

Compliance Checklist - CCC Annual Report 2015–16

Summary of requirement		Basis for requirement	Annual report reference
Letter of compliance	<ul style="list-style-type: none"> A letter of compliance from the accountable officer or statutory body to the relevant Minister/s 	ARRs – section 8	page 2 (inside cover)
Accessibility	<ul style="list-style-type: none"> Table of contents Glossary 	ARRs – section 10.1	page 3 & inside back cover
	<ul style="list-style-type: none"> Public availability 	ARRs – section 10.2	inside back cover
	<ul style="list-style-type: none"> Interpreter service statement 	Queensland Government Language Services Policy ARRs – section 10.3	page 2 (inside cover)
	<ul style="list-style-type: none"> Copyright notice 	Copyright Act 1968 ARRs – section 10.4	inside back cover
	<ul style="list-style-type: none"> Information Licensing 	QGEA – Information Licensing ARRs – section 10.5	n/a
General information	<ul style="list-style-type: none"> Introductory Information 	ARRs – section 11.1	pages 6-9
	<ul style="list-style-type: none"> Agency role and main functions 	ARRs – section 11.2	pages 12-13
	<ul style="list-style-type: none"> Operating environment 	ARRs – section 11.3	pages 6,7,37 & 57
Non-financial performance	<ul style="list-style-type: none"> Government's objectives for the community 	ARRs – section 12.1	n/a
	<ul style="list-style-type: none"> Other whole-of-government plans / specific initiatives 	ARRs – section 12.2	n/a
	<ul style="list-style-type: none"> Agency objectives and performance indicators 	ARRs – section 12.3	pages 19, 20, 21
	<ul style="list-style-type: none"> Agency service areas and service standards 	ARRs – section 12.4	pages 19, 20, 21 & appendix
Financial performance	<ul style="list-style-type: none"> Summary of financial performance 	ARRs – section 13.1	pages 81-82
Governance – management and structure	<ul style="list-style-type: none"> Organisational structure 	ARRs – section 14.1	page 64
	<ul style="list-style-type: none"> Executive management 	ARRs – section 14.2	pages 17, 67-70
	<ul style="list-style-type: none"> Government bodies (statutory bodies and other entities) 	ARRs – section 14.3	n/a
	<ul style="list-style-type: none"> Public Sector Ethics Act 1994 	Public Sector Ethics Act 1994 ARRs – section 14.4	page 78
	<ul style="list-style-type: none"> 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 <i>Early Retirement, Redundancy and Retrenchment</i> 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*