside back cover |
| * **Interpreter service statement**
 | *Queensland Government Language Services Policy*ARRs – section 10.3 | page 2(inside cover) |
| * **Copyright notice**
 | *Copyright Act 1968*ARRs – section 10.4 | inside back cover |
| * **Information Licensing**
 | *QGEA – Information Licensing*ARRs – section 10.5 | n/a |
| **General information** | * **Introductory Information**
 | ARRs – section 11.1 | pages 6-9 |
| * **Agency role and main functions**
 | ARRs – section 11.2 | pages 12-13 |
| * **Operating environment**
 | ARRs – section 11.3 | pages 6,7,37 & 57 |
| **Non-financial performance** | * **Government’s objectives for the community**
 | ARRs – section 12.1 | n/a |
| * **Other whole-of-government plans / specific initiatives**
 | ARRs – section 12.2 | n/a |
| * **Agency objectives and performance indicators**
 | ARRs – section 12.3 | pages 19, 20, 21  |
| * **Agency service areas and service standards**
 | ARRs – section 12.4 | pages 19, 20, 21 & appendix  |
| **Financial performance** | * **Summary of financial performance**
 | ARRs – section 13.1 | pages 81-82 |
| **Governance – management and structure** | * **Organisational structure**
 | ARRs – section 14.1 | page 64 |
| * **Executive management**
 | ARRs – section 14.2 | pages 17, 67-70 |
| * **Government bodies (statutory bodies and other entities)**
 | ARRs – section 14.3 | n/a |
| * ***Public Sector Ethics Act 1994***
 | *Public Sector Ethics Act 1994*ARRs – section 14.4 | page 78 |
| * **Queensland public service values**
 | ARRs – section 14.5 | n/a |

|  |  |  |
| --- | --- | --- |
| **Summary of requirement** | **Basis for requirement** | **Annual report reference** |
| **Governance – risk management and accountability** | * **Risk management**
 | ARRs – section 15.1 | page 77 |
| * **Audit committee**
 | ARRs – section 15.2 | page 77 |
| * **Internal audit**
 | ARRs – section 15.3 | page 77 |
| * **External scrutiny**
 | ARRs – section 15.4 | pages 77, 78 -78 |
| * **Information systems and recordkeeping**
 | ARRs – section 15.5 | page 72 |
| **Governance – human resources** | * **Workforce planning and performance**
 | ARRs – section 16.1 | page 72 |
| * **Early retirement, redundancy and retrenchment**
 | Directive No.11/12 *Early Retirement, Redundancy and Retrenchment*ARRs – section 16.2 | page 72 |
| **Open Data** | * **Consultancies**
 | ARRs – section 17 ARRs – section 34.1 | page 2(inside cover) |
| * **Overseas travel**
 | ARRs – section 17 ARRs – section 34.2 | page 2(inside cover) |
| * **Queensland Language Services Policy**
 | ARRs – section 17 ARRs – section 34.3 | page 2(inside cover) |
| **Financial statements** | * **Certification of financial statements**
 | FAA – section 62FPMS – sections 42, 43 and 50 ARRs – section 18.1 | pages 81-120 |
| * **Independent Auditor’s Report**
 | FAA – section 62 FPMS – section 50 ARRs – section 18.2 | pages 121-122 |

FAA *Financial Accountability Act 2009*

FPMS *Financial and Performance Management Standard 2009*

ARRs *Annual report requirements for Queensland Government agencies*