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

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| **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 |

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| **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 62  FPMS – 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*